

# **BYLAWS**

## **COLLEGE OF SCIENCE & TECHNOLOGY**

### ***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 the President's 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and any University Policy now in effect or adopted in the future, such school or college bylaw or action shall be superseded by the pertinent University Policy.

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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 he/she 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.

## ***Article II. Dean of the College***

- A. The President or the President's designee of the University appoints the Dean in conformance with such Dean Search Guidelines as the President may from time to time promulgate.
  
- B. The Dean is appointed by the President or the President's designee 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 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 shall exercise such authority as may be delegated to him/her by University Policies. The Dean shall be responsible for the administration of the 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 shall be an *ex officio* member without vote of all standing committees of the college.

### ***Article III. College Organization***

#### **A. College of Science and Technology (CST) Administration and Staff**

The Dean shall, subject to applicable University policies and within the college's authorized budget, appoint associate deans, assistant deans, department chairs, and other academic and administrative personnel.

The Dean shall be responsible for the supervision of the college administration, pursuant to University Policies.

#### **B. Collegial Assembly**

1. Every full-time faculty member of the faculty of the college shall be a voting member of the Collegial Assembly.
  
2. The Collegial Assembly shall meet at least annually. Additional meetings may be held at the call of the Dean or by petition of twenty-five percent of the members of the Collegial Assembly. Other non-voting parties may be invited to attend. Ten days advance notice shall be given to all members of the college of all meetings of the Collegial Assembly, except that the Dean may call an emergency meeting upon 48 hours notice, if so authorized by the President or the President's designee.

3. The Collegial Assembly, in collaboration with the Dean, shall be authorized to introduce and amend existing College policies. However, all college policies and amendments are subordinate to, and therefore must conform with, University policies.
  
4. The Collegial Assembly, in collaboration with the Dean, shall be authorized to recommend amendments to existing College bylaws. However, all amendments to the bylaws are subordinate to, and therefore must conform with, University policies and require the approval of the President after review by University counsel.
  
5. The Collegial Assembly may be requested by the Dean to nominate faculty to serve on college committees.
  
6. The Collegial Assembly shall elect, from a slate of nominees from the full-time faculty, a Chair to be the presiding officer of Collegial Assembly meetings and serve as the representative of the Collegial Assembly to the university. In the event of an election with more than two nominees, the election will use rank-choice voting. If no nominee receives a majority of the votes in a round of tabulation, the nominee with the fewest votes is eliminated and the vote distribution is retabulated in a subsequent round. The process is repeated until a nominee receives a majority of the votes. The Chair shall serve a two-year term, and is ineligible to serve a new term as Vice Chair or Chair for four years

following the conclusion of their term.

7. The Collegial Assembly shall also elect a Collegial Assembly Vice Chair following the procedures outlined in Article III(B)(5), who shall assist in developing the meeting agenda and in taking meeting minutes. The Vice Chair shall also preside over scheduled Collegial Assembly meetings and serve as the representative of the Collegial Assembly in the event of the absence of the Chair.
8. Following the initial election of the Chair by the process described in III(B)(5) above, and completion of the Chair's two-year term of service, the elected Collegial Assembly Vice Chair will assume the Chair position for a two-year term. The Collegial Assembly will elect a new Vice Chair/Chair-elect to serve as Vice Chair. This process shall continue into the future such that it is not necessary to hold regular elections for the Chair position following the initial election.
9. If the Chair position becomes vacant before the end of the two-year term, the Vice Chair will become the Chair for the remainder of the academic year, and their regular two-year term as Chair will begin at the start of the next academic year. A special election will be held to elect a new Vice Chair from a slate of nominees from the full-time faculty as described above. Likewise, if the positions of Chair and Vice Chair both become vacant, or the Vice Chair declines to assume the position of Chair, a special election will be held to elect a new Vice Chair

and Chair from a slate of nominees from the full-time faculty as described above. Following the special election, the Vice Chair and Chair will serve for the remainder of the academic year, and each of their regular two-year terms will begin at the start of the next academic year.

10. Where provided by University Policies, the Collegial Assembly may recommend to the Dean criteria and procedures to be followed in considering persons for appointment to the faculty and for tenure and/or promotion. However, such criteria and procedures shall not be inconsistent with University Policies.
11. The Collegial Assembly may recommend academic plans, policies and programs for the college to the Dean.
12. The Dean shall annually, at a regularly called meeting of the Collegial Assembly, provide a State of the College address or statement that sets forth the academic condition of the college and outlines goals for the improvement of the college's academic policies and programs.
13. Except where other rules have been adopted by the Dean after consultation with the Collegial Assembly, the meetings of the Collegial Assembly shall be guided by Robert's Rules of Order (latest edition).
14. Collegial Assembly minutes will be prepared by the Chair or Vice Chair and posted on the College Faculty Affairs website.

