

## Bylaws of Tyler School of Art, Temple University

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## **Article I. Prevailing Authority of University Policies**

The term "University Policies" shall refer to any action, resolution, or policy of the Temple University Board of Trustees, or (2) any action or policy of the President of Temple University taken within his or her 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and any University Policy now in effect or adopted in the future, such school or college bylaw or action shall be superseded by the pertinent University policy.

## **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. 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.

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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.

## B. TYLER SCHOOL OF ART COLLEGIAL ASSEMBLY

### 1. Name and functions

#### *a. Name*

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.

#### *b. Functions*

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

- i. Consultation
- ii. Review
- iii. Ratification
- iv. Recommendation

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

### 2. Role and Responsibility

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.

### 3. Membership

#### *a. Full--Time Faculty*

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.

#### *b. Part Time Faculty and Administrators without Academic Responsibility*

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

### 4. Officers

#### *a. 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 may be chosen from the Assembly membership by one of two means

1. Any tenured faculty member of the Assembly may stand for election to the position of Vice Chair and, in the subsequent year, will be appointed Chair. Nominations (and self nominations) shall be accepted at the first Assembly meeting of the spring semester to be voted on by the group at its final meeting of the year. If there are no nominees, then

2. Rotation in order of department name shall be resumed from the point at which it was last in use. The department in sequence shall submit the name of a qualified candidate for approval of the Assembly at the final meeting of the year.

*b. 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

*c. 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

*d. Term of Office*

The individual elected to serve in 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

## **2. Meetings**

*a. Frequency, Quorum, Initial Committee Meetings*

There shall be a minimum of two regular meetings of the Executive Council (see III.C.1) and of the Assembly held each semester.

Special meetings may be called by petition of ten members addressed to the Assembly Chair, by the Executive Council, or by the Dean.

A quorum shall consist of a simple majority 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.

*3. Order*

i. 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.

ii. 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.

iii. 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.

## **C. EXECUTIVE COUNCIL (DEAN'S ADVISORY COMMITTEE)**

## 1. Defined

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. It will also liaise with representation from Exhibitions and Public Programs, Continuing Education, Tyler Admissions, the Office of Advising, the Office of Student Life, and the Development office as necessary.

## 2. Membership

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, six 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.

## 3. Meetings

There shall be a minimum of two regular meetings of the Executive Council (see III.B.3) and of the Assembly held each semester.

### D. COLLEGE COMMITTEES

#### 1. Committee Structure and Duties

##### *a. General Notes*

The term of, purpose of, or charge to any committee, standing or *ad hoc*, shall be clearly stated and all committees shall report to the Assembly on their studies or decisions within the confines of the original purpose or charge. Each committee shall be responsible for archiving its procedures and activities for subsequent iterations.

##### *b. Committee Chairs*

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. Role of the Dean*

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

##### *d. Reporting*

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.

*e. Nomination to Committees*

The Department Chairs will solicit representatives for all committees and candidates for elected positions.

*g. Term of Service.*

Unless otherwise noted, all committee members will be elected for a two---year term assuring one year of overlap between members.

*h. Frequency of Meetings*

With the exception of the Merit Advisory Committee and any *ad hoc* committees, all committees of the Assembly shall meet before October 31 of each year and shall meet at least once during fall and spring semesters.

## **2. Elections**

*a. Election Timing*

Election of Officers and Members of Standing Committees shall be conducted during the second to last meeting of the Collegial 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).

*b. Election Procedures*

- i. 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.
- ii. 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.
- iii. Electronic voting shall be employed as the Assembly sees necessary.

## **3. The Budget Review Committee**

The committee is an advisory body to the Dean, who has ultimate responsibility for the School budget. It will advise the Dean on issues such as: the allocation of the budget of the School; the implementation of the budget; revenue enhancement; staffing, building, and equipment needs; and the assessment of priorities in the future directions of the School. Other matters may be brought before the committee at the discretion of the Dean or Chair.

