

TEMPLE UNIVERSITY
BOARD OF TRUSTEES
POLICIES AND PROCEDURES MANUAL

Title: School and College Standard Bylaws
Policy Number: 01.20.11
Effective Date: December 10, 2001
Issuing Authority: Office of the President

TEMPLE UNIVERSITY STANDARD SCHOOL/COLLEGE BYLAWS¹

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 his 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.²

¹ These bylaws are titled Temple University Standard School/College Bylaws because, if a school/college does not have its own approved bylaws in accordance with University policies, including the Presidential Policy on Creation and Review of Bylaws for Schools and Colleges, these bylaws will apply.

² 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 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and any University Policy now in effect or adopted in the future, such school or college bylaw or action shall be superceded by the pertinent University Policy.

Article II. School/College Deans

- A. The President of the University appoints the Dean of each school or college in conformance with such Dean Search Guidelines as the President may from time to time promulgate.

- B. The Dean of each school/college 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 each school/college is the chief executive officer and the chief academic officer of his/her school/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 each school/college 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 each school/college shall be an *ex officio* member without vote of all standing committees of his/her school or college.

Article III. School/College Organization

- A. School/College Administration and Staff. The Dean shall, subject to applicable University policies and within the school/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 school/college administration, pursuant to University Policies.
- B. School/College Collegial Assembly.
1. Every full-time faculty member of the faculty of the school/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. 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 his/her designee.

3. The Collegial Assembly shall be authorized to recommend school/college bylaws and other school/college policies for approval by the Dean. However, all such bylaws and policies shall be subject to University Policies.
4. The Collegial Assembly may be requested by the Dean to nominate faculty to serve on school/college committees.
5. The Dean shall be the presiding officer of the Collegial Assembly, but the Collegial Assembly may elect a vice chair to preside in the Dean's absence and a secretary to maintain minutes of the meetings of the Collegial Assembly.
6. 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 policies shall not be inconsistent with University Policies.
7. The Collegial Assembly may recommend academic plans, policies, and programs for the school/college to the Dean.
8. The Dean shall annually, at a regularly called meeting of the Collegial Assembly, provide a State of the School/College address or statement that sets

forth the academic condition of the school/college and outlines goals for the improvement of the school/college's academic policies and programs.

9. 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).

C. Dean's Advisory Committee

1. The school/college shall have a Dean's Advisory Committee whose size shall be at least eight members, including five faculty, the Dean as chair, and two students; but a larger Committee 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 school/college and to give appropriate consideration to diversity within the faculty.
2. All full-time members of the school/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 and the Dean shall endeavor to appoint members of the Dean's Advisory Committee from among these nominees, although he/she is not precluded from appointing other members of the faculty to assure broad representation within the faculty. Faculty members shall serve two-year staggered terms, and the terms of the members initially appointed under these bylaws shall be determined by lot.

3. There should be two student members of the Dean's Advisory Committee: one graduate or professional student and one undergraduate student, but both students may be from one of those categories in colleges whose student body does not include both categories of students. The Dean shall seek recommendations for student members from the school/college student government or, in the absence of a student government, from the heads of school/college professional and honors societies. The Dean shall endeavor to appoint student members of the Dean's Advisory Committee from among these nominees, although he/she is not precluded from appointing other members of the student body if no students are nominated as provided in these bylaws or if necessary to assure diversity of representation from within the student body.
4. The Dean is normally expected to obtain the advice of the Dean's Advisory Committee on the appointment of academic administrators, the formulation and revision of academic policies and programs, the school/college budget, and such other matters as the Dean may regard as important to academic excellence in the school/college.
5. Where University policies permit, and after consultation with the Collegial Assembly, the Dean may use the Dean's Advisory Committee as a school/college personnel to provide advice about appointments to the faculty, recommendations for tenure and/or promotion, and awards of merit pay. However, a separate Personnel Committee may be constituted for these

purposes if required by University Policies or recommended by the Collegial Assembly.

6. 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.
7. Except where other rules shall be adopted by the Dean after consultation with the Dean's Advisory Committee, the work of the Dean's Advisory Committee shall be guided by Robert's Rules of Order (latest revision).

