

DEPARTMENT OF CHEMISTRY
COLLEGE OF LIBERAL ARTS AND SCIENCES
WAYNE STATE UNIVERSITY

BY-LAWS

Updated September 5, 2014

I. THE DEPARTMENT OF CHEMISTRY

Section 1. For the purposes of this document, the Department of Chemistry shall consist of all full time faculty members assigned to it by the College of Liberal Arts and Sciences.

Section 2. The Department shall meet at least once **each term during the regular academic year (Fall, Winter, Spring)** and shall keep records. The Chairperson may call special meetings when necessary. Upon the request of one-third or more of the members of the Department, the Chairperson shall call a special meeting of the Department. Written notice of all special meetings shall be given to the Department not less than forty-eight hours in advance.

Section 3. The Department shall determine all matters of educational policy, and it shall concern itself with all matters dealing with the general welfare of its members, staff and students. All major items for action shall be on the agenda of a meeting and may be discussed, but they must be placed on the table for final action at the next meeting unless this requirement is suspended by a TWO-THIRDS VOTE of those present and voting.

Section 4. A quorum for action at meetings shall be a MAJORITY of the department, excluding those members who are on sabbatical or other long-term leave. Motions shall be carried by a MAJORITY vote of faculty members present and voting.

Section 5. The Department may invite part-time faculty, adjunct faculty, and representatives of undergraduate and graduate student organizations to attend department meetings and participate in discussions. Invited guests shall not have the right of vote.

II. THE DEPARTMENT CHAIRPERSON

Section 1. The Chairperson is the administrative officer of the Department. (He/She) shall inform the Dean concerning departmental matters and members of the Department concerning College and University matters of interest to the Department.

Section 2. The Chairperson is the presiding officer with vote at department meetings. (He/She) shall serve as ex-officio Chairperson of the Personnel/Budget Committee without vote, and (he/she) shall be an ex-officio, non-voting member of all other departmental committees.

Section 3. After consultation with the Department, The Chairperson shall appoint the Chairperson of all standing committees, the Graduate Admissions Officer and the heads of the Divisions.

Section 4. Chairperson Selection Advisory Committee

- a. Formation. Whenever the Chairpersonship of the Department becomes vacant, or the Chairperson announces **his/her** intention to resign the Chairpersonship, a Department Chairperson Selection Advisory Committee shall be formed as soon as possible.

b. Membership. This Committee shall consist of five persons from the Department -one elected from each division by that division. The out-going Chairperson shall be ineligible to serve on this committee. Immediately following formation of the Committee, the out-going Chairperson/acting Chairperson shall submit the names of the elected members of the Committee to the Dean of the College of Liberal Arts and Sciences. The Dean may appoint additional members to the Committee and/or appoint the Chairperson of the Committee. If the Dean does not select a Chairperson for the Committee, then the Committee shall elect its own Chairperson.

c. Duties.

(1) The Committee shall explore the profession for appropriate candidates and shall present its nominations to the Department for approval as soon as possible. Departmental approval shall be by MAJORITY vote (secret ballot) of those present and voting at the next regular or special departmental meeting, providing that the written agenda describing this “to be voted on” item is sent to the Department faculty at least ten days before the meeting.

(2) The name(s) of the candidate(s) approved by the Department shall be submitted to the Dean of the College of Liberal Arts and Sciences by the Chairperson of the Committee.

(3) Should the recommended candidate(s) not be acceptable to the administration, the Chairperson of the Committee shall report to the Department and the Committee shall make alternative recommendation(s), repeating the procedures described above, until a Chairperson is appointed.

d. Vacancies. Vacancies on the Committee involving Department divisional representatives shall be filled through election within that division. The Dean of the College of Liberal Arts and Sciences should be asked to fill vacancies created through the loss of his/her original appointees.

e. Acting Department Chairperson. Should the Department Chairpersonship suddenly become vacant, e.g. before a new Chairperson can take office, the five divisional representatives elected to the Committee shall constitute an ad hoc committee to recommend persons for “Acting Chairperson”. The ad hoc committee shall call a special meeting of the Department, allowing at least three days advance written notice, for the purpose of obtaining the approval of the Department. Approval will be indicated by a MAJORITY vote (secret ballot) of those present and voting at the special meeting. The ad hoc committee will submit the approved names to the Dean of the College of Liberal Arts and Sciences without delay.

