



Bylaws for Faculty Governance*

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***revised by CCPS April 3, 2019; reviewed and approved faculty vote April 19, 2019 as required *Faculty Handbook S.G. 1.04*; updated College Personnel Committee language approved faculty vote March 16, 2020, reviewed and approved as required *Faculty Handbook S.G. 1.04 Jun 29, 2020*.**

Preamble

CCPS Faculty Governance is a deliberative and broadly representative forum that exists to consider the activities of Grand Valley State University's College of Community and Public Service (CCPS) in all of its facets, with particular attention to educational objectives and those matters that affect the common interests of faculty, staff, and students. Any standing committee may recommend general policies and otherwise advise the Dean of CCPS. All standing committees are authorized to initiate policy proposals as well as to express their judgment on those submitted to it by the administrative officers of the University and its various academic divisions. CCPS Faculty Governance is also empowered to request information from the University administration through appropriate channels.

I. CCPS Standing Governance Committees

A. College Advisory Committee (CAC)

1. Charge

- a. On matters presented to the CAC from CCPS faculty, staff, CAC members, and the Dean, the CAC will review, discuss, and advise the Dean of the consensus of the CAC. Such matters may include, but not be limited to, CCPS policies and budget, and the organization and function of existing college committees.
- b. The CAC will serve as a liaison between CCPS faculty and staff and the Dean, as representatives of CCPS faculty and staff. The CAC will also serve as an advisory group for CCPS strategic planning processes.
- c. The CAC will administer faculty committee elections (both University and College committees) as well as the awards process for the CCPS Dean's Office awards. The CAC may use appropriate procedures to replace any governance committee member who is consistently absent from meetings upon notification by the chair of the committee.
- d. The CAC will work with the Dean's Office to coordinate the agenda of biannual CCPS faculty/staff meetings.

2. Membership

- a. The CAC will have seven members and is composed of one member from each school/department—including the Dorothy A. Johnson Center for Philanthropy and the CCPS Undergraduate Advising Center—and one at-large position. Unit Heads from CCPS units are not eligible to serve on this committee. An additional member may be appointed by the Dean in the interest of diversity. The Dean, or a designated representative of the Dean, is ex-officio, non-voting member of the CAC.
- b. Membership on the CAC requires regular attendance at meetings and full participation in the committee's business. The committee should be broadly representative of the faculty and staff employed within CCPS. While AP staff and affiliate faculty may serve, the majority of the committee must be regular faculty, which includes tenured and tenure-track faculty.

3. Standard Meeting Times

- a. The CAC shall determine a meeting schedule at the beginning of each regular academic semester and will share the meeting schedule with CCPS members.
- b. The CAC meets once a month but may meet more often if necessary.

4. Length of Terms

- a. The standard term on the CAC is three years, and terms will be staggered among members to promote continuity. Members may be elected to terms of shorter length to fill vacancies. Standard terms begin the Monday of finals week of Winter semester. Prior to the first day of Spring/Summer semester each year, the committee must choose its Chair for the following academic year. It is the responsibility of the outgoing Chair to make sure the election occurs. Whenever possible, rank and experience should be taken into consideration in choosing a chair.
- b. A committee member may not serve while on sabbatical leave, or any other leave of a semester or longer in duration and must relinquish her/his/their seat on the CAC to a substitute.

5. Attendance at Meetings

- a. CAC members should make all efforts to attend all committee meetings. If a committee member cannot attend a meeting, she/he/they must inform the Chair beforehand. No substitutes or alternates are allowed in such instances.

6. Internal Bylaws of Committees

- a. The CAC may develop internal bylaws and procedures separate from the College Bylaws to describe the selection of officers, procedures to handle responsibilities, and other matters. Internal bylaws must be consistent with University policy and these Bylaws for Faculty Governance. Internal bylaws must be approved by CCPS voting members. All internal bylaws, once approved, shall be publicly available.
- b. Changes to the governance policies contained in the CCPS Bylaws are subject to approval as outlined in the *Faculty Handbook* under Shared Governance 1.04. Internal CAC Bylaws need only be approved by the committee and CCPS members.

