

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.¹

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and any University Policy now in effect or adopted in the future, such school or college bylaw or action shall be superseded by the pertinent University policy.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 Dean of Tyler School of Art and Architecture

1. Appointment of the Dean

The President or Provost 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.

2. Reporting duties

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

3. Role of the Dean

The Dean of Tyler School of Art and Architecture is the senior administrative and academic leader of their School. 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.

¹ 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.

4. Delegation of Authority

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 budget that may be adopted by the Board of Trustees, including any budget rules or guidelines that may be adopted pursuant to that budget.

5. Role in Faculty Governance/Collegial Assembly

The Dean of Tyler School of Art and Architecture shall be an ex-officio member without a vote on 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'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

The members and officers provided for herein shall constitute the Collegial Assembly of the Tyler School of Art and Architecture of Temple University ("the Assembly").

2. Role and Responsibility

The Assembly shall act as a body representative of the Faculty of the Tyler School of Art and Architecture. The Assembly shall address matters of collegial interest.

The Dean shall annually, at a regularly called meeting of the Collegial Assembly, provide a State of the School address or statement on the status of the School (e.g., budget, enrollment, strategic planning) and critical issues for consideration by the Assembly.

The Assembly shall otherwise function as a body for consulting, reviewing, ratifying or making recommendations on matters of collegial interest.

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 School.

3. Membership

a. Full-Time Faculty

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, Professor, or Department Chair.

b. Part-Time Faculty and Administrators without Academic Responsibility

Non-voting Associate members of the Assembly shall include part-time faculty, and faculty administrators with rank above Department Chair, excluding staff positions, except for professional art and architecture librarians. Associate members shall have all privileges of the Assembly except the right to vote.

4. Officers

a. Chair

The Assembly Chair shall preside over meetings of the Steering Committee and Assembly for two years. The Assembly Chair shall be a non-voting member of both the Steering Committee and 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 Past Chair shall preside in the event of the Chair's absence. If the Past-Chair is not available, the Secretary serves. The Chair may be chosen from the Assembly membership as follows:

Any full-time faculty member of the Assembly may stand for election to the position of 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.

Upon vacancy of the Chair position, the Steering Committee will appoint a temporary Chair until an election is held for a Chair to serve the remainder of the term according to the election procedures. An individual cannot serve more than two consecutive two-year terms as Chair.

b. Secretary

The Secretary serves on the Assembly and Steering Committee for one year. The Secretary shall keep minutes of the Assembly and Steering Committee meeting. All records shall be stored in digital form on a

digital university platform available to all members. The Past Chair presides over the above-designated duties in the Secretary's absence. The Secretary is a voting member of the Steering Committee and Assembly. Nominations (and self-nominations) shall be accepted at the first Assembly meeting of the spring semester to be voted on at the final spring Assembly meeting. An individual cannot serve more than three consecutive one-year terms as Secretary.

c. Past Chair

The Past Chair shall serve as a voting member on both the Steering Committee and Assembly for two years following their term as Chair of the Assembly.

d. Vacancies of Offices

When a vacancy occurs, the Steering Committee 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

There shall be a minimum of two regular meetings of the Steering Committee (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 Steering Committee, or by the Dean. At least ten days' notice shall be given for special meetings.

A quorum shall consist of 50% of the total membership for Assembly business and 50% for committee business. 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 Assembly in consultation with the Steering Committee.

6. Order

a. Procedure

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.

b. Chair of Assembly

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.

c. Motions from the Floor

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 School, 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.

7. Attendance

a. Eligibility

All members as defined in Section III.B.3 may attend meetings of the Collegial Assembly.

b. Closed Sessions

The Chair of the Assembly may, at their discretion or by majority vote of the voting members present, call a closed session limited to voting members, and the dean or the dean's designee, for discussion of matters related to faculty governance, academic policy, or other issues that require confidential deliberation. A motion to enter closed session may be made by any voting member of the Assembly and shall require a simple majority vote of those present and voting for approval.

8. Steering Committee

a. Defined

The Steering Committee of the Assembly shall serve as the primary liaison between the faculty and the Dean for Assembly business. The Steering Committee will make recommendations to the Dean regarding educational programs and policies as well as other issues not included in the charges of other committees. The Steering Committee will consult with representatives of Tyler and Temple administrators, staff, committees, and offices as necessary to conduct Assembly business.

The Steering Committee may, in consultation with the Dean, establish ad hoc committees.

b. Membership

The Steering Committee shall consist of the Dean and Associate Deans, in ex-officio capacities, Chair, Secretary, Past Chair, 3- At-Large members, the Chairs of each Standing Committee of the Assembly, and the Faculty Senate Steering Committee representative. All formal School Committee business shall be submitted to the Steering Committee before presentation to the Assembly. Nominations (and self-nominations) to serve on the Steering Committee shall be accepted at the first Assembly meeting of the spring semester to be voted on at the final spring Assembly meeting. The Steering Committee shall strive

to reflect the various academic disciplines within the School and the full range of perspectives and experiences within the faculty.