## **C. Committees**

### **1. Dean's Advisory Committee**

The college shall have a Dean's Advisory Committee (DAC) whose size shall be at least eight members, including five faculty, the Dean, or a committee member designated by the Dean as Chair, and two students (see below). A larger Committee, comprising faculty, students, and staff, may be constituted by the Dean after consultation with the Collegial Assembly. The Dean's Advisory Committee shall be large enough to give appropriate representation to the academic disciplines within the college and to give appropriate consideration to faculty diversity.

Full-time members (i.e., all tenure track and all NTT faculty) of the college faculty shall be eligible to sit on the Dean's Advisory Committee. The Collegial Assembly shall nominate from among its membership twice as many faculty members as there are faculty seats on the Dean's Advisory Committee. The Dean shall endeavor to appoint members of the Dean's Advisory Committee from among these nominees, although the Dean is not precluded from appointing other members of the faculty to ensure broad representation within the faculty. Members shall serve staggered two-year terms and are eligible to hold successive appointments. The terms of the members initially appointed under these bylaws shall be determined by lot.

Student members of the Dean's Advisory Committee shall consist of one graduate or professional student, and one undergraduate student. The

Dean shall seek recommendations for appointing student members from the college student government, or, in the absence of a student government, from the heads of college professional and honors societies. The Dean shall endeavor to appoint student members of the Dean's Advisory Committee from among these nominees, although the Dean is not precluded from appointing other members of the student body if no students are nominated as provided in the bylaws, or also as necessary to assure diversity of representation from within the student body.

The Dean is normally expected to obtain the input from the Dean's Advisory Committee on the college budget, the formulation and revision of academic policies and programs, the appointment of academic administrators, and such other matters as the Dean may regard as important to the academic excellence of the college.

Where University policies permit, and after consultation with the Collegial Assembly, the Dean may use the Dean's Advisory Committee as a college personnel committee to provide advice about appointments to the faculty.

The Dean's Advisory Committee shall meet as often as necessary to address the issues submitted to it by the Dean, but not less often than twice in the fall semester and twice in the spring semester.

Except where other rules shall be adopted by the Dean after consultation with the Dean's Advisory Committee, the work of the committee shall be guided by Robert's Rules of Order (latest revision).

Where University Policies permit and considering the size of the college faculty and the scope of the college's programs, and after consultation with the Collegial Assembly, the Dean may establish committees necessary to undertake the work of the college. Such committees shall be established following the same procedures and giving attention to the same considerations as are provided in these bylaws for the Dean's Advisory Committee.

## **2. Student Appeal and Grievance Committee**

Following the procedures set forth for establishing and appointing the Dean's Advisory 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 make recommendations to the Dean on each appeal or grievance.

The Student Appeal and Grievance Committee shall follow all University and all college policies and procedures for student appeals and grievances. It shall refer student appeals or 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 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 college, that person shall be given a full and fair opportunity to describe and document the rationale for their 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.

### **3. Faculty Responsibility Committee**

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. Full-time faculty members are eligible to serve. The members of a Faculty Responsibility Committee must have no conflict of interest with, or bias towards the faculty member subject to investigation. No more than one member of the Faculty Responsibility Committee should be appointed from the same 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 or 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 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 should 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.

#### **4. Tenure and Promotion Committee**

The Tenure and Promotion (T&P) Committee is constituted and functions in accord with the relevant article in the Temple-TAUP collective bargaining agreement. Committee members review tenure and/or promotion cases and vote to recommend tenure and/or promotion. Since faculty members are allowed only one vote in a tenure and/or promotion case, if a T&P Committee member were to vote at the departmental level on a tenure and/or promotion case, they may not provide a vote on the same case at a T&P Committee meeting. T&P Committee members also review sabbatical award applications and provide their recommendations to the Dean. The T&P Committee also provides recommendatory input to the Dean on 3<sup>rd</sup>-year contract renewals for tenure-track faculty. T&P Committee members also are members of the Non-tenure-track (NTT) Faculty Promotion Review Committee (*see below*).

The T&P Committee is comprised of a tenured full professor from each department. An Associate Professor may serve on the T&P Committee, but may not participate in cases for promotion to Professor or participate in a tenure case for a Professor, including tenure on appointment cases.

Committee members serve two-year terms, with staggered appointments.

