

BY-LAWS OF THE LEVIN COLLEGE OF PUBLIC AFFAIRS AND EDUCATION

(Feb 6, 2025)

Name

The name of this organization shall be the Faculty of the *Levin College of Public Affairs and Education*, hereafter referred to as the Levin College.

Introduction/Purpose

The Faculty Organization of Levin College shall legislate upon and form policies pertaining to educational aims, methods, and activities appropriate for Levin College, consistent with the Collective Bargaining Agreement (CBA), and the bylaws of the Faculty Senate.

ARTICLE I: Membership

Section I

The membership shall be constituted as follows:

- A. The President of the University, ex officio (non-voting); the chief academic officer, ex officio (non-voting); the Dean, Associate Deans, and Assistant Deans, Chairs, School Directors, and Associate Directors of the College, ex officio, if they hold one of the faculty ranks listed in ARTICLE I, Section I-B.
- B. All Instructors, Assistant College Lecturers, Associate College Lecturers, Senior College Lecturers, Assistant Professors of Practice, Associate Professors of Practice, Professors of Practice, Assistant Professors, Associate Professors, Professors, Clinical Assistant Professors, Clinical Associate Professors, Clinical Professors, Visiting Faculty, Research Assistant Professors, Research Associate Professors, Research Professors, and emeriti faculty assigned to the Levin College.
- C. Faculty members with dual appointments in the Levin College and another may only serve on Levin College faculty committees and vote in Levin College elections if they have a 51% or greater appointment in the Levin College. In cases involving doubt as to the proper college or colleges to which a faculty member is assigned, assignment will be made by the Vice Provost for Faculty Affairs after obtaining the recommendation of the Deans of the colleges sharing the appointment.
- D. The Dean, Associate Deans, Assistant Deans, Chairs, Directors, Associate Directors, Instructors, Assistant College Lecturers, Associate College Lecturers, Senior College Lecturers, Assistant Professors of Practice, Associate Professors of Practice, Professors of Practice, Assistant Professors, Associate Professors, Professors, Clinical Assistant Professors, Clinical Associate Professors, Clinical Professors, Visiting Faculty, Research

Assistant Professors, Research Associate Professors, and Research Professors have full voting rights in the college except where precluded by these bylaws, the bylaws of the Cleveland State University Faculty Organization and/or the agreement between Cleveland State University and the American Association of University Professors.

- E. Emeriti may attend faculty meetings as non-voting members. Emeriti are not allowed to vote in any college-wide elections.

ARTICLE II: Meetings

Section I

The Dean shall run the Levin College faculty meetings. In the case the Dean is unavailable, they may assign an alternative member of the Levin College to run a meeting.

- A. The Dean shall call meetings and circulate an agenda to members at least 48 hours prior to the meeting.
 - 1. The agenda shall be created by the Dean and Steering Committee (See Article VI Section X).
 - i. Meetings will use Robert's Rules of Order for Motions, Debates, Amendments, Postponing and Referrals to Committees, and Procedures for making Changes in Procedure.
 - ii. Policies and Procedures explicitly written within these bylaws (i.e. voting) shall overrule any policies or procedures with Robert's Rules of Order.
 - 2. During meetings, any reports, announcements, or summaries from committees shall be presented by the chair of the committee or their designee.
 - 3. Generally, two college meetings will be held per semester, but one must be held. If needed, additional meetings may be called by the Dean, The Steering Committee, or by a minimum of ten (10) Levin College faculty members by written request to the Dean's Office.
 - 4. The elected College Secretary (see ARTICLE III) shall keep action minutes of each meeting and make the minutes available to all Levin College Members within one week of each meeting.
 - 5. In the event of no substantive business, meetings may be cancelled by the Steering Committee.

ARTICLE III: Officers

Section I

The Dean of Levin College shall be the chief administrative officer of this organization.

