

**BYLAWS
OF THE
UNIVERSITY OF NEBRASKA-LINCOLN**

Contains Amendments through July 2001

**The Board of Regents
University of Nebraska**

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CHAPTER I
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STRUCTURE OF THE UNIVERSITY OF NEBRASKA-LINCOLN

- 1.1 Authority for University of Nebraska-Lincoln Organization.** In accordance with Sections 2.8 and 2.9 of the Bylaws of the Board of Regents of the University of Nebraska adopted August 20, 1973 and subsequently amended (hereinafter referred to as Regents Bylaws), the following structure is established for the University of Nebraska-Lincoln (hereinafter referred to as UNL). Reporting relationships not provided by the Bylaws of UNL (hereinafter referred to as these UNL Bylaws) or the Regents Bylaws shall be determined by the Chancellor of UNL who shall, in cases where the faculty has a primary interest, notify the Academic Senate in advance of any intention to establish or alter such reporting relationships, and, in cases where students have a primary interest, notify ASUN in advance of any intention to establish or alter such reporting relationships.
- 1.2 The Chancellor.** The chief executive officer of UNL is the Chancellor whose duties, in addition to those prescribed in Sections 2.8 and 2.9 of the Regents Bylaws, shall include responsibility for public relations of UNL. In carrying out the duties prescribed in Sections 2.8 and 2.9 of the Regents Bylaws, and in these UNL Bylaws, the Chancellor shall appoint such staff as are necessary and are approved by the President and the Board of Regents; make provision for adequate communication among administration, faculty, and students; encourage joint planning and effort; and consult regularly with appropriate campus organizations and committees.
- 1.3 Selection of the Chancellor.** The Chancellor of UNL shall be selected in accordance with procedures outlined in Section 2.4.2 of these UNL Bylaws.
- 1.4 Interim Chancellor.** In the event that the UNL Chancellor shall resign, be incapacitated, be on leave of absence, or otherwise be unavailable to perform the duties of the office, an Interim Chancellor shall be designated by the Board of Regents upon recommendation of the President. The Interim Chancellor shall have all powers, duties, and responsibilities of the Chancellor. When it becomes apparent that an Interim Chancellor is to be designated, the Vice Chancellors and the Presidents of ASUN and the Academic Senate shall immediately seek to consult with the President of the University on the selection of the Interim Chancellor. They shall inform the President if, in their reasoned judgment following consultation with appropriate representatives of their constituent groups, any person tentatively considered for the position is unacceptable.
- 1.5 Vice Chancellors.** The Vice Chancellors shall report to the Chancellor and shall be selected according to procedures outlined in Section 2.4.2 of these UNL Bylaws.
- 1.5.1 Senior Vice Chancellor for Academic Affairs.** The Senior Vice Chancellor for Academic Affairs is the chief academic officer for UNL and also serves as the executive officer for the Chancellor in all academic matters, except as provided in Section 1.5.2, including personnel matters involving the academic administrative staff and the coordination of academic programs, of curricular change, and of budgeting for the academic programs. As chief academic officer, the Senior Vice Chancellor has responsibility for developing, implementing, and providing leadership for UNL-wide academic policies and practices. As the chief administrative officer for Academic Affairs,

the Senior Vice Chancellor for Academic Affairs shall be the principal adviser to the Chancellor in matters affecting faculty status, including recommendations for promotion, continuous appointment, reappointment, and nonreappointment, for all faculty personnel with the exception of personnel in the Institute for Agriculture and Natural Resources. If the recommendation of the Chancellor and the Senior Vice Chancellor for Academic Affairs differs from the recommendation of a dean or director with respect to matters of faculty status, the Chancellor shall so inform the President and the Board of Regents. The Senior Vice Chancellor for Academic Affairs is the official designated to implement actions of the Academic Senate taken in accord with Section 2.13.1(e) of the Regents Bylaws. The Senior Vice Chancellor for Academic Affairs shall serve as the principal administrative officer for UNL in the short-term absence of the Chancellor.

1.5.2 Vice Chancellor for Agriculture and Natural Resources. The Vice Chancellor for Agriculture and Natural Resources shall be the chief administrative officer for the Institute for Agriculture and Natural Resources; shall be responsible for providing leadership for all agricultural and natural resources affairs in the University of Nebraska as they involve the Office of the Chancellor of UNL and the President and the Board of Regents of the University of Nebraska; and shall coordinate agricultural, natural resources, and related matters of UNL. As senior agricultural and natural resources administrator in the University of Nebraska, the Vice Chancellor shall, together with the Chancellor, provide advice and counsel to, and assist the President and the Board of Regents in agricultural, natural resources, and related matters. The Vice Chancellor for Agriculture and Natural Resources shall serve as the executive officer for the Chancellor in all matters involving the personnel, budgets, and programs included within the Institute for Agriculture and Natural Resources, including the academic programs of the College of Agriculture Sciences and Natural Resources, provided that he/she and the Senior Vice Chancellor for Academic Affairs shall be responsible for coordinating those academic programs with others at UNL in order to provide for consistency of academic policies and procedures and curricula throughout UNL. The Vice Chancellor for Agriculture and Natural Resources shall be the principal adviser to the Chancellor in matters affecting faculty status, including recommendations for promotion, continuous appointment, reappointment, and nonreappointment, for all personnel in the Institute for Agriculture and Natural Resources. If the recommendation of the Chancellor and Vice Chancellor differs from the recommendation of a dean or director, the Chancellor shall so inform the President and the Board of Regents.

1.5.3 Vice Chancellor for Business and Finance. The Vice Chancellor for Business and Finance serves as the chief business and fiscal officer of UNL. The Vice Chancellor shall be responsible for the submission of budgets in proper form, for the administration of all budgets, accounting, and payroll, the receipt and disbursement of all funds, supervision of accounting for all research and other grant funds, auditing, financial system development and the preparation of all financial reports as required by the Board of Regents, the State of Nebraska, and the U. S. government. The Vice Chancellor shall also be responsible for the administering of all capital construction projects, custodial and maintenance aspects of the buildings, grounds, and equipment of the Lincoln campuses and outstate activities, the procurement of all supplies and materials, all inventory functions, security and parking, non-academic personnel and fringe benefits, and all special business services. The business

operations of all auxiliary enterprises of UNL shall be subject to approval by the Vice Chancellor for Business and Finance. He/she shall execute contracts and agreements as directed by the Board of Regents.

1.5.4 Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs serves as the executive officer in non-academic matters relating to student life at UNL. Within this context, this officer has a major responsibility for offering to the students educational, intellectual, recreational, and cultural programs and for developing a climate of community on the campus. The Vice Chancellor shall also develop and administer a series of services aimed at supporting the academic mission of UNL. Such services relate to admissions, records and registration, scholarships and financial aid. In those matters directly related to academic affairs, he/she shall be guided by decisions of the faculties of the various colleges in the exercise of their powers under Section 2.10 of the Regents Bylaws. Those agencies reporting to the Vice Chancellor for Student Affairs include Office of Multicultural Affairs, University Health Services, University Housing, Academic Services, Student Involvement, Nebraska Unions, the Office of Campus Recreation, Career Services Center, Services for Students with Disabilities, Greek Affairs, and Student Judicial Affairs.

