



# **Handbook of Operating Procedures**

**Section:** 6.8.3  
Originally Approved: 12/15/2008  
Last Amended:  
Last Reviewed:  
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## **PROCEDURE FOR REVIEW AND ADOPTION OF COLLEGE BYLAWS**

### **A. Purpose**

The purpose of this policy is to provide a procedure for colleges to maintain college bylaws for the college councils. The well-being of each college as a whole is dependent upon shared responsibilities for governance and decision-making among the Dean, faculty, non-faculty administrators, staff, and students. The college bylaws are designed to provide the structure and procedures through which such a partnership may be facilitated, within the range of authority and responsibilities of faculty and administrators as specified in the UTPA *Handbook of Operating Procedures (HOP)* and The University of Texas System Board of Regents' *Rules and Regulations*.

### **B. Persons Affected**

This policy applies to faculty, deans, and college administrators.

### **C. Policy**

#### **1. College Bylaws Review and Adoption**

The college bylaws shall be reviewed at least every 5 years by the College Council in consultation with the Dean. Upon approval by the College Council, the proposed amendments must be distributed for a college-wide faculty vote. If the majority of eligible faculty members voting approve the amendments, they shall be ratified and adopted subject to final approval by the Dean and the Provost. Such amendments shall take effect one full academic year after approval by the Dean and the Provost, except in cases where the *HOP* specifies the amount of time before a policy takes effect. In cases where revisions are deemed beneficial or minor enough to warrant earlier implementation, a separate faculty vote may be held to determine when amendments will take effect.

The college bylaws document shall include a cover page with approval dates and signatures by the College Council, the Dean and the Provost. The date and result of the college-wide faculty vote shall also be indicated.

#### **2. College Councils and Faculty Senate**

To facilitate communication and collaboration between the major governing bodies of the University, whenever possible, procedures shall be established to ensure College Councils are in contact with a member of the Executive Committee of the Faculty Senate to mutually report on activities, business, and items requiring faculty input.



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### 3. University *Handbook of Operating Procedures (HOP)*

College bylaws and policies should not be in direct contradiction with policies and procedures as outlined in the *Handbook of Operating Procedures (HOP)*. In the case of a conflict, then the *HOP* shall prevail.

#### **D. Definitions**

Not applicable.

#### **E. Procedures**

Not applicable.

#### **F. Responsibilities**

Not applicable.

#### **G. Review**

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Vice Provost for Faculty Affairs – Senior Reviewer
2. Council of Deans
3. Faculty Senate Chair in consultation with College Councils

*Links to all colleges bylaws:*

[COAH](#)

[COBA](#)

[COE](#)

[COHS/HS](#)

[COSE](#)

[COSBS](#)