

April 11, 2011

Bylaws of Tyler School of Art, Temple University

Adopted April, 1972

Revised April 2001

Revised April 2002

Revised April 2011

Article I. Prevailing Authority of University Policies and the Union Contract

The term “University Policies” shall refer to any action, resolution, or policy of the Temple University Board of Trustees, or any action or policy of the President of Temple University taken within his or her authority, or 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and any University Policy now in effect or adopted in the future, such school or college bylaw or action shall be superseded by the pertinent University policy.

In the event of any conflict or contradiction between this document and the current union contract the bylaws will be superseded by the contract.

Article II. School/College Deans

- A. The President of the University appoints the Dean of Tyler School of Art in conformance with such Dean Search Guidelines as the President may from time to time promulgate.
- B. The Dean of Tyler School of Art is appointed by the President, and shall report to and be Accountable to the President or his/her designee, and shall serve at the pleasure of the President.
- C. The Dean of Tyler School of Art is the chief executive officer and the chief academic officer of the college. His/her 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 shall exercise such authority as may be delegated to him/her by University Policies. He/she shall be responsible for the administration of his/her 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 shall be an ex officio member without vote of all standing committees of Tyler School of Art.

Article III. School College Organization

A. Tyler School of Art 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 administration, pursuant to University Policies.

B. Tyler School of Art Collegial Assembly

- 1. The Assembly shall act as a body representative of the faculty of the Tyler School of Art, as described below under Articles V –X pertaining to faculty governance.

C. Dean's Advisory Committee

- 1. 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.

D. Mandatory Committees

- 1. 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 the four at-large members of the Executive Council. The Dean shall appoint one of these members as Chair without vote. The committee shall also consist of two undergraduate and one graduate student provided by the Student Alliance.

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 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/college, that person shall be given a full and fair opportunity to describe and document the rationale for his/her 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. 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 his/her 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 his/her recommendations for any actions or further proceedings to the Faculty Senate Personnel Committee and to the President or his/her 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 Dean's Advisory Committee. Recommended revisions shall be forwarded to the President or his/her 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 his/her 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 every five years and after consultation with the Collegial Assembly, may recommend revisions or amendments to the bylaws.

COLLEGIAL ASSEMBLY OF TYLER SCHOOL OF ART, TEMPLE UNIVERSITY ARTICLES OF FACULTY GOVERNANCE

Adopted April 3, 1972, Effective July 1, 1972
Revised as of April 4, 2001 by the Executive Council
Revised as of February 2011 by the Executive Council

Article I Name

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

Article II Powers

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

- a. Consultation
- b. Review
- c. Ratification
- d. Recommendation

And as defined by the Faculty Governance document of the Constitution of the Faculty Senate of Temple University.

2. 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.

Article III Membership

1. Each individual on full-time appointment to the Tyler School of Art with rank of Instructor, Assistant Professor, Associate Professor, or Professor; administrators without rank with teaching responsibilities; and professional art librarians shall become full voting members of the Assembly without application upon appointment.

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

Article IV Officers

1. Chair

The Assembly Chair shall preside over meetings of the Assembly for one year. He or she 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 agenda of the Assembly. 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 must be tenured and rotates among the departments in alphabetical order.

2. Vice Chair

The Vice Chair is the chair elect of the Assembly and Executive Council for one year. He or she 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 his or her absence. The Vice Chair is a voting member of the Executive Council and Assembly.

3. Past Chair

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

4. Term of Office

The elected official for 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.

1. Committee Structure and Duties

- a. 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.
- b. Committee Chairs for the upcoming academic year shall be elected by the committee members at the second to last Assembly meeting of the current academic year, unless otherwise specified.
- c. The Dean shall be an ex-officio non-voting member of all committees unless otherwise specified.
- d. 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.
- d. The department chairs will solicit representatives for all committees and candidates for elected positions

2. Course and Curriculum Committee

The Course and Curriculum Committee shall consist of a faculty member elected by each department, the Academic Coordinator, and a representative from the administration appointed by the Dean, usually the Associate Dean. The Committee is charged with the following:

- 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.

3. Executive Council

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, four at-large representatives elected by the Assembly for two-year staggered terms, 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.

4. Exhibition Committee

The Exhibition Committee shall consist of one faculty member elected by each department or program, and the Director of Exhibitions who shall serve as chair. The Committee shall be advisory to the Director of Exhibitions and serve as liaison between the administration and the departments or programs in coordinating an exhibition program appropriate to Tyler's educational mission and its goal of service to the community.

5. First Year Committee

The first year committee shall consist of a faculty member elected by each department within the college. The committee chair shall be elected from its membership. The committee is charged with discussing the first year experience in general, defining interdepartmental foundation objectives, and coordinating events and activities for first year students. The committee's actions shall reflect the curricula of the various departments, who will retain control over their programs.

