Faculty Bylaws

Academic Information Services

BYLAWS

1.0 Membership, Voting Privileges, and Governance Role

1.1 The Department shall consist of all those full-time faculty holding academic rank within the Department. The Dean of Academic Information Services (AIS) serves as an ex officio member.

1.2 Voting privileges shall be extended to all Departmental Faculty members of the bargaining unit with appointments in AIS.

1.3 AIS faculty advises the Dean of Academic Information Services in developing programs, services, and schedules for implementing the programs and services; planning curriculum, course offerings, and teaching assignments; in developing the Department support budget; and conducting matters which pertain to faculty recruitment, evaluation, promotion, tenure, and sabbatical reviews.

1.3.1 Faculty in the Department are supervised by the Dean of Academic Information Services.

2.0 Officers and Representatives

2.1 Dean of Academic Information Services

2.1.1 The Dean of Academic Information Services is the chief administrative officer of the Department and shall officially represent the Department in its relationship with the administration, other Colleges and Divisions within the University, and the larger community.

2.1.2 In the event that a new Dean of Academic Information Services is to be appointed by the Board of Trustees of Northern Michigan University, hereafter referred to as the Board, the Department members request that the Board or its representative consult with the Department before the appointment is made.

2.2 Chair, Faculty Committee of the Whole

2.2.1 There shall be a Chair elected annually by a simple majority at the first meeting of the fall semester. The Chair shall be elected for a one-year term.

2.2.2 The duties of the Chair shall be to preside over meetings of the Faculty Committee of the Whole, conduct the elections required by these Bylaws, and ensure that minutes of all meetings are placed on file in the AIS Administrative Office.

2.3 Chair, Faculty Evaluation Committee

2.3.1 The Chair shall be a Faculty Evaluation Committee member elected annually by a simple majority vote at the first meeting of the fall semester. The chair must be tenured, hold the rank of Associate Professor or higher, and have been a Departmental Faculty member for at least three (3) years. Exceptions may be made if agreed to by two-thirds of the membership of the Faculty Committee of the Whole. The Chair shall be elected for a one year term.

2.3.2 The Chair of the Faculty Evaluation Committee shall be responsible for scheduling FEC meetings, maintaining minutes of those meetings, and coordinating the preparation of the annual evaluation reports, sabbatical requests, and tenure/promotion applications.
2.4  Academic Senate Representative

2.4.1 Departmental Faculty shall elect a representative by a simple majority vote to the Academic Senate for a two-year term. The representative shall have served at least three (3) years at Northern, if possible. The election for Academic Senate Representative shall be held in January with the term beginning the following Fall semester.

2.5  Bargaining Council Representative

2.5.1 AAUP Department members shall elect a Representative to the Bargaining Council by a simple majority vote. The election shall be held in January during the final year of the current Master Agreement with the term beginning at the start of the new Master Agreement. The term of office will coincide with the term of the Master Agreement.

2.6  Educational Technology Resources and Policy Committee (ETRPC) Representative

2.6.1 Departmental Faculty shall elect a representative by a simple majority vote to the ETRPC for a three-year term. The election shall be held in January with the term beginning the following Fall semester.

3.0  Standing Committees

3.1  Faculty Committee of the Whole

3.1.1 Departmental Faculty, as defined in Bylaws 1.1, shall meet as the Faculty Committee of the Whole. The Dean of Academic Information Services is not a member of the Committee of the Whole.

3.1.1.1 Meetings may be called by the Chair. Upon request of two faculty members, the Chair or designee shall convene a meeting of the Departmental Faculty within five days. The agenda for such a meeting shall be communicated in advance to all Departmental Faculty members.

3.1.1.2 A quorum consisting of a simple majority of the Departmental Faculty shall be required for the transaction of business at a meeting.

3.1.1.3 Academic Information Services faculty shall meet with the AIS Dean and professional staff at regularly scheduled times.

3.1.2 Functions of the Faculty Committee of the Whole

3.1.2.1 To examine and recommend to the Dean of Academic Information Services, as necessary, changes in descriptions for vacant faculty positions within the Department.

3.1.2.2 To examine applications for faculty position vacancies, both full- or part-time, in the Department. Advisory recommendations regarding candidates for appointment to Academic Information Services shall be made by the Committee to the Dean of Academic Information Services, in accordance with the Master Agreement.

