University Committee on School and Department Procedures

The purpose of the Committee on School and Department Procedures is to hear and resolve complaints regarding departures from school and departmental bylaws.

Membership: The Committee shall have five members. Two members shall be deans of schools. Two members shall be faculty nominated by the Committee on Committees and approved by the Academic Senate. One member shall be the chair of the Committee on Faculty Standing and Conduct, ex officio with a vote only to break a tie. The term of service is two years. Terms should be staggered so one Dean and one faculty member is appointed each year.

Principle:

As a matter of general principle, bylaws of schools and departments describe internal operating procedures, so disputes regarding their meaning should be resolved by the unit whose bylaws they are. Sometime, however, this cannot be arranged. In such cases, the disagreement or allegation should be presented to the University Committee on School and Department Bylaws.

Procedures:

Complaints may originate either from administrators or from faculty. Complaints should not be made without first seeking to discuss the conduct complained of with the person engaging in it.

If an administrator in a school refuses to follow the bylaws of the school, the refusal should be referred to the dean of the school. If the dean cannot resolve the disagreement or in turn refuses to support the bylaws, the disagreement should be referred to the University Committee on School and Department Bylaws.

If a faculty body within the school refuses to follow the bylaws of the school and the dean cannot bring about compliance, and if the faculty as a whole also cannot resolve the problem, the disagreement should be referred to the University Committee on School and Department Bylaws.

Allegations regarding failure to follow bylaws should be in writing, directed to the Chair of the Committee on School and Department Bylaws. The Chair will notify the Committee, and the Committee will decide how to proceed. If the Committee determines that there is a significant failure to adhere to the bylaws, it should seek a solution. The committee may consult with any university officers or committees that it thinks may be useful. If the Committee cannot bring about agreement and compliance, it should refer the problem to the Academic Council, reporting what it had attempted.