

1 **BYLAWS OF THE RAYMOND A. KENT SCHOOL OF SOCIAL WORK**

2
3 **ARTICLE I. PURPOSE**

4
5 The purpose of these bylaws is to establish the organizational structure and legislative governance
6 procedures of the faculty of the Raymond A. Kent School of Social Work, hereafter referred to as
7 Kent School. These bylaws seek to promote participation in governance and decision-making, the
8 orderly and efficient conduct of business, and a healthy organizational culture and climate for
9 faculty, staff, and students.

10
11 **ARTICLE II. FACULTY**

12
13 **1. Membership**

14 *Full-time faculty* shall consist of all personnel with probationary and tenured appointments, as
15 described in Article 4.1, Section 4.1.1. of The Redbook, as well as personnel with full-time
16 contracts who do not hold probationary and tenured appointments, pursuant to Article 3.1, Section
17 3.3.1 and as described in Article 4.1, Section 4.1.1.A.2 of The Redbook. Additionally, **to be**
18 **considered** full-time **under these Bylaws**, faculty must have a primary appointment (80 percent or
19 greater) to Kent School. *Part-time or Adjunct faculty* shall consist of personnel who are hired on
20 a part-time basis to teach, conduct research, or perform service pursuant to Article 4.1, Section
21 4.1.2 of The Redbook. *Emeritus faculty* shall consist of retired faculty voted such status¹ pursuant
22 to 4.1.3 of The Redbook. *Affiliated or Associate faculty* shall consist of faculty voted such
23 **status¹** pursuant to 4.1.4 of The Redbook. **Affiliated or Associate** faculty are faculty who hold a
24 full-time primary appointment for a minimum of at least one academic year in a unit or
25 department of the University of Louisville other than Kent School or in another institution of
26 higher learning. *Visiting faculty* shall consist of faculty voted such status¹. Visiting faculty are
27 faculty who are on leave from another institution where they hold a full-time primary appointment
28 and are invited to Kent School and to the University for a specified period of time to share their
29 expertise through teaching, research, and/or service. **Gratis (voluntary) faculty shall consists of**
30 **faculty voted such status¹**. **Gratis (voluntary) faculty appointments are unpaid positions that**
31 **support the educational, research, or service missions of the Kent School of Social Work.**

32
33
34 **2. Responsibilities and Duties**

35 The full-time faculty shall have general legislative powers over all matters pertaining to its own

¹ Emeritus, Affiliated/Associate, Visiting or Gratis faculty status are conferred by a majority vote of the probationary and tenured faculty, upon a nomination from the Dean or a full-time tenured or probationary faculty member and a recommendation from the personnel committee.

36 affairs as established by Sections 3.3.2 and 3.3.3 of The Redbook and these bylaws. The
37 legislative powers include, but are not limited to: (1) **governance of the school in matters within**
38 **its jurisdiction and authority**; (2) promotion of innovative and high quality academic, research, and
39 service activities; and (3) establishment and enactment of recruitment, admissions, and its own
40 personnel policies and procedures. **Subject to the authority of the Board of Trustees, the President**
41 **and the Executive Vice President and University Provost, governance** of each academic program
42 within Kent School is the responsibility of the full-time faculty duly appointed to that academic
43 program. Specific duties of the full-time faculty with probationary and tenured appointments are
44 listed in Appendix 2 of these bylaws.

45 46 **ARTICLE III. ADMINISTRATION**

47
48 The administration shall include the dean and other associate and assistant deans, as well as program
49 director as appointed by the **dean** according to Article 3.3, section **3.3.5 of the Redbook.**

50 51 **1. The Dean**

52 The Dean shall be the principal academic and administrative officer of the School in accordance
53 with the authority delegated under Article 3.2 of The Redbook and duly approved University
54 policies. The Dean shall be responsible directly to the Executive Vice President and University
55 Provost for effective administration and conduct of the School's academic programs. The Dean
56 shall be responsible for representing the views of the faculty to the Executive Offices of the
57 University. **As per section 3.2.2 of The Redbook, the dean's specific duties and responsibilities,**
58 **which shall be approved by the President and the faculty of the Kent School, are detailed in a job**
59 **description in Appendix 3.**

