

# BYLAWS

Department of Computational Mathematics, Science and Engineering  
Michigan State University

ADOPTED MAY 9, 2025

## 1. ABOUT THIS DOCUMENT

- 1.1. This document outlines the rules and regulations for self-governance of the Department.
- 1.2. This document is owned by the faculty and maintained by the Department Advisory Committee (AdCom).
- 1.3. Revisions to this document are made by AdCom and brought to the Voting Faculty for a vote. Changes are adopted by a simple majority of the Voting Faculty.

## 2. FACULTY & STAFF

### 2.1. Composition of Faculty

- 2.1.1. The Regular Faculty shall consist of all persons appointed under the rules of tenure in the Department holding the rank of professor, associate professor, and assistant professor.
- 2.1.2. Continuing System Faculty shall consist of all persons in the Academic Specialist Appointment System, including those in the probationary period, having continuing appointment status, and having the rank of Senior Academic Specialist.
- 2.1.3. Fixed-term Faculty shall consist of all persons appointed as instructors or any other fixed-term academic position.
- 2.1.4. The honorary faculty shall consist of all persons appointed in the Department as visiting faculty and of all persons holding the title "Emeritus" in the Department.
- 2.1.5. Adjunct faculty shall consist of persons appointed in the Department (by the Chairperson in consultation with AdCom). Their primary responsibility and income are outside the unit in which the appointment is made. University guidelines on continuing appointments shall be followed.

### 2.2. Faculty Voting Rights

- 2.2.1. The Voting Faculty in the election of Department councils and committees and in elections pertaining to Department policies and decisions shall include (1) all Regular Faculty having at least a 25% appointment in the Department or having been specifically designated by the Department Chairperson and AdCom, (2) all Continuing System Faculty having at least a 25% appointment in the Department, and (3) the Graduate Director and Undergraduate Director during the tenure of their appointment.
- 2.2.2. A faculty member (including Regular Faculty and Continuing System Faculty) may be elected to a Department academic governance body only if that individual is qualified to vote in the election of representatives to that body.
- 2.2.3. Regular Faculty may vote on all matters pertaining to the Department. Continuing System Faculty may vote on all matters except reappointment, promotion, and tenure actions for tenure-stream faculty.
- 2.2.4. A faculty member jointly appointed to two or more units may vote only once in a given university, College of Natural Science, or College of Engineering election. In elections voted upon by two or more units, the faculty member shall vote in that unit that has primary responsibility for initiating personnel action.

### 2.3. Faculty Meetings

- 2.3.1. The Department Chairperson, their designee, or a group of five or more faculty members (of the groups constituting the Voting Faculty) may call meetings of the faculty.
- 2.3.2. The Department Chairperson shall call a Department faculty meeting at least once each academic semester (excluding summer). It is expected that all Voting Faculty shall attend Department meetings.
- 2.3.3. Department business requiring a vote of the faculty must be listed on an agenda that is distributed to the Voting Faculty at least three days in advance of the meeting date. A quorum consisting of a majority of the Voting Faculty is required for all official business. Significant changes or decisions (e.g., faculty or chair appointments, bylaw changes, graduate program changes) should strive for input from all Voting Faculty, and thus an electronic vote should be held. Such a vote can be mandated by the Department Chairperson, AdCom, or by a group of at least five members of the Voting Faculty.
- 2.3.4. All Department committees and representatives to College and University committees shall report at one designated faculty meeting per semester (excluding summer). The conduct of all Department faculty meetings and committees shall be governed by Robert's Rules of Order, Revised, a copy of which shall be available in the Department Office.

#### 2.4. Modes of Participation

- 2.4.1. There are four modes of faculty participation identified and defined in Bylaws for Academic Governance, Michigan State University. These modes are as follows: consultation, advisory, shared responsibility, and delegated authority.
- 2.4.2. The faculty shall have delegated authority to add, delete, or modify academic programs, curricula, and standards within the Department, subject to College and University policies, and to define and update Department mission and goals.
- 2.4.3. The faculty shall have shared responsibility with the Department Chairperson through their elected and appointed representatives to the Standing Committees of the Department. On those matters for which the faculty has delegated authority, the Standing Committees shall present recommendations to the Voting Faculty for action.
- 2.4.4. Faculty have a responsibility to participate in Department, College, and University committees to which they have been elected or appointed. They are responsible to both the Colleges of Natural Science and Engineering insofar as participation and citizenship to College activities.