- A. A secretary shall be elected by vote in person or electronic ballot no later than the final meeting of the previous academic year. The secretary must be a member of Levin College (According to ARTICLE I).
 - 1. The 2-year term of office shall begin on the first day of the Fall contract.
 - 2. The secretary shall coordinate with the Dean to notify members of meetings and will keep minutes of all meetings. The secretary shall receive abstracts of all administrative actions taken by the Standing Committees of the College.

ARTICLE IV: Voting

Section I

Every full-time member of faculty serving 51% or more of their assignment in the Levin College during the academic year (According to ARTICLE I) shall have one vote (except where noted otherwise).

Section II

- A. A quorum of 51% of the voting members must be present for a vote to be held. Voting members who are on any type of approved leave, or are scheduled to teach during the meeting will not count toward the total number of voting members to determine quorum. Each semester, the Dean's office will give the secretary the number of voting members, minus the members on any type of approved leave. Those who are not on leave and cannot attend a meeting for any reason must notify the secretary through a reporting mechanism designated by the secretary.
 - 1. Any member may propose a motion. Motions can either be included in the agenda or made from the floor of the meeting.
 - 2. Only one motion will be on the floor at a time, with the exception of a subsidiary motion.
- B. Robert's Rules of Order will be followed with respect to proposing a motion unless noted elsewhere in these bylaws.
 - 1. A majority vote is necessary for a motion to be approved, excluding motions to amend bylaws which require two-thirds majority.

Section III

A. The Faculty may call for a secret ballot on any motion, as needed.

1. A request by a minimum of ten (10) Levin College faculty members is required to employ a secret ballot (paper or electronic).

Section IV

A. Electronic voting may be used in computer mediated meetings (i.e. meetings over zoom) as well as direct voting (i.e. email with voting link sent to faculty members).

1. Some issues (e.g. curricular proposals and nominating ballots), may arise that might be amenable to a vote in the absence of a legal meeting of the College. In these cases, the Steering Committee shall determine if an electronic vote (direct vote) is appropriate or call for a full faculty meeting. If the Steering Committee determines it is appropriate to vote upon the issue without a full meeting of the Faculty of the Levin College, then a direct vote may proceed via electronic ballot. Otherwise, the issue must wait until the next meeting of the College.
2. If an electronic ballot is used for direct voting, it shall adhere to the following provisions.
 - i. The electronic voting method shall ensure that only eligible individuals vote.
 - ii. It shall ensure that eligible individuals vote only once.
 - iii. It shall ensure that responses are provided to the Levin College members only in the aggregate; under no circumstances should any Levin College member be able to link the identity of any voter to that voter's responses.
 - iv. It shall take reasonable precautions to ensure that the identity of voters and their responses are not revealed to any other party inside or outside the University.
 - v. Voters must be given at least 2 business days between the opening and closing of the balloting process.
3. Electronic votes may be used in computer mediated meetings (e.g. Zoom).
 - i. Electronic votes must be included in the meeting agenda or can be made by a motion from faculty (See ARTICLE IV, Section II).
 - ii. The college secretary (See ARTICLE III, Section IA) shall be responsible for conducting and reporting electronic votes in computer mediated meetings.
 - iii. To the best of their ability, the college secretary shall create a ballot to best protect the integrity of the vote. This includes but is not limited to, ensuring

only eligible members vote and eligible members only vote once.

iv. The college secretary shall ensure confidentiality in all voting records.

ARTICLE V: College Structure

Section I

The department/school is the primary operational unit through which the Levin College pursues its mission: program development and maintenance, instruction and instructional improvement, student advising, and engagement with the community and its organizations.

- A. The department/school is the administrative unit responsible for the professional development and professional services of faculty members assigned to it, in keeping with the University Personnel Policies.
- B. The department/school shall make policies and procedures concerning its own operation and inter-departmental/school cooperation and shall implement policies of the Levin College.

