

**By-Laws  
Ethnic Studies Program  
November 2013**

**I. PREAMBLE**

The Ethnic Studies Program is organized and its affairs conducted in accordance with the Laws and Policies of the Board of Regents of the University of Colorado, and the policies of the University of Colorado system, of the University of Colorado Denver, Denver campus, and of the College of Liberal Arts and Sciences. The bylaws shall be adopted by a two-thirds vote of the faculty, and approved by the Dean of CLAS and the Chancellor. Revision of the bylaws shall require approval by two-thirds of the faculty. The College shall review the bylaws from time to time and revise them as needed.

**II. MISSION**

The Ethnic Studies Program strives for excellent teaching, scholarly activity, and service. The Program seeks to train students to be critical thinkers, capable researchers, and careful writers. The Ethnic Studies faculty aims to produce high quality research and significant contributions to our fields of expertise. The Program works to provide useful service to the college, university, profession, and wider community.

**III. FACULTY**

III.A. Constitution: The Ethnic Studies Program shall consist of the Ethnic Studies faculty, defined as the rostered members of the Program, i.e. those that hold academic rank and whose names appear in the annual personnel budget roster. This includes persons appointed with the titles of professor, associate professor, assistant professor, (the TTF); professor C/T, associate professor C/T, assistant professor C/T,

(the CTF); instructor and senior instructor who serve on appointments totaling fifty percent or more. The CTF and instructor ranks make up the rostered non tenure-track faculty (NTTF). Lecturers are not rostered faculty, but are part of the NTTF.

III.B. Authority: Any member of the Program, as defined above, may bring policy questions or proposals to the Program for consideration. Formal proposals are submitted to the Director, who will then schedule discussion at a Program meeting.

III.C. Voting rights: Voting membership of the Program shall comprise all members of the rostered faculty as defined above.

III.C1. A quorum shall consist of those voting members present at any scheduled meeting of the Program to which all have been invited, as long as that number does not dip below half the number of rostered faculty.

III.C2. All members of the Program will be informed in advance of all voting matters.

III.C3. The TTF are eligible to vote on all matters in the Program; the rostered NTTF may vote on all matters except for personnel matters such as hiring, tenure, and promotion, or policies pertaining to personnel matters.

III. C4. Only faculty with the appropriate rank may vote on tenure and promotion decisions: full professors for promotion to full professor; full and associate professors for all other tenure and promotion decisions.

III. C5. All TTF may vote on CTF matters, including applications for and promotion of CTF. CTF may vote on CTF personnel procedures.

#### **IV. PROGRAM ADMINISTRATION AND POSITIONS**

IV.A. The Program Director

The Program Director will be appointed in accordance with the CLAS bylaws, Article VII.A.I.c., and Laws of the Regents, Appendix B. The

faculty of the Ethnic Studies Program will make a recommendation to the Dean on the appointment of the Director. The Dean makes the appointment or meets with the faculty if the Dean does not concur with the faculty's recommendation. The appointment then is reviewed and approved by the Chancellor.

IV.A1. The Director of the Program will be a tenured member in the Program or, if selected from outside the University, eligible for tenure within the Program.

IV. A2. The term of the Director will be three years and is subject to renewal by the Dean following consultation with the faculty.

IV. A3. The Director shall be recommended by a majority vote of a strong quorum of 80% of the rostered faculty after a process in which nominations are invited from the faculty and the names of all candidates willing to serve in the office announced to all members of the Program.