III. REPRESENTATIVE UNITS (DIVISIONS)

Section 1. There shall be five representative subunits or Divisions of the Department: Analytical, Biochemistry, Inorganic, Organic and Physical. Each faculty member shall have a primary assignment to one of these Divisions on the basis of community of interest and specialty discipline. Such assignments shall be made by the Chairperson of the Department with the advice and consent of the Personnel/Budget Committee.

Section 2. Each Division shall have one faculty member appointed as head by the Chairperson of the Department. The Division Head shall be responsible for organizing the administrative responsibilities of the Division, shall keep records, and shall report to the Chairperson or his designee.

Section 3. The Divisions shall be responsible for the administration and grading of graduate proficiency and written qualifying examinations in each area of major specialization. The Divisions shall make recommendations to the Chairperson and to appropriate departmental committees or officers on all matters of interest. Divisional recommendations shall be decided on by majority vote of the Division members.

IV. THE PERSONNEL/BUDGET COMMITTEE

Section 1. Composition and Manner of Election.

- a. The Personnel/Budget Committee shall consist of five members, one from each Division of the Department, elected for two years. Terms shall be staggered so that three members are elected one year and two the next year.
- b. All full-time tenured faculty members in each Division are eligible for election to the Personnel/Budget Committee regardless of rank.
- c. Elections shall be held annually by secret, electronic ballot in the Fall Semester one week prior to the first regularly scheduled department meeting. All full-time members of the Department (Full-time faculty, including faculty holding concurrent administrative appointments, teaching faculty, and senior lecturers) shall be eligible to vote for the Personnel/Budget Committee member from each Division. Electronic elections will be conducted with voting open for 72 hours. An absolute majority of the votes is required for election to this Committee. If no Division member receives such a majority, a run-off ballot will be held between the two Division members receiving the greatest number of votes. This run-off election will be conducted electronically and voting will be open for 72 hours before the scheduled meeting. Final results will be announced by email or at the department meeting.
- d. Vacancies on the Personnel/Budget Committee shall be filled for the remainder of the term by electronic election to be held within two weeks of when the vacancy occurs. The voting provisions of By-Law IV. Sec. 1(c) shall be followed.
- e. Special, short-term assignments to the Personnel/Budget Committee shall be made according to the provisions of By-Law IV, Sec. 1(c). whenever any members are ineligible to vote on any matter.
- f. The Personnel/Budget Committee annually shall elect a Secretary from its own membership, who shall record the Minutes of meetings of the Committee and receive correspondence to the Committee.

Section 2. Tenure and Term Appointments.

- a. The Personnel/Budget Committee shall evaluate annually, all non-tenured faculty of the Department above the rank of instructor for recommendation for tenure. The record of each such person shall be presented orally to the Committee by a designated member of the Department. A MAJORITY vote of the membership of the Personnel/Budget Committee shall be required for a recommendation to grant tenure.
- b. Should a non-tenured faculty member not be granted tenure the year preceding the final year of his/her term appointment, the Personnel/Budget Committee shall review the professional performance of the individual and shall recommend to the Chairperson of the Department either termination or reappointment for an additional term appointment. However, term

appointments are limited to a maximum of seven years of full-time service at this University, including counted prior full-time service.