60 61 **2. Associate Dean(s), Assistant Dean(s), and Program Directors**

62 The associate dean (s), assistant dean (s), and program directors are appointed by and serve at the
63 pleasure of the dean. Job descriptions for these administrative appointments shall be prepared by
64 the dean, in consultation with full-time faculty, and be made available to all faculty and staff.
65 Program directors include the administrator of programs ending in a degree (i.e., BSW, MSSW, or
66 PhD) and the Couple and Family Therapy Program. The performance of the associate dean(s), the
67 assistant dean(s), and program directors shall be reviewed in accordance with Article 3.3, section
68 3.3.5 of The Redbook

69 70 71 **ARTICLE IV. ACADEMIC PROGRAMS**

72
73 Academic programs shall consist of those ending in a degree (i.e., BSW, MSSW, or PhD), the
74 Couple and Family Therapy Program or specialized curricular options that have been approved by

| revised and approved by faculty ~~1011-2414~~-18

75 full-time faculty and recognized officially by the university. Any recommendation from the dean
76 or full-time faculty to establish or eliminate an academic program requires a favorable written
77 ballot of two-thirds of the full-time faculty.
78
79
80
81
82

83 **ARTICLE V: FACULTY MEETINGS, ASSEMBLIES, & ASSOCIATIONS**
84

85 Faculty meetings, assemblies, and associations are vehicles of shared governance of Kent School,
86 and shall be the responsibility of the faculty, dean, staff, and student body. Minutes of faculty
87 meetings, assemblies, and associations will be documented and retained by the Kent School
88 dean’s office and made available to meeting participants.
89

90 **1. Faculty Meetings**

91 Faculty meetings, which shall include only full-time and part-time faculty, shall be convened by
92 the dean at least once during the fall and once during the spring semesters. The dean or his or her
93 designee shall chair faculty meetings. Additional faculty meetings may be called by the dean, or
94 any member of the full-time faculty through a petition submitted to the dean signed by 25 percent
95 of all full-time faculty. The dean will set the agenda in coordination with full-time faculty, part-
96 time faculty, and a representative of the Kent School Student Association (hereinafter referred to
97 as “KSSA”); prepare and distribute meeting agendas; and facilitate the meetings. Written
98 notification of meetings with agendas shall be sent to all members of the faculty and the KSSA
99 representative no later than one day prior to the date of the meeting.
100

101 ~~At the request of the dean or by majority vote of the full-time faculty, an executive session (with~~
102 ~~only the dean and full-time faculty present) may be called as warranted to discuss personnel or~~
103 ~~private student matters.~~
104 -

105
106
107 ~~The dean or fulltime faculty may request for the faculty go into executive session (the dean and~~
108 ~~fulltime faculty only) as warranted to discuss matters of critical importance to the Kent School.~~
109

110 **2. Assemblies and Associations**

111 The Kent Assembly consists of all faculty, staff, and representatives from the school’s student
112 association. Its primary function is to disseminate information and gather input deemed important
113 to the common good and overall health and function of the school. Meetings of the Assembly may

114 be called by the dean or through a petition submitted to the dean by 25 percent of all Assembly
115 members. The dean or his or her designee shall chair the Kent Assembly.

116
117 Staff assemblies may be organized to promote and support endeavors of classified, professional,
118 and administrative staff interests that contribute to the overall efficiency and values of Kent
119 School, and promote a healthy organizational culture and climate for faculty, staff, and students.

120
121 Staff assemblies should establish effective communication between the faculty, administration,
122 and other appropriate bodies. Staff assemblies may determine their process of representation to
123 other university bodies by establishing bylaws and other documents in accordance with university
124 policies, The Redbook, and the Staff Handbook.

125
126 Kent School recognizes KSSA as its student organization to support all endeavors of student
127 interest, as well as to establish effective representation with the faculty, staff, administration, and
128 other appropriate bodies. KSSA may establish bylaws and other documents in accordance with
129 university policies, The Redbook, and the Student Handbook. A faculty advisor will be
130 responsible for ensuring that KSSA Bylaws and other KSSA documents follow university
131 policies, the Redbook, and the Student Handbook.

132
133
134

135 ARTICLE VI. COMMITTEES

136
137

137 **1. Standing Committees**

138
139 Full-time faculty may establish, modify, or dissolve standing committees with a favorable two-
140 thirds written ballot vote, so long as such actions do not conflict with The Redbook regulations
141 regarding standing committees. The list of Kent School's standing committees, including function
142 and membership, is provided in Appendix 4.