### 3. STUDENTS

#### 3.1. Constituency. The student constituents of the Department shall be defined as:

- 3.1.1. Graduate constituency is defined as students who are enrolled in an M.S./Ph.D program in CMSE.
- 3.1.2. Undergraduate constituency is defined as students who are enrolled in an undergraduate minor or degree program in CMSE.

#### 3.2. Committee Representatives

Student participation in an academic governance body shall in all cases be in the same mode as faculty participation, except for matters reserved to the faculty (such matters

shall be determined by the members of the committee). Each student constituency shall have the delegated authority to elect representatives of their choice to the committees designated by the Department as having student representatives. The Department Chairperson or designee may assist the student constituency in developing procedures for selecting those representatives.

#### 4. ADMINISTRATIVE POSITIONS

##### 4.1. The Department Chairperson

###### 4.1.1. Selection and Eligibility

- 4.1.1.1. The Voting Faculty of the Department shall have **shared responsibility** with the Deans of Colleges of Natural Science and Engineering to determine procedures for the selection of a Chairperson to be nominated to the Provost.
- 4.1.1.2. Representative delegates of the faculty, students, and staff shall advise the Deans on the selection of the Chairperson.
- 4.1.1.3. The Department Chairperson must have a majority faculty appointment in CMSE.
- 4.1.1.4. The Department Chairperson serves at the pleasure of the Deans with a typical review period of 5 years.
- 4.1.1.5. There is no limit on the total number of terms that the Chairperson may serve other than those imposed by University guidelines on retirement. However, no Chairperson can serve more than two consecutive terms, except in cases where a search has been initiated but not completed, where service may continue until a successor is in place.

###### 4.1.2. Duties

- 4.1.2.1. The chief administrator shall be designated "Department Chairperson."
- 4.1.2.2. The Department Chairperson is responsible for the Department's educational, research, and service programs—including the outreach components of all three; budgetary matters, academic facilities, and personnel matters, taking into account the advisory procedures of the Department. The Chairperson has a special obligation to build a department strong in scholarship, teaching capacity, and service. The duties of the Department Chairperson are those outlined in the University document "Bylaws for Academic Governance".
- 4.1.2.3. The Department Chairperson, or the Chairperson's designee, shall serve *ex officio* without a vote on all Department committees.
- 4.1.2.4. The Department Chairperson will work in close consultation with AdCom; see Section 5.3 on the role of AdCom.
- 4.1.2.5. It is the Department Chairperson's responsibility to generate an independent recommendation that is attached to the Promotion and Tenure Committee's recommendation. This package is forwarded to the Colleges. Refer to Section 6 for details on the Promotion and Tenure Process.
- 4.1.2.6. It is the duty of the Department Chairperson to meet with each faculty member at least once a year to discuss and document the progress of that faculty member as it may relate to performance and reappointment, promotion, and tenure. Faculty evaluations will be based on performance in

research, teaching, outreach, and institutional service, with each area being weighted by the percent of effort reported in the faculty annual reports. Details of the criterion to be used for the evaluation are prescribed in the Annual Evaluation Policy.

4.1.2.6.1. The Department Chairperson, in consultation with AdCom, may establish an evaluation committee to help them with faculty evaluation.

4.1.2.6.2. The Department Chairperson (and the Associate Chairperson) in consultation with an evaluation committee (if established) will evaluate the faculty based on information from sources including the faculty annual reports, annual faculty interviews, and Student Instructional Rating Forms.

4.1.2.7. It is the duty of the Department Chairperson (and the Associate Chairperson) to set up a framework for successful mentoring of Assistant and Associate professors.

4.1.2.8. It shall be the duty of the Department Chairperson to determine the merit salary adjustments of the faculty members whose tenure home is in CMSE, in consultation with Chairperson(s) of other units in which the faculty is appointed.

4.1.2.9. The Department Chairperson will determine the merit adjustments and discuss the final recommendations with both the Dean of the College of Natural Science and Engineering.

4.1.2.10. The Department Chairperson, in consultation with AdCom, is responsible for assigning space.

4.1.2.11. The Department Chairperson, in consultation with AdCom, may delegate to other members of the Department duties and responsibilities. However, the Department Chairperson bears ultimate responsibility for actions undertaken in their stead.

4.1.2.12. During an absence of the Department Chairperson for less than 12 weeks, the Associate Chairperson will be named Acting Chairperson. In case they are not available, AdCom will name an Acting Chairperson.

