

**BYLAWS  
CRIMINAL JUSTICE DEPARTMENT**

**ARTICLE 1      MEMBERSHIP AND VOTING**

- 1.1 Membership in the Department of Criminal Justice consists of all faculty holding academic rank and appointed to the Criminal Justice Department, who are members of the NMU-AAUP bargaining unit.
  - 1.1.1 A member of the Department on leave or sabbatical retains all membership rights during that leave.
- 1.2 All voting shall be decided by a simple majority vote of the entire Departmental membership.

**ARTICLE 2      COMMITTEES AND REPRESENTATION**

- 2.1 Standing Committees
  - 2.1.1 Within the Department of Criminal Justice, there will be two standing committees: the Committee of the Whole and the Faculty Evaluation Committee (FEC).
  - 2.1.2 Any bargaining unit member is extended the privilege of forwarding input to the Departmental Committees. Non-bargaining unit members may be invited to provide input where appropriate.
- 2.2 Committee of the Whole
  - 2.2.1 The Committee of the Whole shall be composed of the members of the bargaining unit as specified in 1.1.
  - 2.2.2 This Committee of the Whole will be responsible for:
    - a. Review and recommendation of Department bylaws
    - b. Coordination of student grievance procedures in accordance with the Student's Rights and Responsibilities.
    - c. In collaboration with the Department Head, undertake a general review of faculty needs, course enrollment, and program needs.
    - d. Formation of ad hoc committees as needed.
- 2.3 Faculty Evaluation Committee
  - 2.3.1 A (FEC) shall be selected each year on a rotating basis by the Committee of the Whole. The committee will be composed of a minimum of two full-time, preferably tenured members of the Department. The Committee of the Whole shall then appoint one of these members as Chair of the committee. In cases where one committee member is due for a faculty evaluation, an alternate Departmental member will be chosen to serve on the committee.

For purposes of promotion and tenure, only tenured faculty will be members of the faculty evaluation committees. If necessary, other tenured, full-time members from the NMU AAUP Bargaining Unit, preferably from the College of Professional Studies, may act as a member of the FEC.

- 2.3.2 A FEC will:
  - a. Evaluate each Department member in accordance with the current *Master Agreement* and according to the eligibility and judgmental criteria as specified in the Departmental bylaws.
  - b. Evaluate sabbatical applications based upon the evaluative criteria specified in the *Master Agreement*.
  - c. Review requests and make recommendations for promotion, tenure and continuing contract status.
  
- 2.4 Faculty Search Committees
  - 2.4.1 Faculty will participate in the recruitment, orientation, and retention of faculty. In cases of recruitment, a faculty search committee will be formed. Membership shall include faculty from the Department. Members from outside of the Department may be recruited as deemed appropriate. These members shall be non-voting members of the committee.
  
- 2.5 Academic Senate Representative
  - 2.5.1 In accordance with the Bylaws of the Academic Senate, Departmental members shall elect a representative to the Academic Senate who is a member of the Department. The term of office will be for two years.
  - 2.5.2 The Senator will represent the interests of the Department in the Academic Senate, and consult with and report to the members on a regular basis and as pertinent issues arise.
  
- 2.6 Faculty Council Representative
  - 2.6.1 Departmental members will elect a Departmental Faculty Council Representative for the preparation of collective bargaining contract proposals, in accordance with the bylaws of NMU-AAUP.
  - 2.6.2 The Faculty Council Representative shall be a dues-paying member of the NMU Chapter of the AAUP.
  - 2.6.3 The term of office will be for three years and bargaining council representatives are eligible for re-election.
  - 2.6.4 The bargaining council representative will serve as the liaison between the bargaining unit members and the bargaining council, and shall consult with and report meeting minutes to the members of the Department.

2.7 College Advisory Council (CAC) Representative

2.7.1 In accordance with the Bylaws of the College and the College Advisory Council (CAC), a faculty member will be elected by the voting membership during fall orientation, as CAC representative.

2.7.2 CAC representatives will serve two year terms and are eligible for re-election.

2.7.3 CAC representatives must hold the rank of assistant professor or higher. CAC representatives should tenured.

**ARTICLE 3**     **DEPARTMENTAL MEETINGS**

3.1 Departmental meetings shall be held periodically throughout the academic year at a time to be determined at the beginning of the semester.