143
144

144 **2. Ad Hoc Committees**

145
146 Upon the recommendation of the dean or the full-time faculty, and a simple majority vote of full-
147 time faculty, ad hoc committees may be appointed or elected to perform a particular task related to
148 the mission of Kent School. A majority of persons serving on an ad hoc committee shall be full-
149 time faculty and chaired by a full-time faculty member, unless a charge providing otherwise has
150 been approved by a written ballot vote by two-thirds majority ~~the~~ of ~~the~~ full-time faculty.

151
152
153

153 ARTICLE VII. PARLIAMENTARY AUTHORITY

154
155 All **faculty and faculty committee** meetings will be **guided by** the current edition of Robert’s Rules
156 of Order.

157
158 **ARTICLE VIII. VOTING PRIVILEGES**
159

160 All faculty have voting privileges within committees of which they are a member, unless voting
161 privileges are prohibited by these bylaws or The Redbook. Within committees, all duly elected or
162 appointed faculty members other than those appointed *ex-officio* shall have one vote. **Only full-**
163 **time faculty with probationary or tenured appointments vote by written ballot on personnel**
164 **matters, including tenure and promotion of probationary and tenured faculty. Only full-time**
165 **probationary, tenured, and term faculty vote on curriculum matters; admissions policies; and**
166 **academic standards for retention, advancement, graduation of students, instruction, and school**
167 **structure. Part-time faculty representatives and student representatives elected by their respective**
168 **bodies or appointed by the dean play an advisory role in committees in which they are a member.**
169 **Term faculty, part time faculty, and student representatives do not participate or vote in any**
170 **matters involving personnel or prohibited by these bylaws or The Redbook.**

171 A quorum shall consist of 51 percent of the full-time **faculty eligible to vote on the matter before**
172 **the faculty or faculty committee.**

173
174
175 **ARTICLE IX. PROFESSIONAL, ADMINISTRATIVE, AND CLASSIFIED STAFF**
176

177 The Kent School professional, administrative, and classified staff report to the dean. The Kent
178 School professional, administrative, and classified staff may elect or appoint a member(s) to be the
179 representative of the staff in addressing matters which affect the operation of Kent School.

180
181 **ARTICLE X. STUDENTS**
182

183 The students shall consist of those students who have been admitted into one of the academic
184 programs of Kent School. The KSSA, which operates under its own set of bylaws, **shall be the**
185 **representative organization of the students of Kent School. Other student organizations may form**
186 **and be recognized within the Kent School given they meet the guidelines, requirements, and**
187 **approval according to Kent School and University of Louisville policies and procedures.**

188
189
190 **ARTICLE XI. ADOPTION AND AMENDMENT OF THE KENT SCHOOL BYLAWS**
191

192
193 **1. Initiation of Amendment**

194
195 Amendment of these bylaws can be initiated by any full-time faculty member or the Personnel
196 Committee. Proposed amendments and appendices of the bylaws must not be in conflict with
197 The Redbook.
198
199

200 **2. Procedures for Approval of Adoption and Amendments**

201 Adoption of, and amendment to, these bylaws requires that final proposed documents be
202 distributed to each member of the full-time faculty at least ten (10) working days prior to a formal
203 ballot. A vote on adoption or amendment shall take place at a faculty meeting, convened
204 according to the provisions of Article V, Section 1 of these bylaws, by written ballot. A quorum
205 must be present prior to casting of votes. Approval of adoption or amendment to these bylaws
206 shall require a two-thirds majority written ballot vote of full-time faculty. No absentee or proxy
207 ballots shall be accepted.
208

209 Adoption of amendments shall take effect immediately upon approval by the President. The
210 President may approve amendments approved by the faculty and the Faculty Senate which do not
211 change governance or faculty rights (see The Redbook, Section 3.1.3).
212
213

214 Changes to Appendix 3 require approval by the Kent School full-time faculty, the Executive Vice
215 President and University Provost, the President, and the Board of Trustees (see The Redbook,
216 Section 3.1.3).
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233

234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271

APPENDIX 1

MISSION OF THE RAYMOND A. KENT SCHOOL OF SOCIAL WORK

The Kent School of Social Work addresses complex social problems through education, research, and service to create a just and better world.