6. 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. An Art History Graduate Advisor shall be the Art History representative on this 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 the M.Arch, M.F.A., M.Ed., and M.A. and Ph.D. in Art History programs.

7. Judicial Committee, Ad Hoc

The Judicial Committee shall consist of the four at-large members of the Executive Council. The Dean shall appoint one of these members as Chair without vote. The committee shall also consist of two undergraduate and one graduate student provided by the Student Alliance. The Committee is charged with reviewing the cases of students charged with violation of the academic regulations of the University or of the School code of conduct. The Committee shall follow the procedural guidelines approved by the trustees of the University for such cases. It shall make recommendations to the Dean on each case.

8. Sabbaticals and Awards Review Committee

The Sabbaticals and Awards Review Committee shall consist of one tenured faculty member elected by each department, and chairs shall not be eligible. The term of office shall be for one year. The Executive Council may, at its discretion, appoint additional members, in order to give wider departmental or programmatic representation, to serve during the consideration of certain awards for which tenure is not a qualification, or to replace a regular member when that member is a candidate for a sabbatical or award.

The Committee is charged with reviewing the applications of faculty members for sabbaticals and with considering faculty candidates for such other awards as may be appropriate. There is a separate faculty representative elected by the Assembly to serve at the University level.

9. Library Committee

The Library Committee shall consist of one faculty member elected by each department and the Librarian. The Committee shall serve as the Assembly's liaison with the University Library administration. It shall function as an advisory body in areas of internal library administration and policy, including, but not limited to, the general acquisition of publications, the development of special collections, and methods of information retrieval. The Architecture Program is served by a library liaison for accreditation and shall not maintain representation on this committee.

9. Merit Committee

The 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.

The Merit Committee shall consist of one full-time tenure or tenure track faculty member from each department and one at large member. Four of these members will be elected from a slate of no fewer than one candidate from each department, to be submitted by the department chairs. The Assembly shall vote for one candidate from each department; the four candidates receiving the most votes will be elected to the Merit Committee.

The Dean shall appoint three members to the Merit Committee, one from each department not represented by the elected members, and one at large member. Merit Committee membership and activities shall conform to the current Tyler School of Art: Merit Procedures and Criteria guidelines and the current TAUP contract Merit guidelines.

11. Personnel Committee

The Personnel Committee shall consist of two tenured faculty members from each department or program, elected by the Assembly. Terms of office will be for two years, with the two members from each department or program on alternate year schedules. Chairs are not eligible. Faculty up for promotion are not eligible for membership during the year of their promotion application. Faculty on sabbatical or not in residence are not eligible, and those in absence after being elected to the Committee shall be replaced by the Assembly for the duration of their terms. 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 collegial level if they have previously participated within their department.

The Committee shall be charged with developing and monitoring 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.

12. Technology Committee

The Technology Committee shall consist of one faculty member elected by each department, four at-large faculty representatives elected by the Assembly, and the Technology Manager. The committee is charged with recommending priorities for acquisitions, policies, resources, and needs for computers and technology activities.

13. Faculty Senate

There shall be 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, elected by the Assembly in accordance with the Faculty Senate guidelines.

Article VI Meetings

1. There shall be a minimum of two regular meetings of the Executive Council and of the Assembly held each semester.
2. Special meetings may be called by petition of ten members addressed to the Assembly Chair, by the Executive Council, or by the Dean.
3. A quorum shall consist of two-thirds 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.
4. With the exception of the Judicial Committee, all committees of the Assembly shall meet before October 31 of each year.

Article VII Order

1. 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.
2. The presiding officer shall determine all questions of order, subject to this document and to Section 1 of this article. He or she shall not speak for or against a matter in debate unless he or she 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.
3. 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.

Article VIII Elections

1. Election of Officers and Members of Standing Committees shall be conducted during the second to last meeting of the Assembly, prior to the close of the academic year. 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 final Assembly meeting(s).
2. 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. 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 second to last Assembly meeting of the academic year shall normally assume responsibility the following fall. To cover possible emergencies, however, the term of office for a given year shall be further defined as July 1 to June 30.

Article IX Amendments

Any proposed amendment to the Articles of Faculty Governance shall be sent in writing to every member of the Assembly at least one week prior to the meeting at which the amendment is to be considered. The final vote shall be taken at the next regular meeting after the initial consideration or electronically. A two-thirds majority of the members present shall be necessary to adopt.

Article X Prior Actions

The adoption of the Articles of Faculty Governance shall not invalidate actions of the Assembly, or the decisions of its committees, made prior to July 1972.