3.1.2.3 To elect representatives to Department, University, and Association (AAUP) committees as necessary.

3.1.2.4 To evaluate the Dean of AIS as stipulated in the Master Agreement.

3.1.2.5 To compile the scholarly resources assessment (SRA) as stipulated in the Master Agreement.
3.1.2.6 The Committee may appoint subcommittees to perform these functions.

3.2 Faculty Evaluation Committee (FEC)

3.2.1 Membership of the Faculty Evaluation Committee shall consist of three (3) Departmental Faculty members and one (1) alternate. At least two members must be tenured and hold the rank of Associate Professor or higher. Exceptions may be made if agreed to by two-thirds of the membership of the Faculty Committee of the Whole. The Dean of Academic Information Services is not eligible to serve on the Faculty Evaluation Committee for purposes other than ranking sabbatical applications. No member can participate in deliberations for his/her sabbatical request. Persons applying for promotion or tenure may not serve on the committee during the year of application.

3.2.1.1 Members will be elected for 3-year terms with staggered dates, and the alternate will be elected annually for a 1-year term.

3.2.2 Functions of the Faculty Evaluation Committee

3.2.2.1 Carry out the formal evaluation of each Departmental Faculty member as specified in the Agreement and forward each evaluation to the Dean of Academic Information Services for review.

3.2.2.2 The Faculty Evaluation Committee or any of its members will observe a faculty member teaching credit bearing courses for peer evaluation purposes.

3.2.2.3 Monitor tenure dates of tenure-track faculty members, carry out promotion and tenure reviews, and review sabbatical applications.

3.2.2.4 Appoint, as needed, a subcommittee to serve as the Departmental Grade Appeals Committee.

3.2.2.4.1 The procedures followed for grade appeals shall be those specified in the Student Rights and Responsibilities (NMU Student Handbook).

3.2.2.4.2 Either the student or the faculty member may appeal the decision of the Departmental Grade Appeals Committee to the College level. The appeal will be forwarded to the College of Professional Studies College Advisory Committee (CAC) and follow the procedures specified in the NMU Student Handbook.

3.2.2.5 The Faculty Evaluation Committee may appoint subcommittees to perform these functions.

3.3 The Committee of the Whole shall appoint or elect other committees as needed by a simple majority vote.

4.0 Travel or Professional Development

4.1 Each faculty member shall be allocated AAUP professional development monies in the amounts specified in the Master Agreement.

4.2 Requests to use travel or professional development monies in the current fiscal year should be submitted in writing to the Dean of AIS as soon as plans are definite and, if at all possible, before March 1st of the current fiscal year. Funds not used in the current fiscal year can be carried forward to the subsequent year as stipulated by the Master Agreement.
5.0 Professional Responsibilities

5.1 The responsibilities of the faculty members of the Department are to provide professional library and archival support to the members of the University community. Faculty are also expected to engage in scholarship and/or professional development and service activities.

5.2 Reassigned Time, Work Schedules, and Leaves of Absence

5.2.1 Reassigned time for the instruction of Academic Information Services courses shall be made in accord with provisions of the Master Agreement.

5.2.2 Reassigned time for Departmental, University, and/or professionally-related community service shall be granted after approval by the Dean of Academic Information Services.

5.2.3 Reassigned time credit earned, as described in the Master Agreement, may be taken by a faculty member for research, professional development and curriculum development, and to supplement sabbatical time. Plans for such reassigned time shall be submitted in accordance with the Master Agreement.

5.2.4 Reassigned time for consulting is in accordance with the Master Agreement.

5.2.5 Work schedules and annual leave shall be in accordance with the Master Agreement.

5.2.6 Faculty of record who serve as a reader of a graduate thesis will be compensated according to provisions in the Master Agreement. When counting the effort as part of the normal teaching assignment the relative load shall be determined in consultation with the Dean of Academic Information Services, not to exceed limits provided in the Master Agreement.

6.0 Tenure, Continuing Contract Status, and Promotion Policies

6.1 Evaluation Criteria: Annual, Tenure, Continuing Contract Status and Promotion

Guidance for annual evaluation, tenure, continuing contract status, and promotion applications can be found in the Master Agreement, Article 5.

6.1.1 Assigned professional responsibilities include librarianship or archival management and, in some cases, teaching. If a department member teaches, the quality of teaching shall be a consideration in evaluation.

6.1.2 Scholarship and/or professional development includes both the development of the individual within the profession and scholarship activities.

