

Temple University
Bylaws of the Ambler College
October 24, 2002

Article I. Prevailing Authority of University Policies

- A. 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/her authority, or any administrative policy of 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 agreements 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. In the event of any conflict or contradiction between these bylaws and any action taken by Ambler College under the authority of these bylaws, on the one hand, and any University Policy now in effect or adopted in the future, on the other hand, then the pertinent provision or provisions of these bylaws or the action taken pursuant thereto shall be superseded by the pertinent University Policy.

Article II. Ambler Dean

- A. Ambler College, created through action of the Temple University Board of Trustees in June 2000, is administered by the Dean of Ambler College, who is appointed by the President of the University in conformance with such Dean Search Guidelines as the President may from time to time promulgate. The Dean shall report to and be accountable to the President or his/her designee, and shall serve at the pleasure of the President.
- B. The Ambler Dean is the chief executive officer and chief academic officer of the Ambler Campus and Ambler College. The Dean’s duties and responsibilities are defined by the President and by pertinent policies of the Board of Trustees, by the Dean’s Position Description that shall be issued by the President from time to time, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President.
- C. The Dean shall exercise such authority as may be delegated to him/her by University Policies. The Dean shall be responsible for the administration of the Ambler 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.

- D. The Ambler College Dean, in consultation with the Executive Committee of the Collegial Assembly, may from time to time appoint committees to advise her/him on various matters of import to the College and Campus. The Ambler Dean shall be an *ex officio* member without a vote on all standing committees of Ambler College.

The Dean is responsible in particular for constituting two committees: (1) The Student Appeal and Grievance Committee and (2) an *ad hoc* Faculty Responsibility Committee.

1. Student Appeal and Grievance Committee. The Dean shall constitute a 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 committee shall make recommendations to the Dean on each appeal or grievance. It shall follow all University and all college policies and procedures for student appeals and grievances. It shall refer student appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance. Unless precluded by University or College policies, the committee shall assure a student an 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. When the appeal or grievance seeks to change a decision taken by a member of the faculty, staff, or administration of the college, that person shall be given an 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. Ad hoc Faculty Responsibility Committee. The Dean, in consultation with the Executive Committee of the Collegial Assembly, shall appoint an *ad hoc* Faculty Responsibility Committee to investigate serious 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 an 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 or to carry out University Policies. 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 and 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 President or his/her designee.

- E. To facilitate effective functioning of the governance process the Dean shall provide, when requested and if available, staff assistance to the Collegial Assembly and to the Standing Committees of the College; shall maintain and archive the minutes of the Collegial Assembly and its committees as well as any reports or other documents which the committees prepare; shall retain for a period of three years the ballots and results of any election or other ballot conducted by mail; shall retain records of the membership of all committees of the Assembly, including years of initial election or appointment and the remaining term of all committee members; shall encourage and stimulate faculty participation in the Ambler governance process through annual merit recommendations to home departments; and shall reward and encourage faculty teaching and service to Ambler College through annual participation in the tenure and contract review process of faculty whose home department is elsewhere.

- F. The Dean of Ambler College shall annually, at a regularly called meeting of the Collegial Assembly, provide a State of the College address or statement that sets forth the academic condition of the College and outlines goals for the improvement of the college's academic policies and programs.

Article III. College Organization

Ambler College is composed of the faculty of the Landscape Architecture and Horticulture Department, the program of Community and Regional Planning, and other departments and programs that may be added later, as well as affiliated faculty from all of the schools and colleges offering degree programs at Temple University's Ambler Campus and Temple University Fort Washington.