IV. A4. The Director is responsible for providing intellectual, pedagogical and organizational leadership toward achievement of the highest possible level of excellence in the teaching, research, and service areas of the Program; and has general administrative responsibility for the Program and its programs. Specific responsibilities (see Laws of the Regents, Appendix B) include:

- a. Executing the policies established by the faculty of the Program and within the framework and authority of the laws of the Regents;
- b. Representing the Program's interests with administrative officers of the College and the University at large, as well as with those with the academic and administrative entities of the other institutions on the Auraria campus;
- c. Administering the program budget
- d. Referring all matters relating to the formulations of program policy to the faculty as a whole or to the appropriate faculty committee;
- e. Supervising the hiring and reappointment of tenured and tenure-track faculty by overseeing the proceedings, calling for a faculty vote, and writing a summary letter for the

- dossier which reports the vote and the reasons for the outcome in accordance with CLAS guidelines;
- f. Supervising staff and mentoring junior faculty
  - g. Scheduling and chairing faculty meetings and overseeing minutes;
  - h. Appointing Ad Hoc committees as circumstances warrant;
  - i. Scheduling classes and coordinating the schedule process with the Dean's office

#### IV. B. Standing Committees

The Director with the advice of the faculty appoints members of standing committees for three year, renewable terms. In addition to the standing committees, the Program may decide to create ad hoc committees when necessary. All members of the Program will be offered Program service assignments and TTF and CTF are expected to take on some departmental responsibility.

IV C. Committee on Curriculum, Teaching, Study Abroad, and Teacher Training. This committee shall be composed of at least three faculty members. It shall consider curricular, teaching, study abroad, and teacher training issues of importance to the Program. The committee has the responsibility to review all new syllabi as well as major revisions to syllabi that would have to go to the CLAS curriculum committee.

### **V. PROGRAM MEETINGS**

V.A. The Program Director will schedule meetings at least twice during each semester, and preferably, once a month.

V.B. Additional Program meetings as needed can be called by the Director and requested by any member of the faculty.

V.C. Program meetings will include the entire rostered faculty, but may also have time reserved for the TTF to meet separately

### **VI. ANNUAL MERIT EVALUATIONS**

VI.A. Rostered Faculty. Every year, according to Regent policy, rostered faculty undergo a merit evaluation, based on the information they include in their Faculty Report of Professional Activities (FRPA).

V1.A1. To prepare for the annual evaluation, faculty must fill out their FRPA in a timely manner in accordance with the deadlines established by CLAS and the Program Director.

V1.A2. Faculty members must produce a one-page, single-spaced narrative self-evaluation, summarizing what they accomplished over the course of the year in the areas in which they are being evaluated (teaching, research, service).

V1.A3. The Director will use the FRPA and the self-evaluations to determine merit and write a narrative evaluation for the faculty member.

## **VII. TENURED/TENURE TRACK FACULTY (TTF)**

VII.A. TTF are expected to perform instructional, scholarly, and service responsibilities as established under their contracts and their Professional Plans. The usual allocation of responsibilities fits with a 40/40/20 model, with a weighted evaluation of 40% teaching, 40% research, and 20% service. Individual TTF, however, may negotiate a differentiated workload, as outlined in the CLAS Differentiated Workload Policy, in consultation with the Director and the CLAS Dean. Junior faculty members should complete a Professional Plan upon their appointment at UCD. At the tenure and promotion review point, faculty complete a second Professional Plan. Thereafter, faculty members complete a new Professional Plan at each post-tenure review point. Revision of Professional Plans can occur with a differentiated workload.

VII.A1. Instructional Activity: The duties of all faculty include the teaching of formal courses. The normal teaching assignment for TTF is four formal courses in a two-semester academic year. In addition to formal course instruction, TTF are expected to provide support across a reasonable range of other instructional activities, such as advising

undergraduate students, directing independent studies, and developing curricular materials.

VII.A2. Scholarly Activity: All tenure-track faculty members are expected to be regularly engaged in scholarly activity. This should result in a steady rate of conference presentations and published work in high-quality, peer-reviewed outlets.

VII.A3. Service Activity: All voting members of the faculty are expected to participate in the governance of the Program by attending Program meetings. For TTF, contributions to the College and University committees and governance are also important, as is service to major academic and professional organizations and the community.