- c. When a decision not to recommend tenure for an individual would result in termination of employment [e.g. as in the sixth year of counted full-time service as defined in By-Law IV, Sec. 2 (b).], a tenure vote shall be taken only when all members of the Personnel/Budget Committee are in attendance. In the event that the motion to recommend tenure for such an individual does not carry by majority vote, the Department Chairperson or his/her designated representative from the Personnel/Budget Committee shall transmit this information orally and in writing to the affected individual no later than the date on which departmental recommendations regarding tenure are due in the Office of the Dean. If any member of the Personnel/Budget Committee cannot be present during the period in which the preceding decisions(s) must be made, he/she shall be replaced for that period by another representative of his/her respective Division in accord with the voting provisions of By-Law IV. Sec. 1(c).
- d. When a decision is to be made recommending termination of contract for an individual under the circumstances described in Sec. 2(b), the procedures specified in Sec. 2(c). shall be followed.
- e. If the Chairperson of the Department does not recommend contract renewal for a faculty member or tenure for a faculty member in his/her sixth year of counted, full-time service, the Chairperson shall notify the individual orally and in writing no later than the date on which his/her recommendations are due in the Office of the Dean.
 - (1) Within two weeks following the transmittal of the information to a faculty member that he/she has not been recommended for tenure or contract renewal which would result in termination of employment, the individual in question may request an appearance before the entire Personnel/Budget Committee (and/or the Chairperson) for an explanation of the facts upon which the decision was based. This request shall be submitted in writing to the Secretary of the Personnel/Budget Committee (and/or to the Chairperson). The meeting shall be held within two weeks of receipt of this request by the Secretary (or the Chairperson).
 - (2) If, following the meeting with the Personnel/Budget Committee (and/or Chairperson) the individual feels that the Committee's/Chairperson's decision was based on inaccurate or insufficient information, he/she may within two weeks of the first meeting submit a written request to the Personnel/Budget Committee Secretary (and/or Chairperson) for a second meeting with the full Committee (and/or the Chairperson). At this second meeting, to be held within two weeks of receipt by the Secretary (and/or Chairperson) of this request, he/she may submit his/her own case to the Committee (Chairperson) documenting his/her achievements and other evidences of professional excellence in writing, providing a copy of this document to each member of the Committee. The Committee members shall be free to question the individual at length regarding all the particulars of his/her record to insure a complete understanding of the relevant facts.
 - (3) Following this second meeting with the individual, the Committee (or the Chairperson) shall have no more than two weeks in which to deliberate. A second vote on the original motion for tenure recommendation or contract renewal shall be taken with all members of the Personnel/Budget Committee present. This shall represent the final decision of the Committee and the result shall be transmitted to the affected individual in writing. In the

case of the Chairperson, he/she shall transmit his/her final decision in writing to the affected individual.

- (4) If the affected individual remains dissatisfied with the final decision of the Personnel/Budget Committee (or the Chairperson), further appeal may be carried out at the College level according to established procedures.

Section 3. Promotion.

- a. The Personnel/Budget Committee shall evaluate annually all members of the Department below the rank of Professor for consideration for promotion. The professional performance of each such candidate shall be presented orally to the Committee by a designated member of the Department. A MAJORITY vote of the Committee shall be required to recommend promotion.
- b. The Chairperson shall notify in writing each candidate of the Personnel Committee's recommendation on his/her promotion and/or of the Chairperson's initiation of his/her recommendation on promotion. A candidate may request written notification from the Chairperson if he/she is not to be recommended for promotion by the Personnel/Budget Committee and/or by the Chairperson.
- c. If neither the Personnel/Budget Committee nor the Chairperson recommends promotion, a candidate - who has been in rank for at least three years - may, within two weeks after receipt of the written notice of the decisions(s), request in writing that the Personnel/Budget Committee and/or the Chairperson review the decision. The candidate may, at his/her option, choose to appear before the Committee and/or the Chairperson.
 - (1) If after reconsideration, the Personnel/Budget Committee and/or the Chairperson recommend promotion, the Chairperson shall notify the candidate of the decision and shall forward the recommendation in the usual manner.
 - (2) If after reconsideration, the Personnel/Budget Committee and/or the Chairperson do not recommend promotion, the Chairperson shall notify the candidate in writing of the reaffirmed decision.

Section 4. Selective Salary Recommendations.

- a. The Personnel/Budget Committee shall evaluate and rank annually all faculty of the Department for selective salary adjustments. The Chairperson shall inform in writing each faculty member of his/her selective increase as recommended by the Personnel/Budget Committee and by the Chairperson.
- b. If a faculty member wishes to take exception to his/her selective salary recommendation, he/she may, after consultation with the Chairperson, file a written exception report with the Committee and/or the Chairperson within two weeks after receipt of notification. If, after review of the exception report, the Personnel/Budget Committee and/or the Chairperson recommend an adjustment, the individual shall be informed by the Chairperson. If the Committee and/or the Chairperson reaffirm the original selective salary recommendation, the individual shall be informed of this decision in writing, and the exception report shall be made available to the Dean.

Section 5. Criteria for Tenure, Contract Renewal, Promotion, and Selective Salary Recommendations.

- a. Evaluations for tenure, contract renewal, promotion and selective salary adjustment recommendations shall be based upon excellence in teaching and research, and upon service that benefits the University. Student input shall be taken into account in the assessment of teaching performance. Consideration of research achievement shall include, but not be limited to original research contributions published in refereed journals, books, grant support solicited and awarded, invited lectures and monographs/chapters, honors awards, and professional standing. Consideration shall be given to professional service and other writings, as well as to Department, College and University service, and public service which benefits the University.
- b. Assessments of a candidate's qualifications for tenure and contract renewal shall take into consideration both performance to date and prospects for continued professional growth.
- c. Assessments of a candidate's qualifications for promotion shall not be based primarily upon length of service in rank and shall take into consideration proven abilities and potential for continued excellence.