Committee recommendations for the Assembly agenda should be submitted to the Steering Committee at least one week prior to the Assembly meeting. The Steering Committee shall meet at least two weeks before the Assembly meeting to set and approve the agenda.

c. Meetings

There shall be a minimum of two regular meetings of the Steering Committee (see III.B.5) and of the Assembly held each semester. The Dean will be invited to address the Assembly meeting at least once each semester at the invitation of the Assembly Chair.

9. Standing Committees of the Assembly

a. Committee Structure and Duties

i. 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.

Where University Policies permit, and taking into account the size of the school and its faculty and the scope of the school's programs, and after consultation with the Assembly, the Dean may establish other committees necessary to undertake the work of the school. The size of such committees shall be established following the same procedures and giving attention to the same considerations as are provided in these bylaws for the Steering Committee.

ii. Committee Chairs

Committee Chairs shall be elected by the committee's voting members. Committee Chairs must be voting members of the the Assembly.

iii. Role of the Dean

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

iv. Reporting

All Assembly committees, with the exception of the Personnel Committee, shall send a report on the activities of their committee to the Steering Committee one week before each Steering Committee meeting. Additionally, the Assembly Committee Chairs shall be invited to present a year-end report that summarizes the activities, accomplishments and future committee work at or before the last regular Assembly meeting at the end of each academic year.

v. Nomination to Committees

Prior to elections, or appointments, the Chair of the Assembly shall issue a call for committee membership nominations to all eligible faculty no later than two weeks before the last Steering Committee meeting of the academic year. Faculty may nominate themselves or other eligible faculty members in response to this call. Department Chairs shall also solicit interest in committee service within their departments. The Steering Committee shall review all nominations to ensure balanced representation across departments, ranks, and appointment types before bringing the final slate of nominees forward for election or appointment by the Assembly.

vi. Terms 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.

- a. A faculty member may chair no more than one Standing Committee simultaneously.
- b. A faculty member may be elected to serve on no more than two Standing Committees simultaneously.
- c. Officio members may be invited to attend committee meetings as non-voting, non-regular committee members.
- d. In the case that a committee member cannot serve the remainder of a term due to a conflict, disability or other emergency, the Steering Committee can appoint a voting member to serve as a replacement as needed before the next election is held for the balance of the term according to election procedures.

vii. Frequency of Meetings

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

viii. Elections

The agenda of the final Assembly meeting of the spring semester shall be primarily devoted to the election of Assembly officers and committee members for the following academic year.

Nominations shall follow the process outlined above with the exception of electing a committee chair.

Newly elected members shall assume their committee responsibilities on July 1st.

Each newly elected committee shall convene and elect a chair by June 1st to ensure committees are organized and prepared for the upcoming academic year.

The election of an officer or committee member shall be determined by a simple majority of votes cast by the voting members present at a regular Assembly meeting. When a slate of more than two nominees results in a tie, a re-vote shall be conducted with the nominee or nominee(s) receiving the fewest votes removed from the slate. This process shall be repeated in subsequent re-votes until one nominee receives a majority of votes.

Those elected at the final Assembly meeting of the spring semester shall assume responsibility at the start of the following academic year.

Electronic voting may be employed at the discretion of the Chair of the Assembly, in consultation with the Steering Committee.

b. The Budget Review Committee

i. Defined

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 for the future direction of the School. Other matters may be brought before the committee at the discretion of the Dean or Assembly Chair.

ii. Constitution of the Committee

The Budget Review Committee shall consist of the Steering Committee of the Assembly, plus the Finance Officer of the College who serves as an ex-officio member of the Committee and one additional at-large faculty member subject to nomination and election by the Assembly following the same schedule as members of the Steering Committee. The Chair of the Budget Review Committee is the Chair of the Assembly.