4.1.2.13. In the event of an absence by the Department Chairperson that is anticipated to exceed 12 weeks, an Acting Chairperson shall be appointed following the same procedures that prevail for Election of the Chairperson.

4.1.2.14. In the performance of their duties, the Department Chairperson shall seek the advice of the Voting Faculty through the various mechanisms provided in these Bylaws.

4.1.2.15. The Department Chairperson shall make every reasonable effort to inform the Voting Faculty, insofar as they are aware, of all College and University decisions, policies, proposed policies, or changes in policies that may bear on the future of the Department so that they may derive the full benefit of informed advice.

4.1.3. Review

- 4.1.3.1. AdCom will be responsible for conducting an annual review of the Department Chairperson. This will involve collecting input from faculty and staff, and presenting the input received to the Dean(s).
  - 4.1.3.2. The Department faculty has shared responsibility with the Deans on procedures for review of the Department Chairperson at intervals not to exceed five years. AdCom (which will lead this effort) must meet with the Deans to review College policies and formulate specific procedures for the review.
- 4.2. Associate Chairperson
  - 4.2.1. The Department will have one Associate Chairperson.
  - 4.2.2. Selection and appointment:
    - 4.2.2.1. The Department Chairperson, in consultation with AdCom and the Deans, will appoint the Associate Chairperson.
    - 4.2.2.2. The Associate Chairperson should hold the rank of Professor and hold a 25% or greater appointment in CMSE.
    - 4.2.2.3. The Associate Chairperson should bring a complementary perspective to that provided by the Chairperson.
    - 4.2.2.4. There is no limit on the number of terms of service of the Associate Chairperson other than those imposed by the above constraints and University retirement guidelines.
  - 4.2.3. Duties
    - 4.2.3.1. The general role of the Associate Chairperson is to assist the Chairperson in the management and performance of administrative tasks for the Department, as well as other duties as assigned.
  - 4.2.4. Review
    - 4.2.4.1. The Department Chairperson will annually review the performance of the Associate Chairperson in consultation with the faculty.
- 4.3. Graduate Director
  - 4.3.1. The Department will have one Graduate Director.
  - 4.3.2. Selection and appointment
    - 4.3.2.1. The Department Chairperson, in consultation with AdCom, will appoint the Graduate Director.
    - 4.3.2.2. The position is open to faculty members of CMSE.
    - 4.3.2.3. The details of the Graduate Director's position (i.e., duration and compensation) will be negotiated between the Department Chairperson and the Graduate Director.
    - 4.3.2.4. The Department Chairperson will consult with AdCom six months before the end of the term or whenever else the position becomes open.
  - 4.3.3. Duties
    - 4.3.3.1. Monitoring graduate applicants and maintaining contact with prospective students regarding application status, financial assistance, fellowships, research, and teaching assistantships.

- 4.3.3.2. Coordinating faculty efforts together with the Department Chairperson and the Associate Chairperson in the recruitment of graduate students including development of recruitment materials and strategies.
- 4.3.3.3. Coordinating with the Graduate Studies Committee on the admission of Graduate students.
- 4.3.3.4. Coordinating with faculty members on annual evaluation of graduate student performance on academics, teaching and/or research responsibilities.
- 4.3.3.5. Coordinating with the Department Chairperson and Associate Chairperson on issues regarding interaction with other departments and programs.
- 4.3.3.6. Development and maintenance of sets of “living documents,” for instance, orientation slides, Graduate Handbook, etc.
- 4.3.3.7. Enforce rules and regulations prescribed in the Graduate Handbook.
- 4.3.3.8. Serve as the primary contact for graduate student concerns.
- 4.3.3.9. Serve as the primary contact for information regarding the Department’s graduate programs.
- 4.3.3.10. Work with the faculty and the Department Chairperson in appointing research and teaching assistants as necessary.
- 4.4. Undergraduate Director
  - 4.4.1. The Department will have one Undergraduate Director.
  - 4.4.2. Selection and appointment
    - 4.4.2.1. The Department Chairperson, in consultation with AdCom, will appoint the Undergraduate Director.
    - 4.4.2.2. The position is open to any of the Voting Faculty, with the proviso that the appointed person should have a majority appointment in CMSE.
    - 4.4.2.3. The term of office should be finite (e.g., 3–5 years) with a limited number of renewals.
    - 4.4.2.4. The schedule and support will be negotiated between the Department Chairperson and the Undergraduate Director.
    - 4.4.2.5. The Department Chairperson will consult with AdCom six months before the end of the term, or when the position becomes open, whichever is sooner.
  - 4.4.3. Duties
    - 4.4.3.1. Coordinating with the Department Chairperson and Associate Chairperson on issues regarding interaction with other departments and programs.
    - 4.4.3.2. Development and maintenance of sets of “living documents” -- for instance, orientation slides, undergraduate recruiting materials, etc.
    - 4.4.3.3. Serve as the primary contact for undergraduate student concerns.
    - 4.4.3.4. Serve as the primary contact for information regarding the Department’s undergraduate programs.
    - 4.4.3.5. Work with the faculty, the Department Chairperson, and the Graduate Director in appointing learning assistants as necessary.