Section II

- A. Each department/school in the Levin College shall adopt written bylaws for its governance. These bylaws shall conform with the Collective Bargaining Agreement, University Personnel Policies, and the bylaws of the Levin College.
- B. Departmental/School bylaws shall cover in separate articles at least the following information:
 - 1. The membership of the unit's faculty.
 - 2. The titles and duties of the officers of the unit.
 - 3. Provisions for meetings of the unit's members.
 - 4. The names and responsibilities of the standing committees of the unit and the manner of selection of their members and chairpersons.
 - 5. Procedures for amendment.
- C. The bylaws of each unit shall be sent to the Faculty Affairs Committee of the College.
 - 1. The Faculty Affairs Committee shall review new and amended bylaws for practicability and for conformity with the Collective Bargaining Agreement, University Personnel Policies, and the bylaws of the Levin College.

2. In each of its reviews, the Faculty Affairs Committee shall consult with the Dean of the College.
 3. Departmental/school bylaws in place at the time of the implementation of these College by-laws shall continue in effect unless or until amended.
- D. Each department/school shall be responsible for creating guidelines for promotion and tenure. The department/school is responsible to ensure the guidelines align with College and University regulations.
- E. Each department/school may create their own committees and cross-departmental/school committees as deemed appropriate and/or necessary. The governance of these committees will be codified in the department/school bylaws.

ARTICLE VI: Committees

Section I

- A. Voting members specified in ARTICLE I are eligible for membership on standing College committees and the office of secretary unless otherwise noted.
1. Levin College members who hold a position in the Dean's office (i.e. the Dean, Associate Deans, and Assistant Deans) may serve on certain committees (as noted in these bylaws) in an ex officio, non-voting capacity.
 2. At any point, the chair of any committee may call for an Executive Session and hold meetings without ex officio member(s). This executive session can be for an entire meeting or shorter periods during a meeting.
- B. Others, including but not limited to Levin College non-voting members, may be invited to meetings in a non-voting, ex-officio, or consulting capacity.
- C. Only individuals who are tenured are permitted to serve on a Peer Review Committee.

Section II

- A. Placement on all Levin College Standing Committees shall be through a vote of the Levin College faculty members.
- B. So long as the Levin College has an adequate number of faculty to fill each committee vacancy, no member of the faculty may serve on more than two standing committees at a time (membership on the Steering Committee does not count toward the two-committee maximum).
- C. Unless otherwise specified, each elected committee member shall serve a staggered two-year term (half of the members of each committee are chosen each year) beginning on the

first day of the Fall contract.

- D. No individual may serve more than two consecutive two-year terms on a single committee. After serving a second two-year term, the individual must wait one full academic year before serving on the same committee (except for Steering Committee).
- E. Each committee shall consist of five voting members (except for the Nominating Committee, Steering Committee, and Faculty Senate Representatives)
 - 1. Within each standing committee, the School of Education and Counseling may fill two spots, with the remaining schools and department each filling one spot through the college nomination and election process. If the department/school does not provide a nominee for a committee during the college election, the spot may be filled by members of any other department/school, chosen by order in the full college vote.
- F. Quorums, motions, and votes shall follow rules from ARTICLE II and ARTICLE IV.
- G. Each committee shall elect a chairperson at its first meeting after the election.
 - 1. The committee member whose last name comes first alphabetically shall convene and chair the first meeting until a new chair is elected.
 - 2. The elected chair of each standing committee shall also serve on the Steering Committee.
 - 3. The chair of each standing and ad hoc committee shall keep the Dean's office apprised of any issues, projects, or initiatives they are addressing that may require the input or approval of either the Dean or the College.
- H. Whenever a standing committee, ad hoc committee, the position of secretary, or any other committees/groups/councils or any body requiring representation from the Levin College has a vacancy for part of an academic year, the Nominating Committee shall follow the following procedures to fill the vacancy.
 - 1. Each department or school can put forward one or more nominees for each open position, and nominations can come from the floor at a meeting. A department/school may choose not to put forward a nominee for a committee. Priority for any open vacancy will always be given to any school/department that is not represented on the committee.
 - 2. No faculty member should be compelled to serve on a specific committee.
 - 3. The Nominating Committee (Article VI Section III) shall fill any vacated spot with the person who received the highest number of votes in the most recent College general election, with priority given to any underrepresented school/department in the

committee.