1.5.5 Vice Chancellor for Research. The Vice Chancellor for Research serves as the executive officer in matters relating to research at UNL except as provided in Section 1.5.2. This officer shall have the responsibility for developing a productive climate for research throughout UNL, serving as liaison with State and Federal agencies, facilitating cooperative research with industry and other universities, fostering the transfer of UNL developed technology to commercial use and administering UNL-wide research related programs. The Vice Chancellor shall develop and administer policies for competitive grants and contracts through the Research Grants and Contracts Office and licenses and agreements through the Office of Technology Transfer. The Vice Chancellor will be responsible for policies related to indirect cost budgeting and allocation. Additionally, the Vice Chancellor shall encourage scholarly publication through the University Press and the acquisition and exhibition of scholarly collections through the University of Nebraska State Museum. The Vice Chancellor will administer University policies for such regulatory committees assigned to that office by the Chancellor.

1.6 The Colleges. Colleges at UNL shall be organized and governed subject to the provisions of Sections 2.10 through 2.11 of the Regents Bylaws. Deans of colleges shall be chosen in accordance with Section 2.4.2 of these UNL Bylaws.

The following colleges are established at UNL: The College of Agricultural Sciences and Natural Resources, the College of Architecture, the College of Arts and Sciences, the College of Business Administration, the College of Engineering and Technology, the Hixson-Lied College of Fine and Performing Arts, the College of Human Resources and Family Sciences, the College of Journalism and Mass Communications, the College of Law, and the Teachers College.

1.6.1 Continuing Studies. For administrative and governance purposes, the Division of Continuing Studies shall be considered equivalent to a college, and the chief administrative officer shall be the Dean of Continuing Studies who shall report to the Senior Vice

Chancellor for Academic Affairs. The Division of Continuing Studies of UNL shall assist in the planning and delivery of continuing education programs and provide services to the part-time student clientele not in residence at the institution.

The Division of Continuing Studies may establish a revolving fund for tuition and fees to help defray the expenses of its program.

1.6.2 Graduate Studies. Graduate Studies at UNL shall be organized and conducted pursuant to the rules and bylaws of the Graduate College at the University of Nebraska. In accordance with Section 2.4.2, the Senior Vice Chancellor for Academic Affairs shall appoint a Dean of Graduate Studies who shall be responsible for coordinating and administering graduate-level programs and policies at the University of Nebraska-Lincoln. The UNL Dean of Graduate Studies, reporting to the Senior Vice Chancellor for Academic Affairs, shall also maintain a close liaison relationship with the Executive Dean of the Graduate College of the University of Nebraska. The governance of graduate programs that are principally lodged at UNL shall be by and through the graduate program committees and the UNL Graduate Council, in accordance with the authority delegated to these bodies by the Executive Graduate Council of the University-wide Graduate College.

1.6.3 Summer Sessions. The Summer Sessions shall operate as an integral part of a continuing year-round program at UNL. The Director of Summer Sessions, reporting to the Senior Vice Chancellor for Academic Affairs, shall have general responsibility for providing leadership and for developing and administering the Summer Sessions budget, instructional program, and activities program, subject to the provisions of Sections 1.5.3 and 1.5.4. The Director shall be responsible for administering policies recommended by the Summer Sessions Advisory Committee, composed of college deans and other appropriate administrative officers, and approved by the Chancellor.

Department chairs and deans of the colleges participating in Summer Sessions shall serve in their usual administrative capacities, including making recommendations for budget and program development and implementation. Faculty members may participate in and receive compensation for Summer Session activities in accord with Sections 3.3.1 and 3.4.4 of the Regents Bylaws.

1.7 The Institute of Agriculture and Natural Resources. The Institute shall include the College of Agricultural Sciences and Natural Resources, Agricultural Research Division, the Cooperative Extension Division, and the Conservation and Survey Division. Governance of the Institute shall be by its faculty; and each of the above units shall be headed by a dean, director, or other chief administrative officer.

1.7.1 College of Agricultural Sciences and Natural Resources. Degree granting programs within the Institute shall be within the College of Agricultural Sciences and Natural Resources.

1.7.2 Agricultural Research Division. For administrative and governance purposes, the Division shall be considered equivalent to a college. Programs of research shall be administered through established departments or units within the Institute, departments

within the College of Human Resources and Family Sciences, or other units of UNL, and through district research and extension centers.

The Dean and Director of the Agricultural Research Division shall have administrative responsibility for developing and executing cooperative research program relationships with colleges, departments, and other units of the University of Nebraska, and with such other state and federal agencies, industries, and organizations as may be consistent with the most effective conduct of its program.

1.7.3 Cooperative Extension Division. For administrative and governance purposes, the Cooperative Extension Division shall be considered equivalent to a college. Programs of the Cooperative Extension Division shall be administered through established departments or units within the Institute, the College of Human Resources and Family Sciences, or other units of UNL, district research and extension centers, extension program units and counties.

The Dean and Director of the Cooperative Extension Division shall also have administrative responsibility for developing and executing cooperative extension programs concerning agriculture, natural resources, and human resources and family sciences with other units of the University of Nebraska, and with such other state and federal agencies, industries, and organizations as may be consistent with the most effective conduct of its program.

1.7.4 Conservation and Survey Division. The Division shall be responsible for developing knowledge and understanding relative to conservation and use of Nebraska natural resources as defined by statute. The Division is authorized to enter into agreements with local, state, and federal agencies as may be necessary to carry on cooperative surveys and investigations subject to the Regents Bylaws.

1.8 Academic Departments. The structure and administration of academic departments shall be in accordance with Section 2.1 of the Regents Bylaws. In cases where a search committee is not utilized to select a department chair, pursuant to Section 2.4.2 of these UNL Bylaws, the dean shall rely heavily upon the advice of the departmental faculty in selecting a new department chair. Continuation of the appointment of a department chair shall be in accord with Sections 2.3.2.1 of these UNL Bylaws.

1.9 Other Academic Units.

1.9.1 The University of Nebraska-Lincoln Libraries. The University of Nebraska-Lincoln Libraries report to the Senior Vice Chancellor for Academic Affairs. The Libraries shall be headed by a dean who shall have administrative authority for all budget and personnel recommendations affecting all UNL Libraries except for the Law Library which reports to the Dean of the Law College. The Dean of Libraries shall be selected in accordance with Section 2.4.2 of these UNL Bylaws. The dean shall consult regularly with the Academic Senate.

All collections purchased or owned by the UNL Libraries, including those housed in separate libraries, shall be a part of the UNL Libraries, under the supervision of the Dean of Libraries except for the Law Library. Subject to the approval of the Chancellor, separate branch libraries may be maintained as part of the UNL Libraries to serve the particular needs of the departments, schools, colleges, or institutes. Regulations for all UNL Libraries shall be subject to approval by the Dean of Libraries.

1.9.1.1 The University Archives. The University Archives is the depository for University records having research or historical value and includes professional and personal papers of members of the Board of Regents, members of the academic and administrative staffs, and records of faculty and student organizations that may be given to the University for preservation and use.

No official University records shall be discarded or destroyed by any University officer or employee except as authorized by the Regents Bylaws, any provision of these Bylaws, or by the Records Management Act.

The University Archivist, reporting to the Dean of Libraries, is responsible for the identification and systematic transfer of inactive official records to the Archives.

1.9.2 Other Programmatic Units. The following are among the programs which have their own role and mission statements which include cooperation with academic programs at the University of Nebraska-Lincoln: UNL Art Galleries, University Press and the University of Nebraska-Lincoln Television.

1.9.2.1 The University of Nebraska-Lincoln Art Galleries. The Galleries shall be the depository of objects of art belonging to UNL. They shall be managed by curators or directors who shall prescribe regulations for their governance. These materials shall be made available for teaching, research, and interpretation, the results of which shall be communicated to the University community and the general public through publication, interpretive display, and educational programming. The curator or director shall be responsible for the acquisition, preservation, and care of all art collections belonging to UNL and shall arrange for appropriate exhibitions.