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

c. Curriculum and Instructional Resources Committee

i. Defined

The Curriculum and Instructional Resources Committee is responsible for advising the Dean and providing faculty approval on matters relating to curriculum development, academic programs and instructional technology needs in the studio or classroom across both undergraduate and graduate levels. It reviews and recommends new courses and programs, as well as revisions to existing curricula, degree requirements, and academic policies, regularly factoring in traditional methods and recent technological developments.

i. Constitution of the Committee

The Committee shall consist of one full-time faculty member from each department with five or more full-time faculty members, excluding departments chairs. Departments with five or fewer full-time faculty members may opt to nominate a representative if they choose. Faculty eligible for service may also self-nominate, or be nominated, through the Assembly process outlined in Section III.B.7.5. The Steering Committee may expand the committee by up to two additional tenured members if needed to ensure balanced representation across the School. Members shall serve two-year staggered terms to ensure continuity. The Tyler School of Art and Architecture IT Manager, Facilities Manager, the Director of Academic Advising, the Art and Architecture Librarian, and the Assistant, Associate, or Vice Deans of the Tyler School of Art and Architecture shall also serve on the committee as non-voting members when needed to advise on matters related to curriculum development and the integration of instructional technology across programs. The committee shall elect a chair from among its voting members annually.

d. Faculty Achievement Committee

i. Defined

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 School-wide awards, sabbaticals, and recommendations for University and School awards. The Committee shall give consideration to all faculty members and shall not be reliant upon, but may elicit, the recommendations of other School 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.

Duties shall include reviewing and evaluating applications by full-time faculty for sabbaticals and School awards. The overall needs of the School during each academic year shall inform the Committee's recommendations for granting sabbatical applications. Additionally, the Faculty Achievement Committee 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.

ii. **Constitution of the Committee**

The Faculty Achievement Committee shall consist of three full-time faculty members elected at-large by the Assembly. Membership shall, to the extent possible, reflect diversity from across departments, faculty ranks, and appointment types. At least one committee member shall be a non-tenure-track faculty member, provided one is available. The Steering Committee may expand the Faculty Achievement Committee by up to two additional tenured members if needed to ensure balanced representation across the school.

e. Merit Advisory Committee

i. **Defined**

The Merit Advisory Committee is charged with reviewing the merit applications of faculty members recommended by the department chairs 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.

ii. **Constitution of the Committee**

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

- (a) Up to three 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, so long as the TAUP contract requires such experience, and
- (b) An equal number elected by the Collegial Assembly from the overall faculty

(c) At least one committee member appointed by the school assembly shall be a non-tenure-track faculty member who will participate when evaluating non-tenure-track faculty members for merit. 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 Assembly web site.

f. Promotion and Tenure Committee

i. Defined

The Committee is responsible for reviewing and recommending faculty for promotion and tenure; consistent with University policies and the Faculty Handbook. The committee shall develop and monitor policies related to tenure, promotion, contractual patterns for faculty outside the tenure track, and equal opportunity. It is understood that some of the Committee's work will be accomplished through sub-committees, and if appropriate, it will call upon faculty consultants outside of its membership.

ii. Constitution of the Committee

The Promotion and Tenure Committee shall consist of at least three tenured faculty members of equivalent rank or higher elected by the Assembly. Membership shall, to the extent possible, reflect diversity across departments, and appointment types. The Steering Committee may expand the Committee by up to two additional members if needed to ensure balanced representation across the school or meet the needs of expected cases. Upon this determination, nominations will be sought for elections of the additional members. Department Chairs who hold the academic rank of Associate Professor or Professor may be designated as voting members of the Promotion and Tenure Committee.

The following personnel are ineligible to serve on the committee:

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

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

(c) Consideration of Non-Tenure Track Promotion: When promotion cases for non-tenure-track faculty are expected in a given academic year, three additional non-tenure-track faculty members of equivalent or higher rank shall be added to the committee for those reviews. These members shall be nominated prior to the last meeting of the fall semester and elected at that meeting so that they are in place for spring deliberations. Non-tenure-track members shall participate only in the discussion and voting of non-tenure-track promotion cases. If no non-tenure-track promotion cases are submitted, the elected non-tenure-track members will not be convened.

(d) Consideration of Promotion to Full Professor: When cases for promotion to full professor are expected in a given academic year, at least three committee members must hold the rank of full professor.

(e) Voting privileges: All members of the Committee may vote on tenure cases. Only members of a higher academic rank than the applicants 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.

10. Mandatory Committees

a. Student Appeal and Grievance Committee

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 Steering Committee appointed by the Assembly Chair. The Dean shall appoint one of these members as Chair without a 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 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 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, 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.

b. Faculty Responsibility Committee (ad hoc)

The Dean, in consultation with the Steering 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

The Dean, Assembly, Steering Committee of the Assembly, or a member of the Assembly may recommend revisions or amendments to the School bylaws. The Assembly and the Dean must approve any proposed

revisions or amendments to the School bylaws before they proceed to the Vice Provost for Faculty Affairs for review. Revisions or amendments will be reviewed by University Counsel to assure conformity with University Policies. After review by University Counsel, the President or their designee may either reject or approve revisions or amendments and, if approved, set the date upon which they will become effective.

In all cases, the Assembly and/or the Assembly Steering Committee, in consultation with the Dean, shall lead the review of bylaws every five years or sooner if needed.

Document History

Adopted April, 1972

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