4. If that person cannot serve or is ineligible, the Committee will choose from other eligible candidates in descending order of votes received, with priority given to any underrepresented school/department in the committee.
 5. If no other eligible candidates from the most recent election are available, the Nominating Committee will solicit new nominations and conduct a new election. This can occur either at a faculty meeting or through an electronic ballot.
 - i. If a vacancy should occur in another elected committee where there is a defined method to replace, such as Faculty Senate (Bylaws 3344-13) and University Standing Committees, that method will be used. Otherwise, the procedure detailed in ARTICLE VI, Section II will be used.
 6. In the case of Professional Leave of Absence, the faculty member on leave will have the option of continuing their work on any committee to which they have been elected.
 - i. If the faculty member declines to continue working on that committee during leave, a replacement will be appointed based procedures in ARTICLE VI, Section II.
 - ii. Upon the return of the faculty member on leave, should the replacement desire to continue service on that committee, it will be their prerogative. If the replacement committee member chooses to step down, then the faculty member returning from leave may resume membership on the committee.
 7. In the event that the majority members of the committee consider a committee member is not performing their duties adequately, or is routinely missing meetings, the committee chair shall talk to the faculty member and if not resolved, a referral will be made to the Faculty Affairs Committee to determine how to resolve the issue. Should the issue include a member of the Faculty Affairs Committee or if the Faculty Affairs Committee is unable to produce a resolution, the issue shall be resolved by the Steering Committee.
- I. Each committee shall present a summary report of its activities to the Faculty at the end of the academic year. A written copy shall be submitted to the Faculty Secretary one week prior to the last Spring College Faculty Meeting. The secretary shall ensure this material is available to all Levin College members.

Section III: Nominating Committee

The Nominating Committee shall consist of 3 voting members. The Committee will oversee College elections by collecting nominations and ballots for all Levin College elections. The

nominating committee shall include ex officio non-voting member the Associate Dean for Faculty Research, Development, and Administration.

- A. Before February 15 each year, this committee shall distribute a committee preference sheet to eligible Faculty to generate a slate of candidates.
- B. Faculty will have at least two weeks to return their completed committee preference sheets, and additional nominations may be made by the Faculty during this period. If a faculty member is nominated for a position, they must accept the nomination in writing before their name is placed on the slate.
 - 1. If nominations are made from the floor of a Levin College Faculty Meeting, acceptance of nominations may be made orally to all in attendance.
- C. The Nominating Committee shall be responsible to ensure the eligibility of each candidate.
- D. The Nominating Committee will submit to the Faculty a slate of eligible candidates for the position of Levin College Secretary, as well as each standing committee in the Levin College including the Nominating Committee, Undergraduate Curriculum Committee, Graduate Curriculum Committee, Faculty Affairs Committee, Peer Review Committee, Academic Standards Committee, and Budget and Planning Committee.
- E. The Nominating Committee shall also provide a slate of candidates for any ad hoc committees within the Levin College requiring faculty representation.
- F. The Nominating Committee will submit to the faculty a slate of eligible candidates for any University committees/groups/councils or any body requiring representation from the Levin College (including University Peer Review, Honors Council, and Faculty Senate at-large positions).
- G. The Nominating Committee may use an electronic ballot following guidelines from ARTICLE IV, Section IV.
- H. The Nominating Committee shall conduct and count all ballots pertaining to the election of the Levin College Secretary, members of the Levin College standing and ad hoc committees, representatives from the Levin College to the Honors Council, representatives from the Levin College to the Faculty Senate, representative from the Levin College to University Peer Review Committee, and any other committees/groups/councils/or any body requiring representation from the Levin College. Each tie vote necessitates a run-off election, to be held via paper ballot or electronic ballot.
- I. Should a vacancy occur in the membership of a standing committee, ad hoc committee, secretary, or on the Faculty Senate, the Nominating Committee shall follow previously described procedures to fulfil the vacancy (see ARTICLE VI, Section II).