## 5. STANDING COMMITTEES OF THE DEPARTMENT

- 5.1. All Voting Faculty are expected to serve on committees.
- 5.2. The membership in committees is staggered to ensure continuity.
- 5.3. The Department Advisory Committee (AdCom)
  - 5.3.1. Membership and Election.
    - 5.3.1.1. AdCom will be composed of five voting members, plus one non-voting *ex officio* member. .
    - 5.3.1.2. The five voting members must all be members of the Voting Faculty.
    - 5.3.1.3. The one non-voting member will be the Department Chairperson, who will serve *ex officio*.
    - 5.3.1.4. The committee will be constituted using the following procedure:
      - 5.3.1.4.1. Elections for the upcoming academic year will be held at a faculty meeting during the spring semester of each academic year.
      - 5.3.1.4.2. Four members of the committee will be elected from the Voting Faculty for a two-year term, with two members elected each year (i.e., terms will be staggered).
      - 5.3.1.4.3. The Department Chairperson, in consultation with the outgoing AdCom, will appoint the fifth voting AdCom member to either a 1- or 2-year term to ensure that the committee remains at five voting members.
      - 5.3.1.4.4. At all times, AdCom must include at least one member who is pre-tenure and at least one who is post-tenure, to ensure adequate representation within the department.
      - 5.3.1.4.5. The Department's Associate Chairperson is excluded from being a voting member of the committee.
      - 5.3.1.4.6. No voting member of AdCom shall serve for more than six consecutive years (i.e., three standard two-year terms).
    - 5.3.1.5. AdCom shall elect its own officers (at least a committee chairperson), who must be chosen from among the five voting members of the committee.
  - 5.3.2. Functions of AdCom
    - 5.3.2.1. AdCom maintains and prepares proposed revisions to the bylaws and presents these revisions to the faculty for discussion and potential adoption.
    - 5.3.2.2. AdCom shall be responsible for actively participating in the creation and implementation of a plan for the growth of the department and faculty development.
    - 5.3.2.3. AdCom will advise the Chairperson on
      - 5.3.2.3.1. General policies pertaining to the educational, research and outreach programs.
      - 5.3.2.3.2. General policies pertaining to faculty research, teaching, and service load distribution.
      - 5.3.2.3.3. Assignment of faculty to committees.
      - 5.3.2.3.4. Teaching assignments.
      - 5.3.2.3.5. Development of policies regarding faculty evaluation, compensation, and raises.
      - 5.3.2.3.6. Develop long term strategy for department growth.



- 5.3.2.3.7. Provide additional feedback to the Chairperson regarding all faculty appointments.
    - 5.3.2.3.8. Dismissal of tenured faculty is governed by regulations in the University Faculty Handbook. Prior to initiating a dismissal procedure, the Department Chairperson shall consult with AdCom.
  - 5.3.2.4. AdCom can constitute an ad hoc committee to serve a specific need and for a finite duration of time.
  - 5.3.2.5. AdCom can recommend either constituting or dissolving standing committees and present arguments in support to the faculty.
  - 5.3.2.6. AdCom acts as an ad hoc committee when there is no standing committee.
- 5.3.3. Procedures
  - 5.3.3.1. AdCom will meet at least once a month or as deemed necessary by AdCom and the Department Chairperson.
- 5.4. Reappointment, Promotion, and Tenure Committee
  - 5.4.1. Membership and Election: There will be three elected members and up to three appointed members.
  - 5.4.2. Elected members of the committee
    - 5.4.2.1. The elected members will be tenured full professors in CMSE and will serve a term of two years.
    - 5.4.2.2. There is no limit on the number of terms that a person can be elected to the Reappointment, Promotion, and Tenure committee.
  - 5.4.3. Appointed members
    - 5.4.3.1. The committee may be augmented with up to three tenured CMSE faculty members who are appointed by the Department Chairperson in consultation with AdCom for a 1-year term.
    - 5.4.3.2. The intent of these appointments is to ensure adequate representation of the culture of interdisciplinary subject areas within the Department.
    - 5.4.3.3. To the best of the Department Chairperson's ability, the composition of the appointed members will depend upon the discipline(s) of the faculty seeking action (reappointment, tenure, and promotion).
  - 5.4.4. Functions of the Reappointment, Promotion, and Tenure committee
    - 5.4.4.1. This Reappointment, Promotion, and Tenure Committee makes a recommendation of action for each case following University and College guidelines.
    - 5.4.4.2. Elected members shall evaluate all candidates, and appointed members shall evaluate all candidates of lesser rank.
    - 5.4.4.3. The committee is responsible for following the Reappointment, Promotion, and Tenure process listed in Section 6.
  - 5.4.5. Procedures
    - 5.4.5.1. The schedule of the meetings will be determined by the guidelines issued by both colleges.
- 5.5. Mentoring Assignment
  - 5.5.1. Function of the assignment