6.1.3 Service includes service to the department, the university, the association, the student body, the profession and professionally related community service.

6.2 Terminal Qualifications

6.2.1 Initial appointment for all ranks, with the exception of Professor, will require the terminal qualification. The terminal qualification for librarians is a Master's Degree in Library Science from an institution accredited by the American Library Association. A Doctorate in Library Science also fulfills the terminal qualification. Appointment at the rank of Professor requires a Doctorate in Library Science from an institution accredited by the American Library Association or a Master's Degree in Library Science from an institution accredited by the American Library Association and a second master's or higher degree. The terminal qualification for archivists is a Master's Degree in Library Science with a concentration in archival management from an institution accredited by...
the American Library Association; or a Master's Degree in History with a concentration in archival management. A Doctorate in Library Science from an institution accredited by the American Library Association or a Doctorate in History also fulfills the terminal qualification. Appointment at the rank of Professor requires a Doctorate in Library Science with a concentration in archival management from an institution accredited by the American Library Association or a Master's Degree in Library Science with a concentration in archival management from an institution accredited by the American Library Association and a second master's or higher degree; or a Doctorate in History with a concentration in archival management or a Master's Degree in History with a concentration in archival management and a second master's or higher degree. In addition to holding an appropriate terminal qualification, archivists must also be certified by the Academy of Certified Archivists.

6.3 Applying for Tenure, Continuing Contract Status, and Promotion

6.3.1 Applications for tenure, continuing contract status or promotion must be submitted to the Faculty Evaluation Committee in accordance with the scheduled dates in the Master Agreement. In addition, the Faculty Evaluation Committee may recommend that eligible faculty members apply.

6.4 Tenure

6.4.1 Tenure Review Process: The Department has the responsibility for conducting tenure review for all probationary faculty on tenure earning appointments. This review follows a probationary period during which colleagues advise the probationary faculty member of their progress toward tenure through the annual evaluation process.

6.4.2 Each annual evaluation will contain a description of the faculty member's current status and any remaining requirements or improvements necessary for achieving a favorable tenure recommendation.

6.4.3 It is the responsibility of the faculty member being considered for tenure to demonstrate that the criteria for tenure have been met, as specified in the Master Agreement, AIS Bylaws, and the cumulative faculty evaluations.

6.4.4 The Faculty Evaluation Committee shall submit a written report containing recommendations with all supporting documents for the award of tenure to the Dean of Academic Information Services. In addition to the Committee's recommendation, the Dean of Academic Information Services shall provide an independent evaluation concurring or not with the Committee's report. The dean shall forward recommendations for tenure to the Faculty Review Committee (FRC).

6.4.5 When determining eligibility for tenure, refer to the Master Agreement to determine the beginning and end dates of the evaluation period.

6.4.6 Recommendations for tenure shall be based on the following criteria:

a. Demonstrated effectiveness in assigned responsibilities as defined in 6.6.4.3a – 6.6.4.3j

b. Demonstrated effectiveness in scholarship and/or professional development must include at least four (4) achievements from 6.6.4.7.1 through 6.6.4.7.5 and at least two (2) of these achievements must be from 6.6.4.7.2 through 6.6.4.7.5 and peer reviewed.

c. Demonstrated effectiveness in service must include at least two (2) achievements from 6.6.4.11a through 6.6.4.11b and at least two (2) additional achievements from 6.6.4.11a through 6.6.4.11i.

6.5 Continuing Contract Status

6.5.1 Continuing Contract Status Review Process: The Department has the responsibility for conducting continuing contract status review for all faculty on term appointments as specified in
5.1.2 of the Master Agreement. This review follows a period during which colleagues advise the faculty member of their progress toward continuing contract status through the annual evaluation process.

6.5.2 Each annual evaluation will contain a description of the faculty member's current status and any remaining requirements or improvements necessary for achieving a favorable continuing contract status recommendation.

6.5.3 It is the responsibility of the faculty member being considered for continuing contract status to demonstrate that the criteria for continuing contract status have been met, as specified in the Master Agreement, AIS Bylaws, and the cumulative faculty evaluations.

6.5.4 The Faculty Evaluation Committee shall submit a written report containing recommendations with all supporting documents for the award of continuing contract status to the Dean of Academic Information Services. In addition to the Committee's recommendation, the Dean of Academic Information Services shall provide an independent evaluation concurring or not with the Committee's report. The dean shall forward recommendations for tenure to the Faculty Review Committee (FRC).

