

BYLAWS OF THE COLLEGE OF ARCHITECTURE + DESIGN

UNIVERSITY OF TENNESSEE, KNOXVILLE

These bylaws shall conform with the policies and procedures of The University of Tennessee Faculty Handbook and Manual for Faculty Evaluation and are in accordance with the College and University policies and procedures.

ARTICLE I. NAME: COLLEGE OF ARCHITECTURE + DESIGN

ARTICLE II. POWERS AND DUTIES

1. The College of Architecture + Design of The University of Tennessee shall have those powers and duties which have been, and which may be, delegated to it by the Trustees of the University, the President of the University, the Chancellor, and Faculty of the College of Architecture + Design.
2. The College is authorized, subject to the approval of the Chancellor, the President of the University, and the Board of Trustees, to formulate policies and regulations regarding the general education objectives of the College, including those policies and regulations related to the overall general requirements for admission, program completion, and graduation for the Schools of Architecture, Interior Design, and Landscape Architecture of The University of Tennessee.
3. The College is authorized in consultation with academic officials to consider, advise, and recommend policies and procedures in other matters which concern the general welfare of the faculty of the College of Architecture + Design, such as, but not exclusively limited to: criteria for faculty appointment, dismissal, promotion, tenure, and other University matters relevant to meeting the educational goals of the College and the University.
4. The College, through its administrative structure, communicates priorities for University budgets, development/fund-raising, and physical facilities that will enhance and maintain academic programs.
5. Actions by College of Architecture + Design administration will be communicated to the College faculty by written/oral reports, and/or through faculty who serve in elected or appointed capacities on College committees, advisory boards, and ad-hoc entities that serve a specific purpose and are appointed for a stated time.

ARTICLE III. ORGANIZATION

A. DEAN OF THE COLLEGE OF ARCHITECTURE + DESIGN

1. The Dean of the College of Architecture + Design is the chief administrative officer responsible to the Chancellor or, if appropriate, through the Chancellor to the President of the University for the wellbeing of the College. The Dean has responsibility for providing visionary leadership and management of budget allocations, physical facilities, and personnel within the College. The Dean provides reports and other communications to the University Administration about College priorities and resource allocations, including personnel, physical facilities, and monies, that enhance and maintain the academic programs and the infrastructure needed by the College.
2. The Dean implements procedures for resolving faculty grievances as outlined in the *University Faculty Handbook* and student grievances as outlined in *Hilltopics* and the *Undergraduate/Graduate Catalogs*.
3. The Dean shall seek recommendations from the faculty or staff on matters involving major decisions of budgetary, personnel or physical facility allocations with the understanding that the

Dean is authorized to make the final decisions. At the beginning of each academic year, the dean must discuss and provide a written report to the faculty regarding the College's current and future goals as related to the College strategic plan.

4. The Dean, in consultation with faculty, may appoint Associate Deans to assist in the administration of the College on an interim basis. Permanent appointments must be made through approved search procedures. A function of the Associate Deans is to provide services that promote the activities of the College and the College faculty. Written descriptions of all positions and responsibilities must be issued each year.

B. DIRECTORS OF THE SCHOOLS OF THE COLLEGE OF ARCHITECTURE + DESIGN

5. The College of Architecture + Design is composed of undergraduate and graduate academic programs as detailed in the *Undergraduate and Graduate Catalogs*.
6. Directors of the various Schools will be members of the faculty who have been assigned the special duty of administering the program with guidance from a variety of official documents that include the *University of Tennessee Faculty Handbook, Manual for Faculty Evaluation, Undergraduate/Graduate Catalogs, Hilltopics*, as well as their respective School Bylaws.
7. Responsibilities of Directors include, but are not necessarily limited to:
 - a. Administration of academic programs in relation to the comprehensive academic mission of the University, and
 - b. Provision of input to the College of Architecture + Design administration regarding the matters of infrastructure necessary to support departmental academic programs, including budgetary needs, physical facilities, and personnel issues under their jurisdiction.
8. School Directors shall seek recommendations from faculty in setting priorities for budgetary, personnel, and physical facility allocations that enhance and support academic programs.
9. Advising Groups to the Dean: The Dean retains the final decision-making power and seeks the advice of faculty or other groups such as standing committees, advising boards, and *ad hoc* entities that may be formed for specialized expertise/experience to address a current need within the College of Architecture + Design. The advisory groups have no administrative or management functions.