1.9.2.2 The University of Nebraska State Museum. The University of Nebraska State Museum reports to the Vice Chancellor for Research. The State Museum shall be the depository of the University for specimens and related literature documenting the natural history and cultural heritage of Nebraska, the Great Plains, and whatever other areas are deemed suitable. Said specimens shall be maintained as a public trust and curated and preserved in an appropriate Museum division. These materials shall be made available for teaching, research, and interpretation, the results of which shall be communicated whenever possible to the scientific community and general public through publication, interpretive display, and educational programming. The Director of Museums shall be responsible for the acquisition and care of all Museum collections and shall arrange for appropriate exhibitions.

1.9.2.3 The University of Nebraska Press. The University of Nebraska Press may publish scholarly works and works of historical and literary significance consistent with its mission as an academic publisher and a major publisher of books about Nebraska and the Great Plains region. The Press will be administered by a Director consistent with the policies and procedures of the Board of Regents and in accordance with the provisions of the Regents Bylaws and statutes of the State of Nebraska. The Director shall be responsible for the administration of the Press and shall be selected in accordance with Section 2.6 of these UNL Bylaws.

The Press shall obtain copyright in the name of the Board of Regents of the University of Nebraska on all new titles published. Copyrights may be assigned with the approval of the Vice Chancellor for Business and Finance.

1.9.2.4 The University of Nebraska-Lincoln Television. The University of Nebraska-Lincoln Television program shall be headed by a Director who is administratively responsible for the programming, operation, and maintenance of UNL telecommunications facilities, and related activities such as the Great Plains National Instructional Television Library and Closed Circuit Instructional Television. The Director shall cooperate with the academic programs of the University in support of educational uses of the television medium.

1.10 Campus-Wide Academic Committees

1.10.1 Academic Planning Committee. To facilitate performance of the duties of the Chancellor specified in Sections 2.8 and 2.9 of the Regents Bylaws and Section 1.2 of these UNL Bylaws, and to enable the faculty governing body to act upon matters specified in Section 2.12.1 of the Regents Bylaws, an Academic Planning Committee is hereby created.

1.10.1.1 Membership. The Academic Planning Committee shall consist of sixteen members as follows: (a) six faculty members elected as provided by the Academic Senate to staggered three-year terms. These members shall represent biological sciences, social sciences, physical sciences, and humanities with no more than two from a single college; (b) one faculty member at large selected by the UNL Graduate Council to serve a three-year term; (c) two academic deans selected by the Chancellor to serve three-year terms; (d) the President of the Academic Senate (or designee); (e) one undergraduate student and one graduate/professional student as selected by the President of ASUN; (f) the Director of Institutional Research and Planning for UNL who shall serve as secretary; (g) the Senior Vice Chancellor for Academic Affairs; (h) the Vice Chancellor of Agriculture and Natural Resources, and (i) the Vice Chancellor for Research as an ex officio non-voting member. The Committee shall select its chair from among its faculty members.

1.10.1.2 Responsibilities. The Academic Planning Committee is charged with the following responsibilities:

- A. The Committee shall formulate and recommend to the Academic Senate, to the Colleges, and to the Chancellor, goals for UNL in the areas of education (resident and extension), research, and service. These goals shall be coordinated with the responsibilities assigned to UNL as part of the structure under the

control of the President of the University of Nebraska and the Board of Regents. The Committee shall, from time to time, review the stated goals and recommend modifications when appropriate.

- B. The Committee shall recommend action to achieve the goals of UNL. In carrying out this duty the Committee shall recommend procedures whereby new and existing academic programs may be studied and evaluated on a continuing basis. This study and evaluation shall include, but not be limited to:
 - (i) the need for, and the goals of, the identified programs in terms of their relationship to the needs and goals of the State of Nebraska, the University of Nebraska, and the people affected by the programs;
 - (ii) the resources available to meet the needs and goals identified in (i) supra;
 - (iii) the resources not available, but necessary, to meet the needs and goals identified under (i) supra.
- C. The Committee shall review with the Chancellor or the appropriate Vice Chancellors the Comprehensive Facilities Plan, the campus master land-use plan, and facilities needs as they relate to academic and support program goals.
- D. In carrying out its duties, the Committee shall utilize all relevant information (including budget data) and expertise inside and outside the University of Nebraska.
- E. The Committee shall concern itself with goals, needs, and resources for a future period as long as is prudent and reasonable in view of the information and advice available.
- F. The Committee is empowered to recommend changes in programs, including elimination. The Committee shall promulgate and follow procedures agreeable to the Academic Senate and ASUN, guaranteeing that, before a change or elimination of a program is recommended, all persons connected to, or affected by, the program shall have access to all relevant information (including detailed budget data) and shall have an opportunity and a reasonable time to present data and opinions for the Committee to consider. In addition, the Committee shall recommend an effective date for implementation of program changes or elimination which will permit a reasonable period of time for persons to prepare for changes in, or elimination of, programs which affect them. In particular, notice of termination shall be in accord with Sections 4.4.2 and 4.12 of the Regents Bylaws. As particular reductions are considered, rights under academic tenure should be protected.
- G. Changes or elimination of existing programs shall include time and opportunity for existing personnel to qualify for a position in another program within the University whenever this requirement will not materially interfere with UNL

achieving in full measure the goals of education, research, and service.

1.10.2 Collegiate Academic Planning. The Academic Planning Committee shall encourage academic planning within the colleges and other units of UNL on a continuing basis through joint faculty-administrative-student action. The Academic Planning Committee shall be represented on all Academic Program Review teams and shall comment on the review process and visiting team report to the appropriate vice chancellor.

1.10.3 Financial Exigency. Financial exigency is a bona fide situation of such serious and widespread proportions, caused by financial circumstances beyond the control of UNL, that normal operations cannot be maintained and UNL programs must therefore be significantly altered.

Financial exigency for UNL shall be declared by the Board of Regents based upon a recommendation by the Chancellor in consultation with President. The Chancellor's recommendation shall be made only after all relevant information bearing upon the problem has been made available to the Academic Planning Committee following the procedures described in the Procedures to be Invoked for Significant Budget Reallocations and Budget Reductions (Adopted by the Academic Senate on December 8, 1992 and ASUN on February 10, 1993), and operating as the Financial Exigency Committee described in Regents Policy 4.2.11.

The Academic Planning Committee shall assist the Chancellor in seeking remedies for a financial exigency. Such remedies may include elimination of faculty, staff, and administrative positions. Recommendations by the Academic Planning Committee for such elimination shall be governed by the Procedures to be Invoked for Significant Budget Reallocations and Reductions. Persons affected by a declaration of financial exigency under Section 4.16 of the Regents Bylaws shall have the right to appeal to the appropriate grievance committee, or to the Academic Rights and Responsibilities Committee pursuant to Section 4.14 of the Regents Bylaws.

1.10.4 Teaching Council. The Teaching Council shall have major responsibility for the encouragement and support of efforts to improve instruction and learning at all levels at UNL. Funds appropriated specifically for improvement of instruction and learning and made available to the Council by the Chancellor shall be expended with the advice of the Teaching Council.

1.10.4.1 Membership. The Teaching Council shall consist of the Senior Vice Chancellor for Academic Affairs (or designee), the Director of the Teaching and Learning Center, two members chosen by the collegiate deans, six members appointed by the President of the Academic Senate from a list of nominees provided by the Committee on Committees, and four students appointed by ASUN, including at least one graduate student. Members shall be chosen in such a manner as to represent the spectrum of instructional programs at UNL as widely as possible, and no more than three members may be persons who hold administrative positions of department chair or higher.