- 5.5.1.1. Each faculty member of promotable rank in the Department will be assigned one or more mentors who will facilitate development in all facets of their academic career.
  - 5.5.1.2. Mentors will be assigned by the Department Chairperson in consultation with the faculty member. The details of the mentor's roles can be found in the handbook of the two colleges.
  - 5.5.1.3. Possible functions are (and not limited to) (a) feedback on proposals, (b) introduction to potential funding agencies and program officers, (c) guidance on how to develop classes or other educational activities, and (d) guidance on mentoring graduate students.
- 5.6. Graduate Studies and Admissions Committee
- 5.6.1. Membership
    - 5.6.1.1. Faculty members in CMSE will be appointed to this committee by the Department Chairperson in consultation with AdCom.
    - 5.6.1.2. The Graduate Director will be an ex officio member of the committee.
    - 5.6.1.3. The Department Chairperson (in consultation with AdCom) will appoint the Committee Chairperson.
    - 5.6.1.4. A graduate student who is a member of the CMSE graduate student constituency, as defined in Section 3.1, shall be nominated by the CMSE Graduate Student organization to serve on the committee, subject to the approval of the Department Chairperson.
    - 5.6.1.5. The term of the committee will follow the academic year cycle.
  - 5.6.2. Functions of the committee
    - 5.6.2.1. This committee will develop policies pertaining to admission standards, recruitment of graduate students, evaluation of incoming students, promotion of graduate students, and all aspects of the graduate curriculum.
    - 5.6.2.2. This committee will make recommendations regarding recruitment activities.
    - 5.6.2.3. The committee will evaluate incoming students for admission and possible support to the Department. They will set the standard for evaluating applicants. Modifications of these standards, if necessary, need to be in place at least six months before the admissions decisions and must be made available to potential applicants and to the faculty.
    - 5.6.2.4. The Committee shall make recommendations to the faculty on graduate academic standards, graduate course additions, deletions, and modifications, and graduate certificate and degree requirements.
    - 5.6.2.5. The Committee Chairperson shall see that minutes of each meeting are taken and distributed to faculty and staff.
    - 5.6.2.6. Although this Committee shall not be unduly concerned with the day-to-day operation of specific courses and subject areas, it shall coordinate and review all actions within the courses and subject areas that relate to the graduate degree programs of the Department.

5.6.2.7. The Committee Chairperson shall present to the Department faculty for action those recommendations coming from the Committee for which the faculty has delegated authority.

5.6.3. Procedures

5.6.3.1. The committee will typically meet on a monthly basis.

5.7. Undergraduate Studies Committee

5.7.1. Membership

5.7.1.1. Faculty members in CMSE will be appointed to this committee by the Department Chairperson in consultation with AdCom.

5.7.1.2. The Undergraduate Director will be an ex officio member of the committee.

5.7.1.3. The Department Chairperson (in consultation with AdCom) will appoint the Committee Chairperson.

5.7.1.4. The term of the committee will follow the academic year cycle.

5.7.2. Functions of the committee

5.7.2.1. This committee will develop policies pertaining to all aspects of the undergraduate curriculum.

5.7.2.2. This committee will make recommendations regarding undergraduate recruitment activities.

5.7.2.3. The Committee shall make recommendations to the faculty on undergraduate academic standards, undergraduate course additions, deletions, and modifications, and undergraduate minor and degree requirements.

