

## **BYLAWS OF THE SCHOOL OF TOURISM AND HOSPITALITY MANAGEMENT**

(Approved on April 3, 2002 by STHM Collegial Assembly and  
Revised and Approved on September 25, 2002 by STHM Collegial Assembly)

### **ARTICLE I - NAME AND AUTHORITY**

- A. The assembly of the faculty members shall be known as the Collegial Assembly of School of Tourism and Hospitality Management (STHM) (the Collegial Assembly).
- B. Prevailing Authority of University Policies

The term "University Policies" refers to (1) any action, resolution, or policy of the Temple University Board of Trustees, (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.

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.

In the event of any conflict or contradiction between the bylaws of STHM and any University Policy now in effect or adopted in the future, such STHM bylaw or action shall be superceded by the pertinent University Policy.

### **ARTICLE II – GOVERNANCE: AUTHORITY OF SCHOOL/DEAN**

- A. The Collegial Assembly of STHM derives its powers and purposes from the Constitution and Bylaws of the All-University Faculty Senate. The concerns of the Assembly shall include all matters of collegial interest, which apply or may apply to more than one degree program.
- B. The Collegial Assembly shall function to provide a forum to discuss any matters which may involve STHM. The Collegial Assembly shall function in relation to the Dean or Administrative Officers of STHM in all matters of collegial interest by providing, among other things:

(1) Consultation, (2) Review, (3) Ratification, and (4) Recommendation as defined in Article III - Definitions - of the Bylaws of the Constitution of the All-University Faculty Senate (3-27-69).

- C. The President of the University appoints the Dean of STHM in conformance with such Dean Search Guidelines as the President may from time to time promulgate.
- D. The Dean of STHM 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.
- E. The Dean of STHM is the chief executive officer and the chief academic officer of STHM. The Dean's duties and responsibilities are defined by 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.
- F. The Dean of STHM shall exercise such authority as may be delegated to the Dean by University Policies. The Dean shall be responsible for the administration of the School's budget that may be adopted by the Board of Trustees, including any budget rules or guidelines that may be adopted pursuant to that budget.
- G. The Dean shall be responsible for the supervision of the School's administration, pursuant to University Policies. The Dean shall, subject to applicable University policies and within the STHM's authorized budget, appoint associate deans, assistant deans, academic director, and other academic and administrative personnel.
- H. The Dean of STHM shall be an *ex officio* member, without vote, of all standing committees within the School.
- I. The Dean shall annually, at a regularly called meeting of the Collegial Assembly, provide a State of the School address or statement that sets forth the academic condition of the School and outlines the goals for the improvement of the School's academic policies and programs.
- J. The School shall recommend a candidate for Chair of the School. The Dean may also recommend candidates for consideration by the School. The Dean approves and appoints the Chair of STHM.

### **ARTICLE III – MEMBERSHIP OF THE COLLEGIAL ASSEMBLY**

- A. All full-time faculty within STHM shall be members of the Collegial Assembly. Membership shall be without application upon faculty appointment and shall entitle the member with the right of vote. However, only the Presidential faculty members shall be eligible for election by the Collegial Assembly to the All-University Representative Faculty Senate.

B. Election of Members to the All-University Representative Faculty Senate

1. Each spring before the elections, the Dean of STHM or the Dean's designate shall certify the names and total number of full-time Presidential faculty members of the Collegial Assembly who shall be eligible for election to the All-University Representative Senate. The information shall be made available to Collegial Assembly and the Faculty Senate Office.
2. Method of Election - The Election Committee of the All-University Faculty Senate, following receipt of a certified statement of full-time Presidential faculty members of the Collegial Assembly, shall annually determine the appropriate number of Representative Senators to be elected. STHM's Faculty Development Committee shall supervise the election of said Senators.
3. Representatives shall be elected at large.
4. Election Procedure - the procedure shall be as follows:
  - a. As soon as available from the Faculty Senate Office, but at least two weeks prior to the March meeting of the Collegial Assembly, the Secretary shall circulate to STHM faculty a notice of the number of positions that are to be filled, and an invitation to propose candidates.
  - b. Nominations shall be transmitted to the Faculty Development Committee, which in turn shall select and secure acceptance of nomination of sufficient or more candidates as may be eligible for representation.
  - c. Nominations may be accepted from the floor of the March meeting, provided the nominee has previously agreed to accept the position.
  - d. A ballot consisting of a list of candidates compiled by the Faculty Development Committee and those nominated from the floor shall be circulated to the voting members of the Collegial Assembly as soon as possible after the meeting. One week shall be allowed for returning the ballot.
  - e. Each member shall vote for as many candidates as there are positions to be filled. Those candidates receiving the greatest number of votes, irrespective of whether such number of votes is a majority of those voting shall be declared elected. Ties shall be resolved by a re-vote.
  - f. The term of office shall run from May 1 to April 30.