1.10.5 Research Council. The major purpose of the Research Council shall be to encourage and

support research, scholarly activity and creative activity at UNL. The major functions and responsibilities of the Council are, thus, to promote the search for funds for support of research, to advise the Vice Chancellor for Research on research policies, programs and procedures, and to review all research policies, programs and procedures. The Vice Chancellor for Research shall regularly consult with the Research Council. The Council shall participate with the Vice Chancellor for Research in decisions affecting matters within the purview of the Research Council. The Council may recommend to the Chancellor and the Board of Regents summer research appointments for faculty members. The Council shall also be responsible for the distribution of funds allocated to it to support research, creative activity, and scholarly activity.

1.10.5.1 **Membership.** The Research Council shall consist of twelve faculty members on Continuous Appointment whose research, scholarly activity, or creative activity is recognized at the national level. Three shall be selected from each of the following areas: biological sciences, physical sciences, social sciences, and humanities. Members shall be appointed by the President of the Academic Senate, in consultation with the Vice Chancellor for Research, to three-year staggered terms. Appointments shall be made from a list of nominees, designating at least two for each position, that is prepared by the Academic Senate Committee on Committees upon advice of the Vice Chancellor for Research. The Research Council shall elect one of the faculty members as chair. The Vice Chancellor for Research, or designee, shall serve as a non-voting executive secretary.

1.11 **Department of Intercollegiate Athletics.** The Department of Intercollegiate Athletics shall be headed by a Director appointed by and reporting to the Chancellor and approved by the President and the Board of Regents. The Director is responsible for intercollegiate athletic programs, related service functions, and the maintenance and use of intercollegiate athletic facilities on the Lincoln campuses. The Director shall be responsible for compliance with all appropriate internal and external rules and regulations relating to intercollegiate athletics. In carrying out his/her duties, the Director consults an appropriate committee of the Academic Senate.

CHAPTER II

GENERAL CONDITIONS OF EMPLOYMENT FOR PROFESSIONAL STAFF

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GENERAL CONDITIONS OF EMPLOYMENT FOR PROFESSIONAL STAFF

- 2.1** **Standards.** The faculty of each administrative subunit of UNL, in cooperation with the appropriate administrative officers, shall define the academic policies and objectives of their programs and the responsibilities of the professional staff, as defined in Section 3.1.1 of the Regents Bylaws, in achieving these goals. The standards of performance so defined shall not contravene those discussed in Sections 2.1.1 and 2.1.2 below. Any statements of expectations and standards established by any subunit shall be published and made available to all employees affected by them.
- 2.1.1** **Standards of Faculty Performance.** The overall standard for UNL is a faculty of the highest quality and dedication to higher education. The faculty as a whole must contribute to the University's scholarly tripartite mission of teaching, research, and service to the State and the University, although an individual may concentrate more in one area than in others.
- 2.1.1.1** **Teaching Standards.** Faculty members whose responsibilities include classroom teaching are expected to maintain high academic standards. They must maintain competence in their fields through creative and scholarly activities. They must be willing to undergo responsible evaluation by peers and by students and to be guided by the results toward self-improvement. They must conduct their teaching in accordance with Section 4.1 of the Regents Bylaws.
- 2.1.1.2** **Research Standards.** Faculty members whose responsibilities include research are expected to assemble the results in publishable form. Scholarly activities not amenable to publication may result in performances, recitals, exhibitions, and similar activities. Research and scholarly activities must be evaluated by one's peers.
- 2.1.1.3** **Extension and Service Standards.** Faculty members whose duties include direct service to the state, such as extension work, are expected to keep abreast of current developments in their fields. They must be accurate and fair in their presentations to the public.
- 2.1.2** **Standards for Administrative Performance.** The administrator of any program is responsible for the effective operation of that program. It is the administrator's responsibility to work with the staff to establish realistic objectives for the program (in harmony with the total mission of UNL) and sound policies for realizing those objectives. Each administrator shall provide annual evaluations of his/her professional staff and of any non-professional employees in the program. An administrator must demonstrate competence in personnel relations, in program development and operation, and in the management of funds.
- 2.2** **Rights of Professional Employees.**
- 2.2.1** **Faculty Rights.** Faculty members are entitled to all rights provided in the Regents Bylaws, in these UNL Bylaws, and in applicable federal and state laws.

2.2.2 Administrative Rights. A person appointed to an administrative position shall be appointed as a special appointment as designated in Section 4.4.1 of the Board of Regents Bylaws. During such service the person does not hold tenure as an administrator, but tenure attained pursuant to Section 4.4.3 of the Regents Bylaws shall remain unaffected by the appointment to an administrative position.

2.3 Evaluation of Professional Employees.

2.3.1 Faculty Evaluation. Pursuant to Section 4.6 of the Regents Bylaws, each college, school, department, or division, as appropriate, shall establish a procedure for annual review of its faculty.

2.3.2 Administrative Evaluation.

2.3.2.1 Annual Evaluation. Each administrative officer shall undergo annual evaluations of performance conducted by that officer's immediate superior. Such evaluations shall include factual statements and opinions from a wide variety of sources within the campus community, including the appointee's superior or superiors, peers, subordinates, and students and faculty where appropriate. Either the appointee or the immediate superior may include facts and opinions from other sources.

The results of the annual evaluations shall be used for professional improvement in performance, salary adjustment, and alteration of status including termination of the administrative appointment. The results shall be communicated to the appointee and shall be deemed confidential and subject to Section 1.4.4 of the Regents Bylaws and Sections 2.5 through 2.5.4 of these UNL Bylaws. The appointee shall be given the opportunity to respond in detail on the evaluation.

2.3.3 Cumulative Performance Review. Administrative positions differ in scope and responsibility and the procedures for cumulative performance reviews will vary accordingly. The cumulative performance review shall be conducted in accordance with the following principles, and standards of administrative performance delineated in the UNL Bylaws. These principles and standards will also apply to units other than academic units to the extent appropriate. The principles are:

1. The supervisor for each administrative officer subject to this policy shall establish the review period of each incumbent. Ordinarily the review period shall be five years, but review periods for initial appointments may be a shorter period. Individuals reporting to the incumbent should be made aware of the review period. In preparation for the review, the incumbent shall prepare a report to the supervisor of (a) the incumbent's past and current objectives and the success in achieving these objectives, and (b) the incumbent's future objectives and proposed plan for achieving these objectives including the officer's success in achieving diversity within the unit. The report or a summary of the report will be made available to the faculty, students, and staff of the unit and to such others in a position to observe, evaluate, and offer information

relevant to the incumbent's performance.

2. The supervisor shall solicit information and comments regarding the incumbent's performance from the faculty, students, and staff of the unit and from such others in a position to observe, evaluate, and offer information relevant to the incumbent's performance. Each person shall be encouraged, on the basis of those aspects of performance that they have directly observed, to suggest how the incumbent could improve performance, to give examples of outstanding performance, and to comment on whether the incumbent should be retained in his or her administrative office. In addition, the supervisor shall invite a representative committee of faculty from the incumbent's unit to provide a written analysis of the incumbent's performance.
3. Once the supervisor has collected and reviewed all of the information with the incumbent, the supervisor shall meet with the unit's representative committee. In that meeting the supervisor shall review the procedures utilized in conducting the evaluation, the scope of the supervisor's inquiry including such information as the number of individuals from each group who participated in the evaluation, and a listing of any other additional sources of information used in evaluating the incumbent's performance. (Nothing in this section shall permit the supervisor to disclose the identity of any individual providing information or any information that may be confidential.)