APPENDIX 2

SPECIFIC DUTIES OF THE FULL-TIME FACULTY

Specific duties include, but not limited to:

- School governance
 - Making recommendations to the dean or Faculty Affairs Committee to achieve the overall goals of Kent School.
 - Recommending personnel actions to the dean based on motions of the Personnel Committee.
 - Representing Kent School and university on committees.
 - Creating from its membership standing and special committees and electing representatives necessary to conduct its business.
 - Inviting staff and student input in matters related to the overall health and function of Kent School.
- Innovative and high quality academic, research, and service activities
 - Developing the school’s mission statement (See Appendix 1) in collaboration with the dean.
 - Maintaining academic and programmatic excellence through development, refinement, implementation, and review of the curriculum.
 - Making recommendations to the president and the Board of Trustees regarding the granting of degrees.
- Establishing and enacting recruitment, admissions, and personnel policies and procedures.

272 **APPENDIX 3**

273
274 **Position Description—Dean of Kent School**
275

276
277 The dean of Kent School shall be the principal academic and administrative officer of the school
278 in accordance with the authority delegated under The Redbook and duly approved university
279 policies.

280
281 The dean of Kent School shall be responsible directly to the university provost for effective
282 administration and conduct of the school’s academic programs. The dean shall be responsible
283 for representing the views of the faculty, staff, and students to the Office of the President.
284 Duties of the dean shall include ensuring adherence to the duly authorized policies,
285 procedures, and regulations adopted by the Kent School faculty, appropriate university officers,
286 and the Board of Trustees.
287

288 **1. Appointment**
289

290 The dean of Kent School shall be appointed by the Board of Trustees on the recommendation of
291 the president in accordance with all applicable sections of The Redbook.
292

293 **2. Selection and Review**
294

295 The procedures for the selection and review of the dean shall be consistent with the
296 applicable provisions of The Redbook and in conformity with the university guidelines on
297 search procedures.
298

299 **3. Responsibilities**
300

301 The duties and responsibilities of the dean are outlined in The Redbook, Section 3.2.2. In
302 addition, the dean, working with faculty and staff, shall be responsible for (a) coordinating
303 academic programs within the Kent School; preparing a strategic plan and priorities for
304 action for Kent School; (b) creating an environment that facilitates research and scholarly
305 activity; (c) developing and promoting public service; (d) administering personnel actions; (e)
306 developing and administering Kent School’s budget; (f) writing the annual report; and (g)
307 promoting Kent School through fund-raising and alumni activities.
308
309
310
311
312
313
314
315
316

317
318 **APPENDIX 4**
319

320 **STANDING COMMITTEES OF THE KENT SCHOOL OF SOCIAL WORK**
321

322 **1. Personnel**

323 The function of the Personnel Committee is to implement the personnel policies, procedures, and
324 standards as set forth in the Promotion and Tenure Document of Kent School. It shall also
325 establish procedures for faculty searches and deliberate all matters concerning appointments and
326 promotions, changes in faculty classification, and the granting of tenure, and make
327 recommendations to the faculty and the dean. The Personnel Committee shall report directly to the
328 dean unless otherwise provided for in these bylaws. It shall consist of five tenured members
329 elected by the full-time faculty to serve three-year staggered terms. The staggering shall be
330 created by having two people elected in a year, then two the following year, then one the third
331 year. A chair shall be elected annually by the committee from among the five members. If a
332 member must leave the committee before their term ends, a special election will be held to fill the
333 remainder of their position's three-year commitment. The election process of the committee shall
334 consist of faculty nominations of tenured faculty eligible to be on the Personnel Committee,
335 voting by tenured and probationary faculty through closed ballot, and election through receipt of
336 the majority of the votes cast. Members of the committee shall not serve concurrently as the
337 faculty grievance representative. Personnel Committee members seeking promotion shall not
338 serve concurrently on the Faculty Personnel Committee.
339