Section IV: Undergraduate Curriculum Committee

The Undergraduate Committee on Curriculum and Instruction shall study the educational philosophy, policy, and undergraduate programs of the Levin College and make recommendations concerning them to the College Faculty. The undergraduate curriculum committee shall include ex officio non-voting members including the Associate Dean for Academic Programs and the Assistant Dean for Student Services.

- A. The Committee shall make recommendations to the College Faculty concerning:
 - 1. The establishment, implementation, modification, and abolition of undergraduate curricula, degrees, licenses, certifications, departments, and schools.
 - 2. Changes in the College subject matter requirements for undergraduate graduation.

Section V: Graduate Curriculum Committee

The Graduate Committee on Curriculum and Instruction shall study the educational philosophy, policy, and graduate programs of the College and make recommendations concerning them to the College Faculty. The graduate curriculum committee shall include ex officio non-voting members including the Associate Dean for Academic Programs and the Assistant Dean for Student Services.

- A. The Committee shall make recommendations to the College Faculty concerning:
 - 1. The establishment, implementation, modification, and abolition of graduate curricula, degrees, licenses, certifications, departments, and schools.
 - 2. Changes in the College subject matter requirements for graduate graduation.
- B. All recommendations about graduate-level proposals shall be sent to the College of Graduate Studies.

Section VI: Faculty Affairs Committee

The Faculty Affairs Committee shall be responsible for personnel policies, workload guidelines, faculty disputes, bylaw amendments, and professional leaves of absence.

- A. The Faculty Affairs Committee shall perform the following functions:
 - 1. Personnel Policies: The Committee shall study personnel policies and actions related to the College Faculty (such as, but not limited to leaves, academic freedom, teaching loads, discrimination, and related matters), and make recommendations to the appropriate body or the Dean.

2. Workload Guidelines: The Faculty Affairs Committee, with input from the Office of the Dean, shall work with the Provost's Office to amend College workload guidelines.
 - i. When amendments are made, the committee shall explicitly solicit feedback from the college faculty and receive two-thirds majority approval vote before implementation.
3. Faculty Disputes: A faculty member of the College who has a dispute not covered by the Collective Bargaining Agreement and that has not been resolved with department/school and/or College academic authorities may request to be heard by the College Faculty Affairs Committee. Any resolution reached or recommendations for action deemed appropriate by the Faculty Affairs Committee will be forwarded to the Dean and any affected individuals.
4. Bylaw Amendments: The Committee shall consider proposals for amendment of these bylaws and report their recommendations to the College Faculty for a college vote (see ARTICLE IV).
 - i. Amendments of bylaws of each unit within the Levin College shall be subject to a review by the Faculty Affairs committee for compatibility with the CBA, College Bylaws, and University Personnel Policies.
 - ii. Whenever there is a new CBA, the committee will review for any necessary revisions to the bylaws.
5. Bylaw Review: Every three (3) years, the Faculty Affairs Committee shall conduct a formal review of these Bylaws. Any potential changes shall be presented to all Levin College faculty for a vote.
6. Professional Leaves: The Committee shall review proposals for professional leave approved by departments/schools and make recommendations to the Dean of the College.
 - i. The Committee shall consider the following, derived from Collective Bargaining Agreement (Article 20.4), in making positive /negative recommendations:
 - a. The extent to which the proposed activities will contribute to the development of the faculty member's capabilities in teaching, research, or public service.
 - b. The expected benefits to the programs of the academic units of the College.
 - c. The ability of the academic unit (or College) in question to cover the absence adequately.
 - ii. If the number of proposals that may be recommended by the College is limited, the Committee shall prioritize the proposals with positive recommendations being

determined according to the guidelines listed in the CBA (Article 20.4).