C. Election of a Member to the All-University Faculty Senate Steering Committee

1. One Collegial Assembly member who is a representative Faculty Senator shall be elected to the All-University Faculty Senate Steering Committee.
2. Method of Election - The Representative Faculty Senators as chosen by Article III, Section B. 4 (b-e), shall elect one of their number to be the University Faculty Senate Steering Committee Representative. The meeting to elect a new Faculty Senate Steering Committee Representative shall be called by the previous Faculty Senate Steering Committee Representative.
3. The term of the Faculty Senate Steering Committee Representative shall be for one year. However, a faculty member can be elected for repeated terms.

#### **ARTICLE IV – OFFICERS OF THE COLLEGIAL ASSEMBLY**

- A. The Dean shall be the Presiding Officer of the Collegial Assembly. The Dean may delegate this role to an elected Chairperson of the Collegial Assembly. The Officers of the Collegial Assembly shall be Chairperson, Chairperson-Elect, and Secretary.
- B. The Officers of the Collegial Assembly shall hold office for a one-year term following election in the spring.
- C. The Officers of the Collegial Assembly also shall serve as Chairperson, Chairperson-Elect, and Secretary of the Collegial Assembly Steering Committee.
- D. No officer shall hold the same office for more than two consecutive terms.
- E. Method of Election - the same method as outlined in Article III, Section B. 4 (b-e) shall be utilized for election of these positions.
- F. Vacancies due to resignation or other reasons shall be filled in the following manner:
  1. Upon vacancy of the office of Chairperson of the Collegial Assembly, the Chair-Elect shall serve the remainder of the term.
  2. Upon vacancy of the office of Chair-Elect or Secretary, the Steering Committee shall direct the Faculty Development Committee to identify nominees for the said office. Nominees shall be placed on the agenda as the first order of business at the next regularly scheduled Collegial Assembly meeting. The Assembly may also accept the nomination from the floor of any additional candidates to fill said office. Election shall be conducted on the same basis as described in Article III, Section B. 4 (b-e).

## ARTICLE V – MEETINGS OF THE COLLEGIAL ASSEMBLY

### A. Regular Meetings

1. The Collegial Assembly shall meet in Regular Session at least once during the Fall and Spring semesters. The Officers of the Collegial Assembly shall establish and report to the members the exact dates for all meetings.
2. A notice of meeting and agenda shall be circulated to the members of the Collegial Assembly at least one week prior to the meeting. When committee reports include motions for the agenda, these motions must be published in the agenda notice.
3. Motions to change graduation requirements for current STHM programs must be circulated 14 days in advance of the Collegial Assembly meeting in which they are scheduled for discussion, along with succinct statements of the rationale for the proposed changes.

### B. Special Meetings

1. Special Meetings may be called by the Chair of the Collegial Assembly or by written petition of 10% of the voting members.
2. A notice of meetings and agenda shall be circulated to the members of the Collegial Assembly at least three (3) days prior to the Special Meeting.
3. A Special Meeting shall restrict its deliberations to the matters for which it has been specifically called unless the members present vote to amend the agenda.
4. The Secretary shall keep minutes, which shall be approved at the next regular meeting.
5. In addition, the Dean of STHM may request the Chair of the Collegial Assembly to call a Special Meeting. Ten (10) days advance notice must be given to all members of the Collegial Assembly, except that the Dean may call an Emergency Meeting upon 48 hours notice if authorized by the President or the President's designee.

### C. Quorum - A quorum for the conduct of business at all meetings shall be 25% of the full-time faculty members, as defined in Article III, Section A.