In addition, if the incumbent is reappointed, the supervisor shall discuss with the committee the goals and expectations established with the incumbent to be accomplished during the incumbent's next term. In the event that the incumbent is not reappointed, the supervisor shall discuss with the committee the supervisor's expectations for the incumbent's successor and the characteristics to be sought in the successor.

The evaluation and the decision whether or not to continue the incumbent in, or to reappoint the incumbent to his or her administrative appointment is the responsibility of the supervisor. Reappointment of the incumbent following the periodic review requires a letter from the supervisor formalizing the action. The individuals who were invited to participate in the review will also be informed of the action.

2.4 Selection of Professional Employees.

2.4.1 Selection of Faculty. The primary responsibility for filling an established vacancy on the faculty rests with the department, school, or division in which the vacancy exists. The faculty recommendation shall be forwarded from the department chair to the Dean or Director, to the cognizant Vice Chancellor and from the Vice Chancellor, (with that officer's recommendation) to the Chancellor. If a faculty recommendation does not receive higher administrative approval, the reasons shall be reported to the department in detail pursuant to Section 2.10 of the Regents Bylaws.

2.4.2 Selection of Administrators. The selection of administrative positions at UNL shall comply with the intent of Section 2.1 of the Regents Bylaws setting forth the

interrelationships of the Board of Regents, the Administration, the Faculty, and the Student Body and Section 2.5 of the Regents Bylaws specifically providing for selection of Chancellors, Vice Chancellors, Deans and equivalent positions.

2.5 Major Administrative Positions. The administrative positions or their equivalents subject to this section are: the Chancellor, the Vice Chancellors, College Deans, the Dean of Graduate Studies, the Dean of Libraries, the Dean of Continuing Studies, and the Directors of the Agricultural Research Division, Cooperative Extension Division, Conservation and Survey Division, University Educational Television, and Intercollegiate Athletics.

2.5.1 Except for the Chancellor, whenever a vacancy occurs in any of the above positions, within 90 days the Chancellor or the Vice Chancellor responsible for initiating the appointment shall establish a search advisory committee which shall prepare a list of acceptable and qualified candidates. The name of the person recommended for the position must appear on the list.

2.5.2 Whenever a vacancy occurs in a senior administrative position at the level of vice chancellor or dean, and assuming the position is to be refilled, the appropriate selecting officer shall promptly appoint an advisory committee to assist the selecting officer in the search for suitable candidates to fill the position. The size, composition of, and representation on each advisory committee shall be determined by the selecting officer in consultation with the elected heads of ASUN and the Academic Senate, provided that each advisory committee shall include representatives of the principal constituencies with which the position in question interacts. The faculty members shall constitute a plurality of the committee. In making appointments to an advisory committee of faculty and student representatives from within the major administrative unit of which the position in question is a part, the selecting officer shall choose from lists of faculty and students submitted by the Academic Senate and ASUN respectively, provided that each such list shall be prepared in consultation with the selecting officer and shall contain a number of names which is at least twice the number of representatives to be chosen there from.

2.5.3 The selecting officer shall designate one of the members of the search committee to serve as its chair. The committee shall develop rules of procedures, ascertain the nature of the position to be filled and its qualifications, and shall make these matters, and the full membership of the committee, public.

A search advisory committee shall solicit and receive suggestions and recommendations for filling the position from all sources -- Regents, Administrators, Faculty, Students, and the Public. The committee shall be allowed sufficient time and resources to make a thorough search and full deliberation, but the work shall proceed without undue delay.

2.5.4 Any search advisory committee member seriously considered for the position should either resign from the committee or withdraw from further consideration.

2.6 Other Administrative Positions. For other administrative posts which involve academic or policy-making functions and responsibilities, including department chair, the selection procedure used shall be analogous to that of Section 2.4.2 except that a less formal procedure, agreed upon by the faculty and administration involved, may be substituted in a

specific situation.

- 2.7 New Administrative Positions.** Whenever a new academic-administrative position is being considered, the Chancellor shall consult with the Academic Senate and ASUN as to whether or not the new position is desirable and whether or not the position should be filled in accordance with the provisions of Section 2.4.2 of these UNL Bylaws.
- 2.8 Temporary Administrative Appointments.** When conditions necessitate doing so, an administrative position may be filled temporarily without formal search procedures by a person in an interim capacity. However, this section may not be used to circumvent normal search procedures described above. An interim administrator has all the powers and responsibilities of a permanent appointee and may be a candidate for the permanent position.
- 2.9 Information About University Personnel.**
- 2.9.1** "University Personnel" means all persons included within the definitions contained in Sections 3.1 through 3.1.3, inclusive, of the Regents Bylaws.
- 2.9.2** UNL shall collect, retain, and release information about University Personnel only if the information is necessary for the operation of the University of Nebraska.
- 2.9.3** UNL shall not collect, retain, or release any information about University Personnel which pertains to a person's religious or political views, or to membership in, or association with, any organization by means of which a person exercises religious or political views, or to membership in, or association with, any organization by means of which a person exercises religious or political rights.
- 2.9.4** Information about University Personnel necessary for the operation of the University of Nebraska shall not be released to any person employed by, or connected with, UNL unless the information is necessary for the person to whom the information is released to perform his/her University duties, nor without knowledge of the person to whom the information pertains. Release of information to members of the Board of Regents shall be in accordance with Section 1.4.4 of the Regents Bylaws.
- 2.9.5** Information about University Personnel other than matters within the public domain shall not be released to any person not employed by, or connected with, UNL without the express consent of the person, or persons, to whom the information pertains.
- 2.9.6** Nothing in these Bylaws shall prevent the collection, retention, and release of information about University Personnel where such information is needed for governmental research and analysis if the identity of the person, or persons, to which the information pertains is not disclosed.
- 2.9.7** Nothing in these Bylaws shall interfere with, or deny in any way, the confidential nature of University Personnel records specified in Section 1.4.4 of the Regents Bylaws, or deny, or affect in any way, the privilege of any person to redress rights granted by any applicable

law or by these UNL Bylaws.

- 2.9.8** Each person included within the term "University Personnel," as defined in Section 2.9.1 above, shall have a right to inspect and make copies of any information pertaining to him/her, and shall have the right to respond in writing to such information and to have such response attached to the information. This shall include, but is not limited to, any and all information, and evaluative commentary, used in any form of personnel evaluation and the identity of persons with access to this information. Further, except as explicitly allowed for in the Guidelines for the Evaluation of Faculty, no anonymous material may be included in such information.
- 2.9.9** The UNL Chancellor or designee and the Corporation Secretary of the University of Nebraska shall promulgate rules pertaining to the destruction of information no longer needed for the operation of the University of Nebraska-Lincoln, and the custodian of such information shall effect its destruction in accordance with such rules.

