

Effective: September 4, 2007

University Curriculum and Academic Policies Committee BYLAWS COMMITTEE

Approved: September 4, 2007, Faculty Senate

Revised: March 4, 2025, UCAPC

The Bylaws Committee is a standing committee of the University Curriculum and Academic Policies Committee (UCAPC).

Membership:

1. The Bylaws Committee is composed of a maximum of nine members. One member shall be elected to a two-year term from the UCAPC membership from each of the following clusters:
 - Arts: Art and Design, Music, and Communication and Theatre (College of Arts, Humanities, and Social Sciences)
 - Humanities: English and World Languages, and Philosophy (College of Arts, Humanities, and Social Sciences)
 - Social Sciences: Economics; Government and Political Affairs; History; and Criminology, Sociology, and Anthropology (College of Arts, Humanities, and Social Sciences)
 - Education: Educational Foundations; Early, Middle, and Elementary Education; and Special Education (College of Education and Human Services)
 - Human Services: Psychology, Social Work, and Wellness and Sport Sciences (College of Education and Human Services)
 - Data/Applied Sciences: Applied Engineering, Safety, and Technology; Computer Science; Geography; and Mathematics (College of Science and Technology)
 - Lab/Health Sciences: Biology, Chemistry, Earth Sciences, Nursing, and Physics (College of Science and Technology)
 - Business: Accounting and Finance, and Management and Marketing (Lombardo College of Business)
 - University College/Non-College: Exploratory Studies and Student Development, Counseling and Human Development, Intercollegiate Athletics, and LibraryIf there are no members elected within a cluster, nominations for that position will be opened to all Departments within the associated College. If there are no College-wide nominees for this position, nominations will be opened to all Faculty within the University.

In the event that fewer than nine faculty members are elected to the Committee, the Committee shall constitute itself with the number elected.

Two-year cycles are established by discipline as follows:

- Terms beginning in even years:
 - Arts
 - Business

- Data/Applied Sciences
- Education
- Social Sciences
- Terms beginning in odd years:
 - Human Services
 - Humanities
 - Lab/Health Sciences
 - University College/Non-College

Committee members shall be elected by a vote of the full faculty.

2. The UCAPC Secretary and UCAPC Parliamentarian will also serve as voting members.
3. The UCAPC Secretary will serve as Chair of the Bylaws Committee.

Functions:

1. Review and approve proposals for amendments, including corrections, deletions, or additions, of the UCAPC Bylaws or other UCAPC portions of the Governance Manual, and resent these proposals to UCAPC for action.
2. Annually review the UCAPC Bylaws and UCAPC portions of the Governance Manual and identify items in need of revision and refer them to the appropriate body i.e., UCAPC or UCAPC Committees.
3. Identify UCAPC actions or actions by other bodies that will impact the UCAPC Bylaws or UCAPC portions of the Governance Manual, and address amendments as needed.
4. Monitor and assure that the UCAPC Bylaws or UCAPC portions of the Governance Manual remain accurate and current.
5. Work with and advise UCAPC Committee Chairpersons or other persons who desire to amend the UCAPC Bylaws or UCAPC portions of the Governance Manual

Process for a Standing Committee of UCAPC to amend its bylaws:

Applies to:

- Academic Policies Committee
 - Academic Standards Committee
 - General Education and Outcomes Assessment Committee
 - Multidisciplinary Studies Curriculum Committee
 - Undergraduate Course and Program Review Committee
 - University Honors College Committee
1. The chair of the Standing Committee submits an amended “Governance & Policies” document to the Chair of the Bylaws Committee. The Standing Committee should try to verify that the most recent copy of the document is being edited.

2. The members of the Bylaws Committee vote on whether to approve the amended document.
 - a. If a majority of the members of the Bylaws Committee vote in favor of approving the document, the document is advanced by the Chair of the Bylaws Committee to UCAPC for approval.
 - b. If a majority of the members of the Bylaws Committee do not vote in favor of approving the document, the document is returned with feedback to the Standing Committee for further amendment

Document History:

Original document approved September 4, 2007 by Faculty Senate
Revised February, 2025, to reflect new membership and Chair