Section 6. Performance Review.

Annually after the Personnel/Budget Committee has completed its deliberations, the Chairperson of the Department, or in unusual circumstances his/her designated representative, shall discuss with each full-time faculty member except tenured full professors his/her professional performance and other matters relating to future tenure, contract renewal and promotion recommendations.

Section 7. New Faculty Appointments.

- a. The Personnel/Budget Committee and the Department Chairperson shall discuss at least twice each year future faculty staffing of the Department. The Committee shall examine the qualifications of all proposed applicants for faculty appointments and shall advise the Department Chairperson which of these should be interviewed by the Department. Candidates for faculty appointments shall be presented to the Personnel/Budget Committee by the Committee member representing that Division to which the prospective faculty member would be assigned. A vote to recommend a formal offer of appointment shall be taken only with all members of the Committee present and shall be authorized by a majority vote of the Committee. The Committee shall recommend initial salaries and other commitments of resources for prospective faculty members.
- b. If the Department Chairperson and the Personnel/Budget Committee should disagree on whether or not to recommend an offer of appointment, the matter shall be taken before the Department for vote at the next departmental meeting. A recommendation of an offer of appointment shall carry by majority vote of those members of the Department present and voting.

Section 8. Graduate Fellowships.

The Personnel/Budget Committee shall solicit annually from the Department recommendations of qualified students in Chemistry at Wayne State University who shall be considered for the award of graduate fellowships administered by the Department of Chemistry. Fellowship awards shall be made by majority vote of those Committee members present and voting.

Section 9. Review of the Departmental Budget by the Personnel/Budget Committee.

The Chairperson shall provide the Personnel/Budget Committee with accounting reports on a quarterly basis (September, December, March, June). These reports must show the complete

budget information for each departmental general fund, development accounts and any other existing departmental accounts. This report must specify the starting and ending balance of each account over the prior quarter, clearly itemize the amounts spent in each budget category, show any transfers made to other departmental or university accounts, and identify the accounts into which funds were transferred. The Chairperson shall also provide within 30 days any other budget information that the Budget Advisory Committee requests to allow it to provide consultation about departmental budgetary priorities.

V. OTHER STANDING COMMITTEES

Section 1. The Curriculum Committee

a. Membership. The Curriculum Committee shall be composed of five members of the Department, one member from each Division, appointed annually by the Department Chairperson after consultation with the Divisions. The Chairperson of the Department shall designate one of these members as Chairperson of the committee. The Chairmen of the Graduate Studies Committee and the Undergraduate Advising Committee shall serve as ex-officio, voting members of the Curriculum Committee. The Department Chairperson shall fill vacancies by appointment as they occur.

The Committee may, at its discretion, recommend to the Department Chairperson that one undergraduate student and/or one graduate student representative be invited to serve as a voting or non-voting member(s) of the Committee for all or any portion of its deliberations.

b. Meetings. The Curriculum Committee shall meet at least once each **term** for the purpose of transacting the business of the Committee. The meetings shall be convened by the Chairperson of the Committee.

c. Duties. The Curriculum Committee shall make recommendations to the Department concerning the organization of the curriculum, the content and subject matter to be covered in course descriptions, and the sequence of courses. The Committee shall make proposals for new courses and shall review all proposals for new courses or modifications of courses submitted by the Divisions and advise the Department Chairperson. In matters involving graduate courses, the Committee shall consult with the Graduate Studies Committee. The Committee shall review the draft schedule of classes for each **term** and make recommendations to the Chairperson for modifications.

d. Duties of the Committee Chairperson. The Chairperson of the Curriculum Committee shall keep the records, including the Minutes, of the Committee and prepare the meeting agendas.