#### VII.B. Reappointment, Tenure, and Promotion of TTF

Faculty eligible for comprehensive review must demonstrate that they are on schedule to receive a determination of excellence in either teaching or research, and meritorious across all three areas of their responsibilities—teaching, research, and service—at the time of tenure and promotion. Annual merit evaluations constitute a separate process from Reappointment, Tenure, and Promotion reviews and, according to Regent Policy, do not carry implications regarding tenure. See Ethnic Studies Program RTP, Appendix I, for details on the categories of Meritorious and excellent. Under normal circumstances, TTF come up for reappointment in their fourth year at UCD, and in the seventh year for tenure and promotion.

##### VII.B1. RTP Dossiers.

- a. With the assistance of the Director, the faculty member will prepare a dossier to submit to the University for evaluation. This dossier will include a CV, sections detailing teaching, research, and service activities, and other documents as required by the Regents.
- b. The teaching section includes a candidate statement on teaching, FCQs, peer evaluations, and other evidence of activity relating to teaching and curriculum.
- c. The research section includes a candidate statement on research copies of publications and manuscripts in process, and other evidence of research activity. The research portion of the dossier

should be ready to send out to external reviewers by the beginning of the summer preceding the comprehensive, tenure, and promotion reviews.

- d. The service section includes a statement detailing service activities as well as any evidence of service commitments.

#### VII.B2. Selection of External Reviewers:

- a. The Director asks the candidate to submit a short list of scholars of high standing who would be appropriate as external reviewers. At the same time, the candidate may inform the Director if there are people who should not be asked to evaluate his or her work and provide the reasons for their exclusion.
- b. The Director compiles a separate list of names of possible external reviewers.
- c. A minimum of three external letters of evaluation are required for comprehensive reviews, with at most one reviewer selected from the candidate's list and at least two selected outside the candidate's list.
- d. A minimum of six external letters of evaluation are required for tenure and promotion, with at most two letters selected from the candidate's list and at least four from outside the candidate's list.

#### VII.B3. Review Committees.

- a. The Director appoints a RTP committee to oversee the evaluation of the candidate's teaching, research and service.
- b. The chair of each committee must be a tenured faculty member. If needed, committee members may be sought from outside the department, in consultation with the candidate.
- c. The Program Director is not a member of any of these three review committees.
- d. In the case of candidates for full professor, faculty members at rank may be sought from full professors in other departments in CLAS.
- e. The members of the teaching committee, in addition to the material submitted by the candidate for review, should schedule observations of the candidate's teaching.
- f. The service committee will rely largely on the material submitted by the candidate for evaluation

- g. The research committee uses as primary data for its review the letters assessing the quality and quantity of the research written by external reviewers, as well as its own evaluation of the candidate's research portfolio.
- h. The review committees assess the candidate's record and each writes a report on the assigned area---teaching, service, or research. If there is disagreement, the dissenting member(s) of the committees may write a separate letter.
- i. The review committees' reports are then submitted to the Program Director for inclusion in the dossier.

VII.B4. Department voting on RTP. Once the candidate's dossier is complete, the Program votes on the candidate's reappointment, tenure, or promotion. Only tenured faculty may vote on reappointment, and only those at rank can vote on tenure and promotion. The director orally notifies the candidate of the vote.

VII.B5. Director's Letter. The Director writes a letter to the CLAS Dean summarizing the discussion and recommendation of the faculty to be included in the candidate's dossier. This letter also includes a report of the vote of the faculty. If the Director disagrees with the vote and recommendation of the Program, he or she articulates the disagreement and provides an explanation.

VII.C. Post-Tenure Review. Every five years, tenured faculty must undergo a post-tenure review.

VII. C1. Dossier. For post-tenure review, faculty must prepare a dossier which includes the five previous annual performance evaluation reports; FCQs, peer reviews of teaching, and, other types of teaching evaluation; a Curriculum Vita that indicates recent publications, presentation, evidence of research funding and university and public service; copies of recent publications; the Professional Plan(s) from the current PTR cycle; and updated Professional Plan for the next five years; and any other supporting materials the candidate would like to include.