B. College Personnel Committee (CPC)

1. Charge

- a. The CPC will review and advise the Dean on all contract renewals, promotion and tenure decisions, dismissal for adequate cause, personnel policies and issues, and other requirements of the *Faculty Handbook*.
- b. The CPC will make recommendations to the Dean and/or the CAC concerning other personnel matters or policies, upon its own initiative, or upon the request of the Dean or the CAC.

2. Membership

- a. The CPC must have at least five members, and all members must be **tenured** faculty. There shall be no more than two members from each Academic Unit within the College and there should be at least one member from each Academic Unit. If no tenured member is elected from an Academic Unit, an at-large member will be elected. An additional member may be appointed by the Dean in the interest of diversity. The CPC may not exceed seven members.
- b. At the first meeting of the academic term, the members of the CPC will vote on whether or not to invite the Dean to attend their meetings on personnel actions as provided for by University policy.
- c. Membership on the CPC requires regular attendance at meetings and full participation in the committee's business.

3. Standard Meeting Times

- a. The CPC shall determine a meeting schedule at the beginning of each regular academic semester and share that schedule with CCPS members.
- b. The CPC meets when necessary.

4. Length of Terms

The standard term on the CPC is three years, and terms will be staggered among the members to promote continuity. Faculty may be elected to terms of shorter length to fill vacancies. Terms begin the Monday of finals week of Winter semester. Prior to the first day of Spring/Summer semester each year, the committee must choose its Chair for the following academic year. It is the responsibility of the outgoing Chair to make sure the selection occurs. Whenever possible, rank and experience should be taken into consideration in choosing a Chair. At the start of the fall semester (each year), the committee must choose its University Sabbatical Review Committee representative for the following academic year. It is the responsibility of the Chair to make sure the selection occurs.

Faculty may not serve on the CPC while on sabbatical leave, or any other leave of a semester or longer in duration and must relinquish their seat to a substitute.

5. Attendance at Meetings

CPC members should make all efforts to attend all committee meetings. If a committee member cannot attend a meeting, she/he/they must inform the Chair beforehand. No substitutes or alternates are allowed in such instances.

6. Internal Bylaws of Committees

- a. The CPC may develop internal bylaws and procedures to describe the selection of officers, procedures to handle responsibilities, and other matters. Internal bylaws must be consistent with University policy and these Bylaws for Faculty Governance. Internal bylaws must be approved by the CAC and CCPS faculty. All internal bylaws, once approved, shall be publicly available.
- b. Changes to the governance policies contained in the CCPS Bylaws are subject to approval as outlined in the *Faculty Handbook* under Shared Governance 1.04.

C. College Curriculum Committee (CCC)

1. Charge

- a. The CCC will review and advise the Dean on all curricular matters, including, but not limited to, proposals for new courses or programs, course and program changes, program requirements, and general education courses. The CCC will review proposals for potential overlap with, or effect on, other disciplines, units, or colleges.
- b. The CCC will inform the Dean's Office of requests to assist with communication and coordination among affected disciplines, Units, and Colleges.

2. Membership

- a. The CCC must have five members and will be composed of one member from each Academic Unit and one at-large position. An additional member may be appointed by the Dean in the interest of diversity. The Dean, or a designated representative of the Dean, is ex- officio, non-voting member of the College Curriculum Committee.
- b. Membership on the CCC requires regular attendance at meetings and full participation in the committee's business.

3. Standard Meeting Times

- a. The committee must determine a meeting schedule at the beginning of each regular academic semester and share that schedule with CCPS members.
- b. The CCC meets when necessary and may complete its business electronically when feasible.

