

- I. Title with name of department and date of last by-law adoption
- II. Organization and Operation
 - A. Preamble which could include brief history of the department
 - B. Meeting Guidelines (e.g., Roberts' Rules, Open Meeting Laws)
 - C. Definitions of Departmental Membership & Voting
 - D. Definitions of Quorum and Majority
 - E. Changing by-laws
- III. Faculty/Staff Responsibilities
 - A. Faculty
 - B. Instructional Academic Staff Responsibilities and Expectations
 - C. Non-Instructional Academic Staff Responsibilities and Expectations
 - D. Student Evaluation of Instruction (SEIs)*
- IV. Merit Evaluation (Annual Review)
 - A. Evaluation Processes & Criteria
 1. Faculty
 2. Instructional Academic Staff (if included in merit processes, otherwise see VII).
 3. Non-Instructional Academic Staff (if included in merit processes, otherwise see VIII).
 4. Department Chair (if applicable)
 - B. Distribution of Merit Funds
 - C. Appeal Procedures (if applicable)
- V. Faculty Personnel Review
 - A. Retention (procedure, criteria and appeal)
 - B. Tenure review and departmental tenure criteria
 - C. Post-tenure Review
 - D. Faculty Promotion Procedures (procedure, criteria and appeal)
- VI. Instructional Academic Staff Review
 - A. Annual Review
 - B. Career Progression Procedures
 - C. Appeal Procedures
- VII. Non-instructional Academic Staff Review (if applicable) - indicate NA otherwise
- VIII. Governance
 - A. Department Chair
 1. Election of the Department Chair
 2. Responsibilities and Rights of the Department Chair
 - B. Standing Departmental Committees (e.g., personnel (for any matters not covered above), materials, equipment, space, budget, curriculum, assessment, etc).
 - C. Departmental Programmatic Assessment Plan (if not included in VIII.B.)
 - D. Additional departmental policies
- IX. Search and Screen Procedures
 - A. Tenure-track faculty
 - B. Instructional Academic Staff
 - C. Contingency Workforce (Pool Search)
 - D. Non-Instructional Academic Staff (if applicable)
- X. Student Rights and Obligations
 - A. Complaint, Grievance, and Appeal Procedures (can reference an appendix)
 - B. Expectations, Responsibilities, and Academic Misconduct
 - C. Advising Policy (if applicable) (can reference an appendix)
- XI. Other
- XII. Appendices
 - A. Department statement on scholarship

* References to SEIs or TAIs in the document are not applicable to library faculty.