2.

The Faculty

Responsibility of the Faculty

The corporate bylaws of the California Institute of Technology provide that

> The President shall be the chief executive officer of the Institute and preside over and administer the affairs of the Institute under the authority of the Board.

Under these powers and in accordance with the normal practice at institutions of higher education in the United States, the President of the Institute delegates to the faculty the primary responsibility of carrying forward the educational and research programs of the Institute. Specifically, this delegation of responsibility to the faculty includes, but is not necessarily limited to, the following functions:

1. The admission of students and the establishment of academic standards to be met by the students;
2. The establishment of curricula and the approval of all courses of instruction;
3. The setting of requirements for all degrees to be conferred;
4. The certification of students who have completed requirements for degrees and the recommendation of those students to the Board of Trustees for the awarding of appropriate degrees;
5. The setting of general standards to be met by the educational and research programs carried on within the Institute.

All actions of the faculty undertaken under the above or other provisions are subject to the cognizance of the President and the Board of Trustees, and must be in conformity with the general policies established by the President and the Board. Such faculty actions, however, do not require specific approval of the President or the Board. Also, the faculty may at any time recommend changes in general academic policies.

In order to undertake and carry out the above responsibilities, the faculty may establish its own organization with such officers and committees as are deemed necessary to administer these responsibilities. The Board of Trustees and the President look to the faculty—both individually and through this organization—to provide effective operation of the educational and research programs of the Institute.

Bylaws of the Faculty *(Amended April 2026)*

Article I
NAME

SEC. 1. The name of this organization will be the Faculty of the California Institute of Technology.

Article II
RESPONSIBILITIES AND AUTHORITY

SEC. 1. Subject to the cognizance of the President and the Board of Trustees, the faculty is responsible for carrying out the academic and research programs of the California Institute of Technology and for setting standards to be met by these programs. Acting within the authority conferred upon it by the President and the Board of Trustees, and in conformity with the general policies established by them, the Faculty's duties include, but are not limited to: formulating policies regarding academic and extra-curricular non-fiscal matters; establishing and implementing academic standards such as requirements for admission, curricula, and courses of study; certifying degree candidates

and making recommendations to the Board of Trustees for the awarding of degrees; handling problems associated with the Institute's educational program.

Article III
MEMBERS

SEC 1. MEMBERS. The faculty will be composed of all individuals appointed by the Board of Trustees to the staffs of instruction and research of the Institute, the President, the Provost, the Vice Presidents, and the University Librarian; and such other academically qualified persons as approved upon recommendation of the Committee on Membership and Bylaws and concurrence of the Faculty Board.

SEC 2. VOTING MEMBERS. Members of the faculty who hold the following ranks on a full-time basis will be entitled to vote:

President Emeritus
Professor
Professor Emeritus
Associate Professor
Assistant Professor
Research Professor
Research Assistant Professor
Teaching Professor
Teaching Assistant Professor
University Librarian

A member of the faculty who holds one of the above ranks on a full-time basis and who, upon approaching retirement, is placed on a part-time basis will retain voting rights. Individuals having voting rights at the time these bylaws are adopted will retain those rights for the duration of their current appointment. A nonvoting member of the faculty with regularly assigned teaching responsibilities may be approved a voting member of the faculty upon recommendation of the Committee on Membership and Bylaws and concurrence of the Faculty Board.

Article IV
OFFICERS

SEC. 1. OFFICERS. The officers of the faculty will consist of a Chair, a Vice Chair, and a Secretary. The Chair, Vice Chair, and Secretary will be elected biennially in a manner prescribed in Section 3 of this Article of the Bylaws, to serve a term of two (2) years. The Chair may serve not more than two consecutive terms in that office.

SEC. 2. DUTIES. The Chair will be the executive officer of the faculty with the responsibility of looking after its interests, bringing to its attention matters that may affect it, acting in accordance with its instructions, carrying out the duties usually associated with such an office, and representing it in its dealings with the President and the Trustees. The Chair will preside at all meetings of the faculty. The Vice Chair will function as the Chair in the absence of the Chair, and will perform such other duties as the Chair may designate. The Secretary will record the minutes of all meetings of the faculty, and cause to be distributed to the entire faculty the agenda for each meeting and the minutes or a digest thereof, and perform such other duties as may be prescribed by the faculty or in these bylaws.