4. Length of Terms

- a. The standard term on the CCC is three years, and terms will be staggered among the members to promote continuity. Faculty may be elected to terms of shorter length to fill vacancies. Terms begin the Monday of finals week of Winter semester. Prior to the first day of Spring/Summer semester each year, the CCC must choose its Chair for the following academic year. It is the responsibility of the outgoing Chair to make sure the selection occurs. Whenever possible, rank and experience should be taken into consideration in choosing a Chair.
- b. Faculty may not serve on the CCC while on sabbatical leave, or any other leave of a semester or longer in duration and must relinquish their seat to a substitute.

5. Attendance at Meetings

CCC members should make all efforts to attend all meetings. If a committee member cannot attend a meeting, she/he/they must inform the chair beforehand. No substitutes or alternates are allowed in such instances.

6. Internal Bylaws of Committees

- a. The CCC may develop internal bylaws and procedures to describe the selection of officers, procedures to handle responsibilities, and other matters. Internal bylaws must be consistent with University policy and these Bylaws for Faculty Governance. Internal bylaws must be approved by the CAC and CCPS faculty. All internal bylaws, once approved, shall be publicly available.
- b. Changes to the governance policies contained in the CCPS Bylaws are subject to approval as outlined in the *Faculty Handbook* under Shared Governance 1.04.

II. CCPS Representation in University Faculty Governance

A. University Representation

1. CCPS has representatives on many University faculty governance committees, starting with the University Academic Senate (UAS). See the *Faculty Handbook* section on shared governance for information about the range of committees and the number of representatives.
2. There are various other committees within the University that are not part of shared governance (for example, the Provost's Advisory Committee). These Bylaws do not address the composition of those committees.

B. Eligibility to Serve

1. All regular faculty whose primary Unit is in CCPS are eligible to represent CCPS on the committees listed in Section II. All seats will be elected CCPS-wide in conjunction with the election for CCPS faculty governance.
2. The following restrictions also apply:
 - a. UAS: no more than two faculty may serve from the same department.
 - i. Graduate Council: Only faculty from departments that

offer at least one graduate course are eligible.

C. Other GVSU Committees Requiring CCPS Representation

For committees not under the purview of University faculty governance, the CAC is empowered to address filling vacancies on these committees as the need arises.

III. Election Procedures for CCPS Faculty Governance Committees

A. Announcement of Upcoming Election

The CAC will determine which openings on CCPS Faculty Governance committees will need to be filled by a CCPS-wide election. No later than February 1 of each year, the Chair of the CAC will communicate the list of openings to the Unit Heads.

B. Call for Nominations

1. No later than February 15 of each year, the CAC will issue a call for nominations for all open positions for the next academic year. A period of at least two weeks will be allowed for nominations.

C. Sabbaticals and Nominations

1. Faculty may stand for election if they expect to take sabbatical or other leave during the second or third year of the term they are seeking, with the understanding that a substitute will be elected to fulfill their term during their leave. Faculty who expect to take sabbatical or other leave during the Fall semester of the first year of the term they are seeking are not eligible for nomination.

D. Number of Nominees

1. The goal for each election will be to have at least two nominees for each open position. If there are not enough nominees for a position after the normal nomination process, the CAC will extend the nomination period for an additional week and actively seek additional nominees.

E. Voting Timeline

1. No later than March 1 each year, the CAC will open the election for voting. This election may be by paper or secure electronic means. Once voting is initiated, regular faculty members will have a period of seven days to cast their vote. All regular faculty whose primary Unit is in CCPS are eligible to vote in elections for CCPS committees.

F. Ballot Voting

1. For each position, faculty should vote for the one nominee they support. Such votes may be by paper or secure electronic means. The person who receives the most votes will be the committee designee.