6.5.5 When determining eligibility for continuing contract status, refer to the Master Agreement to determine the beginning and end dates of the evaluation period.

6.5.6 Recommendations for continuing contract status shall be based on the following criteria:

- Completion of five (5) years of full-time service in term contracts for the department along with a reappointment for a sixth year;
- Demonstrated effectiveness in assigned responsibilities as defined in 6.6.4.3a – 6.6.4.3j
- Demonstrated effectiveness in departmental service.

6.6 Promotion

6.6.1 All promotion recommendations to any given rank shall be made independently of tenure recommendations. A promotion review shall be conducted when requested by a faculty member.

6.6.2 Refer to the Master Agreement to determine the beginning and end dates of the evaluation period.

6.6.3 Eligibility Criteria for Promotion

6.6.3.1 Assistant Professor. For librarians a Master's Degree or Doctorate in Library Science from an institution accredited by the American Library Association. For archivists a Master’s Degree or Doctorate in Library Science with a concentration in archival management from an institution accredited by the American Library Association; or a Master’s Degree or Doctorate in History with a concentration in archival management; and certification by the Academy of Certified Archivists.

6.6.3.2 Associate Professor. For librarians a Master’s Degree or Doctorate in Library Science from an institution accredited by the American Library Association and normally five (5) years of full-time higher education experience at the rank of Instructor or above. For archivists, a Master's Degree or Doctorate in Library Science with a concentration in archival management from an institution accredited by the American Library Association or a Master's Degree or Doctorate in History with a concentration in archival management; certification by the Academy of Certified Archivists; and normally five (5) years of full-time higher education experience at the rank of Instructor or above.

6.6.3.3 Professor. For librarians a Doctorate in Library Science from an institution accredited by the American Library Association or a Master's Degree in Library Science from an institution accredited by the American Library Association and a second master's or higher degree; and
normally eleven (11) years of full-time higher education experience at the rank of Instructor or above. For archivists a Doctorate in Library Science with a concentration in archival management from an institution accredited by the American Library Association or a Master's Degree in Library Science with a concentration in archival management from an institution accredited by the American Library Association and a second master's or higher degree; or a Doctorate in History with a concentration in archival management or a Master's Degree in History with a concentration in archival management and a second master's or higher degree; certification by the Academy of Certified Archivists; and normally eleven (11) years of full-time higher education experience at the rank of Instructor or above.

6.6.3.4 Exceptions are permitted to the above eligibility criteria for unusual scholarly achievements or unusual professional service achievements.

6.6.4 Judgmental Criteria for Promotion

6.6.4.1 The broad outlines of the judgmental criteria for promotion and tenure, focusing on the three judgmental areas of (1) assigned responsibilities, (2) scholarship and/or professional development, and (3) service are found in the Master Agreement. The more specific criteria contained in these Bylaws, including the examples used, must be understood to amplify, not diverge from, the language in the Master Agreement.

6.6.4.2 The following examples are not intended to be complete or ordered by rank. Other types of activities may be considered. The lists include common types of activities and are meant to establish a norm. Furthermore, it is not expected that any individual will be active in all of the examples listed. When a promotion is being considered, a history of sustained and progressive achievement of the types listed, or comparable ones, will be expected.

6.6.4.3 Achievements in Assigned Responsibilities May Include:

a. Works collaboratively with staff from the library, the University, and the larger community to accomplish assigned duties and forward goals of the department and the university.

b. Demonstrates effectiveness as a liaison to subject departments.

c. Competently fulfills assigned responsibilities.

d. Continuously works toward improvement in existing responsibilities.

e. If teaching, student evaluations indicate teaching effectiveness and the meeting of course objectives.

f. If teaching, receives positive peer evaluations.

g. If teaching, maintains adequate office hours and is available to students for consultation outside of class.

h. Creation of user guides or other instructional material for patrons beyond those specified in one’s assigned responsibilities.

i. Producing documentation or training materials for staff beyond those specified in one’s assigned responsibilities.

j. Develops new course offerings and/or makes substantial revisions of existing courses.

k. Demonstrates the ability to handle increased responsibility.

l. Makes contributions to the functional areas of the department which gives evidence of significant performance in one's assigned responsibilities such as developing new services or providing increased access to resources.

6.6.4.4 Achievements in Assigned Responsibilities for Promotion to Assistant Professor:

This must include all items 6.6.4.3.a through 6.6.4.3.g for those seeking this rank.