Consecutive appointments are allowable, before rotation off the committee. The Dean shall seek names of potential committee members by consulting with the Dean's Advisory Committee as well as the CST Community Impact and Civic Engagement Committee to assist with the selection of same without regard to race, color, religion, sex, national origin, age, disability, genetic information, and any other categories protected by law. The T&P committee will be constituted for a given academic year, following Dean's Advisory Committee and CST Community Impact and Civic Engagement meetings, held prior to the end of the previous academic year. This will allow the departments to have knowledge of the department representative on the committee, prior to any department discussions and votes on tenure and/or promotion cases that would occur in the beginning of the fall semester.

#### **5. Non-tenure-track (NTT) Faculty Promotion Review Committee**

The Non-Tenure-Track (NTT) Promotion Review Committee functions according to the language in the Temple-TAUP Collective Bargaining Agreement; the Provost's Procedural Guidelines for the Appointment, Reappointment and Promotion of Non-Tenure Track Faculty (2008, 2016); and the CST Guidelines for Promotion of Non-Tenure-Track Faculty. The committee reviews cases for promotion of NTT faculty and votes to recommend promotion to the Dean. The promotion reviews by the committee typically occur in the mid-spring semester.

The committee is composed of members of the CST Tenure and Promotion Committee, and at least two NTT faculty members that hold instructional track, research track, or practice track appointments. The Dean shall seek

names of potential committee members by consulting with the Dean's Advisory Committee as well as the CST Community Impact and Civic Engagement Committee to assist with the selection of same without regard to race, color, religion, sex, national origin, age, disability, genetic information, and any other categories protected by law. The NTT faculty members are appointed for a single year, but may hold a successive appointment before rotation off the committee.

## **6. Merit Advisory Committee**

The Merit Advisory Committee is formed and functions in accordance with the relevant article in the Temple-TAUP Collective Bargaining Agreement, which states that the Dean shall consult with a College Merit Advisory Committee for the purposes of recommending merit awards for eligible full-time faculty members. The committee provides the Dean with recommendations for merit awards. The committee consists of at least eight faculty members, including tenured faculty members and at least two non-tenure track (NTT) faculty members (instructional track, research track, or practice track) from different departments. The size of the committee may not exceed ten members.

The Dean shall appoint three tenured faculty members who have served either on the College Tenure & Promotion Committee or the University Tenure & Promotion Committee. Additionally, the Collegial Assembly will appoint three tenured faculty members at the full professor rank.

The NTT faculty members on the committee should be at the Associate Professor rank or higher, and shall be selected through nomination and vote

by the Collegial Assembly. Committee members serve two-year staggered terms, such that at the end of each academic year half the members (e.g., three tenured faculty, one NTT faculty) rotate off the committee. Members may serve successive terms. The committee members shall elect a chair, and only committee members may be involved in the deliberations and determination of merit recommendations.

## **7. Undergraduate Curriculum, Assessment and Student Success Committee**

The Undergraduate Curriculum, Assessment and Student Success (UCAS) Committee is charged to maintain competitive and innovative undergraduate academic programs in science, technology, and related fields that promote student success through and beyond the baccalaureate degree. The committee advises on new course and program development, and reviews new programs and course proposals for inclusion in CST listings. The committee also recommends, when necessary, the termination of courses or programs that are no longer relevant or otherwise justified. The committee participates in course and program assessment processes, affirming that course outcomes and learning objectives align with instructional practice. The committee reviews student persistence, retention data, and cohort profiles, so as to inform and guide the creation of initiatives that promote student retention across CST disciplines. All recommendations of the committee are advisory to the Dean.

Committee membership shall consist of (i) one full-time faculty member from each academic department as a voting member, and one representative from

the TUTEACH program as a nonvoting member; (ii) the Senior Associate Dean for Undergraduate Affairs, the Assistant Dean for Academic Programs, and the Assistant Dean for Student Services; (iii) two college advisors, one from each disciplinary advising unit; and (iv) one non-voting full-time faculty member from each department to participate in committee discourse and data analysis activities. A committee chair will be elected from among the voting faculty members of the committee, who will work with members of the Dean's staff to create the committee charge and work plan for each academic year.