5.7.2.4. The Committee Chairperson shall see that minutes of each meeting are taken and distributed to faculty.

5.7.2.5. Although this Committee shall not be unduly concerned with the day-to-day operation of specific courses and subject areas, it shall coordinate and review all actions within the courses and subject areas that relate to the undergraduate degree programs of the Department.

5.7.2.6. The Committee Chairperson shall present to the Department faculty for action those recommendations coming from the Committee for which the faculty has delegated authority.

5.7.3. Procedures

5.7.3.1. The committee will typically meet on a monthly basis.

5.8. Ad hoc committees

5.8.1. Purpose: These committees may be constituted by the Department Chairperson or AdCom.

5.8.2. Membership: The Department Chairperson or AdCom can appoint members to ad hoc committees.

5.8.3. Procedure: The meeting of these committees will be as needed and will be decided by the members of the committee (with input from the Department Chairperson and/or AdCom).

6. REAPPOINTMENT, PROMOTION AND TENURE PROCESS

6.1. Department Chairperson responsibilities

- 6.1.1. Ensuring that all university, college, and departmental procedures, guidelines, and timetables are followed in each RPT case under consideration.
- 6.1.2. Informing each RPT candidate and all appropriate unit faculty (see committee procedures) of all relevant procedures and deadlines in a timely fashion.
- 6.1.3. Making the official unit recommendation to the Deans for or against the RPT action under consideration by the designated deadline. Note that this recommendation must report the vote of the faculty (see committee procedures) for or against the RPT action.
- 6.1.4. Informing the RPT candidate of the faculty vote and their recommendation to the college as soon as these items are forwarded to the Deans.
- 6.1.5. A statement that unit faculty of rank higher than the candidate under consideration will be consulted (either directly or through representation on an appropriately constituted committee) during the departmental RPT process, and that the information provided will be used as input in the decision of the Department Chairperson. This statement must specify:
  - 6.1.5.1. Which faculty of higher rank will be consulted. The criteria for inclusion/exclusion of faculty associated with the unit must be based on explicit appointment criteria, e.g., the fraction of appointment, tenure home, etc.
  - 6.1.5.2. That an official vote of the faculty consulted will be taken and reported to the colleges.
  - 6.1.5.3. The procedure by which faculty input will be sought (e.g., by a vote of all eligible faculty at a departmental faculty meeting).
  - 6.1.5.4. The procedure by which the RPT candidate can confer with the faculty, or appropriate subgroup, prior to the faculty vote advising the Department Chairperson on the RPT action.

## 7. GRIEVANCE

### 7.1. Faculty

The Department follows the Faculty Grievance Policy published in the Faculty Handbook and approved by the Board of Trustees for resolving employment related disputes that arise between faculty or academic staff members and administrators. However, a faculty or academic staff member who feels aggrieved should first seek an informal resolution at the unit, department, or college level before filing a formal grievance.

### 7.2. Graduate Students

The Department Advisory Committee shall establish a hearing board whenever a grievance is filed by a graduate student who alleges violations of academic rights. The hearing board shall follow the Department of CMSE Graduate Student Academic Hearing Procedures (available in the CMSE Graduate Handbook on the CMSE website).

### 7.3. Undergraduate students

Undergraduate students may send a written request to the Associate Provost for Undergraduate Studies for a hearing with the appropriate board.

## 8. ADOPTION AND AMENDMENTS OF BYLAWS

### 8.1. Procedure

- 8.1.1. These Bylaws shall become effective upon approval of two-thirds of all of the regular faculty.
- 8.1.2. The amendment process shall be initiated by the Department Chairperson, by AdCom, or by petition of any three members of the Voting Faculty. An *ad hoc* Bylaws Revision Committee shall be appointed by AdCom to draft suitable amendments to present to the Voting Faculty.
- 8.1.3. Faculty actions on recommendations of *ad hoc* committee's report
  - 8.1.3.1. The amendments presented by the *ad hoc* Bylaws Revision Committee may be approved by a majority vote of the Voting Faculty.
  - 8.1.3.2. Alternatively, they may be referred back to the Bylaws Revision Committee for further revision.
  - 8.1.3.3. Amendment of the committee's report from the floor shall require a two-thirds majority of the Voting Faculty.
- 8.1.4. The effective date shall be immediately after the adoption of amendments to the Bylaws.
- 8.1.5. These Bylaws shall be reviewed by the College of Natural Science and the College of Engineering faculty AdComs at intervals not to exceed five years.