SEC. 3. NOMINATION AND ELECTION. The Nominating Committee, appointed in the manner prescribed in Article VII, Section 6, will nominate a member of the faculty who holds the rank of professor for each of the offices of Chair and Vice Chair of the faculty, and a voting member of the faculty for the office of Secretary of the faculty. Nominees may not concurrently serve as *ex officio* members of the Board or as Vice Provost. The Nominating Committee will secure the consent of all nominees to serve if elected. The names of the nominees will be distributed to each voting member of the faculty not later than the first full week in April, together with a statement that any ten (10) voting members of the faculty may nominate a full professor of the faculty for the offices of Chair and Vice Chair, and a voting member of the faculty for the office of Secretary. The nomination will be presented to the Secretary of the faculty not later than the last day of April. The incumbent Secretary of the faculty will secure

the consent of all candidates nominated by voting members to serve if elected. The names of the nominators of such candidates will be made a part of the permanent record of the Secretary. The Secretary of the faculty will distribute a ballot to all voting members of the faculty in the first full week in May. Such ballot will carry the names of all individuals who have consented to serve if elected, and who have been nominated by the Nominating Committee and by voting members of the faculty, and will indicate the manner in which each was nominated. The ballots will be returned to the Secretary in a timely manner. The Secretary will certify the ballots and notify the entire faculty of the names of the nominees that have been elected. In the event of a tie vote, the election will be determined by lot. The officers will assume their respective duties on July 1 following their election, and will serve in that office for the term of two (2) years or until their successors are chosen and qualified.

SEC. 4. VACANCIES. If for any reason the Chair is unable to continue in office, the Vice Chair will automatically become the Chair, to serve the unexpired term vacated by the Chair. The Vice Chair may serve an additional two consecutive terms as Chair if the unexpired term is one year or less and one additional consecutive term if the unexpired term is more than one year. If the Vice Chair is unable to continue in office or becomes the Chair, the Faculty Board will elect a Vice Chair from nominees recommended by the Nominating Committee to serve the unexpired term. If the Secretary is unable to continue in office, the Chair of the faculty will appoint a replacement to serve the unexpired term.

Article V
FACULTY MEETINGS

SEC. 1. The faculty will meet at least once each term of the academic year to receive reports and to transact all such business as may properly come before it, especially the formulation of policies. The Chair of the faculty may call a special meeting of the faculty. Such a meeting will be called to consider a particular issue at the written request of fifteen (15) voting members of the faculty.

SEC. 2. NOTICES OF MEETINGS. Notices of all meetings of the faculty will be given to each member of the faculty at least one week in advance of the meeting.

SEC. 3. AGENDA. In general, matters coming before the faculty for action will be placed on the agenda before being voted upon. Any matter may be placed before the faculty and acted upon without being placed on the agenda, unless any two (2) voting members of the faculty will request a delay. Under such circumstances, the presiding officer will delay the vote until the next meeting of the faculty.

SEC. 4. TRANSACTING BUSINESS. For purposes of transacting business, save as otherwise set forth herein, those voting members of the faculty present, but no fewer than twenty-five (25), will constitute a quorum, and voting will be by a simple majority of those present, except on procedural matters, which will be governed by *Robert's Rules of Order Revised*, and on amendments to these bylaws, which will be voted upon in the manner prescribed in Article IX of these bylaws. Voting by proxy will not be permitted. At the discretion of the Chair of the faculty, a written ballot may be required. Any action may be referred to letter ballot upon the affirmative vote of forty percent (40%) of the voting members present at any meeting, and such letter ballot will be accompanied by statements of pros and cons of the question drafted by appropriate interested representatives of the two sides.

SEC. 5. RECOMMENDING CANDIDATES FOR DEGREES. Candidates may be recommended for degrees at any regular or special meeting of the faculty upon affirmative vote of two-thirds (2/3) of the voting members present.

Article VI
FACULTY BOARD

SEC. 1. RESPONSIBILITY. The responsibility for the conduct of the business of the faculty, except the recommendation of candidates for degrees and the formulation of faculty policies, will be delegated to a Faculty Board which will administer the educational operations of the Institute within the policies set up by the faculty, the President, and the Board of Trustees. It will act on all matters brought to it by the committees of the faculty. It will initiate and recommend changes in policies and procedures to the faculty. It may appoint committees for the purpose of making special studies, reporting directly to the Faculty Board. Any person may be invited to present

matters to the Faculty Board at its discretion. The Faculty Board will report all of its actions in writing to the members of the faculty in a timely manner, except for matters whose general dissemination is not in the best interest of the Institute; such actions may be held confidential within the Faculty Board at the discretion of the Chair.