C. FACULTY OF THE SCHOOLS OF THE COLLEGE OF ARCHITECTURE + DESIGN

10. *FACULTY CLASSIFICATIONS* follow the University guidelines as outlined in the *UT Faculty Handbook and Manual for Faculty Evaluation*.
11. *TENURE AND TENURE-TRACK FACULTY APPOINTMENTS* are made at three ranks in the School: Assistant Professor, Associate Professor, or Professor.
12. *THE RANKS OF THE NON-TENURE TRACK FACULTY INCLUDE:* Instructor, Lecturer, Senior Lecturer, Distinguished Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor, Instructor of Practice, Assistant Professor of Practice, Associate Professor of Practices, and Professor of Practice.

ARTICLE IV. MEETINGS

1. College of Architecture + Design Faculty Meetings

A faculty meeting will be held at least once per semester. Additional meetings may be called as needed by the head of the academic unit or by signed petition to the head of the academic unit. A quorum for meetings is defined as over 50 percent of the voting members in residence in a given semester.

Members of the quorum are present in person, by conference call, or by other forms of telecommunication that allow real-time participation for listening and discussion.

2. Agenda

A written agenda will be provided at least three days prior to a College Faculty Meeting - actual meeting times must be announced at least seven days prior. All faculty are invited to place items on the agenda.

3. Voting

a. Eligibility

Voting membership in the College shall consist of all tenured faculty and all faculty on tenure-track appointments. Adjunct faculty shall receive faculty voting privileges in the third academic year of consecutive appointment with an annual teaching load of .75 FTE or greater.

Other members of the College faculty are invited to participate in meetings on a nonvoting basis.

ARTICLE V. COMMITTEE STRUCTURE

1. The College of Architecture + Design shall use a series of committees to perform various tasks. *Ad hoc* committees shall be formed as needed.
2. The standing committees of the College shall be: (See Appendix A: Committee Definition)
 - a. Dean's Advisory Committee
 - b. Dean's Student Advisory Committee
 - c. Tenure and Promotion Committee
 - d. Bylaws Committee
 - e. College Curriculum Committee
 - f. Lectures and Exhibitions Committee
 - g. Library and Archives Committee
 - h. Space and Technology Advisory Committee
 - i. Scholarship and Awards Committee
 - j. Diversity Committee
 - k. Faculty Senate, Councils, and Committees
3. Faculty shall be eligible for membership on all committees. Students shall be eligible to serve on designated committees.
4. The establishment of Search Committees shall follow the guidelines set forth by the Faculty Handbook whenever a tenure/tenure-track vacancy exists.
5. With the exception of committees that have University designated or appointed membership, such as Promotion and Tenure, and committees that specifically call for elected positions, members shall be appointed by the Dean of the College of Architecture + Design and approved by the faculty.
6. Committees shall perform designated tasks and serve as data gathering and processing groups that make reports, all meeting minutes shall be made accessible to the faculty. Students may present specific concerns to the appropriate committee chair and may be invited to present these concerns at a meeting of the committee.

7. Only full-time faculty members shall chair standing committees. With the exception of committees that have chairs who are designated or appointed, all chairs shall be elected by the committee members via a ballot prior to September 1. The role of the committee chairpersons includes:
 - a. Schedule meetings necessary to complete the charge of the committee
 - b. Set agendas
 - c. Review minutes prior to distribution to the committee
 - d. Distribute committee materials required for the meeting (minutes, documentation, etc.) at least one day prior to the meeting
 - e. Monitor progress of sub-committees when appropriate
8. The Dean of the College of Architecture + Design as well as the Directors shall be ex-officio members of all standing committees.
9. Each standing committee shall meet at least once annually unless specified otherwise herein. An agenda for each committee meeting shall be made available one day prior to the meeting. At the beginning of the academic year, each committee chair shall be responsible for orientation of all members and setting the schedule of meetings.

NOTE: Various committees call for ex-officio members, who hold the position by virtue of office or position and are without a vote. The primary role of an ex-officio member of a standing committee is to be a source of communication between the committee and the administrative office or officer he or she represents and between the administrative office or officer and the committee. In addition, the ex-officio member may be able to communicate information or expertise to the committee. However, if the committee is properly to serve its function in university governance, the primary role in formulating policy or reaching other decisions must rest with the regularly appointed faculty, staff, and student members of the committee.