- A. Ambler College Administration and Staff. The Dean shall, subject to applicable University Policies and within the Ambler College's authorized budget, appoint associate deans, assistant deans, department chairs, and other academic and administrative personnel. The Dean shall be responsible for the supervision of the College administration, pursuant to University Policies. To the extent that University Policies permit and taking into account the size of Ambler College and the scope of its programs, and after consultation with the Collegial Assembly, the Dean may establish committees to undertake the work of the college and to advise the Dean on various matters.
- B. Ambler College Collegial Assembly. The assembly of the faculty members of Ambler College shall be known as the "Ambler Collegial Assembly."
1. Membership. All full-time faculty members holding Presidential, Dean's Appointments, and Special Appointment Faculty appointments and teaching in programs within Ambler College, to include department coordinators and professional librarians, shall be members of the Collegial Assembly. Membership shall be without application and upon faculty appointment. All members have the privilege of the floor.
 2. Limits to Participation. Only those faculty members holding Presidential appointment and those Dean's Appointments and Special Appointment Faculty who teach at least one-half of their regular load at Ambler (hereafter referred to as "Core Faculty," to include department coordinators and professional librarians), shall have the right to vote and hold office within the Collegial Assembly. The Dean of Ambler College shall provide a list of such members by the end of the third week of each semester.
 3. Procedures. Members of the Collegial Assembly shall be directed in their actions by the rules and policies set forth in the Temple University Faculty Handbook, the TAUP contract, and all University policies. Meetings of the Collegial Assembly shall be governed by Robert's Rules of Order.
 4. Presiding Officer. Meetings of the Collegial Assembly shall be presided over by the chairperson of the college Executive Committee. In the event that the Executive Committee chairperson is unable to attend part or all of a scheduled meeting of the Collegial Assembly, the members of the Executive Committee shall designate a temporary replacement.
 5. Regular Meetings. The Collegial Assembly of Ambler College shall meet at least once during the fall semester and at least once during the spring semester each year

- for the purpose of conferring degrees and carrying out other necessary business of the college. The Executive Committee may call additional meetings as necessary. At the request of the Executive Committee, the Office of the Dean shall provide written notice of each meeting to the campus address of each member of the faculty at least two weeks prior to the date set for the meeting. The agenda for the meeting, provided by the Executive Committee, shall be delivered to the faculty at least one week prior to the meeting date. Motions on substantive issues which are made during the course of a meeting but which were not announced on the agenda of the meeting may not be considered for a final vote at the meeting. Instead, they must be placed on the agenda of a subsequent meeting to be voted on at that time.
6. Special and Emergency Meetings. The chairperson of the college Executive Committee shall call a special meeting of the Collegial Assembly upon receipt of either: (1) a request by the Dean of Ambler College, (2) a request by at least half of the voting members of the Executive Committee, or (3) a petition signed by twenty-five percent or more of the Core Faculty of the Collegial Assembly. At the request of the Executive Committee, notice of and the agenda for a special meeting shall be delivered to the faculty at least one week prior to the date set for the meeting. In addition, the Dean's Office shall notify each department chair and program coordinator of the meeting by telephone at least one week prior to the meeting date. The Dean may call an emergency meeting upon 48 hours notice if so authorized by the President or his/her designee. Special meetings shall be restricted to consideration of matters for which the meeting was specifically called.
 7. Minutes of Collegial Assembly meetings. The Executive Committee shall designate someone to take minutes of each meeting of the Collegial Assembly. These minutes shall be subject to approval by the Core Faculty present at the subsequent Collegial Assembly meeting.
 8. Quorum. A quorum for all meetings of the Collegial Assembly shall consist of one-fifth of the Core Faculty, as defined in Article 3.
 9. Standing Committees. The Collegial Assembly shall form Standing Committees and ad-hoc committees to assist in the conduct of its business. Standing Committees may form *ad hoc* subcommittees as needed and disband them when no longer needed. Each Standing Committee shall formulate its own procedures and forward them, in writing, to the Executive Committee, which may recommend changes. The procedures of each Standing Committee, as ultimately proposed by that Committee and approved by the Executive Committee, shall be approved by a majority of the Core Faculty, and upon approval appended to these Bylaws. Standing Committees will report at each Collegial Assembly meeting and, before May 1 of each academic year, each committee shall submit a written report to the Executive Committee, summarizing the committee's work for the year. The following shall be the Standing Committees of the Collegial Assembly: (1) Executive Committee; (2) Budget and Planning Committee; (3) Curriculum Committee, with an Undergraduate Subcommittee and a Graduate Subcommittee; (4) Personnel Committee.