QUORUM (Faculty Board): A quorum is a majority of the elected members of the Board. The Officers of the faculty are regarded as elected members of the Board for the purpose of establishing a quorum.

SEC. 2. COMPOSITION OF THE FACULTY BOARD. The Faculty Board will be composed of its officers and the following members:

Eighteen (18) Faculty Representatives
The President of the Institute (*ex officio*)
The Provost (*ex officio*)
The Vice President for Student Affairs (*ex officio*)
The Chair of each of the Divisions of the Institute (*ex officio*)
The Dean of Graduate Studies (*ex officio*)
The Dean of Undergraduate Studies (*ex officio*)

The faculty representatives will be faculty members of the rank of Professor, Associate Professor, or Assistant Professor. One-third (1/3) of the Faculty Representatives will be elected each year for a term of three (3) years, and will assume their duties on July 1 following their election and will continue until their successors are chosen and qualified.

SEC. 3. OFFICERS. The Chair, Vice Chair, and Secretary of the faculty will serve in the same respective offices on the Faculty Board. All members of the Faculty Board will be entitled to vote except for the presiding officer, who may vote in the event of a tie. If the presiding officer abstains, the motion does not carry. The Chair of the Faculty Board will preside at meetings of the Faculty Board, and the Vice Chair will preside at those meetings at which the Chair is absent or chooses to be disqualified. If neither is present, the Board will elect a Chair *pro tempore*. The Secretary will keep accurate minutes of the actions of the Faculty Board, and cause to be distributed to each member of the Faculty Board the agenda for each meeting at least one week in advance, and provide a copy of the minutes or a digest thereof to each member of the Faculty Board and to each member of the faculty in a timely manner, except for matters whose general dissemination is not in the best interest of the Institute, which may be held confidential within the Faculty Board at the discretion of the Chair.

SEC. 4. STEERING COMMITTEE OF THE FACULTY BOARD. The Steering Committee of the Faculty Board will consist of the three Officers of the Faculty, the Provost, and five of the elected faculty Representatives appointed by the Chair of the faculty. The purposes of the committee are to assist the Chair of the faculty in preparing the agenda for Faculty Board meetings, to promote informed discussion of the topics before the Board, and to provide the Chair with advice and assistance. It is also intended as another means for informal communication between the faculty and the administration. The Steering Committee may not act on behalf of the Faculty Board, nor is its approval required for a topic to be included on the agenda of a Faculty Board meeting.

SEC. 5. MEETINGS. The Faculty Board will meet at least once each month of the academic year. The Chair of the faculty may call a special meeting of the Faculty Board. In addition, such a meeting will be called to consider particular issues at the written request of any five (5) members of the Faculty Board. Any matters may be placed before the Faculty Board and acted upon without being placed on the agenda, unless any member of the Faculty Board requests a delay. Under such circumstances, the presiding officer will delay the vote until the next meeting of the Faculty Board. Anyone, upon invitation of the Faculty Board or its Chair, may attend a meeting of the Board. The Vice Provost(s), Vice President and Chief Operating Officer, Chief Financial Officer, Vice President for Advancement and Alumni Relations, University Librarian, and General Counsel will be invited guests at every meeting.

SEC. 6. NOMINATION AND ELECTION OF REPRESENTATIVES. The Nominating Committee, appointed in the manner prescribed in Article VII, Section 6, will nominate twice as many voting members of the faculty of the rank of Professor, Associate Professor, or Assistant Professor as there are vacancies to be filled on the Faculty Board. The Nominating Committee will give consideration to the proportional distribution of members of the

Faculty Board from the several Divisions. The Nominating Committee will secure the consent of all nominees to serve if elected. A list of nominees will be distributed to each voting member of the faculty not later than the first full week in April, together with a statement that any five (5) voting members of the faculty may nominate a voting member of the faculty of the rank of Professor, Associate Professor, or Assistant Professor for one of the vacancies on the Faculty Board. Such nominations will be presented to the Secretary of the faculty not later than the last day of April. The Secretary of the faculty will secure the consent of all candidates nominated by voting members to serve if elected. The Secretary of the faculty will distribute a ballot to all voting members of the faculty in the first full week in May. Such ballot will carry the names of all individuals who have consented to serve if elected, and who have been nominated by the Nominating Committee and by voting members of the faculty, and will indicate the manner in which each was nominated. Each voting member of the faculty will be entitled to vote for three (3) candidates. The ballots will be returned to the Secretary not later than the end of the third full week in May. The Secretary will certify the ballots and notify the entire faculty of the names of the nominees that have been elected. In the event of a tie vote, the election will be determined by lot.