G. Filling of Vacancies

1. If a seat is vacated on a CCPS committee (except the CPC) due to resignation or some other reason, the CAC will seek nominations from CCPS members and designate an interim replacement to the position until it can be filled through the next regular election from those nominations. This designation cannot occur until after a public call (via email) for volunteers has occurred and, if possible, the CAC has asked the person who is vacating the seat for recommendations.
2. In the case of a vacancy on the CPC, a special election must be held if the Alternate named at the time of the general election is unable to complete the term.

H. Diverse Representation

1. For each of the CCPS elected committees except the CPC, an additional member may be appointed by the CAC in consultation with the Dean in the interest of diversity. The term for an appointed representative is until the next election. For the CPC, appointments for diversity purposes must follow guidelines in the *Faculty Handbook*.

IV. Election Procedures for CCPS Representation in University Faculty Governance

A. Announcement of Upcoming Election

The CAC will determine which openings on CCPS Faculty Governance committees will need to be filled by a CCPS-wide election. No later than February 1 of each year, the Chair of the CAC will communicate the list of openings to the Unit Heads.

B. Call for Nominations

No later than February 15 of each year, the CAC will issue a call for nominations for all open positions for the next academic year. A period of at least two weeks will be allowed for nominations.

C. Sabbaticals and Nominations

Faculty may stand for election if they expect to take sabbatical or other

leave during the second or third year of the term they are seeking, with the understanding that a substitute will be designated for the period of their leave. Faculty who expect to take sabbatical or other leave during the Fall semester of the first year of the term they are seeking are not eligible for nomination, nor eligible to run for new positions for that academic year.

D. Number of Nominees

The goal for each election will be to have at least two nominees for each open position. If there are not enough nominees for a position after the normal nomination process, the CAC will extend the nomination period for an additional week and actively seek additional nominees.

E. Voting Timeline

No later than March 1 each year, the CAC will open the election for voting. This election may be by paper or secure electronic means. Once voting is initiated, regular faculty members will have a period of seven days to cast their vote. All regular faculty whose primary Unit is in CCPS are eligible to vote in elections for CCPS committees.

F. Ballot Voting

For each position, faculty should vote for the one nominee they support. Such votes may be by paper or secure electronic means. The person who receives the most votes will be the committee designee.

G. Announcement of results

The Chair of the CAC will communicate the results of the election no later than March 30.

H. Filling of Vacancies

1. If a seat is vacated on a CCPS committee (except the CPC) due to resignation or some other reason, the CAC will designate an interim replacement to the position until it can be filled through the next regular election. This designation cannot occur until after a public call (via email) for volunteers has occurred and, if possible, the CAC has asked the person who is vacating the seat for recommendations.
2. In the case of a vacancy on the CPC, a special election must be held.

I. Diverse Representation

For each of the CCPS elected committees except the CPC, an additional member may be appointed by the CAC in consultation with the Dean in the interest of diversity. The term for an appointed representative is until

the next election. For the CPC, appointments for diversity purposes must follow guidelines in the *Faculty Handbook*.

V. Miscellaneous Provisions

A. CCPS Faculty Assembly

There shall be at least one CCPS Faculty Assembly during each academic year. Faculty Assemblies shall be called by the Dean, by the CAC, or in response to a petition signed by 25% of the CCPS faculty. During an Assembly, representatives from CCPS faculty governance committees may inform the faculty about various issues. The Dean leads the Assembly.

B. CCPS Faculty List

The Dean shall be responsible for producing a current list of CCPS faculty by name and title upon the request of the CAC. The list shall be updated on an ongoing basis by the Dean's administrative staff. The faculty list shall be used to verify the eligibility of candidates and voters in CCPS faculty governance elections.

C. Amending the Bylaws

Except for faculty personnel policies, all CCPS faculty and staff may propose amendments to these Bylaws. Any proposed amendment must receive the support of two thirds of the CAC. If so supported, the CAC will submit the proposed amendment to CCPS members. The amendment shall be discussed in a public forum. The proposal must be submitted to all CCPS faculty and staff at least ten business days in advance of the forum. A referendum shall be held on the amendment no more than twenty business days after the forum. At least two thirds of those who vote must agree in order for the amendment to be adopted.