6.6.4.5 Achievements in Assigned Responsibilities for Promotion to Associate Professor:

This must include all items 6.6.4.3.a through 6.6.4.3.g for those seeking this rank. Growth must be demonstrated in the applicable sections 6.6.4.3.a through 6.6.4.3.g, as well as at least two (2) other achievements from sections 6.6.4.3.h through 6.6.4.3.l. Growth may consist of increased
professional competency, increased depth or scope of knowledge, improved skills, mastering more difficult tasks or increasing complexity, or exhibited in the areas mentioned in 6.6.4.3.a through 6.6.4.3.l.

6.6.4.6 Achievements in Assigned Responsibilities for Promotion to Professor:
This must include all items 6.6.4.3.a through 6.6.4.3.g for those seeking this rank. Leadership and substantial contributions must be demonstrated in the applicable sections 6.6.4.3.a through 6.6.4.3.g, as well as at least two (2) other achievements from sections 6.6.4.3.h through 6.6.4.3.l. Leadership and substantial contributions are indicative of increased professional competency, increased depth or scope of knowledge, improved skills, mastering more difficult tasks or increasing complexity, or exhibited in the areas mentioned in 6.6.4.3.a through 6.6.4.3.l.

6.6.4.7 Achievements Appropriate for Consideration as Scholarship and/or Professional Development:
As part of the yearly statement of plans required by the Master Agreement, it is expected that the applicant would have adopted a scholarship and/or professional development plan designed to enhance and maintain currency in one’s professional area of librarianship or archival practice and continued work toward achievement of the plan’s goals in the four forms of scholarship: scholarship of discovery, integration, application, and teaching. Activities are evaluated based on the level of impact and the rigor of scholarship. Scholarly activities must result in a tangible artifact or outcome. For most forms of scholarship, peer review is expected. Types of acceptable peer review include: publication in peer reviewed journals and/or professionally recognized publications, publication of books or book chapters, and presentations of scholarly work resulting from a competitive selection process. Peer review may also take the form of a written review of one’s research, evaluation of a grant proposal, or a peer letter acknowledging scholarly accomplishments. Recognition of scholarly activity is also a type of peer review and can include an invitation to present scholarly work, an invitation to serve on a task force or panel, receiving a professional award, or obtaining a grant.

6.6.4.7.1 Professional Development
a. Attendance at professional conferences, meetings, seminars, and workshops.
b. The study of other library/archives/records management programs and facilities.
c. Acquiring a new certification, or maintaining a current one.
d. Successful completion of professionally-related courses. Such courses should be part of a degree program or related to the faculty member’s current or prospective duties.

6.6.4.7.2 Scholarship of Discovery
The scholarship of discovery involves original production or testing of a theory, principle, knowledge, or artistic creation (Master Agreement).
a. Articles of original research published in professional journals, books, or proceedings.
b. Books of original work.
c. Presentation of papers, workshops, creative endeavors, or significant exhibits based on one’s original research activities.

6.6.4.7.3 Scholarship of Integration
The scholarship of integration involves using knowledge found within and across disciplines to create an original understanding or insight that reveals larger intellectual patterns (Master Agreement).
a. Creation of published bibliographies or finding aids.
b. Critical analysis of professional literature or trends.
c. Materials with an interdisciplinary approach.
d. Professional materials geared towards the non-specialist.
e. Textbooks and review articles.
6.6.4.7.4 Scholarship of Application
The scholarship of application involves bringing knowledge to bear in addressing a significant issue or problem by using existing research or creative activities to influence current or future conditions (Master Agreement).
   a. Reviews of books, websites, or other information sources.
   b. Articles and books addressing professional issues or practice.
   c. Serving as a consultant, as defined in the Master Agreement, in one’s area of expertise.
   d. Participation as a member of a team of experts, task force, review committee, or similar body in the area of one’s professional endeavors.
   e. Serving as an editor, referee or editorial board member for a book, journal, professional organization publication, or grant application.
   f. Funded grant proposals to support scholarly and/or professional development activities.

6.6.4.7.5 Scholarship of Teaching
The scholarship of teaching involves proposing and empirically testing a pedagogical procedure that transforms or improves teaching practice (Master Agreement).
   b. An assessment of teaching methodologies.
   c. Writing/preparing pedagogical materials.
   d. Development of curriculum initiatives at the state, regional, or national level.