SEC. 7. REPLACEMENT OF REPRESENTATIVES. If any Faculty Representative ceases to be a member of the faculty, or becomes an *ex officio* member of the Board, or is disqualified by a change of rank, or resigns as a Faculty Representative, or is unable to serve because of being granted a leave of absence, or is unable to attend meetings for several months and so notifies the Secretary of the faculty, a committee consisting of the Chair of the faculty, the Vice Chair of the faculty, and the Chair of the Nominating Committee will appoint a replacement to serve the unexpired term vacated by the Faculty Representative.

Article VII
COMMITTEES

SEC. 1. NAMES. The Committees of the faculty will consist of the following:

Academic Freedom and Tenure Committee
Faculty Hearing Committee
Membership and Bylaws Committee
Nominating Committee
Standing Committees:

a. Academic Policies
b. Athletics, Recreation, and Instruction (ARI)
c. Committee on Exchange Programs and Study Abroad (CEPSA)
d. Convocations and Institute Programs
e. Core Curriculum Steering Committee (CCSC)
f. Curriculum
g. Foreign Students and Scholars
h. First-Year Admissions and Financial Aid
i. Graduate Studies
j. Health
k. Library
l. Patents and Relations with Industry
m. Postdoctoral Scholars
n. Student Life and Housing
o. Undergraduate Academic Standards and Honors
p. Undergraduate Honor Code Steering
q. Upperclass Admissions

SEC. 2. RESPONSIBILITIES. Each committee, with the exceptions of the Academic Freedom and Tenure Committee and a Faculty Hearing Committee defined in Section 4 of this Article, will be directly responsible to the Faculty Board, and will report its actions and recommendations to that body. For the purposes of transacting business, at least half the committee members will constitute a quorum.

The Academic Freedom and Tenure Committee or a Faculty Hearing Committee will keep the Chair and Vice Chair informed of cases brought before it, and will submit its final report in writing to the Chair and Vice Chair of the faculty, the complainant, and the person or persons against whom the complaint is primarily directed. The

Chair or Vice Chair of the faculty may transmit such recommendations to the Provost, President, or Chair of the Board of Trustees, as deemed appropriate to the case.

SEC. 3. ACADEMIC FREEDOM AND TENURE COMMITTEE. The interests of the faculty, senior postdoctoral scholars, and postdoctoral scholars in matters pertaining to academic freedom and tenure will be represented by the Academic Freedom and Tenure Committee. However, in such matters, the final faculty authority rests with the voting members of the faculty.

This committee will keep the Chair and Vice Chair of the faculty informed of cases brought before it, and will submit its report in writing to the Chair and Vice Chair of the faculty and to the complainant as well as to the person or persons against whom the complaint is primarily directed. A written report need not be given if the complaint is withdrawn by the complainant or if the issue is resolved informally prior to the submission of a written final report.

The Committee will consist of six (6) voting members of the faculty, none of whom may be members of the Institute Administrative Council or hold an administrative position of division chair, Vice Provost, Provost, or President. Each is elected to serve a term of two (2) years with three (3) members being elected each year. Before the end of March each year, the Secretary will send to each voting member of the faculty a form upon which the member may make nominations for membership on the committee. The nominations will be returned to the Secretary not later than the third full week of April. The three members of the committee whose terms are ending will automatically become nominees for reelection, except that no person will serve more than two terms continuously. Seven (7) nominees will be presented for balloting, they being those automatically nominated and those receiving the largest number of nominations as provided above but excluding any who, on being informed by the Secretary of the faculty of their impending nomination, state that they cannot or will not serve if elected. In case of a tie for the last place or places on the list of nominees, the Chair of the faculty will draw by lot, from among those so tied, the number required to yield seven nominees. Not later than the first full week in May, the Secretary of the faculty will submit a ballot to the voting members of the faculty The ballot will list the seven or more nominees with space for writing three additional names. The ballot will be returned to the Secretary of the faculty, either electronically or in a self-addressed envelope that will be signed on the outside by the voter, not later than the end of the third full week in May.

The Secretary will certify the results. The three individuals receiving the greatest number of votes will be declared elected as members of the committee. In case of a tie vote for the third place, the individual to be elected will be determined by lot. The Secretary will notify the entire faculty of the names of those elected.