Section 2. The Graduate Studies Committee

a. Membership. The Graduate Studies Committee shall be composed of five members of the Department appointed annually by the Department Chairperson - one member from each Division of the Department. The Chairperson of the Department shall designate one of these members as Chairperson of the Committee. The Graduate Admissions Officer shall serve ex-officio with voice and vote on this committee. The Department Chairperson shall fill vacancies by appointment as they occur.

b. Meetings. The Graduate Studies Committee shall meet at least once each **term** during the academic year for the purpose of transacting the business of the Committee.

c. Duties. The Graduate Studies Committee shall:

- (1) act to represent the Department of Chemistry to the Dean of the Graduate Division and the Graduate Council, and shall keep the Department informed of all matters relevant to the graduate program, and present recommendations on important policy changes in graduate study in Chemistry to the Department.
- (2) consider and act on all requests for change of graduate status of students, including requests for transfer from a graduate program outside chemistry into a graduate program in the Chemistry Department, request for transfer from the Master's program in Chemistry into the Doctoral program in Chemistry without taking the Master's Degree, and requests for admission into the Ph.D. program by students who hold a Bachelor's Degree in Chemistry from Wayne State University.
- (3) consider and act on requests by graduate students on all matters related to graduate study in Chemistry at Wayne State University including proficiency, language requirements, etc.
- (4) make the necessary arrangements for the administration of the proficiency examinations in Chemistry.
- (5) pass on all matters related to dismissal of graduate students from the graduate program in Chemistry.

d. Duties. The Chairperson of the Graduate Studies Committee shall:

- (1) keep the records, including the Minutes, of the Committee and prepare the meeting agendas;
- (2) maintain the files of all graduate students in Chemistry, inform graduate students and their advisors when students are deficient in meeting the requirements for graduate study at Wayne State University, determine when a student has met the requirements for a graduate degree in Chemistry, and certify this to the appropriate Graduate Officer of the university, sign the Plans of Work, all examination forms, and Thesis and Dissertation Outlines of all graduate students in Chemistry after they have been satisfactorily completed, and make recommendations with respect to the qualifications of graduate students as they progress through the graduate program;
- (3) keep the Committee informed of pertinent developments in graduate studies.

Section 3. The General Chemistry Committee.

- a. Membership. The membership of the General Chemistry Committee in a given year shall be appointed by the Department Chairperson, and shall be composed of at least all members of the Department who have taught in the General Chemistry Program during the preceding year or who expect to teach in the General Chemistry Program during the given or the coming year. The Department Chairperson shall appoint one of these members to be Chairperson of the General Chemistry Committee.
- b. Meetings. The General Chemistry Committee shall meet at least once each month during the academic year. The meetings shall be convened by the Chairperson of the Committee.
- c. Duties. The Chairperson of the General Chemistry Committee shall:

- (1) keep the Minutes of the meetings of the Committee, prepare the agendas for these meetings and include in these agendas all matters pertinent to teaching of the General Chemistry courses (Chemistry **1000** through Chemistry **1250**);
- (2) appoint ad hoc committees relating to the General Chemistry Program as necessary (e.g., textbook selection sub-committees) and appoint the Chairmen of these committees;
- (3) organize the teaching assignments of the General Chemistry courses by faculty and graduate assistants. The faculty teaching assignments in the General Chemistry courses shall be made at least two months before classes begin. The teaching assignments for graduate assistants shall be made as soon as possible. At the beginning of each **term**, the Committee Chairperson shall inform the Department Chairperson of the number of lecturers in General Chemistry who will be needed for the coming **term**, and he/she shall inform the graduate Admissions Officer of the number of teaching assistants who will be needed for the coming **term** to teach in the General Chemistry courses. The Committee Chairperson shall obtain the names of the persons who will lecture in the General Chemistry Curriculum from the Department Chairperson during the first month of the **term** preceding that for which the teaching assignments are being made, and he/she shall obtain the names of the teaching assistants who will assist in the General Chemistry courses from the graduate Admissions Officer as soon as possible;
- (4) arrange for qualifying examinations for admission into General Chemistry courses, and arrange for 'Credit by Examination' in General Chemistry courses by qualified students upon request.

d. Duties of the Committee. The General Chemistry Committee shall:

- (1) act on all matters affecting the General Chemistry course offers, submit recommendations to the Department on all important proposed policy changes relating to General Chemistry instruction, and make recommendations on General Chemistry and maintain copies of the course content for each of these courses.
- (2) inform faculty and graduate assistants of their teaching assignments when these are made;
- (3) organize a "Graduate Assistant School" each September to assist teaching assistants to learn about their various duties connected with teaching in the Department.

Section 4. Undergraduate Advising Committee.