- iii. Eligible faculty members asked to defer professional leave will be accorded priority in the following year. The eligibility for future professional leave of those deferred shall be calculated from the point at which they would have returned from leave in their original proposal.
- iv. The Dean shall submit their recommendations to the University committee charged with acting on proposed leaves along with recommendations from the applicant's departmental/school committee, Chair/Director, and the Levin College Faculty Affairs Committee.

Section VII: Peer Review Committee

The College Peer Review Committee shall review the dossiers of all candidates for promotion and/or tenure and all faculty members undergoing review in accordance with the principles and procedures established in the University Personnel Policies, the Collective Bargaining Agreement, and Department/ School Promotion and Tenure Guidelines, and make recommendations to the Dean.

- A. "The committee shall ensure that the standards in the respective disciplines have been met in a way that comports with the maintenance of College-wide standards" (CBA 12.13.C).
- B. Only tenured members of the College bargaining unit as defined by the CSU AAUP contract (faculty rank of Professor, Associate Professor, Clinical Professor, and Clinical Associate Professor) may serve as members of the Peer Review Committee.
- C. At least a majority (3) of the members shall hold the rank of Professor.
- D. The Levin College Peer Review Committee shall follow all regulations from the CBA (See 12.16).
 - 1. Any member of a College-wide PRC who has also served on a Departmental PRC in the same promotion/tenure cycle shall recuse herself/himself from cases considered by that Departmental PRC (No faculty member shall consider the same case twice in a given cycle).
 - 2. No person shall initiate or participate in any decision involving a direct benefit (e.g., initial appointment, a continuance of nontenured appointment, tenure, salary increment, leave of absence) to a member of their "immediate family" (here defined as spouse, parent, child, sibling, grandparent or grandchild). Where such a relationship exists, the Provost shall approve a procedure that shall eliminate such related person from any role in direct benefit decisions affecting the other related person. The President shall replace the Provost in the function described above if the

Provost is so affected.

3. No faculty member seeking, or having been nominated for, tenure and/or promotion shall participate in any deliberations or decisions made by the same PRC during the academic year in question. Agreement to serve on a PRC shall be construed as agreement not to receive direct benefits from decisions made by the committee.
4. No faculty member shall participate in the discussion and/or vote in a given personnel action both at the University-wide PRC level and at either the College or Departmental PRC level. The faculty member shall choose at which level to participate.
5. If a Chair or other Administrator is a candidate for promotion in faculty rank, he/she shall recuse him/herself from participating in the decision on other candidates for the same rank. However, if a candidate requests a Chair or other Administrator to submit material to be included in his/her dossier before the dossier is submitted to the PRC, the Chair or other Administrator may comply with the request.

Section VIII: Academic Standards Committee

The Committee shall deal with undergraduate student issues requiring college faculty action not otherwise covered in these bylaws. The academic standards committee shall include ex officio non-voting members including the Associate Dean for Academic Programs and the Assistant Dean for Student Services.

- A. The Committee on Academic Standards shall formulate and recommend to the Faculty:
 1. Standards for admission and college graduation.
 2. Rules for student load, probation, and dismissal.
 3. It shall also recommend other rules and standards for the performance of academic work.
 4. It shall consider all petitions regarding exceptions to College rules and those petitions for exceptions to University rules that have been delegated to the Committee for its consideration by the Faculty Senate.
 5. It shall also consider the college-wide academic honors such as the college Valedictorian.
- B. No academic requirements of the College or those University requirements delegated by the Faculty Senate to the jurisdiction of the College shall be waived or alleviated except by the approval of a petition addressed to this Committee.

Section IX: Budget and Planning Committee

The Committee on Budget and Planning shall study the allocation of funds within the College.