At the first meeting, the committee will elect a new Chair and a new Vice Chair to serve in the absence of the Chair.

In the event of a vacancy, including a vacancy resulting when a member becomes ineligible to serve on the committee, the unexpired term will be filled by a special election which will be held according to procedures similar to those laid down in the section of nomination and election.

If a committee member is absent at a time when important business is to be undertaken or if a committee member chooses to be disqualified in some instance, a temporary substitute may be appointed by a committee made up of the Chair of the faculty, the Chair of the Nominating Committee, and the Chair of the Committee on Academic Freedom and Tenure, Vice Chair acting for any absent Chair.

SEC. 4. FACULTY HEARING COMMITTEE. When a Faculty Hearing Committee is convened to deal with an appeal contesting termination of a continuous professorial appointment, termination of a term faculty appointment prior to its expiration, or other appeals deemed by the Chair of the faculty to be within the purview of such a committee, the Faculty Hearing Committee will be composed of the five current faculty members who are the most recent past members of the Academic Freedom and Tenure Committee, excluding those who are disqualified either through their own judgment or because they are currently members of the Institute administration. In case a selection must be made among two or more faculty members whose past membership is equally remote, the choice will be made by lot. In the event that a committee of five cannot be constituted according to this procedure, the vacant positions are to be filled by a drawing of lots among the eighteen Faculty Representatives of the Faculty Board with the proviso that members of the Board may disqualify themselves on the basis of their own judgment. The mechanics of this selection procedure will be carried out by the Secretary of the faculty. The Faculty Hearing Committee will elect a chair from among its members.

The committee will keep the Chair and Vice Chair of the faculty informed of cases brought before it, and will submit its report in writing to the Chair and Vice Chair of the faculty, the complainant, and the person or

persons against whom the complaint is primarily directed. A written report need not be given if the appeal is withdrawn by the complainant or if the issue is resolved informally prior to the submission of a written final report.

SEC. 5. MEMBERSHIP AND BYLAWS COMMITTEE. The Membership and Bylaws Committee will consider all suggestions of individuals for election to membership in the faculty, and report its recommendations to the Faculty Board. The committee will also consider all proposed changes in the bylaws, and may initiate any changes it believes to be in the best interest of the faculty, and will report its recommendations to the Faculty Board or the faculty. The Membership and Bylaws Committee will consist of: Vice Chair of the faculty (Chair, *ex officio*), Secretary of the faculty (*ex officio*), and five (5) elected members of the faculty chosen as prescribed in Section 8 of this Article. The members of the committee will take office on July 1 following their election and will serve for two (2) years until their successors are chosen and qualified.

SEC. 6. NOMINATING COMMITTEE. The Chair of the faculty will, not later than the last full week of January of each year, appoint a Nominating Committee to be composed of six (6) members of the faculty and the Secretary of the Faculty *ex officio*. The Chair of the faculty will designate one member of the Nominating Committee to be the Chair. The Chair of the committee and at least two other members of the committee must be selected from among the Faculty Representatives on the Faculty Board, preferably appointing those whose terms of office on the Board will continue beyond the current year. The Nominating Committee will make nominations for Officers of the Faculty in accordance with Article IV, Section 3; for Faculty Representatives on the Faculty Board in accordance with Article VI, Section 6; and for Chairs and members of standing committees and elected members of the Membership and Bylaws Committee in accordance with Section 8 of this Article. The Nominating Committee will remain in office until the next year's Nominating Committee has been appointed, for the purpose of making recommendations to the Faculty Board on replacement and additions to faculty committees.

SEC. 7. STANDING COMMITTEES. The Standing Committees and their functions are listed below. All standing committees should meet at least twice per year and report the outcomes of these meetings to the Faculty Board. *Ex officio* members of committees are full voting members. Except where indicated, the chairs of committees will be nominated by the Nominating Committee.