6.6.4.8 Achievements in Scholarship and/or Professional Development for Promotion to Assistant Professor:
This must include at least four (4) achievements from 6.6.4.7.1 through 6.6.4.7.5. When this is the area of emphasis, it must also include at least two (2) additional achievements from 6.6.4.7.2 through 6.6.4.7.5. Achievements from 6.6.4.7.2 through 6.6.4.7.5 could be concentrated in one of the categories, or spread over a number of categories.

6.6.4.9 Achievements in Scholarship and/or Professional Development for Promotion to Associate Professor:
This must include at least four (4) achievements from 6.6.4.7.1 through 6.6.4.7.5 and at least two (2) of these achievements must be from 6.6.4.7.2 through 6.6.4.7.5 and peer reviewed. When this is the area of emphasis, it must also include at least two (2) additional achievements from 6.6.4.7.2 through 6.6.4.7.5. Achievements from 6.6.4.7.2 through 6.6.4.7.5 could be concentrated in one of the categories, or spread over a number of categories.

6.6.4.10 Achievements in Scholarship and/or Professional Development for Promotion to Professor:
This must include at least six (6) achievements from 6.6.4.7.1 through 6.6.4.7.5 and at least two (2) of these achievements must be from 6.6.4.7.2 through 6.6.4.7.5 and peer reviewed. When this is the area of emphasis, it must also include at least two (2) additional achievements from 6.6.4.7.2 through 6.6.4.7.5. Achievements from 6.6.4.7.2 through 6.6.4.7.5 could be concentrated in one of the categories, or spread over a number of categories.

6.6.4.11 Achievements in Service Activities May Include:
   a. Serving on department and university committees or programs
   b. Service in the academic governance structure.
   c. Serving as an officer or member contributing to the function and operation of one or more department or university committees or programs, or in writing major reports, proposals, etc. for those committees or programs.
   d. Serving as an advisor of student organizations, student activity projects, and/or other service to the student body.
   e. Serving on activities in the recruitment, retention and graduation of students.
   f. Service to professional organizations or learned societies as an officer or elected/appointed committee member in librarianship, archival management, or disciplines related to one’s responsibilities.
g. Service to the community where one contributes professional expertise at the local, regional, state or national level.

h. Directing or organizing workshops, symposia, and seminars.

i. Participating in service programs with school and public libraries, or historical societies in the community.

6.6.4.12 Achievements in Service for Promotion to Assistant Professor:
This should include at least two (2) achievements from 6.6.4.11a through 6.6.4.11b. When this is the area of emphasis, it must also include at least two (2) additional achievements 6.6.4.11a through 6.6.4.11i; very heavy involvement in one activity can substitute for multiple instances in other activities.

6.6.4.13 Achievements in Service for Promotion to Associate Professor:
This should include at least two (2) achievements from 6.6.4.11a through 6.6.4.11b and at least two (2) additional achievements from 6.6.4.11a through 6.6.4.11i. When this is the area of emphasis, it must also include at least two (2) additional achievements from 6.6.4.11a through 6.6.4.11i; very heavy involvement in one activity can substitute for multiple instances in other activities.

6.6.4.14 Achievements in Service for Promotion to Professor:
This should include at least three (3) achievements from 6.6.4.11a through 6.6.4.11b and at least three (3) additional achievements from 6.6.4.11a through 6.6.4.11i. When this is the area of emphasis, it must also include at least two (2) additional achievements from 6.6.4.11a through 6.6.4.11i and must include at least one instance of 6.6.4.11c; very heavy involvement in one activity can substitute for multiple instances in other activities.

7. 0 Sabbatical Leave

7.1 Candidates for sabbatical leave shall submit their applications to the Chair of the Faculty Evaluation Committee in accordance with the procedures and timetable established by the Master Agreement.

7.2 The Faculty Evaluation Committee shall review each application based on the criteria specified in the Master Agreement.

8.0 Bylaw revisions

8.1 Proposed revisions to the Bylaws shall be circulated in writing to all Faculty Committee of the Whole members at least one week prior to the meeting at which they are to be introduced and discussed.

8.2 A two-thirds (2/3) majority vote of the Faculty Committee of the Whole shall be required for adoption of revisions.

8.3 Approved revisions to the Bylaws will be forwarded to the Dean to be reviewed as described in the Master Agreement.

Revised and Approved by the AIS Faculty on January 10, 2012