## **ARTICLE VI - COLLEGIAL ASSEMBLY STEERING COMMITTEE**

- A. The Steering Committee shall be composed of the following:
1. The three officers of the Collegial Assembly.
  2. The person elected as the faculty's Representative to the All-University Faculty Steering Committee.
  3. The Dean or his/her designee shall serve as an *ex-officio* member.
- B. For a Collegial Assembly Steering Committee meeting to be official, a notice of meeting shall be circulated to Collegial Assembly Steering Committee members at least two (2) days prior to the meeting and a majority of Collegial Assembly Steering Committee members shall be present.
- C. Functions of the Collegial Assembly Steering Committee
1. The Steering Committee shall have the following planning and oversight responsibilities, and will provide a report to the Collegial Assembly within thirty (30) days of the last day of class for the spring semester of each academic year:
    - a. Periodic review of STHM's Mission Statement.
    - b. Oversight of educational objectives for each degree program on the graduate and undergraduate levels.
    - c. Oversight of degree requirements and outcome assessments for each degree program on the graduate and undergraduate levels.
    - d. Overall resource assessment.
  2. The Steering Committee shall prepare the agenda of regular meetings, which shall be circulated to all members by the Secretary of the Collegial Assembly.
  3. The Steering Committee shall determine the need for committees of the Collegial Assembly and determine methods of membership to such committees.
  4. The Steering Committee shall act for Collegial Assembly in the implementation of resolutions.
  5. The Steering Committee shall develop policy recommendations between regular meetings.

6. The Steering Committee shall perform any other duties as Collegial Assembly may direct.
7. The Steering Committee shall serve in an advisory capacity to the Dean for all major administrative appointments, such as the selection of associate and assistant Deans.
8. Planning and Performance Sub-Committee

There will be an advisory sub-committee of the Steering Committee called the Planning and Performance Sub-Committee. The Sub-Committee will be chaired by the Collegial Assembly's Chair-Elect.

The Sub-Committee will review and modify, as necessary, the plan of each standing committee of the Collegial Assembly, to ensure conformance with the overall Strategic Business Plan of STHM. The Sub-Committee shall report to the full Steering Committee, which will report to the Collegial Assembly.

#### **ARTICLE VII – COMMITTEES OF THE COLLEGIAL ASSEMBLY**

- A. The Collegial Assembly and its constituent committees may establish, by a majority of those voting, Standing and Special Committees of the Collegial Assembly or Joint Standing and Joint Special Committees.
- B. The Dean may request that the Steering Committee of the Collegial Assembly establish new or additional committees.
- C. The Chairperson of each Collegial Assembly committee, whether a standing or special committee, shall make a report on the activities and accomplishments of the respective committee and future plans at or before the last regular Collegial Assembly meeting of each academic year.
- D. All standing committees shall have bylaws and/or operating procedures. Such bylaws should be approved by the Collegial Assembly. At least once a year, any changes in such bylaws shall be presented to the Collegial Assembly.
- E. All elected committees should meet annually by May 15<sup>th</sup> to elect a chairperson for the coming year. For this purpose, only those committee members who will constitute the committee for the forthcoming year are eligible to vote. No standing committee chairperson can serve in that capacity for more than three (3) years.
- F. All program and/or policy decisions arising in any committee, which affect or may affect more than one degree program (department if departments are ever formed), must be approved by a vote of the Collegial Assembly membership.

G. The Standing Committees of the Collegial Assembly of STHM are:

1. FACULTY RESPONSIBILITY AND STUDENT GRIEVANCE COMMITTEE

This Committee shall consist of the following two parts:

a. Faculty Responsibility Committee

- (1) The Committee shall consider faculty personnel matters, including but not limited to: serious allegations of misconduct against a faculty member, matters of academic freedom, dismissal, denial of promotion or tenure, salaries and benefits issues, any personnel issues addressed in the Faculty Professional Obligation statement, and appeals of election results.
- (2) The Faculty Responsibility Committee shall consist of five (5) voting members of the Collegial Assembly and each member shall be elected for a three-year term. The elections shall be in accordance with Article III, Section B. 4 (b-e). The Committee shall elect its Chairperson. The Committee may appoint relevant *ex officio* members and appropriate subcommittees. The members of the Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to the investigation. No more than three (3) members of the Faculty Responsibility Committee should be from the same program as the faculty member who is subject to investigation.
- (3) 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 his/her allegations. Any 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 complainants and the faculty member accused of misconduct may offer relevant written or oral statements by others who have knowledge of the alleged conduct. However, the Committee will decide whether to hear such oral evidence and the extent of such evidence that will be heard.

The Committee may examine documents or seek statements independent of information offered by the complainant or the faculty member accused of misconduct. If the Committee relies on such information in making its report, the Committee shall clearly identify the source and character of such information and shall



include, whenever possible, such information or summaries offered 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 investigations.

The Faculty Responsibility Committee may seek the advice of University Counsel, as deemed necessary by the Committee, and University Counsel shall endeavor to give reasonable assistance if possible.

