

# Bylaws of Tyler School of Art and Architecture, Temple University

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## **Article I. Prevailing Authority of University Policies**

The term “University Policies” shall refer to any action, resolution, or policy of the Temple University Board of Trustees, or (2) any action or policy of the President of Temple University taken within their authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President.<sup>1</sup>

In the event of any conflict or contradiction between any bylaw of any school or college or any action taken by any school or college under the authority of its bylaws and any University Policy now in effect or adopted in the future, such school or college bylaw or action shall be superseded by the pertinent University policy.

## **Article II. School/College Deans**

A. The President of the University appoints the Dean of Tyler School of Art and Architecture in conformance with such Dean Search Guidelines as the President may from time to time promulgate.

B. The Dean of Tyler School of Art and Architecture is appointed by the President, and shall report to and be accountable to the President or the President’s designee, and shall serve at the pleasure of the President.

C. The Dean of Tyler School of Art and Architecture is the chief executive officer and the chief academic officer of the college. The Dean’s duties and responsibilities are defined by any pertinent policies of the Board of Trustees, by the Dean’s Position Description that shall be issued from time to time by the President, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President.

D. The Dean of Tyler School of Art and Architecture shall exercise such authority as may be delegated to the Dean by University Policies. The Dean shall be responsible for the administration of the Dean’s school/college budget that may be adopted by the Board of Trustees, including any budget rules or guidelines that may be adopted pursuant to that budget.

E. The Dean of Tyler School of Art and Architecture shall be an ex officio member without vote of all standing committees of Tyler School of Art and Architecture.

## **Article III. College Organization**

### **A. Tyler School of Art and Architecture Administration and Staff**

The Dean shall, subject to applicable University policies and within the school/college’s authorized budget, appoint associate deans, department chairs, and other academic and administrative personnel. The Dean shall be responsible for the supervision of the Tyler School of Art and Architecture administration, pursuant to University Policies.

### **B. Tyler School of Art and Architecture Collegial Assembly**

#### **1. Name and functions**

##### **a. Name**

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<sup>1</sup> University policies as defined here shall include collective bargaining contracts that have been approved by the Board of Trustees or by the President when the President has been delegated to do so by the Board of Trustees and any amendments or supplementary letters of agreement to such contracts that may be approved by the Board of Trustees or the President during the life of any collective bargaining contract.

The assembly of members and officers hereinafter provided for shall be known as the Collegial Assembly of the Tyler School of Art and Architecture of Temple University, hereinafter called the Assembly.

**b. Functions**

The Assembly shall act as a body representative of the Faculty of the Tyler School of Art and Architecture. Its powers shall be as follows:

- i. Consultation
- ii. Review
- iii. Ratification
- iv. Recommendation

In accordance with the Faculty Senate guidelines, the Assembly shall elect one Faculty Senate Steering Committee representative and a set number of Faculty Senate representatives, based on the number of full-time faculty in the college.

**2. Role and Responsibility**

The Assembly's concerns shall include all school activities that apply, or may apply to, or have implications for more than one department, program, or division.

**3. Membership**

**a. Full-Time Faculty**

Full voting members of the Assembly shall include individuals on full-time appointment to the Tyler School of Art and Architecture with rank of Instructor, Assistant Professor, Associate Professor, or Professor; administrators without rank with teaching responsibilities; and professional art librarians.

**b. Part Time Faculty and Administrators without Academic Responsibility**

Part-time faculty and administrators without academic responsibilities shall become associate members with all privileges except the right to vote.

**4. Officers**

**a. Chair**

The Assembly Chair shall preside over meetings of the Executive Council and Collegial Assembly for one year. The Assembly Chair shall be a non-voting member of both the Executive Council and Collegial Assembly except in the case of a tie and shall be responsible for the agendas of both bodies. The Chair shall sign all documents embodying official actions of the Assembly. The Vice Chair shall preside in the event of the Chair's absence. The Chair may be chosen from the Assembly membership as follows:

Any tenured faculty member of the Assembly may stand for election to the position of Vice Chair and, in the subsequent year, will then be appointed as Chair. Nominations (and self-nominations) shall be accepted at the first Assembly meeting of the spring semester to be voted on by the group at its final meeting of the year.