ARTICLE VI. BOARD OF ADVISORS

1. The Mission of the Board of Advisors for the College of Architecture and Design is to provide professional counsel to the Dean and School Directors, support for the College, and represent the College at the request of the Dean.
2. The Board of Advisors is comprised of four Advocacy boards, one for each of the College's three disciplines – Architecture, Landscape Architecture and Interior Architecture. A fourth group, a Dean's Advocacy Board, will be formed to focus on strategic priorities affecting the College as a whole, such as fundraising efforts for new facilities, establishing new programs, and student recruitment and career placement.
3. The Board, consisting primarily of representative alumni, outstanding practitioners and representatives from related industries, has the general task of providing guidance and advocacy for the advancement the College's Schools.
4. Diversity in its membership is a priority. The Board will strive to be multidisciplinary and inclusive in nature. Board members will annually provide recommendations to the Dean and School Directors for new members with new members being selected by and serving at the pleasure of the Dean and School Directors.
5. Board members may serve up to 2 consecutive 3-year terms.
6. The Board's appointed leaders are chair and co-chair.
7. Committees will be established to develop executable ideas to advance the College based on advocacy meeting discussions.

ARTICLE VII. FACULTY RESPONSIBILITIES

1. Faculty Duties and workloads are outlined in the *University Faculty Handbook and Manual for Faculty Evaluation*.
2. Tenured, tenure-leading faculty and non-tenure track faculty follow the guidelines contained in the *University Faculty Handbook* for faculty development, review, and evaluation.
3. Curriculum matters and development of academic programs are a shared responsibility of the faculty and School Directors.
4. Faculty have the responsibility for making recommendations to the School Directors about priorities for budgetary, personnel, and physical facility allocations that enhance and support academic programs offered by the College.
5. Faculty serve on standing and ad hoc committees and advisory boards that draw upon their disciplinary expertise and/or experience needed to achieve the College and the University goals.

ARTICLE VIII. FACULTY EVALUATION

1. The Dean shall review the teaching, research/scholarship/creative activity, and engaged outreach, and service of faculty members required to submit an annual report to their respective school Director on an annual basis. This process must follow the rules laid out in the *The University of Tennessee Faculty Handbook and the UT Manual of Faculty Evaluation*.
2. Formal recommendations in matters concerning reappointment, promotion, and tenure shall originate with the Director and shall follow the guidelines of *The University of Tennessee Faculty Handbook and the UT Manual of Faculty Evaluation*.

ARTICLE IX. CRITERIA FOR TENURE & PROMOTION

All who are appointed as tenure-track and tenured faculty are expected to contribute to the missions of teaching, research / scholarship / creative activity / engaged scholarship, and public service. While the general scope of performance at a particular rank is consistent across the university, the particular requirements of the varying ranks are a function of the discipline and are typically defined by the faculty of the department in which an appointment resides. The exact apportionment of effort in teaching, research / scholarship / creative activity / engaged scholarship, and service is a function of the skills of the faculty member and the needs of the department and university. All tenured and tenure-track faculty, however, are expected to pursue and maintain excellence in research / scholarship / creative activity / and/or engaged scholarship.

Criteria for tenure are outlined in each of the respective School Bylaws. The following criteria for promotion are in accordance with the *Manual for Faculty Evaluation* and are common to all Schools.

1. CRITERIA FOR PROMOTION TO FULL PROFESSOR (FROM ASSOCIATE PROFESSOR)

Candidates for promotion to Full Professor with tenure are expected to (01) hold the doctorate or other terminal degree of the discipline, or present equivalent training and experience appropriate to the particular appointment; (02) be accomplished teachers; (03) have achieved and maintained a nationally recognized record in disciplinary research, creative activity, and/or engaged scholarship; (04) have achieved and maintained a record of significant institutional, disciplinary, and/or professional service or outreach engagement; (05) serve as mentors to junior colleagues; (06) have normally served as an associate professor for at least five years; and (07) have shown beyond doubt that they work well with colleagues and students in performing their university responsibilities.

2. CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR (FROM ASSISTANT PROFESSOR)

Candidates for promotion to the rank of Associate Professor with tenure are expected to (01) hold the doctorate or other terminal degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment, (02) be good teachers, (03) have achieved and maintained a recognized record in disciplinary research, scholarship, creative activity, and/or engaged scholarship, (04) have normally served as an assistant professor for at least five years, and (05) have demonstrated that they work well with colleagues and students in performing their university responsibilities.