D. Non-Mandatory Committees.

1. Where University Policies permit and taking into account the size of the school/college faculty and the scope of the school/college's programs, and after consultation with the Collegial Assembly, the Dean may establish other committees necessary to undertake the work of the school/college. 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 Dean's Advisory Committee.
2. The Dean shall appoint faculty and student members to these committees following the same procedures and giving weight to the same considerations that are used in constituting the Dean's Advisory Committee.
3. Without limiting the committees that may be established to conduct the work of each school/college or requiring the creation of committees not mandated

by University Policies or these bylaws, the Dean should give consideration to the creation of the following:

- 3 (a) A curriculum committee to review and recommend new academic programs that may be proposed, to recommend the discontinuation of programs that are no longer justified by academic need or cannot be budgetarily maintained, and to monitor the review of quality and effectiveness of existing academic programs.

- 3 (b) A resource and budget committee to consult with the Dean about the formulation of the school/college budget, the allocation of school/college resources, and steps to be undertaken to expand the school/college's resources through grants, contracts, gifts and other external funding sources.

- 3 (c) A teaching evaluation committee to consult with the Dean about the quality of undergraduate teaching, methods to evaluate the quality of undergraduate teaching, and programs to assist faculty to achieve excellence in undergraduate teaching. The teaching evaluation committee may also consider issues related to the quality and improvement of graduate teaching if these responsibilities are not allocated to a graduate committee or some other body concerned with

graduate education.

3 (d) A graduate committee to consult with the Dean about policies for admission to graduate programs, standards for defining good standing and regular progress for students in graduate programs, programs of assistance to graduate students in considering appropriate career objectives, and programs to assist graduate teaching assistants to become effective teachers. The graduate committee may also be charged with the responsibility for recommending criteria for membership in the graduate faculty and for eligibility to teach graduate courses, for assuring that graduate faculty standards in the school/college conform to University policies relating to graduate faculty, and for reviewing the credentials of persons applying or reapplying for graduate faculty membership to assure that they meet school/college and University requirements. The graduate committee should work with the curriculum committee to assure the continuing need for, quality of, and fiscal viability of graduate degree programs.

3 (e) A promotion and tenure committee to review applications for promotion and tenure and to make recommendations about specific applications for promotion and tenure. This committee shall be a mandatory committee if a separate promotion and tenure committee is required by University Policies, in which case the composition and

conduct of the committee shall follow those Policies. Otherwise the creation of a promotion and tenure committee shall not be mandatory if the Dean's Advisory Committee is assigned to perform these functions. The procedures and recommendations of the promotion and tenure committee must conform to the University's promotion and tenure policies and should follow school/college promotion and tenure procedures and criteria. The promotion and tenure committee should give due consideration to promotion and tenure guidelines that may be issued by the President or his/her designee setting forth the documentation and assessment that the President will seek in formulating his/her recommendations to the Board of Trustees about tenure and in making his/her decisions with respect to promotion.

E. Mandatory Committees

1. Following the procedures set forth for establishing and appointing a 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 school/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 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. In schools/colleges with several programs or departments, 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 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 complaint 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 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 standard 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 his/her school/college every five years and, after consultation with the Collegial Assembly, may recommend revisions or amendments to the bylaws.

Notes:

1. Dates of Official Enactment and Amendments:

Adopted by the President on December 10, 2001.

2. History:

None

3. Cross References:

Presidential Policy #01.20.01: Review and Approval of Bylaws for Individual Schools and Colleges.

Presidential Memorandum Regarding Policy on School and College Bylaws, dated January 14, 2002 (see Attachment A).

**INTEROFFICE MEMORANDUM****OFFICE OF THE PRESIDENT**

David Adamany
President

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To:

Peter Doukas, Dean School of Pharmacy	Ivo P. Nnane, Collegial Assembly Chair School of Pharmacy
Sophia Wisniewska, Dean Ambler College	Elizabeth Sluzis, Collegial Assembly Chair Landscape Architecture & Horticulture
Moshe Porat, Dean Fox School of Business & Management	Thomas Getzen, Collegial Assembly Chair Fox School of Business & Management
Maurice Vogel, Dean College of Liberal Arts	Richard Immerman, Collegial Assembly Chair College of Liberal Arts
Concetta Stewart, Dean School of Communications & Theater	Linn Washington, Collegial Assembly Chair School of Communications & Theater
Martin Tansy, Dean School of Dentistry	Alan Stark, Collegial Assembly Chair School of Dentistry
Joseph DuCette, Acting Dean College of Education	Ken Thurman, Collegial Assembly Chair College of Education
Chris Platsoucas, Dean College of Science & Technology	Leroy Dubeck, Collegial Assembly Chair College of Science & Technology
Richard Brodhead, Dean Esther Boyer College of Music & Dance	Charles Abramovic, Collegial Assembly Chair Esther Boyer College of Music & Dance
Robert Reinstein, Acting Dean Beasley School of Law	David Sonenshein, Collegial Assembly Chair Beasley School of Law
Leon Malmud, Dean School of Medicine	Ronald Rubin, Collegial Assembly Chair School of Medicine
Curt Leonard, Dean School of Social Administration	Ruth Gillman, Collegial Assembly Chair School of Social Administration
Rochelle Toner, Dean Tyler School of Art	Jacques Wilmor, Collegial Assembly Chair Tyler School of Art
John Mattiacci, Dean School of Podiatric Medicine	Anthony Kidawa, Collegial Assembly Chair School of Podiatric Medicine
Keya Sadeghipour, Dean College of Engineering	Zdenka Delalic, Collegial Assembly Chair College of Engineering
Peter Doukas, Acting Dean College of Allied Health Professions	Jane Kurz, Collegial Assembly Chair College of Allied Health Professions
Moshe Porat, Dean Fox School of Business & Management	Betsy Barber, Collegial Assembly Chair School of Tourism & Hospitality Management

From: David Adamany

Re: Policy on School and College Bylaws

Date: January 14, 2002

I am writing to you about the Board of Trustees' policy on school and college bylaws. On March 13, 2001, the Board of Trustees adopted a policy calling for review of school and college bylaws.

DA-456

Among the concerns that caused the Board of Trustees to adopt this policy were the following: Although bylaws require the approval of the Board of Trustees, most school and college bylaws over the years have not been submitted for the Board's review and approval. Some bylaws have become obsolete because they have not been recently reviewed, and some are contrary to University policies and/or law. In addition, school and college bylaws cover an array of different matters, and they lack basic uniformity and consistency in addressing matters that all bylaws should address.

The Trustees have authorized the President to initiate a review of all school and college bylaws. Each school or college is to review its bylaws, conform them to general policies stated below, and submit them for approval by the President.

Any school or college that does not have revised bylaws approved by July 1, 2002 will operate under a set of Temple University's School/College Standard Bylaws that are attached. They will continue to operate under those Standard Bylaws until a new set of bylaws is approved.

The following provisions of the Standard Bylaws must be included in school or college bylaws that will be approved by the President:

- Article I. Prevailing Authority of University Policies (including the pertinent footnote).
- Article II. School/College Deans.
- Article III(a). School/College Administration and Staff.
- Article III(e). Mandatory Committees.

The following other issues must be addressed in school or college bylaws:

- The composition of the faculty who shall be members of the Collegial Assembly. (As an example, see Article III.B.1 of the Standard Bylaws.)
- The means by which the Collegial Assembly can be convened. This should include, among other means, the authority of the Dean to convene a meeting when he/she deems in it necessary. (As an example, see III.B.2 of the Standard Bylaws.)
- The rules by which meetings of the Collegial Assembly shall be guided. (As an example, see Article III.B.9 of the Standard Bylaws providing that meetings should be guided by the current edition of Robert's Rules of Order (Newly Revised).)
- Procedures for amendment of the bylaws. Such provisions must include review by the Dean and approval by the President or the Board of Trustees, after review by University Counsel. Such provisions must also include a provision that bylaws will expire at the end of five years and will be reviewed by the school or college and resubmitted for approval by the President, after review by University Counsel, on or before that time. (As an example, see Article IV of the Standard Bylaws.)

In addition, schools and colleges are urged to adopt bylaws that will provide for the creation of necessary committees and the manner of selecting members of those committees to act on the following subjects: promotion and tenure, review and recommendation of academic policy and curricula (both graduate and undergraduate), student grievances, faculty responsibility, and advice to the Dean. (As an example, see Article III.D of the Standard Bylaws for a list of committees that might be established.)

Please do not hesitate to consult your Dean or this office about the development of bylaws in your school or college. We want to make every effort to assist colleges and schools to review and renew their bylaws and to be flexible in doing so within the limits of University policy.

Thank you for your attention.

DA/das

Attachments: Trustee Policy on Bylaws
Standard Bylaws

cc: Ira Schwartz, Provost (with attachments)
George E. Moore, University Counsel (with attachments)
Michael Goetz, President, Faculty Senate (with attachments)
University Officers (with attachments)