- A. The Committee shall make recommendations to the Dean on space, facilities, and budget development and planning within the College.
- B. The Committee shall review proposals and recommend allocation of funds as described in Article 26 of the CBA.

Section X: Steering Committee

The Steering Committee shall hold meetings with the Dean prior to all Levin College Faculty meetings.

- A. The Steering Committee shall consist of the Dean (as Chairperson), Associate Deans (ex officio members), the College Secretary, and the Chairpersons of each Standing Committee.
- B. All matters for Faculty consideration shall be submitted in writing to the Steering Committee (via College Secretary), which will assign business to the appropriate standing committees as necessary.
- C. The Steering Committee shall establish an agenda for each general College Faculty meeting.

Section XI: Ad Hoc Committees

Situations may arise where temporary committees need to be formed within the Levin College.

- A. Ad hoc committees or subcommittees may be appointed by the Dean or by Faculty action. All potential ad hoc committees must receive a majority vote of the Steering Committee.
- B. Any new standing committee shall be considered an amendment to the Levin College bylaws requiring a 2/3 vote (See ARTICLE IV).

ARTICLE VII: Faculty Senate Representation

Faculty Senators shall be representative of all departments/schools within the Levin College.

- A. Process for electing Faculty Senate Representatives will follow guidelines of the Faculty Senate (3344-13-02).
- B. The following departments/schools shall have a standing seat in Faculty Senate.

1. Communication (1)
 2. Criminology and Sociology (1)
 3. Education and Counseling (2)
 4. Urban Affairs (1)
- C. Each department/school shall be responsible for nominating one individual, except for the School of Education and Counseling, which shall nominate two individuals, to fulfill any vacancies from their unit in Faculty Senate.
- D. The nominations from each department/school must receive a majority (51%) approval from all Levin voting eligible faculty (See ARTICLE IV, Section I).
- E. Any additional seats on Faculty Senate reserved for the Levin College shall be filled by at-large members from any department/school within the Levin College.
1. The nominating committee shall produce at least twice the number of candidates for available vacancies.
 2. Vacancies will be filled by the candidates who receive the most votes.
- F. All elected senators of the Levin College shall elect an Academic Steering Committee Representative for Faculty Senate.
- G. The Academic Steering Committee Representative of the Levin College shall disseminate key items discussed at Faculty Senate meetings to all Levin College faculty members.

ARTICLE VIII: Student Participation

Student representatives who are currently enrolled in the Levin College may be selected to serve on certain standing councils, committees, and ad hoc committees of the Levin College with the exception of the PRC.

- A. Each committee or council will determine if and when to include student representation.
- B. Each committee or council will assume the responsibility to solicit and appoint student representatives.
- C. Student representatives are present to represent the voice of the student body; however, they do not vote.
- D. The term of office shall be for one year.

ARTICLE IX: Amendments

Any changes to The Levin College bylaws, including adding/deleting/modifying amendments, require two readings before a vote is taken.

- A. A proposed amendment to these bylaws shall require a majority vote by all faculty.
 - 1. A majority vote shall not be required for amendments to align with University policies (for example, changes to the CBA). These amendments will be created by the Levin Faculty Affairs Committee and then presented to faculty for a first reading.
- B. Proposed amendments will be created by the Levin Faculty Affairs Committee and then presented to faculty for a first reading.
- C. At a subsequent faculty meeting, not sooner than one week after the proposed amendment, the Faculty Affairs Committee will present the amendment again. This shall be considered the second reading of the amendment.
 - 1. A reading that incorporates feedback from the first reading is considered a second reading.
- D. At the second reading, faculty may determine by majority vote, whether to submit the amendment to secret ballot or electronic ballot.
- E. A vote of two-thirds by eligible voting faculty (See ARTICLE IV, Section I) is required to amend these bylaws.

ARTICLE X: Relation To The University

All policies must be consistent with the Bylaws of the Cleveland State University, Cleveland State University Personnel Policies for Faculty, and the agreement between Cleveland State University and/or the American Association of University Professors.