3.2 At the discretion of the Department Head or from a petition of at least two Departmental faculty, additional meetings may be called.

3.3 Faculty members are encouraged to attend all meetings.

3.4 An agenda shall be distributed at least three working days in advance of the meeting.

3.5 Departmental meeting minutes will be filed and stored in the Department office, then deposited in the NMU archives.

**ARTICLE 4**     **DEPARTMENT OFFICERS**

4.1 The Department Head functions as the administrator of the Department and serves as chair for Departmental meetings.

4.1.1 In addition to those functions that are specified by the Board of Control and the *Master Agreement*, the Departmental Head may:

- a. Speak for the faculty on matters of Departmental concern.
- b. Serve as an ex-officio, nonvoting member of all Departmental committees except the FEC (unless the latter is involved in ranking sabbatical applications).
- c. Convey information and relay concerns to the administration on all matters relating to the Department. Conversely, conveys information and relays concerns of the administration to the faculty.

4.1.2 During the process of selecting a Department Head the faculty of the Department will follow the procedure outlined in the *Master Agreement*.

4.1.3 Evaluation of the Department Head shall be conducted as outlined in the *Master Agreement*.

4.2 The Faculty Chair shall be elected from the committee of the whole. This person will perform duties as specified in the *Master Agreement*.

- 4.2.1 The Faculty Chair shall be responsible for managing all extra-departmental communications between the Department faculty and the administration and shall serve as Department Coordinator when the Department Head is unavailable.
- 4.2.2 Election of the Chair will take place at the first Departmental meeting of every academic year. The term of office will be one year.

**ARTICLE 5      ELIGIBILITY FOR NEW ACADEMIC APPOINTMENTS AND PROMOTION**

- 5.1 Ranks awarded for new faculty shall follow the procedures outlined in the *Master Agreement* and as presented below:
  - 5.1.1 Instructor – Degree qualification for the rank of Instructor is an earned master's degree in a social science discipline and significant relevant professional experience.
  - 5.1.2 Assistant Professor – An earned Doctorate from an accredited institution in criminal justice, criminology, juvenile justice, corrections, law enforcement, or closely related field and relevant professional experience as determined by the committee of the whole.
  - 5.1.3 Associate Professor – An earned Doctorate from an accredited institution in criminal justice, criminology, juvenile justice, corrections, law enforcement, or closely related field and relevant professional experience as determined by the committee of the whole; and, a minimum number of years of full-time, relevant teaching experience at the college/university level, as specified in the *Master Agreement* for appointment to the rank of Associate Professor.
  - 5.1.4 Professor – An earned Doctorate from an accredited institution in criminal justice, criminology, juvenile justice, corrections, law enforcement, or closely related field and relevant professional experience as determined by the committee of the whole; a minimum number of years of full time, relevant teaching experience at the college/university level, as specified in the *Master Agreement* for appointment to the rank of Professor; evidence of scholarly work and teaching competence including but not limited to: publications, invited papers, attendance at professional conferences, and demonstrated relevant research; and, demonstrated leadership in professional activities.
- 5.2 Eligibility to apply for promotion shall follow the procedures outlined in the *Master Agreement* and as presented here:
  - 5.2.1 Instructor – Degree qualification for the rank of Instructor is an earned master's degree in a social science discipline and significant relevant professional experience.
  - 5.2.2 Assistant Professor – An earned Doctorate from an accredited institution in criminal justice, criminology, juvenile justice, corrections, law enforcement, or closely related field and relevant professional experience as determined by the committee of the whole.
  - 5.2.3 Associate Professor – An earned Doctorate from an accredited institution in criminal justice, criminology, juvenile justice, corrections, law enforcement, or closely related field and relevant professional experience as determined by the committee of the whole; and, a minimum number of years of full-time, relevant teaching experience at the college/university level, as specified in the *Master Agreement* for appointment to the rank of Associate Professor.

- 5.2.4 Professor – An earned Doctorate from an accredited institution in criminal justice, criminology, juvenile justice, corrections, law enforcement, or closely related field and relevant professional experience as determined by the committee of the whole; a minimum number of years of full time, relevant teaching experience at the college/university level, as specified in the *Master Agreement* for appointment to the rank of Professor; evidence of scholarly work and teaching competence including but not limited to: publications, invited papers, attendance at professional conferences, and demonstrated relevant research; and, demonstrated leadership in professional activities.

## **ARTICLE 6**     **General Principles for Promotion, Tenure and Continuing Contract Status**

Promotion and Tenure shall be recommended for faculty in accordance with the *Master Agreement* and Judgmental Criteria specified in these bylaws.

### 6.1     Judgmental Criteria

- 6.1.1 The Judgmental Criteria include: (1) teaching and/or assigned responsibilities, (2) scholarship and/or professional development, and (3) service. For faculty evaluation and for consideration for promotion, tenure and continuing contract status, the faculty member's materials must include evidence, including substantial documentation, of having met or exceeded the Judgmental Criteria as outlined in this Article. The Departmental bylaws provide examples of activities that confirm levels of achievement in teaching and assigned responsibilities, scholarship and/or professional development, and service. Other types of activities may be considered. The lists include common types of activities and are meant to establish a norm. Furthermore, where there are lists with optional activities, it is not expected that any individual will be active in all of the examples listed. When tenure and promotion are being considered, a history of annual contributions toward the three judgmental areas (as listed in 7.1.1) will be expected. In addition to the requirements for promotion listed in the *Master Agreement*, the following specific examples in the areas of Teaching and Assigned Responsibilities, Scholarship and/or Professional Development, and Service are regarded as significant by the Criminal Justice Department. The more specific criteria contained in these bylaws, including the examples, amplify the language in the *Master Agreement*. The lists are not intended to be complete or ordered by rank.

#### 6.1.2 Relative Emphasis

According to the *Master Agreement* (5.6.6), Teaching and assigned responsibilities are given the highest priority and should carry the most weight in evaluating the professional achievements of faculty. Relative emphasis on scholarship and/or professional development or service must be specified in annual evaluation materials. For tenure earning appointments, this determination will initially be established in the letter of appointment and may be redefined subsequent to tenure as a result of dialogue between the faculty member, Department evaluation committee, and the Department Head.

- 6.1.3 In determining whether the judgmental criteria for the three areas of evaluation have been met, both quantity and quality of achievement need to be addressed. The number of activities is not the only factor to be considered for promotion and tenure purposes. Two additional qualitative standards must be met. These include evidence of "effective" achievement of judgmental criteria in order to clarify how well an activity was done. Second, the activities listed as achievements may vary notably in their merits. Significant involvement in one area can substitute for multiple involvements in other areas.

## 6.2 Criteria for Promotion, Tenure, and Continuing Contract Status

### 6.2.1 Achievements in Teaching and Other Assigned Responsibilities

Evaluation of assigned teaching responsibilities will occur in three areas. They include an appraisal of student learning, colleague evaluations, and student ratings.

#### 6.2.1.1 Teaching, Instructional Delivery

- a. Demonstrates solid understanding of the subject.
- b. Creates a positive learning environment through good and effective organization and use of instructional techniques and technologies.
- c. Maintains effective rapport with students, engaging them in the learning process.
- d. Receives positive ratings by students.
- e. Receives positive peer evaluations.
- f. Meet classes during the dates and times as assigned; notify the Department Head in the event a class must be cancelled, or the faculty member will not be in attendance.
- g. Maintain office hours as specified in the Master Agreement; notify the Department secretary if office hours must be altered or cancelled.
- h. Provide a syllabus which outlines expectations of students, course goals, course content, instructor policies, office hours, learning outcomes, office location, and contact telephone number(s).
- i. Be prepared and organized to instruct class.
- j. Select and assign relevant texts and/or instructional materials.
- k. Provide content which reflects the course description.
- l. Provide meaningful and timely evaluations of student achievement and feedback for improvement.
- m. Conduct and review evaluations of instruction following Department procedures and using, at a minimum, the Department-approved instrument for student ratings.
- n. Timely submission of textbook requests, rosters, and grades.
- o. Appraisal of student learning including achievement of learning objectives (section 6.2.1 of the *Master Agreement* ).

#### 6.2.1.2 Professional Development of Teaching

- a. Continuously works toward improvement in existing courses, modifying the course content, and enhancing pedagogy, including the utilization of peer and student feedback.
- b. Attends workshops/seminars and subsequently incorporates material into course offerings.
- c. Incorporates research and/or evidence-based practice materials from the professional discipline into course offerings.
- d. Participates in curriculum development at the program and Departmental level.
- e. Develops new course offerings and/or makes substantial revisions of existing courses.
- f. Develops and uses innovative types of teaching and learning methodologies and strategies which may include interdisciplinary and team teaching strategies.

- g. Develops or adapts material or instructional aide for use in the classroom, online, or laboratory, may include but are not limited:
  - Computerized program, software, hardware or associated equipment.
  - Manual, Guide, Procedure, training material, and/or mock-up.
  - Video, CD, DVD or Interactive Media.

#### 6.2.1.3 Other Teaching-Related Activities

- a. Effectively advises students as demonstrated by positive advisor evaluations.
- b. Writes letters of recommendation for students.
- c. Participates in accreditation activities.
- d. Provides educational opportunities that would not otherwise be available such as directed studies or other learning experiences.
- e. Implements educational technologies and/or other distance education efforts of the Department and the university.
- f. Develops and maintains external agency contacts for student internships, service learning, and classroom experiences.
- g. Involvement in NMU initiatives such as Academic Service Learning, faculty-led study abroad, or international programming.
- h. Presents invited lectures within the Department, college, or university.
- i. Other achievements in teaching or assigned responsibilities.

### 6.2.2 Achievement in Scholarship and/or Professional Development

#### 6.2.2.1 Professional Development Activities: Engages in activities designed to enhance and maintain currency in one's academic field, such as, but not limited to:

- a. Attendance at professional seminars, workshops or conferences to broaden and enhance professional effectiveness.
- b. Maintenance of professional certification, registry, and/or licensure relevant to their field.
- c. Attains an advanced degree/training/certification/licensure beyond what is specified as eligibility for hire.
- d. Other professional development activities.

#### 6.2.2.2 Scholarship

Scholarship involves one or more of the four (4) forms of scholarship: the scholarship of discovery; the scholarship of integration; the scholarship of application; the scholarship of teaching. All forms of scholarship must involve the production of a tangible artifact or outcome and include clear goals, adequate preparation, appropriate methods, significant results, effective presentation, and reflective critique. Peer review is expected for most forms of scholarship. Examples of peer review can be found in the *Master Agreement*. In addition, descriptions of the four forms of scholarship listed below include examples of peer review for the disciplines within this Department.

[Based on Boyer, E.L. (1990). *Scholarship reconsidered: Priorities of the professoriate*. San Francisco, CA: Jossey-Bass.; Glassick, C.E., Huber, M.T., Maeroff, G.I. (1997). *Scholarship assessed: Evaluation of the professoriate*. San Francisco, CA: Jossey-Bass.]

#### 6.2.2.3 Scholarship of Discovery

The scholarship of discovery involves original production or testing of a theory, principle, or knowledge. Examples include professional research, publishing, and presentations. Self-published works are generally not considered for tenure and promotion.

- a. Engages in research activities as described in the *Master Agreement*.
- b. Publishes outcomes of scholarship. Publications will be weighted in terms of status and merit with greater weight accorded to peer-reviewed publications and national/international publications. Order of authorship and individual discipline standards will also be considered when weighing publications.
- c. Makes a presentation at professional conferences or scientific meetings which are based on one's scholarly activity. Greater weight will be given to peer-reviewed, national/international presentations; lesser weight to regional/local/state, non-peer-reviewed presentations.
- d. Involvement as a faculty research consultant on student research projects associated with courses, internships, directed studies, theses, etc. which result in a tangible artifact or outcome.
- e. Other examples of scholarship of discovery.

#### 6.2.2.4 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. Examples include preparing a literature review, writing a textbook, collaborating with colleagues to design and deliver a core course, integration of a novel application of technology to facilitate instructional delivery, and developing an assessment.

- a. Prepares and submits internal and/or external grant proposals to support scholarly activities. First author, competitive, and funded grant proposals will carry more weight than second author, noncompetitive, unfunded grant applications.
- b. Authors or co-authors publications related to scholarship of integration. Publishes outcomes of scholarship. Publications will be weighted in terms of status and merit with greater weight accorded to peer-reviewed publications and national/international publications. Order of authorship and individual discipline standards will also be considered when weighing publications.
- c. Shares knowledge with colleagues, students or members of the community through:
  - Seminars.
  - Speeches.
  - Presentations related to practice.
  - Case studies.
  - Teaching/learning tools/aids.

These presentations must be peer reviewed with more weight given to those presentations that are regional, national, or international in scope.

- d. Develops protocols, program assessment/evaluation/outcomes, case studies or case management tools.
- e. Participates in accreditation/evaluation-related activities such as committee work, data gathering, and report writing, and these are shared within the field.
- f. Develops innovative products related to the faculty member's profession or discipline.



- g. Authors or co-authors a book utilizing professional knowledge about a topic or process.
- h. Participates in interdisciplinary activities that involve collaboration with faculty from other departments and/or others outside the University community that contribute to the integration of knowledge, research, analysis, interpretation, etc. across various disciplines.
- i. Other examples of scholarship of integration.

#### 6.2.2.5 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. Examples include providing expert testimony, production of a technical report or white paper associated with consultancies or grants, a substantive grant proposal, public policy analysis or professional presentations.

- a. Publishes outcomes of scholarship. Publications will be weighted in terms of status and merit with greater weight accorded to peer-reviewed publications and national/international publications. Order of authorship and individual discipline standards will also be considered when weighing publications.
- b. Provides professional consultation in area of scholarly expertise as a professional consultant. Greater weight will be given to national, international, or regional work than to state/local work.
- c. Activities as a member of an editorial board or editor position or as peer reviewer to professional journals.
- d. Provides effective direction of students research and/or practicum projects resulting in external scholarly outcomes. Examples include grant writing and presenting research at a conference.
- e. Makes a presentation at professional conferences, scientific meetings, or other venues which is based on one's scholarly activity or area of expertise.
- f. Shares knowledge based upon scholarly endeavors with colleagues, students, and/or the wider community through such activities as: delivering lecture/s, paper/s, speech/es, or presentation/s, conducting seminar/s or similar activities at colleges and/or universities or in the community outside the university or any other appropriate venue (may be peer reviewed or invited).
- g. Submits scholarly work for publication.
- h. Engages in book reviews for a publisher. More weight will be given to published, nationally distributed books.
- i. Other examples of scholarship of application.

#### 6.2.2.6 Scholarship of Teaching

The scholarship of teaching involves proposing and empirically testing a pedagogical procedure that transforms or improves teaching practices. Examples include a systematic comparison of learning environments such as the traditional classroom, synchronous, and asynchronous platforms, creating an impact analysis for learning activities beyond the classroom such as academic service learning, preparing a comprehensive assessment of teaching methodologies and writing or preparing peer reviewed pedagogical material that

draws on the professional training and scholarly capability of the faculty member and are evaluated for their effectiveness.

- a. Publications related to the scholarship of teaching. Publishes outcomes of scholarship. Publications will be weighted in terms of status and merit with greater weight accorded to peer-reviewed publications and national/international publications. Order of authorship and individual discipline standards will also be considered when weighing publications.
- b. Conducts scholarly endeavors using Glassick et al. processes related to teaching.
- c. Empirically tests the efficacy of instructional and/or evaluation methods and/or teaching methodologies.
- d. Other examples of scholarship of teaching.

#### 6.2.3 Achievements in Service

Noteworthy service goes beyond required participation and may include chairing a subcommittee or special project, writing a report, serving as secretary or volunteering for additional service.

- a. Serves on Departmental, college or university committees or in the academic governance structure.
- b. Serves as a major officer (chairperson or secretary) on one or more committees, or writes significant reports, proposals for those committees.
- c. Advises during off-load summer sessions.
- d. Serves in a mentoring capacity in orientation of new faculty.
- e. Active involvement in recruitment and retention of students.
- f. Mentors and/or supervises students or junior colleagues.
- g. Participates in data collection and/or writing of program outcomes assessment (ex. university quality assurance initiatives).
- h. Performs noteworthy service for a community service organization.
- i. Participates in programs with schools, colleges, camps or community agencies.
- j. Serves as an advisor of student organizations, student activity projects, freshman fellows, and/or other similar examples of service to the student body.
- k. Directs, develops or organizes workshops, symposia, or seminars.
- l. Participates in major curriculum development projects at the university, regional or national level.
- m. Initiates individual efforts (i.e. apart from committees) that bring innovation and improvement to programs of the Department or university (e.g. web page design and maintenance).
- n. Serves in a leadership role of a professional organization/society, either local, regional, or national, or performs other noteworthy service for such an organization. Commitment and/or contribution to professionally related service may be defined as local, state, national, or international. Greater weight will be given to state, national, or international committee service.
- o. Other examples of service.

#### 6.2.4 The criteria for promotion to each rank as described in Articles 6.2.1, 6.2.2, and 6.2.3 are outlined in the table below.

6.2.5

Promotion Summary Table

Area	Assistant Prof.	Assoc. Prof.	Professor
Teaching	6.2.1.1 “a-o” and 6.2.1.3 “a” and 3 examples from 6.2.1.2 a-g	6.2.1.1 “a-o” and 6.2.1.3 “a” and 4 examples from 6.2.1.2 a-g	6.2.1.1 “a-o” and 6.2.1.3 “a” and 5 examples from 6.2.1.2 a-g
Scholarship/ Professional Development	6.2.2.1 “a” and 1 example from professional development and 1 example in scholarship  If this is the area of emphasis: 1 additional example from either category is required. This additional example must represent a different activity from those listed above.	6.2.2.1 “a” and 2 examples from professional development and 2 examples from scholarship  If this is the area of emphasis: a minimum of 2 additional examples from either category are required. Achievements in scholarship may be at the local, state and regional level.	6.2.2.1 “a” and 3 examples from professional development and 4 examples from scholarship  If this is the area of emphasis: a minimum of 3 additional examples from either category are required. Achievements in scholarship must be at the national or international level.  Demonstration of growth and/or significance in more than one item is expected.
Service	6.2.3 “a” and 2 or more examples from “b- o”	6.2.3 “a” and 3 or more examples from “b-o”	6.2.3 “a” and “b” and 5 or more examples from “c-o” (of which 2 are

	<p>When this is the area of emphasis: “a” and 3 or more examples from “b-o”</p>	<p>When this is the area of emphasis: “a” and “b” and 4 or more examples from “c-o”</p>	<p>from l-o”)                  When this is the area of emphasis: “a” and “b” and 5 or more examples from “c-p” ( of which 3 are from l-o)                  Demonstration of excellence in this area is expected.</p>
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6.2.6 Criteria for Tenure

Tenure shall be recommended for faculty members by the Department in accordance with the *Master Agreement*. Tenure recommendations shall be based on eligibility and judgmental criteria specified in the *Master Agreement*. Judgmental criteria shall be effective performance in the three judgmental areas listed under promotion to Associate Professor in the chart shown above in 6.2.5. Degree requirements are noted in Article 5 of these Bylaws. In addition, tenure is awarded with the expectation, based on evidence contained in the cumulative evaluation, of continued effective performance and ongoing contributions in assigned responsibilities, scholarship and/or professional development, and service.

6.2.7 Continuing Contract Status

Candidates eligible for continuing contract status will follow procedures outlined in the *Master Agreement* and will be assessed on the basis of their teaching, assigned responsibilities and Departmental service. The focus on teaching and service will not preclude a candidate from including scholarship and/or professional development activities for consideration in the review for continuing contract status. Criterial for teaching/assigned responsibilities and service shall be the same as those listed for Assistant Professor. If the candidate for continuing contract status wishes to apply for promotion, an area of emphasis (scholarship and/or professional development or service) must be identified with the mutual agreement of the evaluation committee and Department head. The criterial for teaching, scholarship and/or professional development, and service must be met for the rank to which the candidate is applying.

6.2.8 Contingent Status

Contingent faculty are those part-time faculty who are members of the union. They shall be evaluated on an annual basis or more frequently as specified in the *Master Agreement*.

**ARTICLE 7**      **AMENDMENTS**

- 7.1      Bylaws shall be reviewed and amended as needed and shall be congruent with the contractual agreement.
  
- 7.2      Proposed amendments shall be distributed to all members of the Department at least one week prior to the meeting at which they are to be introduced and discussed. They will be voted on within one week after they have been discussed via a ballot circulated to the voting membership or at a Departmental meeting.

**ARTICLE 8**      **RATIFICATION**

These bylaws and amendments must be approved by a majority of the voting members of the Department. Adopted amendments must be forwarded as stipulated in the *Master Agreement* to proceed through the review process.