**b. Vice Chair**

The Vice Chair is the chair elect of the Assembly and Executive Council for one year. The Vice Chair shall keep minutes of the Assembly and Executive Council meeting. All records, in the form of hard copy and electronic file, shall be stored in the office of the Dean's Administrative Assistant, available to members. The Vice Chair shall appoint an at-large member of the Executive Council to preside over the above-designated duties in their absence. The Vice Chair is a voting member of the Executive Council and Assembly.

c. Past Chair

The Past Chair shall serve as a voting member on both the Executive Council and Collegial Assembly for one year following their term as Chair of the Assembly.

d. Term of Office

The individual elected to serve in the Vice Chair position will serve the Assembly and Executive Council for a total of three consecutive years. The first year position will be that of Vice Chair. The second year position will be that of Chair, and the third year position will be that of Past Chair. When a vacancy occurs, the Executive Council shall initiate election procedures for a successor to serve the expired term. Each term of office will be from July 1 to June 30.

## **5. Meetings**

a. Frequency, Quorum, Initial Committee Meetings

There shall be a minimum of two regular meetings of the Executive Council (see III.C.3) and of the Assembly held each semester.

Special meetings may be called by petition of ten members addressed to the Assembly Chair, by the Executive Council, or by the Dean.

A quorum shall consist of a simple majority of the total membership of the Assembly. Members on leave or in residence abroad should not be counted in this total for the purposes of a quorum, but shall not be denied the right to vote. Voting may be conducted through electronic means at the discretion of the Chair of the Collegial Assembly in consultation with the Executive Council.

b. Order

- i. Assembly meetings shall be conducted according to the rules of parliamentary procedure contained in Robert's Rules of Order Newly Revised except where they are in conflict with this document.
- ii. The presiding officer shall determine all questions of order, subject to this document and to Section 1 of this article. The presiding officer shall not speak for or against a matter in debate unless that individual relinquishes the chair until final disposition of the question. The chair shall not be relinquished to any member who has made or seconded any motion on the question, or who has held the floor during consideration of the question.
- iii. No substantive motion on academic policy originating from the Assembly floor, without previous study or recommendation by a committee of the Assembly or of the College, shall be voted upon until a subsequent meeting of the Assembly, unless two-thirds of those present elect to bring the matter to a vote.

## **C. Executive Council (Dean's Advisory Committee)**

### **1. Defined**

The Executive Council of the Collegial Assembly shall serve as the Dean's Advisory Committee and primary liaison between the faculty and the Dean. The Executive Council will make recommendations to the Dean regarding educational programs and policies as well as other issues not included in the charges of other committees. It will also liaise with representation from Exhibitions and Public Programs, Continuing Education, Tyler Admissions, the Office of Advising, the Office of Student Life, and the Development office as necessary.

## **2. Membership**

The Executive Council shall consist of the Dean, and Associate Deans, in ex-officio capacities, Chair, Vice Chair, Past Chair, the Chairs of each department, the Chairs of each Standing Committee of the Collegial Assembly, and the Faculty Senate Steering Committee representative. All formal Assembly Committee business shall be submitted to the Executive Council before presentation to the Assembly.

Committee recommendations for the Assembly agenda should be submitted to the Executive Council. The Executive Council shall meet at least two weeks before the Assembly meeting to set and approve the agenda. The Executive Council shall serve as the primary liaison between the faculty and the Dean, and make recommendations to both regarding educational programs and policies as well as other issues not included in the charges of other committees.

## **3. Meetings**

There shall be a minimum of two regular meetings of the Executive Council (see III.B.5) and of the Assembly held each semester.

## **D. College Committees**

### **1. Committee Structure and Duties**

#### **a. General Notes**

The term of, purpose of, or charge to any committee, standing or ad hoc, shall be clearly stated and all committees shall report to the Assembly on their studies or decisions within the confines of the original purpose or charge. Each committee's purpose or charge shall include the committee's responsibility to confer with members of the Assembly at large and carry out other research as necessary within the scope of its duties; a clear description of the anticipated products of committee work; and specific deadlines for the submission of reports or recommendations the committee generates. Ad hoc committees shall also be given a deadline for the completion of their work, after which they shall disband. Each committee shall be responsible for archiving its procedures and activities, and before each subsequent iteration of that committee, providing step-by-step guidance in implementing and documenting the committee's charge.