The Faculty Responsibility Committee shall report its findings and recommendations to the Dean of STHM. The report should provide a full statement of its deliberations, 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. Within thirty days or as soon thereafter as is practicable, the Dean shall transmit the report and his/her recommendations for any actions or further proceedings to the Faculty Senate Personnel Committee and to the President or the President's designee.

b. The Student Appeal and Grievance Committee

The Student Appeal and Grievance Committee shall consist of two (2) faculty members from the Faculty Responsibility Committee, who will be selected by the Chair of the Faculty Responsibility and Student Grievance Committee, and one (1) student from the program of the student grieving or appealing (undergraduate, graduate, or doctoral). [For instance, if the matter involves an undergraduate student grievance or appeal, the one student representative on this Committee shall be from the undergraduate program.] The students representing their respective programs (undergraduate or graduate) must be matriculated students in their respective academic programs in STHM. The student members shall be named to the Committee by the appropriate student organizations as determined by the Dean and shall be students in good academic standing. The student shall be elected for a term of one (1) year. The Student Appeal and Grievance Committee shall elect one of the faculty members to serve as chairperson.

The Student Appeal and Grievance Committee shall 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 follow all University and School 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 School policies, the Committee shall assure a student a full opportunity to present his/her appeal or grievance, including reasonable evidence in support of his/her 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 his/her decision.

The Student Appeal and Grievance Committee shall make recommendations to the Dean on each appeal or grievance. All recommendations to the Dean shall reasonably summarize the student's claim, provide the basis for the committee's recommendations, and state clearly the Committee's recommended disposition of the student's claim.

## 2. FACULTY DEVELOPMENT COMMITTEE

- a. The Committee shall have the responsibility for faculty development in the areas of teaching, scholarship, and service.
- b. The Committee shall have the primary responsibility for collective instructional responsibilities, including, but not limited to, assessments of teaching effectiveness; design and evaluation of teaching evaluations; and the development of programs to improve teaching effectiveness.
- c. The Committee shall make recommendations for Awards and Honors in the areas of teaching, scholarship, and service.
- d. The Committee shall evaluate research and study leave applications, and provide guidance on policies affecting research capabilities and opportunities within STHM.
- e. The Committee shall be responsible for the nomination of candidates for all elective offices, as provided for in these bylaws, and to conduct elections and the counting of ballots.
- f. The Committee shall consist of three (3) members of the Collegial Assembly. Each member shall be elected for a three-year term. The

elections shall be in accordance with Article III, Section B. 4 (b-e). The Committee shall elect its Chairperson. The Committee may appoint relevant *ex officio* members, appoint appropriate subcommittees, and adopt its own bylaws. No more than two members of any program can serve at the same time.

3. PROMOTION and TENURE COMMITTEE

- a. The Promotion and Tenure Committee shall make recommendations annually to the Dean and to the University on all promotion and tenure decisions within STHM. The Promotion and Tenure Committee will follow the Guidelines for Promotion and Tenure of STHM.
- b. Composition - The Committee shall consist of five (5) persons elected in accordance with the following guidelines:
  - (1) No program shall be represented by more than three (3) member on the Promotion and Tenure Committee.
  - (2) No untenured faculty member will be on the Promotion and Tenure Committee.
  - (3) Female and minority members should be represented in the nominations.
  - (4) No chairperson will be on the Promotion and Tenure Committee.
  - (5) The election shall be in accordance with Article III, Section B. 4 (b-e). Terms should be for three years.
  - (6) Any member who is unable to serve must be replaced in accordance with the composition guidelines in the above points (1-5) for a term necessary to fulfill the unexpired term of the unavailable member.
  - (7) Any member of the Committee who is to be considered for promotion must step down from the Committee.
  - (8) The Committee shall elect its chairperson.