a. The *Academic Policies Committee* will make a continuous study of the Institute's academic policies and seek data to assess the performance and academic success of the student body to inform the educational policies of the faculty. It will not be limited in any way concerning the subjects that it may take under consideration for discussion and recommendation to the Faculty Board. Among its considerations will be policy issues suggested to it by the Faculty Board and/or Chair of the Faculty. The Assistant Vice President for Diversity, Equity, Inclusion, and Assessment and Chief Institutional Research Officer, as well as the Registrar, will be ex officio members of this committee.
b. The *Athletics, Recreation, and Instruction (ARI) Committee* will be concerned with the Institute's program of physical education, athletics, and recreation. It will seek to ensure that the programs, services, and facility access remain aligned with the ARI mission to serve the entire Caltech community. The Chair of the committee will be the Chair of the three-person delegation to the faculty committee of the Southern California Intercollegiate Athletics Conference, and the other two members of that delegation will be the Athletic Director and a member of the Athletic Council as selected by the President. The Athletic Director will be an *ex officio* member of this committee.
c. The *Committee on Exchange Programs and Study Abroad* charter is to oversee Caltech's existing programs with several universities in other countries. The Committee proposes and explores new opportunities with suitable universities outside the USA. The Director of Fellowships and Study Abroad will be an *ex officio* member of this committee, and the Registrar will be a non-voting member.
d. The *Convocations and Institute Programs Committee* will be concerned with the planning and support of formal convocations, such as Commencement, and of key Institute events, upon request of the President of the Institute or of the Chair of the faculty. They will seek to uphold academic traditions that are central to Institute culture and the external presentation and representation of Caltech through events and programs. They may initiate, assist with, and/or produce campus or student programs and cultural events as the need arises. The Dean of Graduate Studies, Dean of Undergraduate Studies, and Chief Communications and External Relations Officer will be *ex officio* members of this committee.
e. The *Core Curriculum Steering Committee* coordinates and supervises content and teaching of the Core Curriculum. The Committee also devises improvements in the core. Any proposed change in Core

Curriculum courses must be reviewed and approved by the Core Curriculum Steering Committee before it is considered by the Curriculum Committee and the Faculty Board. The Committee consists of at least one member from each Division. The Dean of Undergraduate Studies will be an *ex officio* member of this committee, and the Registrar, the Director of the Center for Teaching, Learning, and Outreach, and the Assistant Vice President for Diversity, Equity, Inclusion, and Assessment and Chief Institutional Research Officer will be non-voting members.

f. The *Curriculum Committee* will exercise general supervision over the undergraduate curriculum. All proposed changes in the undergraduate program and all proposed changes in courses, including the presentation of new courses that undergraduate students will normally take, will be considered by this committee for recommendation to the Faculty Board. Changes in program or courses will be initiated by the Divisions and will be submitted to the committee, or the committee may recommend changes to the appropriate Division. The committee will determine which students, including those in the Independent Studies Program, have met the requirements for the Bachelor of Science degree and certify these candidates to the faculty for recommendation to the Board of Trustees. It will render final decisions on student petitions for substitutions of courses or departures from prescribed course schedules. The membership of this committee will include at least one representative from each Division. The Dean of Undergraduate Studies will be an *ex officio* member of this committee, and the Registrar will be a non-voting member.

g. The *Foreign Students and Scholars Committee* will be concerned with assisting foreign students and scholars on the nonacademic matters pertaining to their attendance or stay at the Institute. The Director of International Offices and the Chair of the Caltech Postdoctoral Association will be *ex officio* members of this committee.

h. The *First-Year Admissions and Financial Aid Committee* will act with power on the admission of all students to the first year of undergraduate study, and will monitor and advise on the granting of financial aid to undergraduate students in attendance at the Institute. The membership of this committee will be constituted from the names of faculty who have agreed to serve on it. All Division Chairs will provide the Chair of the Nominating Committee four candidates who have agreed to serve, except that the Chair of the Division of Engineering and Applied Science will provide at least six candidates. The Executive Director of Undergraduate Admissions, the Director of Student Financial Aid, and the Assistant Vice President for Student Affairs, Enrollment & Career Services will be *ex officio* members of this committee. Student members of this committee will not read applications nor vote on admissions decisions.

i. The *Graduate Studies Committee* will exercise supervision over the scholastic requirements established by the faculty for all advanced degrees. All proposed changes in programs and courses for which graduate credit is granted and requirements for graduate degrees will be referred to this committee for recommendation to the Faculty Board. Changes in programs and courses will be initiated by the Divisions and will be submitted to the committee, or the committee may recommend changes to the appropriate Division. The committee will determine which students have met the requirements for the Master of Science, Engineer's, and Doctor's degrees and certify these candidates to the faculty for recommendation to the Board of Trustees. The membership of the committee will consist of the Dean of Graduate Studies and all Option Representatives *ex officio*. This committee will nominate its own Chair.