CHAPTER III FACULTY GOVERNMENT

- 3.0 Purpose
- 3.1 Organization
- 3.2 UNL Assembly
 - 3.2.1 Composition
 - 3.2.2 Meetings of the Assembly
 - 3.2.3 Procedures and Powers
- 3.3 UNL Academic Senate
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- 3.4 Academic Rights and Responsibilities Committee
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FACULTY GOVERNMENT

- 3.0 Purpose.** The purpose of this chapter is to establish a process by which the faculty may participate with the administration in the formulation of educational policy and governance as provided in Sections 2.12 and 2.12.1 of the Bylaws of the Board of Regents of the University of Nebraska.
- 3.1 Organization.** The powers of the faculty shall be exercised by the Academic Senate and UNL Assembly established by this chapter.
- 3.2 UNL Assembly.** There shall be established the UNL Assembly to provide a formal setting for discussion of UNL matters involving faculty and administrators.
- 3.2.1 Composition.** The UNL Assembly shall comprise: (1) Assistant professors and above, and those with equivalent rank, holding Continuous or Specific Term appointments of 0.5 FTE or greater; (2) Assistant professors, lecturers, senior lecturers, and above, and those with equivalent rank, holding 0.5 FTE or greater Special Appointments and having three successive academic years of paid faculty service at any professorial rank at UNL; (3) the Chancellor, Vice Chancellors, and all administrators who hold continuous appointments or appointment for a specific term.
- 3.2.2 Meetings of the Assembly.** Meetings of the Assembly can be convened on seven days notice by the Chancellor, the President of the Academic Senate, a petition by one hundred members of the Assembly, or a majority vote of the Academic Senate. A meeting may be convened with three days notice, if called jointly by the Chancellor and the President of the Academic Senate. Any call to a meeting must specify the issue or issues to be considered.
- 3.2.3 Procedures and Powers.** The discussion at meetings of the Assembly shall be informational and deliberative. The Assembly has the following powers relating to matters covered under section 2.12.1 of the Bylaws of the Board of Regents:
- A. It may refer the matter for consideration to the Academic Senate, appropriate campus wide committees or administrators.
 - B. It may order a referendum by mail ballot of all members of the Assembly. The adoption of a position by referendum by a simple majority of those members of the Assembly voting on that issue supersedes any action taken by the Academic Senate.
- 3.3 UNL Academic Senate.** There shall be established a UNL Academic Senate with the powers specified in section 2.12.1 of the Bylaws of the Board of Regents of the University of Nebraska.
- 3.3.1 Composition.** The UNL Academic Senate shall comprise: Members of the Assembly elected for staggered terms of three years by constituencies described in 3.3.5(a). A candidate for election to the Academic Senate must be a member of the constituency

he/she seeks to represent, a member of the UNL Assembly and have at least three years service at UNL. The Vice Chancellors and three Deans shall be *ex officio* non voting members. The Deans shall be selected by the Chancellor from among those Deans responsible for faculty and shall serve staggered terms of three years.

3.3.2 Participation by Non Members. Faculty and administrators who are not members of the Senate, the managerial/professional staff, the office/service staff, and students shall have the right to request the President of the Senate to place matters on the agenda of the Academic Senate, and to participate in the resulting discussion.

3.3.3 Meetings. The Senate shall have nine regular monthly meetings during the academic year. The terms of elected members and officers commence and terminate at the last meeting of the academic year. Special meetings of the Academic Senate may be called with seven days notice by the President of the Academic Senate, the Chancellor, any ten elected members of the Senate or any fifty members of the Assembly. The President shall preside at all meetings.

3.3.4 Attendance. Elected members of the Senate who miss more than three meetings in a Senate year may be removed from membership of the Senate by action of the Secretary with the approval of the President.

3.3.5 Electoral Constituencies. At the February meeting of even numbered years, the Senate shall consider and act on a report, developed by the Secretary of the Senate and recommended by the Committee on Committees, proposing the apportionment of Senate seats according to the following guidelines:

- A. Each department with five or more members of the Assembly shall have one seat, those with more than twenty-five shall have two seats and those over fifty shall have three seats.
- B. Colleges not subdivided into academic departments and each of the research and extension district centers shall be treated as a single department.
- C. A department with four or fewer members shall be linked with one of closely related interests, after appropriate consultation with the departments in question.
- D. The faculty of a department with two or more seats shall decide whether separate constituencies should be established within the department and, if so, how they shall be constituted.
- E. No Assembly member may belong to more than one constituency. A member associated with more than one department shall vote in the department designated on the personnel action form as the home department.

3.3.6 Conduct of Elections. Beginning in the week following the February meeting the Secretary of the Senate shall conduct elections. Nominations from a particular electoral constituency must be made in writing by an Assembly member from that constituency with

the consent of the nominee. The voting shall be by secret ballot. In order to be elected, a nominee must receive the votes of more than fifty percent of the persons voting. In the event no person receives this requisite number of votes, the Secretary shall hold a run-off election between the two nominees receiving the most votes in the first ballot. A tie in the second ballot shall be broken by lot. The election of members shall be completed by the 15th of April.

- 3.3.7 Interim Elections.** When an elected member ceases to serve in the Senate, the procedures for electing a replacement for the remainder of the term shall follow those in 3.3.6 and commence within fifteen days of the seat becoming vacant.
- 3.3.8 Vacancies in the Ex Officio Seats.** Vacancies in the ex officio positions shall be filled by the Chancellor within thirty days of the seat becoming vacant.
- 3.3.9 Election of Officers.** At the last meeting of the year, the Senate shall elect from among its members a President Elect who shall take office as President at the end of one year. The Senate shall also elect one of its members to serve as Secretary of the Senate for a term of one year.
- 3.3.10 Executive Committee Composition.** The Executive Committee of the Senate shall be composed of the President, President Elect, Immediate Past President, the Secretary and nine ordinary members. The ordinary members, who serve staggered terms of three years, must be members of the Senate at the time of their election. They shall be elected by the members of the Senate at the May meeting. Any member of the Executive Committee whose term as an elected member of the Senate has expired shall become an ex officio voting member of the Senate until the term on the Executive Committee expires. No more than four members of the Executive Committee can be from one college or IANR. At least one member from IANR must be an Extension Educator.
- 3.3.11 Duties of the President.**
- A. The President shall be the chief representative of UNL Assembly to the Campus and System Administrations, the Board of Regents and the State.
 - B. The duties of the President in addition to those specified in sections 3.2.2, 3.3.3, 3.3.4 and 3.4 shall include:
 - (a) Serving as the chair of all meetings of the Executive Committee.
 - (b) Arranging the agendas for the Academic Senate in consultation with the Chancellor, Vice Chancellors and the Executive Committee.
 - (c) Ensuring that motions of the Senate that require response are brought promptly to the attention of the appropriate administrators or committees, and that the responses are reported back to the Senate as expeditiously as possible.
 - (d) Dealing with any matter of importance to the Faculty. The President may

delegate duties to the officers or other suitable faculty members, and may establish ad hoc committees in consultation with the Executive Committee.

- C. In the absence of the President, the President Elect shall assume the duties of the President.

3.3.12 Duties of the Executive Committee. The Executive Committee shall act for the faculty between meetings of the Senate and the Assembly. The Executive Committee shall meet with the Chancellor of the University of Nebraska-Lincoln at least twice per month, except that one of these meetings may be waived by mutual consent if the Chancellor appears and answers questions at the regular meeting of the Senate for that month. The Executive Committee shall advise and otherwise assist the Chancellor in carrying out all the duties and administrative functions specified in Section 2.8.1 and 2.8.2 of the Bylaws of the Board of Regents of the University of Nebraska. The Executive Committee shall report to the Senate about such meetings and receive instructions from the Senate concerning the position of the faculty relating to the operations of the University.