VII.C2. External Letters. Candidates who have not had any publications during the period of the review (five years from tenure and every five years after that) are required to submit unpublished work (book



chapters/articles/essays in progress/conference papers) to two external reviewers. The candidate may choose one reviewer and the Director will select a second reviewer. Materials must be submitted for external review at the beginning of the term prior to the Post-Tenure Review.

VII.C3. Director's Letter. Based on the evidence submitted by the candidate and the letters from external reviewers (if applicable), the Director writes a letter evaluating the candidate's achievements in reference of the Professional Plan and department expectations and submits this letter and the dossier to the CLAS PTR Committee, which reviews the dossier.

VII.C4. Faculty may appeal the results of their post-tenure reviews to the Dean's Advisory Committee.

VII.D. TTF Vacancies. When the opportunity to fill a vacancy occurs in a TTF position, the Program will meet to revise the hiring priorities. The Program will strive for consensus in determining hiring needs; however, a two-thirds majority vote can also establish hiring priorities. The Program shall conduct a TTF search under the guidelines laid out by Regent policy. All hiring decisions require a two-thirds majority vote.

## **VIII. CLINICAL TEACHING-TRACK FACULTY**

### VIII.A Duties and Responsibilities of CTF

The CLAS document "Requirements for Appointment, Reappointment, and Promotion for clinical Teaching Track (C/T) Faculty" states that CTF must "participate in a broad range of teaching, service and scholarly activities" and that for each initial appointment to the CTF "primary units will also determine, with the approval of the Dean, the relative weight of teaching, service and scholarly activity as well as general expectations for each of the three areas. There must be a minimum of 10% distribution of effort in each of the three categories. The primary responsibility is teaching and except under special circumstances, scholarly activities would be limited to 20% of effort. C/T faculty are expected to demonstrate continued professional growth in their fields."

VIII.A1. Instructional Activity: The duties of all faculty include the teaching of formal courses. The normal full-time teaching assignment for CTF is eight formal courses in a two-semester academic year except in the case of a negotiated differentiated workload. In addition to formal course instruction, CTG are expected to provide support across a reasonable range of other instructional activities, such as advising students, directing independent studies, and developing curricular materials.

VIII.A2. Scholarly Activity: All CTF are expected to be regularly engaged in scholarly activity. This could include conference presentations, and publications in high-quality, peer-reviewed outlets, as well as other forms of productivity appropriate to a CTF's area of expertise.

VIII.A3. Service Activity: All voting members of the faculty are expected to participate in the governance of the Program, by attending Program meetings. CTF are expected to perform additional service activities, which may be at the Program, college, university, or professional levels and community.

VIII.B. Appointment, Reappointment, and Promotion of Clinical Teaching Track Faculty. Criteria for the ranks for CTF are detailed in Appendix II.

VIII.B1. According to "Requirements for Appointment, Reappointment and Promotion for Clinical Teaching Track (C/T) faculty in the College of Liberal Arts and sciences, University of Colorado Denver" (hereafter referred to as "C/T policies and procedure", "A Clinical Track appointment is an 'at will' appointment that is not a tenure track appointment. Instructors may be hired into the C/T. Searches may also be conducted for new hires directly into the C/T. Nominations for the C/T can come from any member of the Program faculty, but must be approved by a majority of the voting faculty, and must be accompanied by a written recommendation from the Program Director."

VIII.B2. The final decision regarding the recommendation of CTF rests with the Dean of CLAS.

VIII.B3. CLAS policies and procedures state that CTF positions ‘are deemed to end no later than the end of the third academic year after the appointment is made, at which time the appointment will automatically terminate unless the appointment is affirmatively renewed by the University.’”

VII.B4. Dossier for internal candidates for CTF

- a. Candidates applying for a CTF position will create a dossier detailing teaching, research, and service activities
- b. The teaching section includes a candidate statement on teaching, FCQs, peer evaluations, and other evidence of activity relating to teaching and curriculum
- c. The research section includes a candidate statement on research, copies of publications and manuscripts in process, and other evidence of research activity or proposed activity.
- d. The service section includes a statement detailing service activities as well as any evidence of service activity or proposed activity

VIII.B5. Letters of reference. The candidate will solicit letters of support to include in the dossier.