- a. Membership. The Committee shall be composed of between five and seven members of the Department, appointed annually by the Department Chairperson. The Department Chairperson shall designate one of these persons to act as Chairperson of the Committee. The Department Chairperson shall fill vacancies by appointment as they occur.
- b. Duties. The Undergraduate Advising Committee shall:
 - (1) advise undergraduate students from time to time throughout the year on matters relating to their academic program;
 - (2) assist those who wish to declare a major in chemistry with their declaration;
 - (3) provide advice and counsel to undergraduate students with regard to career information in chemistry, problems with courses, selection of electives, etc.

(4) make recommendations to the Department on important policy and curricular matters affecting the General Chemistry curriculum.

c. Duties. The Chairperson of the Undergraduate Advising Committee shall:

(1) maintain and examine the records of all undergraduate majors in Chemistry (and students with a unified science major with a concentration in Chemistry) and certify that they have met the requirements for graduation with a B.S. or a B.A. Degree in Chemistry to the College of Liberal Arts and Sciences;

(2) evaluate the prior records of transfer students to determine their equivalency to chemistry courses in Wayne State University's undergraduate degree programs;

(3) make recommendations to the Department Chairperson concerning candidates for undergraduate awards in Chemistry.

VI. OFFICERS

Section 1. Graduate Admissions Officer.

a. The Graduate Admissions Officer shall be appointed annually by the Department Chairperson.

b. Duties. The Graduate Admissions Officer shall:

(1) examine the credentials of all applicants for graduate study in chemistry, and approve all new admissions to the graduate study in chemistry;

(2) make offers of appointment, on behalf of the Department Chairperson, to qualified students for Graduate Assistantships, and to superior prospective graduate students for Graduate Fellowships allocated to the Department;

(3) coordinate and direct all publicity efforts of the Department related to the solicitation of applicants for graduate admission and financial support in Chemistry;

(4) supervise the preparation and distribution of brochures, flyers and other material describing graduate study in Chemistry;

(5) make all reappointments of Graduate Assistants in Chemistry on behalf of the Department Chairperson;

(6) assign, in consultation with the Department Chairperson or his/her designee(s), Graduate Assistants to the various areas for each term. Such assignments shall be made as early as possible during the preceding **term**;

(7) keep the Department informed about matters relating to financial support of graduate students.

Section 2. Other Officers.

The Department Chairperson shall appoint annually such other officers as he/she deems necessary to carry out departmental purposes and business.

VII. HEARING COMMITTEE AND HEARINGS

Section 1. In all problems related to employment with the Department and outside the jurisdiction of the Personnel/Budget Committee and its appeal procedures, the affected individual shall consult the Department Chairperson for resolution of the problem.

Section 2. If the affected individual is unable to accept the solution or decision of the Department Chairperson, he/she may request a meeting with a departmental Hearing Committee. This request shall be in writing, shall contain a brief statement of the problem, and shall be addressed to the Secretary of the Personnel Committee.

Section 3. For each case a Hearing Committee shall be formed, and it shall consist of three members: One member from the Personnel/Budget Committee who shall be elected by the Personnel/Budget Committee from its membership; one member of the Department selected by the faculty member requesting the hearing; and one member from the Department selected by the Department Chairperson. The representative from the Personnel/Budget Committee shall chair the meeting and make a confidential record of the proceedings to be kept by the Personnel Committee. The meeting shall be held within ten days of receipt of the request by the Personnel Committee.

Section 4. Within four working days after the requested meeting is held, the Hearing Committee shall consult with the Department Chairperson. The Chairperson of the Hearing Committee shall inform the individual in writing of the Committee's findings within ten days after this meeting. If the results of this meeting are still unsatisfactory to the individual, he/she may make further appeal to the Dean.

The confidential record of the proceedings shall be available to the Dean when the matter goes before him/her.

VIII. CONFLICTS

The Statutes of the University, the Constitution of the College of Liberal Arts and Sciences and collective bargaining Agreements between the faculty and the University shall take precedence over these By-Laws if a conflict exists.

IX. AMENDMENTS

Section 1. Proposed amendments to these By-Laws, signed by at least three (3) members, shall be submitted to the Department Chairperson in writing.

Section 2. Proposals for such amendments shall be placed on the agenda of the next departmental meeting and written copies shall be distributed to the Department at or prior to this meeting. Final action shall be taken at the next departmental meeting held not less than thirty (30) days after the meeting at which the proposals were first considered.

Section 3. A two-thirds vote of members of the Department present and voting shall be required for adoption.