j. The *Health Committee* will have oversight over the Institute health programs, insofar as they are related to the undergraduate students, graduate students, postdoctoral scholars, and faculty. The Dean of Undergraduate Studies, the Dean of Graduate Studies, and the Director of Health and Counseling Services will be *ex officio* members of this committee.

k. The *Library Committee* will advise the University Librarian concerning the operation of the Institute library facilities, and will formulate policies on the administration of the libraries of the Institute. The University Librarian will be an *ex officio* member of this committee.

l. The *Patents and Relations with Industry Committee* will administer the patent policy of the Institute, and may recommend to the Faculty Board any changes in patent policy. It will also be concerned with all non-fiscal matters of faculty interest pertaining to relations with industry and the Industrial Associates Program of the Institute.

m. The *Postdoctoral Scholars Committee* shall be concerned with matters relating to postdoctoral training and mentoring at Caltech, as well as non-fiscal issues related to postdoctoral scholar support and life. The membership of the committee will consist of the Provost or delegated Vice Provost, Faculty Representatives for Postdoctoral Affairs from each Division as well as a Postdoctoral Scholar to be appointed by the Chair of the Faculty in consultation with the Caltech Postdoctoral Association (all *ex officio*). To assist the committee in their deliberations, the Director of Human Resources Systems and

Services and the Postdoctoral Scholars Office Administrator from the Office of the Provost will be non-voting members. The committee will elect its own Chair each academic year.

n. The *Student Life and Housing Committee* will be concerned with matters relating to housing and the residential experience for undergraduate and graduate students. It will be concerned with the operations of all student houses and residences and provide a forum for students and faculty to share information and concerns. The Director of Athletics, Physical Education, and Recreation, the Dean of Undergraduate Studies, and the Dean of Graduate Studies, and the Assistant Vice President for Student Affairs and Student Experience will be *ex officio* members of this committee. Members of the Student Affairs staff, as determined by the Nominating Committee, can be non-voting members.

o. The *Undergraduate Academic Standards and Honors Committee* will render final decisions on petitions for reinstatement, for excess units, and for leaves of absence. The Registrar and the Dean of Undergraduate Studies (or an Associate Dean designated by the Dean of Undergraduate Studies) will be *ex officio* members of this committee. The Assistant Vice President for Student Affairs and Wellness will be a non-voting member of this committee.

p. The *Undergraduate Honor Code Steering Committee* will oversee and make recommendations about the enforcement of the Institute's policy on academic misconduct as stated in the *Honor Code Handbook*. It will assess the Board of Control (BoC) process for adjudicating cases of academic misconduct and meet once per term, providing a forum for students, faculty, and staff to share information and concerns. The committee's membership will be entirely *ex officio* and comprised of one faculty Honor Code liaison per division, as recommended by the division chair and approved by the Chair of the faculty. An additional faculty Honor Code liaison may be appointed from particular divisions in the aforesaid manner as deemed necessary by the Faculty Board. The Dean of Undergraduate Studies and the Director of Conduct and Community Standards will also be *ex-officio* members, as will the BoC chair and the BoC secretaries. The BoC chair may appoint additional undergraduate members to the committee, to be chosen from the current BoC representatives. The total student membership may reach parity with, although not exceed, the faculty Honor Code liaison membership. The Chair of the faculty will designate one faculty Honor Code liaison to be the chair.

q. The *Upperclass Admissions Committee* will act with power on the admission of students from other institutions to the second, third, and fourth years of undergraduate study, and will make recommendations on financial aid awards to them. The Executive Director of Undergraduate Admissions will be an *ex officio* member of this committee. In determining composition of this committee, the Nominating Committee will take into account the options of transfer students matriculating in recent years. Student members of this committee will not read applications nor vote on admissions.