CRITERIA FOR APPOINTMENT TO ASSISTANT PROFESSOR

Faculty appointed to the rank of Assistant Professor are expected to (01) hold the doctorate or other terminal degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment; (02) show promise as teachers; (03) show promise of developing a program in disciplinary research, scholarship, and/or creative activity that is gaining external recognition; (04) have a developing record of institutional, disciplinary, and/or professional service; (05) show evidence that they work well with colleagues and students in performing their university responsibilities.

3. CRITERIA FOR APPOINTMENT TO DISTINGUISHED LECTURER

Candidates for promotion to the rank of Distinguished Lecturer are expected to have (01) served at the rank of senior lecturer, typically for a period of three to five years; (02) exhibit evidence of consistent excellence in teaching, typically of undergraduate courses, as documented by student evaluations, peer evaluations, annual supervisor and departmental evaluations; (03) demonstrated continuing professional development, including some or all of the following activities: attendance at campus, regional, national, or international meetings directed at improving instruction; development of new courses and/or revision of existing courses; incorporation of innovative course materials or instructional techniques; scholarly or creative work in the scholarship of teaching as well as in the discipline; awards or other recognition for teaching; (04) have made outstanding contributions to the university's instructional mission, within the faculty member's assigned role; (05) demonstrated evidence of institutional or disciplinary service, within the faculty member's assigned role, such as advising and mentoring undergraduate students, supervising GTAs, course coordination, or other forms of institutional service, such as serving on committees.

4. CRITERIA FOR APPOINTMENT TO SENIOR LECTURER

Candidates for promotion to the rank of Senior Lecturer are expected to have (01) served at the rank of lecturer, typically for a minimum of five years; (02) exhibit evidence of excellence in teaching, typically of undergraduate courses, as documented in student evaluations, peer evaluations, annual supervisor and departmental evaluations; (03) demonstrate professional development as evidenced by appropriate activities in support of the expected instructional practices; and (04) have made notable contributions to the university's instructional mission.

ARTICLE X. IMPLEMENTATION AND AMENDMENTS

A. PARLIAMENTARY AUTHORITY

1. Rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the College in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the University bylaws, the Faculty Handbook, or any special rules of order the College may adopt.

B. APPROVAL, ENDORSEMENT AND AMENDMENTS OF BYLAWS

1. Proposed bylaws changes will be circulated to the faculty at least two (2) weeks before coming to them for a vote.

2. Approval of these bylaws shall be a responsibility of the faculty, as determined by a majority vote unless suspending or modifying a rule of order already adopted or taking away membership of office which requires a 2/3 vote.
3. Final authority for interpretation of these bylaws shall be the responsibility of a majority of the faculty.
4. All members of the College community should abide by these bylaws and it is the responsibility of the Dean to enforce the provisions of the bylaws.

C. AMENDMENTS TO THE BYLAWS

1. Faculty may forward proposed bylaw amendments to the Dean by utilizing the approved form contained at the end of this document.
2. The proposal will be placed on the agenda for the next scheduled Faculty Meeting.
3. Proposed changes in the bylaws will be distributed in writing or electronically to voting faculty of the College within two weeks after the bylaws change form is received by the Dean, and at least 14 days before an all college faculty meeting is called.
4. An affirmative vote by a majority of the voting faculty shall be required to adopt the proposed amendment. The faculty will be informed in writing or electronically of the amendment when it is enacted.

APPENDIX A. STANDING COLLEGE COMMITTEES

A. DEAN'S ADVISORY COMMITTEE

1. The Committee shall consist of three (3) members appointed for a three-year period with one-third of the members rotating off of the committee each year. Each School will hold one elected position.
2. The Committee shall provide a mechanism for systematic dialogue between the Dean of the College and faculty; advise the Dean about strategic planning, academic policies, the interrelationship of the academic programs and College, the interrelationship of the College, the University, and the community, new college and university initiatives, faculty research grants, honorary degrees, budget priorities, personnel policies and procedures, equipment policies and procedures, and alumni affairs and development goals.

B. DEAN'S STUDENT ADVISORY COMMITTEE

1. Membership shall consist of student representatives of the various constituent groups in the College. Students shall oversee the selection process.
2. The Committee shall provide a mechanism for systematic dialogue between the Dean of the College and students; advise the Dean about general student problems, issues, and concerns and about matters being considered by the Undergraduate Academic Council and the Graduate Student Association; and, discuss implications of current or pending College policies and procedures.