## **8. Graduate Committee**

The Graduate Committee is chaired by the Associate Dean for Graduate Affairs and advises the Dean on policies regarding admission to graduate programs in the College. The Graduate Committee provides standards for the definition of "in good standing," oversees the progress of students in their graduate programs, and provides assistance to the students and the graduate programs regarding career objectives. The Graduate Committee provides input to graduate programs that enable graduate teaching assistants to become effective teachers. The Graduate Committee regularly reviews the credentials of faculty applying or reapplying for graduate faculty status, to ensure that college and university requirements are met. The Graduate Committee also serves as the curriculum committee for graduate degree programs. Graduate Committee members are expected to have a track record of regular involvement in graduate program activities in their department and preferably are either the chair of the department graduate committee or serve on that committee. Thus, the Graduate Committee voting

members, one from each department, are determined by election and/or appointment at the department level. Additional faculty may participate on the committee as nonvoting members, with approval by the Associate Dean for Graduate Affairs and the Dean. Committee members are eligible to hold consecutive appointments.

### **9. CST Community Impact and Civic Engagement Committee**

CST Community Impact and Civic Engagement Committee advises the Dean on policy matters and proposed initiatives that relate to the improvement, promotion, and increased awareness of inclusion and belonging for the faculty, students, and staff of the College. The CST Community Impact and Civic Engagement Committee coordinates and oversees the following:

- The reviewing of the climate and experiences in the college among all students, staff, and faculty.
- Identifying systematic practices that implicitly or explicitly perpetuate exclusion and taking steps to provide an environment that is inclusive of all students, staff, and faculty.
- Assisting in charting a course for the College that ensures representation of all students, faculty and staff, recognizing their value and nurturing their spheres of influence in science, technology, and mathematics.
- Reviewing policies, guidelines and resources available to students, staff, and faculty.
- Performing periodic reviews of the committee's charge and identifying issues that are to be given the highest priority for the next academic year and beyond.

The CST Community Impact and Civic Engagement Committee Head (Director) is appointed by and reports to the Dean. CST Community Impact and Civic Engagement committee membership shall include one full-time (tenured/tenure-track, or non-tenure-track) faculty member from each department, and up to three faculty members chosen by the Dean. The CST Community Impact and Civic Engagement Committee should be comprised of members with a variety of different perspectives and experiences.

Committee members shall serve two-year staggered terms and may hold consecutive appointments. Up to one postdoctoral Fellow, one graduate student, and one staff member may be invited to attend as appropriate but would be non-voting participants. The CST Community Impact and Civic Engagement Director sets the agenda and date for the meetings and calls them. The Director shall call at least two meetings a semester, and shall announce, at least ten days in advance, any meeting at which votes are to be taken. Meeting minutes shall be recorded and, upon their approval, filed with the College for a period of time in accordance with University guidelines. Outside of regular meetings, if a matter requires a quick response, voting may occur via email as long as there is a quorum response within 24 hours.

To the extent appropriate and necessary, the CST Community Impact and Civic Engagement Committee will defer to the Equal Opportunity Compliance Office or such other department within the university, regarding matters pertaining to individual personnel and students.

Except when other rules are adopted, the work of the CST Community Impact

and Civic Engagement. Committee shall be guided by Robert's Rules of Order (latest revision).

## **10. Awards Committee**

The Awards Committee is composed of two subcommittees: the Teaching and Mentoring Awards Committee, and the Research Award Committee. The two subcommittees review nominations for the respective annual college award programs and makes recommendations to the Dean. The subcommittees also may participate in internal reviews of nominees for university awards that require review at the college level, as specified by the specific award program guidelines.

The Teaching and Mentoring Awards Committee shall consist of six full-time faculty members at the associate or full professor rank, of which at least three are tenured faculty members and at least two are non-tenure track faculty members. Thus, the committee would have either a 3+3 or 4+2 (TT + NTT) member composition. The committee shall have representation from each department.

The Research Award Committee shall consist of six full-time faculty members, one from each department. Committee members serve two-year staggered terms and are eligible to hold consecutive appointments.

The Dean shall make appointments to the two subcommittees, striving for appropriate representation and diversity. The Dean shall seek names of potential committee members by consulting with the Dean's Advisory

Committee and the CST Community Impact and Civic Engagement Committee. Preferential consideration may be given to prior recipients of a college or University award. A committee member may not participate in the nominee review process if they are nominees for an award program reviewed by their committee.

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

Revisions or amendments to the college bylaws may be recommended by the Dean after consultation with the Collegial Assembly or the Dean's Advisory Committee. Recommended revisions shall be forwarded to the President or the President's designee. Recommended revisions or amendments will be reviewed by the Office of University Counsel to assure conformity to University policies. After review by the Office of 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 college bylaws every five years, and after consultation with the Collegial Assembly may recommend revisions or amendments to the bylaws.

Approved on October 27, 2025