

## Unit Governance

Some units have developed bylaws to guide decision-making about personnel issues, leadership, and committee structure and membership. These bylaws may also describe the relationship with other governing bodies such as the Academic Senate. In some units, the only policies are those governing personnel actions.

Bylaws may be useful in sharing important information about the responsibilities of departmental committee chairs and voting procedures within the unit. The following pages provide three possible models for unit bylaws.

The department chair should notify the divisional dean of any proposed changes to departmental bylaws. A bylaw change that involves faculty voting procedures will require additional review by the Academic Senate Committee on Academic Personnel (CAP).

Changes, when approved by the dean (or dean and CAP), should be incorporated into the full bylaw text and forwarded to the divisional dean.

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Source: College Memo 95-96 #14 (September 8, 1995); July 2004.