340 **2. Faculty Affairs**

341 The purpose of the Faculty Affairs Committee is to increase the likelihood that faculty
342 perspectives are considered in administrative decision-making. Membership shall consist of all
343 full-time faculty who do not hold dean positions. Nomination and election of the Faculty Affairs
344 Committee chair shall be conducted annually by committee members. The chair will serve a one-
345 year term, and must be tenured. Meetings of the Faculty Affairs Committee shall be held at least
346 twice during each academic year and the chair will systematically communicate faculty
347 perspectives to the dean so that they can be considered in decision making.
348

349 **3. Faculty Grievance Representative and Alternate**

350 The function of the faculty grievance representative is to serve as a liaison to, and member of, the
351 University Faculty Grievance Committee (Redbook 4.4.1). The faculty grievance representative
352 shall be a tenured faculty member who serves a two-year term. An alternate who is similarly
353 qualified will also be identified (Redbook 4.4.1.B.4). No person currently engaged as a grievant or
354 respondent in a grievance is eligible to serve as the faculty grievance representative or alternate.
355 No person can concurrently serve as the faculty grievance representative or alternate and also on
356 the Personnel Committee of the school.

357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377

3. Curriculum

The function of the Curriculum Committee is to ensure that the existing and proposed courses in the BSW and MSSW curricula² comply with the university and school missions, as well as standards for accreditation. The committee is responsible for facilitating all accreditation reviews of the curriculum, ensuring quality education and integration of key content across the curriculum, and coordinating the work of the course chairs who are full-time faculty members. The Curriculum Committee shall consist of (1) full-time faculty elected annually by full-time faculty teaching in that course or appointed³ by the Curriculum Committee from each of the curriculum areas, (2) a faculty representative elected by full-time faculty from the Couple and Family Therapy (CFT) program, (3) a part-time faculty representative elected by the part-time faculty, and (4) a student representative from the Kent School Student Association (KSSA). The associate dean for academic affairs, MSSW and BSW program directors will serve in an *ex-officio* role on this committee. The Curriculum Committee will elect or appoint a chair from among the full-time faculty members of the committee. The committee chair will consult with the Kent School Student Association to appoint a student representative to the committee. Other faculty and students may participate in committee discussions when warranted but do not vote on curriculum matters. Only full-time faculty representatives on the curriculum committee vote in matters related to the curriculum.

4. Diversity and Social Justice

The function of the Diversity and Social Justice Committee is to develop, coordinate, and implement the school's diversity and social justice plan in line with the vision, mission, and goals of Kent School. The Diversity and Social Justice Committee shall consist of a minimum of three members, with at least one being full-time faculty and one full-time staff. At the coordination of the dean, an election will be held for a faculty and staff member to serve terms of three years. Terms may be renewed. The dean will consult with the Kent School Student Association to appoint at least one student representative to the committee. The chair will be elected by the committee, taking into account the recommendation of the dean.

5. Outcomes

The function of the Outcomes Committee is to develop and monitor outcomes for the school, including the coordination of all assessment activities, and the collection and dissemination of outcomes data to faculty, university administration, and accrediting bodies. The Outcomes Committee will be chaired by the associate dean for academic affairs. Additionally, the chair of

² The director of the Doctoral Program will coordinate curriculum development and oversight activities and protocols in collaboration with the doctoral faculty.

³To complete a term due to vacancies or to address shortage of full-time faculty teaching in that particular course

393 the Curriculum Committee, Associate Dean for Research, directors of the Masters, Bachelors,
394 Doctoral, and Couple and Family Therapy programs will serve on this committee. The dean may
395 appoint additional committee members and confer with the Kent School Student Association to
396 seek student representation.

397 **6. Research**

398 The function of the Research Committee is to develop and maintain an infrastructure for research
399 and promote research activities of Kent School. The Research Committee will be chaired by the
400 associate dean for research. This committee consists of full-time faculty who are current principal
401 investigators on funded contracts or grants. Additionally, the associate dean for research may
402 appoint staff from the office of the associate dean for research to sit on this committee (non-
403 voting) to support the functions of this committee. The dean may also appoint additional
404 committee members.