#### **b. Committee Chairs**

Committee Chairs shall be elected by the committee members.

#### **c. Role of the Dean**

The Dean shall be an ex-officio non-voting member of all committees unless otherwise specified.

#### **d. Reporting**

All Assembly committees, with the exception of the Personnel Committee, will be invited to make reports as needed to the Assembly by the end of the academic year.

#### **e. Nomination to Committees**

The Department Chairs will solicit representatives for all committees and candidates for elected positions.

#### **g. Term of Service.**

Unless otherwise noted, all standing committee members will be elected or appointed for a two-year term assuring one year of overlap between members. Ad hoc committees will each be appointed for specified assignments and terms, after which they will disband.

h. Frequency of Meetings

With the exception of ad hoc committees and working groups, all committees of the Assembly shall meet before October 31 of each year and shall meet at least once during fall and spring semesters.

**2. Elections**

a. Election Timing

Election of Members of Standing Committees shall be conducted at the first Assembly meeting of the Academic Year. Elections may be held in person or by electronic ballot. Nominees for representation on each of the standing committees of the Assembly shall be compiled by the chair of each department or program. These nominees will be put forth and approved or elected at the first Assembly meeting.

b. Election Procedures

- i. The election of an officer or committee member shall go to the candidate with the highest number of votes from the voting members present at a regular Assembly meeting. When a slate of more than two nominees results in a tie, there shall be a re-vote with the removal from the slate of the nominee(s) with the fewest votes. This process shall be repeated in subsequent re-votes until one nominee gains approval.
- ii. The terms of office for officers and committee members shall be specified as one or more academic years, except where a replacement is required for a partial term. Thus, those elected at the first Assembly meeting of the academic year shall normally assume responsibility immediately and continue until the end of their term at the conclusion of the spring semester.
- iii. Electronic voting shall be employed as the Assembly sees necessary.

**3. The Budget Review Committee**

The committee is an advisory body to the Dean, who has ultimate responsibility for the School budget. It will advise the Dean on issues such as: the allocation of the budget of the School; the implementation of the budget; revenue enhancement; staffing, building, and equipment needs; and the assessment of priorities in the future directions of the School. Other matters may be brought before the committee at the discretion of the Dean or Collegial Assembly Chair.

The Budget Review Committee shall consist of the Executive Council of the Collegial Assembly, plus the Finance Officer of the College who serves as an ex-officio member of the Committee. The Chair of the Budget Review Committee is the Chair of the Collegial Assembly.

In addition to the required meeting each semester, the Dean or Chair may convene a meeting when important budget decisions are pending.

**4. Curriculum and Instructional Resources Committee**

The Curriculum and Instructional Resources Committee has the responsibility to advise and provide faculty approval in matters relating to curriculum development and technology needs in the studio or classroom.

The Curriculum and Instructional Resources Committee shall consist of one member from each department. The Tyler School of Art and Architecture IT Manager, the Director of Academic Advising, Paley Library's Art Librarian, and the Assistant, Associate, or Vice Dean of Tyler School of Art and Architecture shall also serve on the committee as necessary as non-voting members.

The duties of the Curriculum and Instructional Resources Committee are listed below.

- a. To recommend, approve, and maintain the standards for undergraduate educational programs at Tyler.
- b. To serve as an undergraduate course and curriculum committee advisory to the Dean. Its major functions are to monitor the undergraduate degree programs, review all courses, and recommend the approval of new undergraduate programs and courses.
- c. To foster students' technical knowledge of traditional and non-traditional ways of making, including manual, digital, and technological approaches.
- d. To define a systematic and critical approach to integrating new media and technologies into curricula.

#### **5. Exhibitions and Public Programs Committee**

The Committee shall be advisory to the Director of Exhibitions and Public Programs and serve as liaison between the administration and the departments in coordinating exhibitions and public programs appropriate to Tyler's educational mission and its goal of service to the community.

The Exhibitions and Public Programs Committee shall consist of one faculty member elected by each department. The term of service shall be three years. The Director of Exhibitions and Public Programs shall serve as chair.