The Executive Committee shall also meet with the Senior Vice Chancellor for Academic Affairs at least twice a month, and shall advise and otherwise assist the Senior Vice Chancellor in carrying out the duties and functions specified in Section 1.5.1 of the Bylaws of the University of Nebraska-Lincoln. The Executive Committee shall meet with the Vice Chancellor for Agriculture and Natural Resources at least bimonthly, and shall advise and otherwise assist the Vice Chancellor in carrying out the duties and functions specified in Section 1.5.2 of the Bylaws of the University of Nebraska-Lincoln, particularly with regard to academic matters, items affecting the relationship of IANR with other academic units, and concerns affecting academic personnel within the Institute of Agriculture and Natural Resources.

3.4 Academic Rights and Responsibilities Committee. The Academic Rights and Responsibilities Committee (ARRC) and its responsibilities are created by the University of Nebraska-Lincoln Academic Senate, can be found in its Syllabus of Committees, and are approved by the University of Nebraska Board of Regents.

3.4.1 ARRC - Foundational Instruction.

3.4.1.1 Informational and Quasi-Judicial Responsibilities.

3.4.1.1.1 The ARRC has significant responsibility in ensuring that faculty members and administrators are appropriately apprised of rights, responsibilities, principles and procedures pertaining to matters of professional relationships.

3.4.1.1.2 The ARRC has primary responsibility to ensure and to arrange an appropriate investigation or hearing when concerns or problems arise between a faculty member and the university and/or when problems related to academic freedom and tenure, grievance and professional conduct occur in the professional relationships between faculty members and others in the University community, as stated in the Syllabus and the Bylaws of the Board of Regents.

3.4.1.2 Other Responsibilities of the ARRC.

3.4.1.2.1 To determine whether and to what extent recommendations of Special Committees have been acted upon, and to report status of cases to the President of the Academic Senate;

3.4.1.2.2 To provide for an effective process in representing the academic rights and responsibilities of the faculty;

3.4.1.2.3 To act with respect to matters of general policies concerning academic freedom and tenure;

3.4.1.2.4 To recommend actions to appropriate bodies in order to ensure academic rights and responsibilities of faculty members;

3.4.1.2.5 To communicate to all members of the University community appropriate channels for conveying and dealing with concerns about actual or perceived violations of faculty rights and responsibilities;

3.4.1.2.6 To propose to the Academic Senate changes in operating procedures and guidelines for each of the Special Committees in accord with relevant provisions of the Bylaws of the Board of Regents;

3.4.1.2.7 To submit committee minutes and make an annual report to the Academic Senate, while maintaining confidentiality concerning individual cases.

3.5 Senate and Other Campus-Wide Standing Committees. The Senate shall publish annually a Syllabus of Senate and other campus-wide standing committees. The Academic Senate shall have power to modify the number and charges of Senate Committees at any time. The President of the Senate shall appoint a member of the Senate as a non-voting member to every standing, campus-wide committee that lacks a representative from the Senate.

3.6 Amendments. In addition to the provisions of Chapter VII of these UNL Bylaws, any amendments to this chapter on Faculty Governance must be approved by a majority of the members of the Assembly voting in a mail ballot ordered either by the Assembly in accord with Section 3.2.3 above or by a two-thirds majority of those voting in a vote of the Senate.

CHAPTER IV

STUDENTS

- 4.0 Responsibilities and Rights of Students
- 4.0.1 Student Information
- 4.1 Authorization for Student Government
- 4.1.1 Powers of ASUN
- 4.1.2 Requirements of ASUN Constitution
- 4.2 Student Publications
- 4.2.1 Student Publications Board
- 4.2.2 Powers, Duties, and Responsibilities of the Publications Board
- 4.2.3 Duties of the Part-Time Professional Adviser
- 4.3 University Program and Facilities Fees and Student Organizational Funds
- 4.3.1 University Program and Facilities Fees (UPFF)
- 4.3.2 Custody and Accounting of Student Organizational Funds
- 4.4 Regulations Pertaining to Living Units
- 4.5 Nebraska Unions

STUDENTS

- 4.0 Responsibilities and Rights of Students.** Subject to the provisions of Chapter V of the Regents Bylaws, students enrolled at UNL shall have rights and responsibilities provided for in "The Student in the Academic Community," the Student Records Policy, and the "The Student Code of Conduct and Disciplinary Procedures," as published in the academic bulletins of the University of Nebraska-Lincoln. The Vice Chancellor for Student Affairs, in consultation with appropriate student representatives, shall develop and/or keep current these documents, including rules governing student conduct, discipline, and activities and shall codify, publicize, keep current, and make available copies of said documents and rules to students and interested parties. Disciplinary procedures shall expressly provide for the minimum procedural guarantees specified in Section 5.4 of the Regents Bylaws.
- 4.0.1 Student Information.** All students at UNL shall have the responsibility to provide the Office of Registration and Records with accurate information as designated in Section 5.6 of the Regents Bylaws and such other information as may be required, subject to the approval of the Vice Chancellor for Student Affairs. Policies for release of information about students must be consistent with the provisions of Section 5.6.1 of the Regents Bylaws.
- 4.1 Authorization for Student Government.** Pursuant to Section 2.13 of the Regents Bylaws, the Association of Students of the University of Nebraska (ASUN) is the official representative of the student body of UNL.
- 4.1.1 Powers of ASUN.** The Association of Students of the University of Nebraska (ASUN) is hereby empowered to adopt a Constitution and Bylaws for governance of ASUN and for securing and achieving the objectives and powers of the Association. The Constitution and Bylaws shall be subject to approval by the Board of Regents.
- 4.1.2 Requirements of ASUN Constitution.** The Constitution of ASUN, shall (a) establish the general governmental structure, powers, and responsibilities; identify the person, persons, or groups constituting each unit of the structure; specify the process by which the person, persons, or groups are selected and the terms of office; (b) guarantee that the governmental structure is responsive to the students of UNL through periodic electoral procedures; (c) provide powers and procedures, related to: (i) recognizing and regulating other student organizations and activities; (ii) organizing and managing student rallies and migrations; (iii) furthering the general welfare of the students of UNL; (iv) functioning as a liaison between the students and the Board of Regents, the administration, the faculty, the state legislature, and the public; (v) adopting policy statements on public issues and on issues affecting students of the University of Nebraska-Lincoln; (vi) the budgeting and expenditure of funds over which ASUN has jurisdiction; and (vii) appointing student representatives to campus-wide committees and boards for which student representation is provided.
- 4.2 Student Publications.** Student publications financed in whole or in part by fees collected from all students at UNL shall be managed by the Student Publications Board, constituted as provided in Section 4.2.1 below and possessing the powers, duties, and responsibilities

provided in Section 4.2.2 below.

- 4.2.1 Student Publications Board.** The Student Publications Board shall be composed of five students, two members of the faculty, and two professional journalists from outside the University. The Chancellor shall appoint the students from a list generated by ASUN and shall appoint the faculty members from a list generated by the Academic Senate. The professional journalists shall be appointed by the Chancellor.
- 4.2.2 Powers, Duties, and Responsibilities of the Publications Board.** The Board shall hire the editor and business manager of each student publication under its jurisdiction, and a part-time professional journalist to advise the publication's editor and staff. The Board shall meet at least quarterly and shall specifically concern itself with the observance of the canons of professional ethics followed generally in the professional journalism field in Nebraska. The Board may create an executive board to assist with routine problems occurring between the meetings of the committee. Any executive board shall have at least two student committee members, one faculty member, and the professional adviser described in Section 4.2.3 below. The Board may select ex-officio members to meet with it, but they shall possess no right to vote. The Board shall act as nearly like a publisher of the publication as its nature will permit. The Board shall serve as a liaison between student publications and their university constituencies, paying particular attention to complaints against and access to student publications.
- 4.2.3 Duties of the Part-Time Professional Adviser.** The adviser hired by the Board shall have no censorship powers but shall provide advice on ethical questions presented by the staff of the student publication, and shall offer post-publication criticism. The adviser shall prepare the agenda for committee meetings and provide information and recommendations to the Board.
- 4.3 University Program and Facilities Fees and Student Organizational Funds.**
- 4.3.1 University Program and Facilities Fees (UPFF)** University Program and Facilities Fees as established by action of the Board of Regents shall be divided into two funds by the Chancellor. That portion of the UPFF designated to pay for debt services, staff salaries, maintenance of facilities and related expenses, and those additional items designated by the Chancellor, shall be budgeted separately with emphasis upon continuing support. These collective expenditures shall be known as the “Fund B” portion of UPFF.