405

406 **7. Recruitment and Admissions**

407 The function of the Recruitment and Admissions Committee is to coordinate and monitor the
408 recruitment and admission of students, coordinate with the Diversity and Social Justice
409 Committee on activities to ensure a diverse student body, admit students to Kent School, develop
410 and implement protocols for scholarships, and coordinate with the Outcomes Committee on
411 protocols to measure effectiveness of recruitment efforts and admission practices. The
412 Recruitment and Admissions Committee of each academic program will be recruited by and be
413 chaired by the director of the respective program. It will consist of minimum of two full-time
414 faculty members who teach in the program and the respective program director. The dean may
415 appoint additional full-time faculty members to each academic program's Recruitment and
416 Admissions Committee. Each program director may appoint staff from their respective programs
417 to sit on this committee (non-voting) to support the functions of this committee.

418

419 **8. Student Grievance**

420 The function of the Student Grievance Committee is to receive and take appropriate action on all
421 student academic grievances in accordance with procedures in Section 6.8.3 of The Redbook and
422 develop procedural guidelines consistent with Section 6.8 of The Redbook. The Student
423 Grievance Committee shall consist of two full-time faculty to serve a one-year term, with the
424 senior in rank and/or years of service of the two serving as chair, and one student representative.
425 Terms may be renewed. At the coordination of the dean, an election will be held for the faculty
426 representatives on the committee. The dean shall consult with the Kent School Student
427 Association and the faculty to appoint a student representative to the committee.

428

429 **9. Nomination, Honors, and Awards**

430 The function of the Nomination, Honors, and Awards Committee is to identify nominees, present
431 nominations to the faculty, and prepare nomination materials for university-wide faculty honors
432 and awards. The dean or the dean's designate serves as ex-officio, non-voting member. The

433 Nominations, Honors, and Awards Committee will consist of three full-time faculty who serve a
434 one-year term with the **member with the most years of service senior in rank and/or years of**
435 **service of the three faculty members** serving as chair.

436
437

438 **10. Academic Advisory**

439 The function of the Academic Advisory Committee is to assist the **associate dean for academic**
440 **affairs** in conducting academic reviews for BSW and MSSW students. The Academic Advisory
441 Committee shall consist of four full-time MSSW and/or BSW **faculty members recruited by the**
442 **associate dean for academic affairs and elected by the full-time faculty.** Full-time faculty will
443 serve staggered, two-year terms. **During the course of the academic year, additional full-time**
444 **MSSW and/or BSW faculty members may be elected to serve on this committee when the Dean**
445 **deems it necessary to address the timeliness of conducting/completing reviews due to increases in**
446 **the number of students requiring academic reviews.**

447

448 **11. Planning and Budget Advisory**

449 The function of the Planning and Budget Advisory Committee is to advise the dean regarding
450 revision of the School's Strategic Plan, **specifically on (a)** the establishment of priorities for action
451 (PFAs) in relation to that plan, (b) requests for new general funds, (c) the development of the
452 annual budget, (d) the allocation of year-end funds, and (e) the development of plans to meet any
453 extraordinary budget situations. **In addition, the Planning and Budget Advisory Committee will**
454 **provide opportunities for the Kent School faculty and staff to actively participate in the planning**
455 **and budgeting process, and will provide the faculty with an annual report on budgetary status and**
456 **implications for existing programming, and on** availability of resources for new academic
457 program proposals.

458

459 The Planning and Budget Advisory Committee shall consist of three faculty representatives
460 elected by full-time faculty, the dean or the dean's designee, **the school's Director of Finance and**
461 **Administration/Lead Fiscal Officer,** associate deans, program directors, and a staff representative
462 **appointed by the dean.** The dean or the dean's designee, **Lead Fiscal Officer, and staff** shall be *ex*
463 *officio*, nonvoting members. Elected or appointed members serve three-year terms. To provide
464 continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about
465 one-third of the members will expire.

466

467

468

469

470

471

472

473 Bylaws, Kent School, Approved by Faculty, December 4, 1997; Approved by the Board of
474 Trustees, June 22, 1998
475 Bylaws, Kent School, Amended by Faculty, 1/22/03; 9/21/05; Amended, Revised, and Approved
476 by Faculty January 21, 2009; Amended, Revised, and Approved by Faculty May 13, 2009.
477 Approved by Board of Trustees, July 29, 2009.
478 Bylaws, Kent School, Revised 12/06/16; Approved by Faculty 02/22/17
479 Bylaws revised and approved by faculty 8-23-17, revised and approved by faculty 5-9-18, revised
480 and approved by faculty 10-24-18; revised and approved by faculty 11-14-18

| revised and approved by faculty 511-914-18