SEC. 8. NOMINATION AND ELECTION. The Nominating Committee, appointed in the manner prescribed in Section 6 of this Article, will nominate voting members of the faculty for all chairs and elected members of Standing Committees and elected members of the Membership and Bylaws Committee in accordance with the requirements contained in Sections 5 and 7 of this Article, prior to the last full week in April, and will secure the consent of each nominee to serve if elected. In addition, the Chair of the Faculty, in consultation with the Nominating Committee, may nominate as a member, *ex officio*, but not as chair, any administrative officer concerned with the operations or the subjects pertaining to a committee. At the time nominations are made, the Nominating Committee will determine, in consultation with the committee chair then serving, the number of members for each Standing Committee and will secure suggestions of the names of individuals for membership on committees. The Faculty Board may change the number of members of any Standing Committee at its discretion. The Secretary of the faculty will distribute a ballot on all voting members of the faculty in the first full week in May. The ballot will make provision for write-in votes. The ballots will be returned to the Secretary not later than the end of the third full week in May. The Secretary will certify the results and notify the entire faculty of the names of those elected. a) A faculty committee member is elected for a three (3) year term, which can be renewed for another three (3) year term. An exception can be made at the discretion of the Chair of the Faculty. b) A committee chair is nominated for a term of three (3) years from the pool of experienced committee members. The committee chair must be a tenured, non-emeritus faculty at the time of nomination. The term of service can be extended as deemed appropriate by the Nominating Committee.

SEC. 9. STUDENT AND POSTDOCTORAL SCHOLAR REPRESENTATION ON STANDING COMMITTEES OF THE FACULTY. The faculty may permit full-time registered students and postdoctoral scholars at the California

Institute of Technology to serve as members of Standing Committees of the faculty, with the same membership rights as faculty members, subject to the following conditions:

(1) Each Standing Committee may accept a number of student members not to exceed one-third of the elected faculty membership of that committee, except that up to two student members may be permitted on a committee having five faculty members and that on the Undergraduate Honor Code Steering Committee the student membership may reach parity with, although not exceed, the faculty Honor Code liaison membership.
(2) Each Standing Committee may accept one Postdoctoral Scholar.
(3) Student membership on Standing Committees normally will be divided between undergraduate and graduate students, except that in the case of a committee whose primary function concerns only one of these two student groups, all of the student members may be from that group. Before the beginning of the spring quarter, the chair of each Standing Committee will, in consultation with the Chair of the faculty, decide upon the distribution of student and/or postdoctoral representatives appropriate for the duration of their term.
(4) Student and postdoctoral scholar membership is conditional upon the Faculty Board's acceptance of provisions in the bylaws of the Associated Students of the California Institute of Technology, Inc., the bylaws of the Graduate Student Council, and the bylaws of the Caltech Postdoctoral Association as ensuring a choice of students or postdoctoral scholars who are acceptable to their constituencies. Any changes adopted by ASCIT, the GSC, or the CPA to procedures for selecting representatives must be presented to the Faculty Board for approval before any students or postdoctoral scholars may be seated on committees.

SEC. 10. VACANCIES AND ADDITIONS. Vacancies in any Standing Committee may be filled, and additional committee members may be appointed between elections, by the Chair of the faculty on the recommendation of the Nominating Committee. Such members will be regarded as elected members.

SEC. 11. OTHER COMMITTEES. Other committees may be appointed from time to time by the Chair of the faculty or at the request of the faculty or the Faculty Board.

Article VIII
PARLIAMENTARY AUTHORITY

SEC. 1. PARLIAMENTARY AUTHORITY. The procedure of meetings of the faculty and the Faculty Board will be governed by the rules contained in *Robert's Rules of Order Revised* in all cases to which they are applicable, and in which they are not inconsistent with these bylaws.

Article IX
AMENDMENTS TO THE BYLAWS

SEC. 1. AMENDMENTS. These bylaws may be amended by the affirmative vote on a letter ballot of two-thirds (2/3) of the voting members of the faculty who submit a ballot in the prescribed manner. An amendment may be initiated by a majority vote of the Faculty Board or of the Committee on Membership and Bylaws, or by a motion made and carried at any properly called meeting of the faculty. In addition, an amendment may be suggested by a voting member of the faculty to the Faculty Board for its consideration, either through a member of the Board or by letter to the Board. Any proposed amendment will be referred to the Committee on Membership and Bylaws for review and recommendation. After the initiation of an amendment, the amendment must be submitted to each voting member of the faculty at least one month prior to the submission of a ballot. One month after the amendment has been presented in writing to the voting members of the faculty, the Secretary will send to each voting member of the faculty a ballot to be returned to the Secretary within ten (10) days. The Secretary will certify the results and announce the results of the vote to the faculty.

When the bylaws have been amended, the complete record of original and amended forms will be kept in the minutes of the faculty. Subsequent copies of the bylaws for use will be modified to carry only the amended wording.

SEC. 2. CHANGES OF TITLE. The provisions of Section 1 notwithstanding, when the title of any administrator named in these Bylaws is changed by the Institute, the Secretary, with the concurrence of the Faculty Board, may change these bylaws to reflect that change.