#### **6. Faculty Achievement Committee**

The Faculty Achievement Committee is charged with annual assessment of full-time faculty members' teaching, service, and professional achievement in an effort to recognize outstanding faculty achievement through College-wide awards, sabbaticals, and recommendations for University and College awards. The Committee shall give consideration to all faculty members and shall not be reliant upon, but may elicit, the recommendations of other College committees, bodies, or administrators to identify potential award nominees.

The Faculty Achievement Committee shall set out criteria for awards and sabbaticals that are consistent with University criteria, taking into consideration teaching, service within Tyler and Temple, research, professional achievement, and larger community service and engagement. The criteria shall be subject to periodic review and discussion by the Assembly, revised as necessary, and made available to all Assembly members.

The Faculty Achievement Committee shall meet both fall and spring semesters. Duties shall include reviewing and evaluating applications by full-time faculty for sabbaticals and College awards. The overall needs of the College during each academic year shall inform the Committee's recommendations for granting sabbatical applications. Additionally, the FAC identifies and coordinates faculty nominees' applications and supporting documentation for University awards. In all cases, measures of faculty performance in teaching, service, and professional achievement that may be considered in award and sabbatical application evaluations include, but are not limited to, peer evaluations, student feedback forms, syllabi, and curricular documents.

The Faculty Achievement Committee shall consist of the following members:

One full-time faculty member selected by each department, and two at-large members elected by the Collegial Assembly.

At least one committee member shall be a nontenure-track faculty member, provided one is available.



### **7. Graduate Committee**

The Graduate Committee shall be composed of the Director of Graduate Programs, one graduate faculty member elected by each department that offers a graduate degree, one graduate student from each department, and one of the collegial delegates to the Temple Graduate Board. Student representation is determined by a vote of the graduate students in each department. The committee will be co-chaired by the Director of Graduate Programs and an elected member of the committee. Both co-chairs will have the authority to convene a meeting of the committee.

The Committee is charged with calling meetings of the Graduate Faculty, and conducting other business coming from the Graduate School as needed. It is responsible for reviewing objectives, curricula, admissions policy, and other educational matters of collegial concern relating to graduate degrees offered at Tyler.

### **8. Merit Advisory Committee**

The Merit Advisory Committee is charged with reviewing the merit applications of faculty members recommended by the department chairpersons and making recommendations for Merit awards to the Dean. In consultation with the Dean, the Merit Advisory Committee shall set out criteria for merit awards, taking into consideration teaching, service within Tyler and Temple, research, professional achievement, and larger community service and engagement. The criteria shall be subject to biennial review and discussion by the Assembly, revised as necessary, and made available to all Assembly members.

The Merit Advisory Committee shall consist of no more than ten members who shall be selected in equal numbers as follows

- (a) up to five members appointed by the Dean from among those persons who shall have recently served on the Promotion and Tenure Committee and/or University Promotion and Tenure Advisory Committee and
  - (b) an equal number elected by the Collegial Assembly from the overall faculty
- Merit Committee membership and activities shall conform to the current Tyler School of Art and Architecture Merit Procedures and Criteria and will be accessible on the Collegial Assembly web site and
- (c) At least one committee member appointed by the school assembly shall be a nontenure-track faculty member who will participate when evaluating nontenure-track faculty members for merit.

### **9. Promotion and Tenure Committee**

The Promotion and Tenure Committee shall consist of one tenured faculty member from each department, two at-large tenured faculty members, elected by the Assembly, and at least one nontenure-track faculty member having a rank of Associate Professor or Full Professor, whenever available. The two tenured at-large members shall be selected to ensure that no program has more than one representative. In the instance of the unavailability of departmental representatives, additional tenured at-large members may be elected by the Assembly to replace them. The Committee shall include a minimum of three (3) tenured full professors. The nontenure-track faculty member(s) shall only evaluate applications for promotion submitted by other nontenure-track faculty members only for consideration of promotion to a rank equal to, but not above, the nontenure-track faculty members that serve on the committee. Terms of office will be for two years, with members on alternate year schedules to the greatest degree possible.

The following personnel are ineligible to serve on the committee:

The Dean (or the Dean's representative) is not eligible.

Faculty up for tenure or promotion are not eligible for membership during the year of their promotion application.