C. PROMOTION AND TENURE (P+T) COMMITTEE

1. The Promotion and Tenure Committee is responsible for all matters relative to tenured or tenure-track faculty in the areas of promotion, retention, and tenure. All rules, policies and procedures that guide the efforts and actions of this committee are stated in the *University Faculty Handbook* and the *University Manual for Faculty Evaluation*.
2. Membership of the Promotion and Tenure Committee shall consist of six (6) full-time tenured faculty members equally apportioned to the three Schools. The members of the committee will be appointed by the Dean for a staggered three-year term. All committee members will hold the rank of tenured Associate Professor or tenured Professor. A majority of the members must hold the rank of Professor. In the event that two such faculty are unavailable in any of the academic units or in the case of a Professor promotion review when not all six of the college committee members are Professors, the program chair shall submit a list of acceptable candidates to the dean. *NOTE: For voting protocol refer to #4.*
3. The Chair of the promotion and Tenure Committee will be selected at the first meeting of each fall semester by a majority vote of the elected members of the Committee and must hold the rank of Professor.
4. A faculty member serving on the college review committee shall recuse themselves from the discussion of a colleague from his or her department in the college review committee and shall not participate in the college review committee vote on that faculty member.
5. A representative of the College Review Committee, selected by a simple majority vote of the committee, shall prepare a summary of its recommendation for each candidate along with a record of the committee vote and submit these documents to the Dean. The committee summary and vote become part of the dossier.

D. BYLAWS COMMITTEE

1. The Committee shall include (3) members appointed for staggered three-year terms, one from each School. Up to an additional two members may be appointed for purposes of balance. Each School will hold one elected position.

2. The Committee will consider proposed amendments to the Bylaws of the College, and shall draft them in proper form for submission to the Faculty. This Committee will review the Bylaws of the College annually to ensure that they are responsive to changes in University policies or requests from the faculty and /or professional staff.

E. COLLEGE CURRICULUM COMMITTEE

1. This Committee will consist of three (3) elected members appointed for a three-year period with one-third of the members rotating off of the committee each year. Each School will hold one elected position.
2. The Committee will review proposed changes made by the School Curriculum Committees that affect the College as a whole. The committee makes general recommendations with regard to curricular integration across the College as well as considering matters related to Off-Campus Study.

F. LECTURES AND EXHIBITIONS COMMITTEE

1. This Committee will consist of (3) three faculty members appointed for a three-year term with one-third rotating off each year.
2. The Committee will organize a program of extra-curricular activities that include speakers, forums, seminars, and film showings; coordinate the Robert B. Church III Memorial Series; and manage special exhibits in the various galleries available for College use.

G. LIBRARY AND ARCHIVES COMMITTEE

1. This Committee will consist of (1) faculty member appointed for a two-year term.
2. The Committee will oversee the development of the collection of books, slides, and periodicals housed in the University Library and the College resource facility; give advice to the Dean and Academic Unit concerning the development of these collections; and report to the faculty and advise the Dean on the management of the collections in the building and policies controlling its functions.

H. SPACE AND TECHNOLOGY ADVISORY COMMITTEE

1. This standing Committee will consist of (3) three members appointed for a three-year term with one-third rotating off each year. The membership will include staff, administration, and faculty. A faculty member will chair the Committee and the Information Technologist of the College of Architecture will be a standing member.
2. The purpose of this Committee is to advise all faculty, staff, and administrators regarding technology, information systems, and informatics as it pertains to the functions of the College of Architecture.
3. The Committee will assist with technology budget matters; technology proposals; develop and oversee guidelines and procedures pertaining to technology purchases and/or management of equipment, web pages, instructional technology matters and equipment in the classrooms. The Committee will also advise the webmaster of the College.

I. DIVERSITY COMMITTEE

1. The Committee shall consist of (3) three voting members, appointed for a three-year term with one-third rotating off each year and one student representative from each School.

2. The purpose of this committee shall be to create a climate of recognizing and appreciating the variety of characteristics that make individuals unique in an atmosphere that promotes and celebrates individual and collective achievement at all levels – faculty, staff, and students. The Committee will oversee diversity issues and activities, and promote respect of diversity at the College of Architecture + Design in all of its forms including; different ideas and perspectives, age, ability, race, ethnicity, gender, sexual orientation, religious beliefs, political persuasions, as well as socioeconomic and geographical diversity.