The Budget Review Committee shall consist of the Executive Council (Chairpersons of each department and six at---large members). No one department should have more than three representatives on committee at one time. Except in cases of replacement following resignation or leave, each faculty member of the Committee will serve for a period of two years. The terms of office are staggered, so that one half of the at---large committee members change each year.

The Finance Officer of the College is an ex-officio member of the Committee. Each year the Committee shall elect its own Chair, who reports to the Executive Council and the Assembly on Committee deliberations and actions. Elected members of the Committee are voting members.

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

#### **4. Curriculum and Instructional Resources Committee**

The Curriculum and Instructional Resources Committee has the responsibility to advise and provide faculty approval in matters relating to curriculum development and technology needs in the studio or classroom.

The Curriculum and Instructional Resources Committee shall consist of one member from each department. The Tyler School of Art IT Manager, the Director of Academic Advising, Paley Library's Art Librarian, and the Assistant, Associate, or Vice Dean of Tyler School of Art shall also serve on the committee as necessary as non-voting members.

The duties of the Curriculum and Instructional Resources Committee are listed below.

- Course and curriculum review and approval
  - 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.
- Foster students' technical knowledge of traditional and non-traditional ways of making, including manual, digital, and technological approaches. Define a systematic and critical approach to integrating new media and technologies into curricula.

#### **5. Exhibitions and Public Programs Committee**

The Committee shall be advisory to the Director of Exhibitions and Public Programs and serve as liaison between the administration and the departments in coordinating exhibitions and public programs appropriate to Tyler's educational mission and its goal of service to the community.

The Exhibitions and Public Programs Committee shall consist of one faculty member elected by each department. The term of service shall be three years. The Director of Exhibitions and Public Programs shall serve as chair.

#### **6. Faculty Achievement Committee**

The Faculty Achievement Committee is charged with annual assessment of full-time faculty teaching, service, and professional achievement. The Committee shall review faculty performance in these three areas and recognize faculty achievement through college-wide awards, sabbaticals, and recommendation to University and College awards for outstanding achievement.

The Faculty Achievement Committee shall meet both fall and spring semesters. Fall semester duties shall include reviewing full-time faculty for merit, sabbaticals, and University and College awards. Spring semester duties shall include reviewing and revising assessment procedures and processes, including peer evaluations, student feedback forms, and other measures of faculty performance in teaching, service, and professional achievement.

The Faculty Achievement Committee shall consist of sixteen members:



- One full-time tenured or tenure-track faculty member from each department and two at-large members elected by the Collegial Assembly.
- The Dean shall appoint three members to the Faculty Achievement Committee, one from each department not represented by the elected members, and one at large member.

*a. Sabbaticals and Awards Review Subcommittee*

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.

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 two years. 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.

## **7. 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.

## **8. 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 will be co-chaired by the Director of Graduate Programs and an elected member of the committee. Both co-chairs will have the authority to convene a meeting of the 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.

## **9. Merit Advisory Committee**

The Merit Advisory 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 Subcommittee shall consist of no more than ten members who shall be selected in equal numbers as follows

- (a) up to five members appointed by the Dean from among those persons who shall have recently served on the College or School Promotion Committee, College or School Tenure Committee and/or University Promotion and Tenure Advisory Committee and
- (b) an equal number elected by the College or School Assembly

Merit Committee membership and activities shall conform to the current Tyler School of Art Merit Procedures and Criteria guidelines.

## **10. Promotion and Tenure Committee**

The Promotion and Tenure 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.

The following personnel are ineligible to serve on the committee:

- Chairs are not eligible.
- The Dean or his/her representative is not eligible.
- Faculty up for tenure or 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 at the collegial level if they have previously participated within their department or if they are members of the University Committee and plan to participate at that level.

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.

### E. MANDATORY COMMITTEES

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

The Dean shall constitute a student appeal and grievance committee to hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance.

The Student Appeal and Grievance Committee shall consist of 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.

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. Faculty Responsibility Committee (*ad hoc*)**

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.

## **Document History**

Adopted April, 1972

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Revised April, 2002  
Revised April, 2011  
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