4. MERIT COMMITTEE

- a. The Merit Committee shall make recommendation annually to the Academic Director on all merit decisions within STHM. The Committee will abide by the Merit Guidelines, as adopted by the Collegial Assembly.

b. Composition - The committee shall consist of three (3) persons elected in accordance with the following guidelines:

- (1) No program shall be represented by more than two (2) member of the Merit Committee.
- (2) No untenured faculty member will be on the Merit Committee.
- (3) No STHM chairperson will be on the Merit Committee.
- (4) Terms of the Committee members shall be for three (3) years.
- (5) The election shall be in accordance with Article III, Section B. 4 (b-e).
- (6) In the event a member is unable to serve, an election shall be held in accordance with guidelines for Merit Committee composition listed in the above points (1-5) to fulfill the unexpired term of the unavailable member.
- (7) The Committee shall elect its own chairperson.

c. Procedure - The Committee shall follow this procedure for making recommendations on merit allocations:

- (1) The Committee shall consider the merit recommendations made by the chairperson and make their own independent recommendations on allocation.
- (2) The Committee shall make its final recommendations on merit including the allocation of merit points in the three main categories of teaching, scholarship, and service, and outstanding special work. The committee shall submit its final recommendations to the Dean.

## 5. COMPUTER AND INFORMATION TECHNOLOGY COMMITTEE

- a. The Committee will develop short and long run policy decisions regarding information technology at STHM.
- b. The Committee will encourage the increased use of current, standard, and leading edge technology by faculty, staff, and students in STHM.
- c. The Committee shall be responsible for on-going review of Information Technology at STHM. The Committee will develop technology plans as needed.

- d. The Committee shall consist of:
  - (1) Three (3) faculty members, who will serve three-year terms, one to be appointed each year by the Collegial Assembly Chair.
  - (2) The STHM Associate Director of Technology.
  - (3) The Associate Dean with responsibility for STHM's technology.
- e. The Committee Chair will be elected from the three faculty members with three-year terms.

6. UNDERGRADUATE PROGRAMS COMMITTEE

- a. Function - To oversee the development and evaluation of all undergraduate programs of STHM, to approve courses, and to determine and evaluate other matters related to undergraduate affairs.
- b. Composition - The Committee shall consist of one faculty representative from each program offering undergraduate work in STHM, the Director of Undergraduate Programs, and the Academic Director. The Committee shall include one member to be chosen from among undergraduate students attending STHM. Members are selected by the programs' faculty members. The Committee shall elect its chairperson. The Committee may appoint relevant *ex-officio* members.

7. MASTER'S PROGRAMS COMMITTEE

- a. Function - To oversee the development and evaluation of all master's programs of STHM to approve courses, and to determine and evaluate other matters related to master's program affairs.
- b. Composition - The Committee shall consist of one Graduate Faculty representative from each program offering Master's coursework in STHM, the Graduate Coordinator, and the Academic Director. The Committee shall also include one student member to be chosen from among master's students attending STHM. Members are selected by the programs' faculty members. The Committee shall elect its chairperson. The Committee may appoint relevant *ex officio* members.

8. DOCTORAL PROGRAM COMMITTEE

- a. The Doctoral Programs Committee will oversee the development and

evaluation of the Ph.D. in Business Administration – Tourism Concentration program. The Committee will make general administrative decisions, approve courses for the programs, make decisions regarding graduate assistantships, and oversee nominations regarding various fellowships associated with these programs.

- b. The Committee will approve faculty members for inclusion into the list of Ph.D. BA Mentors.
- c. The membership will consist of two representatives from the academic track within the Ph.D. program. Members will be selected by existing Ph.D. BA mentors using the following guidelines:
  - (1) Terms shall be for three (3) years.
  - (2) All members will be Ph.D. BA Mentors.

#### **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

- A. The rules contained in Robert's Rules of Order (latest edition) shall govern the meetings of Collegial Assembly and its Committees.
- B. The Chairperson of the Collegial Assembly may appoint a parliamentarian as deemed advisable.

#### **ARTICLE IX – ACCREDITATION AUTHORITY**

The Collegial Assembly of STHM recognizes the importance of the National Recreation and Park Association (NRPA), the American Alliance of Leisure and Recreation (AALR), and the importance of the accreditation standards of the NRPA/AALR – Council on Accreditation (COA). The Bylaws of the Collegial Assembly and all amendments thereof shall take into consideration NRPA/AALR – COA recommendations and standards for accreditation.

#### **ARTICLE X - AMENDMENTS**

Any amendment must be circulated to all members of the Collegial Assembly five (5) days prior to the regular meeting at which it is to be discussed. All amendments shall be voted upon by members of the Collegial Assembly at the next appropriate meeting or by ballot at the earliest opportunity under the supervision of the Faculty Development Committee. These bylaws may be altered or amended by concurrent vote of two-thirds of those voting.

All amendments are subject to review by the Dean and approval by the President or the Board of Trustees, after review by University Counsel.

These bylaws are subject to review every five (5) years and should be submitted to the President for approval, after review by University Counsel.