J. FACULTY SENATE, COUNCILS, AND COMMITTEES

1. At the annual meeting, or at another regularly scheduled meeting, or by a mail ballot when the need arises, faculty representatives to the Faculty Senate and the Undergraduate and Graduate Councils will be elected by a simple majority of the members voting. Candidate eligibility will be determined by the criteria delineated in *The University of Tennessee Faculty Handbook*.

APPENDIX B. PROMOTION AND TENURE TIMELINE

PROMOTION AND/OR TENURE TO ASSISTANT, ASSOCIATE, OR FULL PROFESSOR

- **First Monday in April | April 2 – Nominations or self-nominations for promotion to full professor to the Office of the Dean***
- **First Monday in June | June 4 – Recommendation letter requests to external reviewers for P+T candidates**
- **Mid-July | July 17 – Candidate to submit dossier materials to School Director; Dossier materials sent to external reviewers**
- **End of September | September 29 – External letters of recommendations from reviewers**
- September 15 – All Promotion and Tenure Review Committees established
- October 20 - Latest deadline for submission of tenure dossier and supporting materials to department/unit head (some departments may set an earlier deadline)
- January 3 - Deadline for submission of departmental recommendations to the College
- February 2 - Deadline for submission of college committee recommendations to the Dean
- March 2 - Deadline for dean's recommendations to the Office of the Provost
- Late June - Board of Trustees action on 2018 tenure and promotion recommendations

Full professor candidates should have fulfilled the Peer Evaluation of Teaching requirement 1-year prior to submission of dossier. Full professor candidates must have two peer evaluations for their dossier.

Items in bold are internal College deadlines while all other dates are University deadlines.

RETENTION AND ENHANCED REVIEW OF TENURE-TRACK FACULTY

- October 2 - Generally, faculty members should submit their materials for annual evaluation and retention four weeks prior to the departmental due date for recommendations to the college. Please check with your department head to confirm this timing
- November 3 - Deadline for departmental recommendations on annual evaluations and retentions to the College
- November 17 - Deadline for College recommendations on annual evaluations and retentions to the Office of the Provost
- December 15 - Deadline for Provost recommendations on annual evaluations and retentions to be returned to departments and faculty members

LECTURER PROMOTION

- January 26 – Eligible lecturers submit dossiers to their units
- February 28 – Units submit recommendations to the College
- March 1 – 31 – College Lecturer Promotion Committee reviews candidate dossiers
- April 2 – College Lecturer Promotion Committee submits recommendations to Dean of the college
- May 1 – Dean makes recommendation to the Office of the Provost

June 1 - Provost notifies candidates of outcome of the process

note: this calendar is subject to yearly update to accommodate shifts in the annual calendar.

COLLEGE OF ARCHITECTURE BYLAWS AMENDMENTS SUBMISSION FORM

Complete each section of the form and submit to the Dean of the College of Architecture. The Dean will place the proposed changes on the agenda of the next regularly scheduled meeting of the faculty for consideration. Once considered and approved for action, a revised document based on faculty input will be presented for vote at the next scheduled faculty meeting.

NOTE: A separate form must be completed for each proposed change. The form will not be considered unless it is complete in all respects.

FOR OFFICE USE ONLY

Date Received: _____

Action:

- Returned to author for clarification/correction and resubmission
- Referred to Faculty for Action

Faculty Member Name(s): _____

Primary Contact Email: _____

I/we would like to speak at the Faculty Meeting in support of my/our submission:

- Yes
- No

Signature: _____

Date: _____

Indicate the EXACT location of this item in the current edition of the SOA Bylaws.

Page Number: _____

Section Reference: _____

REASON FOR CHANGE/ADDITION:

PROPOSED WORDING OF NEW ITEM/ADDITION: Include any sections that need to be deleted as well. Please ensure that all bylaws that may be affected are included.

Privacy Act 1993: Please note that information on this form and the content of your submission will be made publicly available as part of the decision-making process.

FACULTY ACTION:

Date of Faculty Meeting / Proposed Revision Introduced: _____

Date Proposed Revision Circulated to Faculty: _____

Date of Faculty Meeting / Vote: _____

- Support
- Oppose

COMMENT: