

Approved by Vice President for Academic Affairs on April 12, 2000.

**BYLAWS
DEPARTMENT OF MATHEMATICS & COMPUTER SCIENCE**

MEMBERSHIP AND VOTING

- 1.0 Voting membership in the Department of Mathematics is extended to all faculty teaching at least one class or having the equivalent research responsibilities and having the rank of Instructor, Assistant Professor, Associate Professor, or Professor in the Department.
- 1.1 Committee membership shall not be restricted to the voting membership.
- 1.2 Departmental approval of any matter referred to it shall be considered to have been granted with the assent of a majority of the voting membership of the Department.
- 1.3 A quorum of the Department will be one-half of the voting membership.
- 1.4 All matters brought before a departmental meeting for action shall be voted upon by a written ballot within three (3) class days following the meeting at which they are discussed. They shall take effect upon the affirmative vote of a simple majority of the voting membership. By a simple majority of the Department, this voting procedure may be suspended and action may be taken at a departmental meeting.

DEPARTMENT HEAD

- 2.0 The Department Head is the chief executive officer of the Department.
- 2.1 The Department Head will be evaluated by the departmental Executive Committee at intervals not to exceed three (3) years. Such evaluations are to be submitted to the Dean of Arts and Science for consideration. More frequent evaluations may be initiated by the Dean, the Department Head, or the departmental Executive Committee.

COMMITTEES

- 3.0 Standing committees for the Department of Mathematics will be the Executive Committee, the Evaluation Committee, the Curriculum Committee, and Student Affairs Committee, the Seminar and Colloquium Committee, and the Library Committee.
- 3.1 Executive Committee
 - 3.1.1 The Executive Committee will consist of five (5) members and the Department Head, who will serve as Chairperson of the Committee.
 - 3.1.2 The Executive Committee will serve as an advisory committee to the Department Head on matters of program, curriculum, staffing, equipment and space, budget and student affairs. It will serve as representative of the Department as a whole, and will not limit its concern merely to those matters referred to it by the Department Head.

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- 3.1.3 Membership of the Executive Committee will be elected by the voting membership of the Department at a departmental meeting in the last month of the winter semester of each year. This meeting will be called by either the Department Head or the existing Executive Committee.
- 3.1.4 The Executive Committee will serve as a nominating committee to recommend the Department faculty membership on all other standing committees of the Department except for the Evaluation Committee.
- 3.1.5 Nominations for committee membership will be presented for amendment and/or approval to the Department at a departmental meeting in the first month of the fall semester each year. This meeting will be called by either the Department Head or the Executive Committee.
- 3.1.6 The Executive Committee shall review and rank applications for sabbatical leave.

3.2 Evaluation Committee

- 3.2.1 The membership of the Evaluation Committee will consist of all voting members of the Department with the rank of Professor, excluding those who are on leave of absence. In any semester that fewer than one third of the members of the department hold the rank of Professor, then additional members from the department with the rank of Associate Professor will be elected to the committee to bring the committee membership up to one third of the department's membership. The Department Head will be an ex officio non-voting member of the Committee.
- 3.2.2 The Department of mathematics accepts as axiomatic the notion that scholars in a particular field of activity have the essential competence and responsibility for professional evaluations of their colleagues. Consequently, the Evaluation Committee is charged with preparing all faculty evaluations and making recommendations on retention, promotion and tenure.
 - 3.2.2.1 For all retention, promotion and tenure deliberations, a quorum will be a simple majority of the voting members of the Evaluation Committee. All eligible members of the Committee will be polled on retention, promotion and tenure recommendations.
 - 3.2.2.2 The Evaluation Committee will maintain a file on each faculty member. Each staff member has the right and the responsibility to submit relevant information for the consideration of the Committee. This may be done in writing or by personal appearance before the Committee at the discretion of the staff member. Only the individual faculty member and the Committee will have access to his/her file.
 - 3.2.2.3 All Evaluation Committee meetings that deal with questions of retention, promotion or tenure are closed. Non-members of the Evaluation Committee may attend such meetings only upon invitation of the Committee or as provided for in 3.2.2.2.
 - 3.2.2.4 After deliberation of a staff member's case by the Evaluation Committee, a written recommendation will be submitted to the Department Head. This recommendation will include the voting of the Committee, and will become a part of the file of the staff member. The Department Head's statement of concurrence or non-concurrence shall be appended prior to forwarding the annual evaluation to the Dean.

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3.2.2.5 All deliberations of the Committee and all information made available to the Committee are to be kept in strict confidence by members of the Committee.

3.3 Curriculum Committee

3.3.1 The Curriculum Committee shall consider matters relating to the undergraduate programs as well as the graduate programs.

3.3.2 The Curriculum Committee is charged with the responsibility for the ongoing evaluation of the undergraduate and graduate programs of the Department, and for making recommendations to the Department in regard to these programs.

3.3.3 The Curriculum Committee shall review all applications by prospective graduate students, make recommendations for acceptance or rejection of these applications and provide for the assignment of advisors.

3.4 Student Affairs Committee

3.4.1 The Student Affairs Committee will be responsible for the sponsorship of the Mathematics Club and the Computing Club, and shall keep under scrutiny the entire matter of student advisement, with a view toward assuring its continuing effectiveness. Also, this Committee will be responsible for the establishment and promulgation of student grievance procedures in accordance with Section 6 of these bylaws.

3.4.2 The Student Affairs Committee is charged with the responsibility for all matters pertaining to student recruitment, placement and retention.

3.5 Seminar and Colloquium Committee

3.5.1 The Seminar and Colloquium Committee is responsible for arranging seminars and colloquia conducted for the benefit of both staff and students.

3.6 Library Committee

3.6.1 The Library Committee will be responsible for periodic review of the mathematics, computer science and mathematics education collection of the University Library, and for all requests for additional acquisitions.

3.7 Each standing committee in the Department will be responsible for electing a chairperson and establishing its own operating procedures, with the provision that such procedures will be in compliance with these bylaws.

3.8 The responsibilities of committees are not restricted to those specifically stated in these bylaws. All committees shall seek responsibility for those matters that, in the course of time, apparently come under their purview.

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FACULTY PERSONNEL POLICIES

4.0 Academic Titles and Minimum Requirements for Initial Academic Appointments:

Instructor - An earned master's degree from an accredited institution.

Assistant Professor - An earned doctorate from an accredited institution or other terminal qualifications appropriate to the position as stipulated in the departmental bylaws, subject to the review and approval of the appropriate dean and the Vice President for Academic Affairs. Exceptions may be made because of unusual scholarly and/or professional achievements.

Associate Professor - An earned doctorate from an accredited institution or other terminal qualifications appropriate to the position as stipulated in the departmental bylaws, subject to the review and approval of the appropriate dean and the Vice President for Academic Affairs; normally six (6) years of full-time higher education experience at the rank of Instructor or above; evidence of scholarly contributions and teaching achievements. Exceptions may be made because of unusual scholarly and/or professional achievements.

Professor - An earned doctorate from an accredited institution or other noteworthy qualifications for the position as stipulated in the departmental bylaws, subject to the review and approval of the appropriate dean and the Vice President for Academic Affairs; normally twelve (12) years of full-time higher education experience at the rank of Instructor or above. Exceptions may be made because of unusual scholarly and/or professional attainment.

Professor Emeritus - The title of "Professor Emeritus" is an honorary title conferred by action of the Board of Control upon the nomination of the faculty of the Board. It shall only be awarded in recognition of an outstanding academic career and noteworthy contributions to the University to those who have retired after having been granted tenure at the University.

Visiting Appointment - A temporary appointment of an individual holding academic rank at another institution of higher learning, which shall not exceed two (2) consecutive years.

(Examples of representative contributions in the areas of education and scholarship are given in Sections 4.5, 4.6, and 4.7)

4.0.1 For both initial appointments (Section 4.1) and promotions (Section 4.3.5.1) to the ranks of Associate Professor and Professor, it is normally the case that the expected relevant professional experience will be within higher education. It is recognized, however, that there are circumstances when it is proper and necessary to consider other professional experiences that are relevant and sometimes required for a particular individual. The significance of and the level of responsibility within such experience must be assessed on an individual basis. Following are examples of types of professional experience that may be relevant:

- a. Teaching at some K-12 level that enhances a person's background as a teacher-educator.
- b. Working full-time on a curriculum project which will have an impact in the mathematics/computer science curricula at the K-12 or collegiate levels.
- c. Full-time industrial experience that is directly related to a faculty member's assignment at NMU.

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- d. Teaching at institutions where there is no rank structure but where the assigned responsibilities are similar to assignments given to those with ranks of Instructor or above.

4.1 Distribution of Appointments

- 4.1.1 The Department plays an active part in the University's Community College Mission, and in support of that effort will make a limited number of probationary appointments to persons whose highest attained degree is at the master's level.
- 4.1.2 The number of persons possessing appointments as provided in 4.1.1 is not intended to exceed one quarter (1/4) of the number of tenured and probationary faculty. To that end, a probationary appointment of a faculty member whose highest attained degree is at the master's level may be made only if the number of such appointments is not larger than one quarter (1/4) of the number of probationary and tenured appointments.

4.2 Faculty Appointment Procedure

- 4.2.1 Pursuant to Section 3.1.2 of these bylaws, the Executive Committee will assist the Department Head in identifying the staffing needs of the Department, recommend job descriptions for requested positions, form search committees and recommend to the Department the person to fill authorized positions.

Promotion and Tenure Applications

- 4.3.1 Applicants for promotion and/or tenure should follow the procedures and processes outlined in Sections 5.4, 5.5, 5.6, and 5.7 in the Master Agreement.
- 4.3.2 Tenure shall be granted to faculty on probationary appointments, subject to the provisions of the Master Agreement, for demonstrated effectiveness in the specified judgmental areas based on the evidence in the cumulative evaluation at NMU. Ordinarily, only persons who have met the requirements for an Assistant Professor and who show promise for meeting the requirements of an Associate Professor will be recommended for tenure. Persons who have been appointed according to the provisions of Section 4.1.1 and who have met the judgmental requirements for promotion to Assistant Professor will be recommended for tenure.
- 4.3.3 Promotion shall be based primarily on merit, although years of service and educational preparation shall be given some consideration.
- 4.3.4 Promotion recommendation shall be based on eligibility and judgmental criteria specified herein.
- 4.3.5 Eligibility criteria
 - 4.3.5.1 Assistant Professor - An earned doctorate from an accredited institution. Exceptions may be made because of unusual scholarly and/or professional attainment.

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Associate Professor - An earned doctorate from an accredited institution; normally five (5) years of full-time higher education experience at the rank of Instructor or above. Exceptions may be made because of unusual scholarly and/or professional attainment.

Professor - An earned doctorate from an accredited institution; normally eleven (11) years of full-time higher education experience at the rank of Instructor or above. Exceptions may be made because of unusual scholarly and/or professional attainment.

4.3.5.2 The above requirements should not be interpreted so as to prevent the promotion of faculty members who have served at NMU for at least five (5) years prior to 1975-76. For these faculty members, merit -- based upon judgmental criteria documented in the faculty member's cumulative evaluations -- shall be the primary consideration for promotion.

4.4 Judgmental Criteria for Promotion and/or Tenure

4.4.1 Each year all faculty who meet the eligibility criteria for promotion and who request consideration for promotion shall be evaluated on the quality of their performance in the following three (3) areas:

1. assigned responsibilities, such as teaching and advising;
2. professional development and other professional activities, such as research, scholarship, consulting and creative endeavors;
3. service, such as service on committees, service to the student body, and professionally-related community service.

The relative importance of (2) professional development and (3) service shall be specified in the annual evaluation procedure, as specified in the Master Agreement Section 5.6.3.

4.4.2 The demonstration of quality of performance is understood to be cumulative since appointment or promotion to the preceding rank. Following are some representative examples of contributions in the three areas of evaluation at each rank. The lists are not intended to be complete; other types of contributions will occur. Furthermore, it will not be expected that any individual will make contributions of all the types listed. When a promotion is being considered, a history of sustained professional contributions or achievements of the types listed, or comparable ones, will be expected as demonstration of effectiveness in one of the areas.

4.5 Criteria for Promotion to Assistant Professor (With respect to this section please also see Section 4.8.3)

4.5.1 Teaching and Advising:

- a. A consistent pattern of favorable evaluation by students;
- b. Preparation of instructional materials - the preparation of materials and methods for one's own courses; the recognition of the value of these materials and methods by others.
- c. A consistent pattern of competency in advising.

4.5.2 Scholarship and Research and Creative Endeavors:

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- a. Attendance at conferences;
- b. The acquisition of new knowledge and the sharing of this knowledge with colleagues and students;
- c. Presenting papers or conducting workshops at meetings or local seminars;
- d. Creative efforts in applying abstract knowledge, such as in preparing, implementing and documenting computer software.

4.5.3 Departmental, University, Professionally-related Community Service and Service to the Student Body:

- a. Serving on departmental or University committees;
- b. Service within a professional organization.

4.6 Criteria for Promotion to Associate Professor
(With respect to this section please also see Section 4.8.3)

4.6.1 Teaching and Advising:

- a. Continued pattern of favorable evaluation by students;
- b. Indication of mastery of content and methodology;
- c. Involvement in shaping of specific courses, such as defining objectives and gathering relevant materials;
- d. Breadth - the ability to teach competently a variety of courses;
- e. Preparation of instructional materials - the preparation of materials and methods for one's own courses; the recognition of the value of these materials and methods by others;
- f. Being willing to provide educational opportunities that would not otherwise be available, such as by taking on directed studies when needed.
- g. A continued pattern of competency in advising.

4.6.2 Scholarship and Research and Creative Endeavors:

- a. Conducting research, as evidenced by research papers published in refereed journals;
- b. Expository writing to more broadly disseminated knowledge; such writing can include textbooks, journal articles aimed at students, or journal articles for fellow teachers, critiques, reviews or abstracts;
- c. The acquisition of new knowledge and the sharing of this knowledge with colleagues and students, through seminars or special lectures;
- d. Creative efforts in applying abstract knowledge, such as in preparing, implementing and documenting computer software;
- e. Actively seeking to subject one's work to the judgment of the wider mathematical community, such as presenting papers at meetings.

4.6.3 Departmental, University, Professionally-related Community Service and Service to the Student Body:

- a. Serving on departmental and University committees, or in the governance structure;
- b. Evidence of contributions to the work of the department and University committees, such as authoring reports or holding office;

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- c. Serving as a committee member of a professional society, either on campus, in the region, state or nation, or other noteworthy service for such a society;
- d. Serving as a professional consultant, either on or off campus;
- e. Involvement in programs which create lines of communication between the University and the public schools of the area, or between the University and other elements of its constituency;
- f. Serving as an advisor to student organizations; or for academically related student competitions in mathematics or computer science;
- g. Serving as coordinator for student tutoring service.

4.7 Criteria for Promotion to Professor

(With respect to this section please also see Section 4.8.3)

4.7.1 Teaching and Advising:

- a. A continued pattern of favorable evaluation by students;
- b. Indication of mastery of content and methodology;
- c. Involvement in shaping of specific courses, such as defining objectives and gathering relevant materials;
- d. Breadth - the ability to teach competently a wide variety of courses, and a demonstrated willingness to continue to broaden one's knowledge in order to teach in new areas;
- e. Preparation of instructional materials - the preparation of materials and methods for one's own courses; the recognition of the value of these materials and methods by others;
- f. Creative involvement in departmental curriculum development or implementation;
- g. Being willing to provide educational opportunities that would not otherwise be available, such as by taking on directed studies when needed.
- h. A continued pattern of competency in advising.

4.7.2 Scholarship and Research and Creative Endeavors:

- a. Conducting research, as evidenced by research papers published in refereed journals;
- b. Expository writing to more broadly disseminate knowledge; such writing can include textbooks, journal articles aimed at students, or journal articles for fellow teachers, critiques, reviews or abstracts;
- c. The acquisition of new knowledge and the sharing of this knowledge with colleagues and students, through seminars or special lectures;
- d. Creative efforts in applying abstract knowledge, such as in preparing, implementing and documenting computer software;
- e. Actively seeking to subject one's work to the judgment of the wider mathematical community, such as presenting papers at meetings;
- f. Having one's work recognized professionally, as evidenced by speaking invitations, numerous requests for reprints of articles, or citations;
- g. Receipt of competitive grants for the support of scholarly work;
- h. Involvement in curriculum development projects on a regional or national scale.

4.7.3 Departmental, University, Professionally-related Community Service and Service to the Student Body:

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- a. Serving on departmental and University committees, or in the governance structure; evidence of contributions to the work of the committee, such as authoring reports or holding office;
- b. Serving as an officer of a professional society, either on campus, in the region, state or nation, or other noteworthy service for such a society;
- c. Serving as a professional consultant, either on or off campus;
- d. Involvement in programs that create lines of communication between the University and the public schools of the area, or between the University and other elements of its constituency;
- e. Serving as an editor, referee or reviewer for a professional journal;
- f. Writing grant proposals seeking external funding for the department;
- g. Serving as an advisor to student organizations or for academically-related student competitions in mathematics or computer science;
- h. Serving as coordinator for student tutoring service.

4.8 Faculty Evaluation Procedures

4.8.1 Timetable and Evaluation Form

For faculty applying for promotion and/or tenure, the timetable as specified in the Master Agreement will determine when supporting materials must be submitted to the Evaluation Committee.

For faculty not applying for promotion and/or tenure the evaluation items must be submitted to the Evaluation Committee by the end of January, immediately following the evaluation period.

A copy of the evaluation form is available in the departmental office.

4.8.2 Weighting of Service and Professional Development

The relative weights assigned to professional development versus service will normally be stated in the ratios of 20 to 80 (major emphasis on service), 40 to 60 (more service than professional development), 50 to 50 (equal division), 60 to 40 (more professional development than service), or 80 to 20 (major emphasis on professional development); with the proviso that it would be unusual for either of the weightings to be less than 20%. These weightings will be a joint decision of the faculty member, the Evaluation Committee and the department head. Beyond the framework provided by this relative weighting of professional development and service, the faculty member will include a statement as to the nature and goals of his/her area of emphasis.

4.8.3 Procedures for the evaluation of instruction and advising

4.8.3.1 The Evaluation Committee will consider the following materials in formulating its judgments:

- a. Student evaluations of instruction from all classes of the faculty member being evaluated
- b. Course syllabi from all courses
- c. Sample examinations, written assignments, projects, etc., from all courses
- d. Any other relevant information supplied to the Evaluation Committee by the faculty member.

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- e. Evidence of competency in advising, e.g., a statement regarding the advising procedure used by the faculty member, possibly supported by student evaluations of advising.

4.8.3.2 The student evaluation of instruction form will include standard questions approved by the Department upon recommendation of the Evaluation Committee. Faculty members may supplement the standard questions with additional ones if they wish.

4.8.3.3 Faculty members who wish to have a record of classroom visit(s) as part of the Evaluation Committee's assessment of teaching effectiveness may request such visit(s) of the Evaluation Committee. Following these classroom visits, the visitor(s) will meet with the faculty member to provide informal commentary. A written report of the visits will be attached to the Evaluation Committee's statement in the faculty member's annual evaluation or promotion recommendation. This attachment must be part of the material provided to the faculty member prior to the evaluation materials' leaving the Department so that she or he may exercise the right set forth in the Master Agreement to respond to what has been written in the Evaluation Committee's statement or in the Department Head's statement.

4.8.3.4 In cases where concerns about teaching effectiveness regarding a faculty member have come to the Evaluation Committee's attention, the Committee will consult with the faculty member to discuss the concerns and may arrange for classroom visitations. Written reports of such visits will be attached to the Evaluation Committee's statement in the faculty member's annual evaluation. This attachment must be part of the material provided to the faculty member prior to the evaluation materials' leaving the Department so that she or he may exercise the right set forth in the Master Agreement to respond to what has been written in the Evaluation Committee's statement or in the Department Head's statement.

AMENDMENT PROCEDURES

5.0 Petitions to amend these bylaws may be initiated at any time by at least two voting members of the Department. Such petitions shall be submitted in writing to the Executive Committee, who shall then call a meeting of the Department for their consideration.

5.1 The petitioners for amendment shall supply to all voting members of the Department written copies of the proposed amendments at least one week prior to the meeting at which they will be considered.

5.2 Amendments to these bylaws shall take effect immediately upon their approval by the voting member, the School of Arts and Science Advisory Council, the Dean of Arts and Science, and the Vice President for Academic Affairs.