Voting privileges: All members of the Committee may vote on tenure cases. Only members of a higher academic rank than the applicant's may vote on promotion. No member may participate at the collegial level if they have previously participated within their department or if they are members of the University Committee and plan to participate at that level.

The Committee shall develop and monitor policies relating to tenure, promotion, contractual patterns for faculty outside the tenure track, and affirmative action. All such policies are to be consonant with the Faculty Handbook principles and are subject to approval by the Assembly. It is understood that some of the Committee's work will be done through sub-committees and if appropriate it will use faculty consultants from outside its membership.

## **E. Mandatory Committees**

### **1. Student Appeal and Grievance Committee (ad hoc)**

The Dean shall constitute a student appeal and grievance committee to hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance.

The Student Appeal and Grievance Committee shall consist of four members from the Executive Council appointed by the Collegial Assembly Chair. The Dean shall appoint one of these members as Chair without vote. The committee shall also consist of two undergraduate and one graduate student.

The Student Appeal and Grievance Committee shall make recommendations to the Dean on each appeal or grievance. The Student Appeal and Grievance Committee shall follow all University and all school/college policies and procedures for student appeals and grievances. It shall refer student appeals and grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance. Unless precluded by University or school/college policies, the committee shall assure a student a full opportunity to present their appeal or grievance, including reasonable evidence in support of their claim, and shall give the student's claim full and fair consideration. Where the appeal or grievance seeks to change a decision taken by a member of the faculty, staff, or administration of the school/college, that person shall be given a full and fair opportunity to describe and document the rationale for the decision. All recommendations to the Dean shall reasonably summarize the student's claim, provide the basis for the committee's recommendation, and state clearly the committee's recommended disposition of the student's claim.

### **2. Faculty Responsibility Committee (ad hoc)**

The Dean, in consultation with the Dean's Advisory Committee, shall appoint an ad hoc Faculty Responsibility Committee to investigate allegations of misconduct against a faculty member. A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of misconduct; it is not a standing committee. The members of a Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to investigation. Not more than one member of the Faculty Responsibility Committee should be appointed from the same program or department as the faculty member who is subject to investigation. A Faculty Responsibility Committee shall have no fewer than three, and preferably at least five members.

The Faculty Responsibility Committee shall assure that any person who brings allegations of misconduct will have a full and fair opportunity to present written or oral information to support their assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of misconduct or to explain such conduct. The complainant and the faculty member accused of misconduct may offer relevant written and oral statements by others who have knowledge of the alleged misconduct. However, the Committee may determine whether to hear such oral evidence or the extent of such evidence that will be heard. The Faculty Responsibility Committee may examine documents or seek statements independently of information offered by the complainant or the faculty member accused of misconduct. If the Committee relies on such information in making its report, it shall clearly identify the source and character of such information and shall, wherever possible, include such information or summaries of it as attachments to its final report.

The Faculty Responsibility Committee shall maintain confidentiality as to allegations of misconduct submitted to it, all evidence — oral, written, or tangible — submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others in order to conduct its investigation. The Faculty Responsibility Committee may seek the advice of University Counsel if it deems necessary and the University Counsel shall endeavor to give reasonable assistance if possible.

The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report shall provide a full statement of its deliberations, findings, conclusions and recommendations and, to the extent reasonably possible, should include as attachments any written statements, any documents and any other written or tangible evidence upon which the committee relied. The Dean shall transmit the report and their recommendations for any actions or further proceedings to the Faculty Senate Personnel Committee and to the President or their designee.

#### **Article IV: Revisions or Amendments to Bylaws**

Revisions or amendments to these bylaws may be recommended by the Dean after consultation with the Collegial Assembly or the Executive Council. Recommended revisions shall be forwarded to the President or the President's designee. Recommended revisions or amendments will be reviewed by University Counsel to assure conformity to University policies. After review by University Counsel, the President or the President's designee may approve revisions or amendments and set the date upon which they will become effective.

In all cases, the Dean shall review the bylaws of Tyler School of Art and Architecture every five years and after consultation with the Collegial Assembly, may recommend revisions or amendments to the bylaws.

#### **Document History**

Adopted April, 1972

Revised April, 2001

Revised April, 2002

Revised April, 2011

Revised June, 2016

Revised April, 2019

Revised April, 2020

Revised October, 2020