That portion of UPFF designated by the Chancellor for activities managed by student groups shall be budgeted separately and identified as the “Fund A” portion of UPFF. The annual budget requests developed by eligible student agencies shall be analyzed by the ASUN-established Committee for Fee Allocations (CFA). The CFA shall then recommend specific agency allocations for the coming fiscal year to the ASUN Senate in the form of appropriation bills. ASUN shall enact appropriation bills for “Fund A” no later than March 1 of each year. The Vice Chancellor for Student Affairs shall represent the ASUN appropriation bills to the Chancellor and provide advice regarding the final “Fund A” appropriations and fee assessments to be set by the Chancellor.

4.3.2 Custody and Accounting of Student Organizational Funds. The Vice Chancellor for Student Affairs shall designate a person to receive and act as custodian of all monies collected by or paid to ASUN and all student organizations recognized by the ASUN in accordance with Section 4.1.2. The Vice Chancellor for Student Affairs in cooperation with the Vice Chancellor for Business and Finance shall issue appropriate rules and regulations to ensure the proper accountability of such funds and shall have the authority to audit or have audited these funds. All student organizations with accounts handled pursuant to this section shall be assessed a fee for the cost of administration.

Student organizations operating under the aegis of the Student Publications Board are permitted to establish independent arrangements for the management of their financial affairs, as long as these arrangements are approved in advance by the Student Publications Board and an annual audit prepared by a Certified Public Accountant is submitted annually to the Student Publications Board and to the Vice Chancellors for Student Affairs and Business and Finance. The Vice Chancellors for Student Affairs and Business and Finance shall jointly have the authority to conduct, or have conducted, a special audit of such an organization if they believe that the organization's audit does not permit them to fulfill their financial oversight responsibilities.

4.4 Regulations Pertaining to Living Units. The Vice Chancellor for Student Affairs, in consultation with appropriate living unit governing bodies, shall provide guidelines under which each living unit may establish rules and regulations pertinent to its operation subject to the Regents Bylaws. The Residence Hall Association shall advise the Vice Chancellor for Student Affairs and the Chancellor on all matters pertaining to the quality and costs of residence hall life. The Interfraternity Council and/or the Panhellenic Association shall advise the Vice Chancellor for Student Affairs and the Chancellor on all matters pertaining to the recognition of fraternities and sororities and the requirements under which they may be permitted to operate university-approved living units.

4.5 Nebraska Unions. The administrative head of the Nebraska Unions at UNL shall be advised by a Union Board composed of students, faculty, and staff on matters of operation and program activity.

CHAPTER V

BUSINESS, FINANCE, AND PROPERTY

- 5.1 Authority to Issue Regulations
- 5.1.1 Custody of Property
- 5.1.2 Use of UNL Property
- 5.1.3 Expenditure of University Funds for Property
- 5.1.4 Assignment of Classrooms and Teaching Laboratories
- 5.2 Management of Facilities
- 5.3 UNL Campus Police Committee

BUSINESS, FINANCE, AND PROPERTY

- 5.1 Authority to Issue Regulations.** Rules and regulations pertaining to the business functions, property management, purchasing, and non-academic personnel shall be issued by the Vice Chancellor for Business and Finance with the approval of the Chancellor subject to the limitations herein provided.
- 5.1.1 Custody of Property.** All University of Nebraska property at UNL, both real and personal, wherever located, shall be under the custody of the Vice Chancellor for Business and Finance who shall be responsible for the same except as provided for in Section 6.3 of the Regents Bylaws.
- 5.1.2 Use of UNL Property.** No University of Nebraska property belonging to UNL shall be put to private use except as permitted under Section 3.4.5 of the Regents Bylaws and further provided that this section shall not preclude the use of such property in connection with research or other academic activities.
- 5.1.3 Expenditure of University Funds for Property.** No funds of the University shall be expended for the purchase of property or services except as they are approved by the Vice Chancellor for Business and Finance or in accordance with procedures authorized by the Vice Chancellor for Business and Finance.
- 5.1.4 Assignment of Classrooms and Teaching Laboratories.** The Vice Chancellor for Business and Finance shall provide annually a descriptive list of all classrooms and teaching laboratories at UNL. The Vice Chancellor for Student Affairs shall develop each semester and summer session the classroom and laboratory schedule.
- 5.2 Management of Facilities.** The development of plans for campus facilities, specific program statements and design documents to implement approved facility planning; and the construction, renovation, and management of facilities shall be under the administration of the Vice Chancellor for Business and Finance.
- 5.3 UNL Campus Police Committee.:** This committee shall assist (i) in the determination of codes of ethics in the enforcement of campus security regulations and policies on violations thereof; and (ii) in an advisory role in the selection and review of the chief police officer analogous to the faculty input on administrative evaluation and review.

The UNL Campus Police Committee shall consist of two faculty members appointed by the President of the Academic Senate, two students appointed by ASUN, one administrator appointed by the Chancellor, and two employees selected by the office and service staff of UNL.

CHAPTER VI

RELATIONS TO OTHER BYLAWS AND RULES

Nothing in these UNL Bylaws shall be construed to be in conflict with any applicable law or with the Regents Bylaws. Where anything in these UNL Bylaws conflicts with any Bylaws or Rules of any Institute, College, School, Department, or other subunit of UNL possessing power to enact Bylaws or Rules, the provisions of these UNL Bylaws shall govern anything in any Bylaws or Rules of such Institute, College, School, Department, or other subunit to the contrary notwithstanding.

CHAPTER VII

AMENDMENTS

- 7.1** An amendment to these UNL Bylaws may be initiated by any person or group governed by these UNL Bylaws by filing a written proposal with the Office of the Chancellor stating expressly the words to be added and the words to be deleted. The Chancellor shall lay the written proposal before the Academic Senate and ASUN forthwith. Within 90 days the Academic Senate and ASUN shall make recommendations pertaining to the proposal to the Chancellor's office. Thereafter, and no later than 60 days after receiving responses from the Academic Senate and ASUN, the Chancellor shall transmit the proposal to the Board of Regents. The transmittal shall include the written proposal, and written recommendations received by the Chancellor from the Academic Senate and ASUN, and any recommendation the Chancellor may wish to make. The Board of Regents shall not act finally upon the proposal until 30 days after the materials are filed with it, and only after a public hearing has been held. Any amendment must be approved by the Board of Regents and it shall take effect upon the date specified by the Board of Regents.
- 7.2** The Corporation Secretary of the Board of Regents shall be responsible for recording any changes to these Bylaws and for updating on an annual basis the Bylaws as published in hard copy or presented on the UNL web page.

CHAPTER VIII

COLLEGE AND DEPARTMENT BYLAWS – UNL

Information and copies of College and Department Bylaws can be obtained from the appropriate dean's office and/or departmental office.

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