GRIEVANCE PROCEDURE

6.0 In affairs concerning student-faculty grievances, it is encouraged that a student and instructor resolve their difficulties informally. However, it is recognized that this is not always possible. When a student wishes to lodge a formal complaint for which redress is sought, the first step is to notify the Department Head, who will in turn ask the Student Affairs Committee to form a grievance committee consisting of three (3) faculty members and three (3) students. The faculty

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members will be selected from the Mathematics Department by the Student Affairs Committee, and the student members will be selected by the Mathematics Club and Computing Club.

- 6.1 The Grievance Committee will make a thorough investigation of the charges brought by the student and recommend to the Department Head an appropriate remedy. If the recommendation is not supportive of the student's charge, the student may seek relief through the mechanisms prescribed in the Student Code.

ELECTION OF DEPARTMENTAL REPRESENTATIVES

- 7.0 The Department shall elect its Senate and Union representatives at the departmental meeting called for in 3.1.3. Academic Senate members shall have at least three (3) years service at NMU, if possible. Only dues-paying members of NMU-AAUP may vote for the Bargaining Council representative.

TEACHING ASSIGNMENTS

- 8.0 Teaching assignments shall be made by the Department Head, in consultation with each departmental faculty member.
- 8.1 Ordinarily, full-time faculty members will be assigned a twelve (12) credit-hour teaching load.
 - 8.1.1 The number of credits counted for each course shall be in accordance with the current Bulletin with the exception that, for courses involving laboratory sessions, each hour of lecture shall receive one (1) credit and each laboratory contact hour shall receive two-thirds (2/3) of a credit.
 - 8.1.2 From time to time faculty may have the opportunity for an additional assignment under one of the following terms;
 - a. take additional assignments for pay,
 - b. annualize a teaching appointment or,
 - c. bank courses to be used to reduce a future teaching assignment.

If there are more qualified applicants for an additional assignment than there are available courses, then the allocation shall be based on the elapsed time since receipt of the last such assignment. Persons with the greater elapsed time will have higher priority than those with a lesser elapsed time.

- 8.1.3 All earned released time plans of work must be consistent with department program and course requirements. Plans for using such hours must be approved by the Department Head in consultation with the Executive Committee. Plans for using more than four credit hours must also be approved by the Vice President for Academic Affairs. (i.e., Memorandum of Understanding #1)

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SUGGESTED CLASS SIZE

- 9.0 Hereinafter, any mathematics course numbered below 100 is referred to as a remedial course; any mathematics course numbered 100-299 is referred to as a lower-division course; and any mathematical course numbered 300 or above is referred to as an upper-division course.
- 9.1 It is suggested that mathematics and computer science courses shall consist of at most thirty-five (35) students.

FACULTY TRAVEL

- 10.0 Travel and Professional Development Funds
- 10.1 Funds for travel and professional development shall be made available to each AAUP faculty member in the department in the amount specified in the Master Agreement.
- 10.2 Faculty members should submit their requests to use such funds to the department head as early as possible in the academic year.
- 10.3 Questions over the validity and suitability of any particular request for travel or professional development funds will be resolved by the Executive Committee. The Committee will carefully review the request and make a recommendation to the department head.
- 10.4 Faculty members who receive funds for travel or professional development will prepare a report detailing how this support contributed to the faculty member's professional development or the improvement of academic programs at the University. The report will be made in writing to the department head and submitted as part of the faculty member's evaluation.
- 10.5 Carryover of Travel and Professional Development Funds
 - 10.5.1 Departmental monies allocated for faculty travel or professional development and not expended during the fiscal year may be carried forward with the proviso that on the last day of any fiscal year the funds allocated for any faculty in excess of the amount appropriated during the most recent two years will revert to the departmental travel and professional development pool for redistribution. Exceptions to the limit on the accumulation of such funds may be approved by the Executive Committee and department head upon the submission of a written plan for their expenditure. The amount of monies available in the departmental pool will be identified in the beginning of the fall semester. Faculty members can submit a written request to the Executive Committee for use of these funds.
 - 10.5.2 The provisions of Section 10.5.1 will become effective one year after the approval of these bylaws amendments.