

GOVERNANCE DOCUMENT AND BY LAWS

College of Arts and Sciences, University of Texas at Tyler

This document contains the bylaws of the College of Arts and Sciences at The University of Texas at Tyler. These bylaws are binding upon administrators and faculty of the College. Should one portion of the document become invalid or in conflict with university policy as outlined in the Handbook of Operating Procedures (HOP) or Regents' Rules, the rest of the document remains in force.

I. Membership and Responsibilities of the College Faculty

A. Composition

1. Voting members of the College of Arts and Sciences shall include all faculty with a 50% or greater appointment in the College at the rank of Professor, Associate Professor, Assistant Professor, Senior Lecturer or Lecturer, except that only tenured and tenure-earning faculty may vote for membership on the College Tenure and Promotion Committee.
2. All voting members of the College of Arts and Sciences are eligible to serve in any capacity of college governance unless prevented by HOP or Regents' Rules except that only tenured faculty may serve on the College Tenure and Promotion Committee.
3. Full-time faculty with split appointments will vote in the unit (department/program) in which they are tenured or tenure-earning, or in the department/program they declare.
4. Adjunct members of the faculty, professors emeriti, and associate professors emeriti may participate in faculty meetings but may not vote, hold office, or serve on standing committees of the College.
5. College and University administrators above the rank of department/program chair or school director with appointments in the College and whose primary responsibilities are administrative shall not be voting members.

B. Responsibilities

1. Subject to conformity with established University policies, the faculty shall initiate and review College policies related, but not limited to, the following: curriculum design and requirements, methods of conducting its educational programs, faculty status and related personnel matters, the selection, evaluation, and retention of College administrators, and use of College physical and financial resources.
2. In accord with its policies, the faculty shall be responsible for initiating proposals to add, deleted or change the curricula of the College. The faculty also makes recommendations concerning appointments, re-appointments, decisions not to reappoint, promotion, granting tenure and dismissals of faculty members; selection, evaluation and retention of the College administrators; and rules and structures under which the College functions. The faculty participates in the College's planning process and supports any relevant accreditation efforts.

3. To ensure the principle of shared governance and to promote effective coordination between the College faculty and the College Dean, decisions should follow from deliberations between the two, and be communicated to the relevant parties. The faculty recognizes the responsibilities of the Dean regarding such administrative matters as budget preparation, allocation of resources, scheduling, and communication. The Dean recognizes the expertise and the responsibilities of the faculty regarding such academic matters as the curriculum, faculty status, tenure, promotion, application of budget, and scheduling (class and program events) within units of the College.
4. The College faculty may exercise its responsibilities through the representative committees and units of the College of Arts and Sciences. However, changes in policies and guidelines regarding graduation requirements, new degrees and majors, and College governance shall be forwarded to the College faculty and/or standing committees.

II. Faculty Meetings

- A. The faculty of the College shall meet at least once each year to hear reports from the Dean concerning the affairs of the College and to consider matters for its information, consideration and approval. The Dean shall call and preside at all meetings, and a secretary shall maintain a record of the proceedings. Reports, minutes, and documents shall be preserved in accordance with University policy.

- B. Voting on any issue raised at a meeting requires a quorum of 51% of the voting

faculty of the College. Absent a quorum, campus mail voting may be conducted providing a quorum of the voting faculty participates. Passage of any issue requires a simple majority of the votes cast from the quorum participating.

- C. These Bylaws may be amended at any meeting of the College by a two-thirds vote, provided that the amendment has been submitted in writing to the College faculty at least one week prior to the meeting at which a vote on the amendment is to be taken.

III. Standing Committees

All faculty representatives on standing committees shall be elected by the faculty in the spring semester for a term of two (2) academic years. The committees shall be composed of at least one (1) member from each of the four (4) divisions of the college (Humanities, Social Sciences and Communications, Visual and Performing Arts, Sciences and Mathematics), and at least (1) at-large member. For each of the division positions, a majority of votes cast by the eligible voting members of the division shall be required to elect. For the at-large positions, a majority of votes cast by the eligible voting members of the college shall be required to elect.

Terms of office shall be staggered in order that not more than two-thirds (2/3) shall expire at the same time. Immediately following the elections, the Governance Committee shall prepare an alphabetical list of

the members of all committees, with continuing members named first, and distribute it to the faculty of the college. The first faculty member listed on each committee shall call a meeting for the purpose of electing a chair. When a faculty member is unable to fulfill a term, the faculty shall elect a member to serve until the end of the unexpired term. Meetings of standing committees, except the College Tenure and Promotion Committee, shall be open to all members of the faculty.

The standing College committees include the College Curriculum Committee, the College Tenure and Promotion Committee, and the College Governance Committee. The faculty may suggest additional committees as necessary.

No two members from the same College unit (department/program) may serve concurrently on the same standing committee. Nor may a unit (department/program) have membership for two consecutive terms unless there is only one unit in the division with eligible members.

A. The College Curriculum Committee (CCC) consists of

five members elected for staggered two-year terms. The members elect a chair from their number for a one-year term. The CCC shall recommend to the Dean policies on academic matters such as degree requirements/standards and academic major requirements. The CCC shall recommend action on departmental initiatives including new programs, program changes, and the addition, modification, renumbering, or deletion of courses.

A. The College Tenure and Promotion Committee (CTPC) consists of seven tenured faculty members elected for staggered two-year terms. Each of the four divisions must be represented by at least one member with rank of Professor. No person may serve on this committee during any academic year in which he or she is under consideration for tenure and/or promotion. The members elect a chair from their number for a one-year term. No member may serve as chair for more than two consecutive years.

B. The College Governance Committee (CGC) consists of five members elected for staggered two-year terms. The members elect a chair from their number for a one-year term.

The committee may consider any governance issue not covered under the purview of another standing committee if requested to do so by a voting member of the college faculty or the college dean. The CGC may recommend additional college faculty meetings to the Dean as needed. The CGC shall prepare a slate of candidates for each standing committee and faculty senate vacancy, and conduct the election to fill such vacancies.

IV Faculty Senate Representation

The College will have four representatives (two Senior Senators and two Junior Senators) and two alternates to the Faculty Senate. Each division of the college will have one senator. Each spring, the eligible voting members of the faculty will vote as a whole for two alternates from the divisions with senators ascending from junior to senior. Alternates will become Junior Senators in the second year of service, and Senior Senators in the third year.

- In the first year (2002/03), the current (2001/02) Junior Senators will become Senior Senators from their respective divisions; Junior Senators will be elected from the other two divisions; and Alternate Senators be elected from the divisions represented in 2001/02 by Junior Senators.

V. Graduate Council (added by vote of faculty February 2004)

The Graduate Council is responsible for all matters relating specifically to graduate programs including admission, curricula, programs, policies and procedures, and evaluations. The Graduate Council includes two representatives from the College. One member shall be elected by the College faculty to serve for a three-year term. One member shall be appointed by the Dean of the College to serve for a three-year term. The elected member must be a tenured member of the College faculty who is a Graduate Coordinator and/or Graduate Advisor. The terms of these two members shall be staggered. Elections shall be conducted in the spring semester of the third year of service, and the newly elected representative will begin serving the following fall semester.