D. Referenda Procedures

For proposals that are not related to these Bylaws, a referendum may be called to seek the approval of CCPS members. In this situation, the procedure in Section VI, Subsection C, will be used.

E. Public Communication of Committee Activities

Information on the work of the four standing committees of CCPS Faculty Governance will be posted regularly at a public site. The information to be posted includes meeting announcements, approved minutes, and other documents.

F. Annual Reports from Standing Committees

Each standing committee will issue a written annual report of its activities in April of the Winter semester, which will be posted publicly. In addition, an oral report may be part of the CCPS Faculty Assembly (see Section VI, Subsection A).

G. Strategic Planning for CCPS

CCPS faculty governance shall be consulted about strategic planning for the College.

H. Faculty with Joint Appointments

For faculty with joint appointments, any restrictions on representation in these Bylaws that relate to department membership shall be interpreted as pertaining to the primary department of the faculty member.

I. Major Changes in Organization of College or Administration

Proposals regarding major changes in the organization of CCPS or in collegiate administrative policy must be discussed by the CAC. The policy and process for appointing an interim or new Dean for CCPS must be discussed by the CAC.

J. Review of These Bylaws

The CAC must review these Bylaws every five years to determine if any changes should be proposed to CCPS members.

APPENDIX

CAC Academic Year Timeline	
Fall Term	
Task One College Advisory Committee Meetings	
Activity	Time frame
Chair elected at end of prior academic year schedules first CAC meeting	During the first weeks of Fall Semester
Task Two: Establish Meeting Schedule	
Determine CAC priorities for academic year	Within two weeks after first scheduled CAC meeting
Notify all faculty and staff of CAC meeting dates	Within one week of completing schedule
Task Three: Annual Agenda	
Determine CAC priorities for academic year	Within two weeks after first scheduled CAC meeting
Task Four: Begin Nominations & Elections Process	
Identify slate of open College and University Committee positions	Before the end of Fall Semester
Task Five: Input and Guidance on CCPS Winter Meeting	
Consider current issues within CCPS, or topics of interest to faculty & staff, and recommend inclusion (and methods for inclusion) in the CCPS Winter meeting	Throughout Fall Semester
Winter Term	
Task One: Establish Meeting Schedule	
Activity	Timeframe
Schedule monthly meetings for semester	Within two weeks of beginning of semester (within one week of the start of classes)
Notify all faculty and staff of CAC Meeting dates	Within one week of completing schedule
Task Two: Complete Nominations & Elections Process	
Communicate the list of openings to the Unit Heads	No later than February 1 st of each year
Working with support staff in the Dean's office, ensure slate of open positions is completed for on-line nominations	No later than February 15 th of each year
Nominations period must be two weeks in length.	
Working with support staff from the Dean's office, ensure nominations are in an on-line elections ballot.	Within one week of closing of nominations, and no later than March 1 st of each year
Elections period must be seven days in length.	
Report out results of elections	With meeting summary of first CAC meeting scheduled after elections have closed
Task Three: Complete College Awards Process	
Initial faculty notification of open CCPS awards	At the start of Winter Semester
Remind CCPS Faculty & staff of open CCPS awards and close date for applications (April 1 st)	No later than March 1 st of each year

All members of CAC review nomination submissions for each CCPS award, then meet to discuss and select winner of each award.	No later than final scheduled meeting of CAC in the Winter Semester
Task Four: Input/Guidance on CCPS Fall Meeting/Start up next Academic Year	
Consider current issues within CCPS, or topics of interest to faculty & staff, and recommend inclusion (and methods for inclusion) in the CCPS Fall Meeting	Throughout Winter Semester
Current Chair convenes meeting of CAC members of following year post-election and holds election for selection of Chair for the following year.	Final weeks of the winter term.