- a. For appointment to the ranks of Assistant and Associate Professor C/T, three letters of reference are required, including one from outside the Program.
- b. Application for the rank of Professor C/T requires five letters, two from outside the Program.

VIII.B6. Department review. Once the candidate’s dossier is complete, the TTF review the dossier, vote on the candidate’s application, and make a recommendation to the Director. The Director orally notifies the candidate of the vote.

VIII.B7. Director’s Letter. The Director writes a letter to the CLAS Dean summarizing the discussion and recommendation of the faculty. This letter is included in the candidate’s dossier. This letter also includes a report of the vote of the faculty. If the Director disagrees with the vote and recommendation of the Program, he or she articulates the disagreement and provides an explanation.

#### VIII.B8. Reappointment and promotion

- a. CTF faculty applying for reappointment or promotion must submit the same materials detailed in VII.B1, and go through the reviews detailed in VIII.B3 and B4.
- b. Reappointments do not require resubmission of letters of recommendation, although the Program recommends current letters be on file.
- c. In addition to the materials listed in B1, according to CLAS policy, “Candidates for re-appointment or promotion must also include a copy of the most recent employment contract, a professional plan, (and) annual performance evolution reports. “Criteria for promotion are found in Appendix II.

VIII.B9. Vacancies. The Program may decide to hire for a CTF position externally and will meet to determine hiring priorities. The Program will strive for consensus in determining hiring needs; however, a two-thirds majority vote can also establish hiring priorities. The Program shall conduct a CTF search under the guidelines laid out by CLAS policy.

### **IX. INSTRUCTORS AND SENIOR INSTRUCTORS**

IX.A. Instructors and senior instructors are at-will positions, renewable on yearly contracts.

IX.B. Typically, teaching responsibilities make up 100% of instructor and senior instructor contracts, with a full-time load defined as five courses per semester.

IX.C. When the Program receives approval to hire an instructor, the Program will conduct a search for candidates who will be required to submit a cv, evidence of teaching effectiveness (including syllabi and teaching evaluations), and at least two letters of reference. The hiring of instructors shall be brought to the Program for a vote. A candidate with the Ph.D. and who provides evidence of teaching excellence for at least five years at a comparable institution can be considered for appointment to senior instructor, pending a majority vote of two-thirds of the TTF.

IX.D. Promotion from Instructor to Senior Instructor.

IX.D1 Instructors are required to have the Ph.D. and to have served the program for three years in positions of at least 50% time before applying for senior instructor.

IX.D2. Applicants for senior instructor positions must submit sample syllabi, three years of FCQs and other measures of teaching effectiveness (such as letters of teaching observation from TTF faculty and evidence of instruction work with students outside the classroom), three years of merit evaluations, and a statement concerning teaching growth and pedagogical practice.

IX.D3. The TTF will vote on all candidates applying for senior instructor positions, with a two-thirds majority required for promotion. Promotions to senior instructor must be approved by the Dean.

## **X. ACADEMIC STANDARDS AND ETHICS**

X.A. Faculty Responsibilities and Conduct. The Ethnic Studies Program expects that its faculty adhere to the guidelines of professional conduct relative to teaching and research outlined in the University's faculty statement "Principles of Professional and Ethical Responsibilities." Faculty members who do not meet their professional responsibilities or whose conduct is not acceptable will be subject to the disciplinary procedures set forth in the University of Colorado Faculty Handbook.

X.B. Student Responsibilities and Conduct. The Ethnic Studies Program expects that students adhere to the University's Academic Honor Code.

X.B1. Faculty who encounter academic dishonesty or ethics violations should follow the guidelines outlined on the CLAS Website.

X. B2. Students who wish to appeal an accusation of ethics violation should be referred to the CLAS Description of Student Rights.