

INSTRUCTIONS FOR REQUESTING APPROVAL OF REVISION OF DEPARTMENTAL PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS¹

STEP 1 - Department:

- A. Complete Section I of the form found at http://www.fps.cmich.edu/forms/forms_dept_bylaws.asp for each submission/resubmission of a proposed change to the departmental Procedures, Criteria, Standards and Bylaws. Enter the submission/resubmission number in the top right-hand corner of the form where indicated.
- B. Attach proposed change to each form.
- C. Send the completed form, with the proposed change(s), ***SIMULTANEOUSLY*** to the offices of the Dean and Faculty Personnel Services. Electronic submissions are preferred.

STEP 2 – Administration:

The Administration has **45 days**² from the date of receipt of the proposed changes either to approve or disapprove them.

- A. If approved, ***GO TO STEP 5.***
- B. If disapproved, the Administration will complete Section II of the form, state in writing the reasons for the disapproval, and return such documentation to the Department. ***GO TO STEP 3.***

STEP 3 – Department:

Within **30 days** of receiving the Administration's disapproval, the Department shall respond with a resubmission sent simultaneously to the offices of the Dean and Faculty Personnel Services. ***GO TO STEP 4.***

STEP 4 – Administration:

The Administration has **25 days** from the date of receipt of the resubmission either to approve or disapprove it.

- A. If approved, ***GO TO STEP 5.***
- B. If disapproved, the Administration will complete Section II of the form, state in writing the reasons for the disapproval, and return such documentation to the Department. ***GO TO STEP 3.***³

STEP 5 – Administration:

Upon approval of the proposed changes:

- A. Complete Section II of the form and distribute it with accompanying documentation to the Department, Dean, and notify the Faculty Association of the approved changes within **30 days** of the approval.
- B. The office of Faculty Personnel Services will revise the Department Procedures, Criteria, Standards, and Bylaws and send a copy of the revised document to the Department and the Dean, and will post it to the Faculty Personnel Services website at www.fps.cmich.edu.

¹ Please refer to Article 10 of the current Agreement for further information concerning departmental Procedures, Criteria, Standards, and Bylaws, and for processes regarding bylaws for *new* departments.

² "Days" means consecutive calendar days (excluding Saturdays and Sundays) on which classes are scheduled to meet on the campus during the Fall and Spring Semesters.

³ The department shall continue to submit resubmissions as described in STEP 3. However, it is recognized that the extent of the department's obligation to do so is described in Letter of Agreement #7 of the current Agreement.