Standing Committees of the College shall be composed of Core Faculty from departments and major programs within Ambler College, augmented in some cases, as indicated below, by *ex-officio* members. For these purposes eligible departments or programs are defined as the permanent departments within the College, plus those programs whose enrollments and faculty presence at Ambler are large enough to require a Coordinator or two Core Faculty. Core Faculty elected to Standing Committees (except the Executive Committee and the Personnel Committee) shall serve three-year staggered terms, so that each succeeding year at least two members will leave the committee to be replaced by newly elected members. Members of standing committees cannot be elected to or appointed to more than two consecutive terms on any committee. Membership on the Personnel Committee shall be limited to one three-year term, after which the faculty member is ineligible for reelection for one year.

- a. The Executive Committee shall (1) advise the Dean in matters of collegial import; (2) prepare the agenda for Collegial Assembly meetings and assure that minutes of these meetings are kept and circulated to the faculty; (3) create *ad hoc* committees of the Collegial Assembly and determine their functions; (4) resolve jurisdictional disputes between committees; (5) take no action contravening a previously adopted policy of the Faculty; (6) act for the faculty in the event that faculty action is required at a time when a meeting of the Collegial Assembly cannot be convened, immediately thereafter notifying the faculty by mail and presenting the action for approval at the next Collegial Assembly meeting; and (7) solicit departments and programs to elect their representatives to the Executive Committee, prepare a slate of candidates each spring for the other Standing Committees and the Representative Faculty Senators, count the ballots for votes that are to occur by mail, and, when necessary, make appointments to fill vacancies.

The Executive Committee shall be composed of one Core Faculty member elected for three-year terms by each department and program, the Ambler College representative to the Faculty Senate Steering Committee, and one member each from the Budget and Planning Committee and the Curriculum Committee, selected by the members of those committees. The Executive Committee shall meet at least once each month during the regular academic year. Each year, the chairperson of the previous year's Executive Committee, shall convene a meeting of the new committee during the first two weeks of the fall semester. At this meeting, the voting members of the committee shall select a Chairperson, who shall also preside over meetings of the Collegial Assembly. The quorum for all meetings of the Executive Committee shall be a majority of its voting membership.

- b. The Budget and Planning Committee of the Collegial Assembly is composed of six (6) Core Faculty elected for three-year staggered terms, with the Dean and the Financial Manager of the College serving *ex-officio*. In consultation with the

department chairs and program coordinators, the Budget and Planning Committee shall review, evaluate and furnish advice to the Dean regarding: (1) proposals for setting future directions and priorities in the college; (2) proposals for hiring faculty in the context of those priorities; (3) proposals and plans for equipment and building modifications; (4) the Dean's annual budget plans for the college; and (5) the actual budget submissions and subsequent allocations and their consequences in the context of the above established priorities.

The Budget and Planning Committee shall review the final implementation of the budget and evaluate results in the context of the above established priorities, and provide an annual summary report to be distributed to the Collegial Assembly at the first regular meeting during the fall term. The Budget and Planning Committee shall meet at least once each month during the regular academic year. Each year, the chairperson of the previous year's Budget and Planning Committee shall convene a meeting of the new committee during the first two weeks of the fall semester. At this meeting, the voting members of the committee shall select a chairperson of the committee for the new year.

- c. The Curriculum Committee of the Collegial Assembly, composed of six (6) Core Faculty elected for three-year staggered terms, shall be divided into two subcommittees, one on Graduate Education and one on Undergraduate Education, each consisting of three members. Membership on the Graduate Subcommittee shall be limited to members of the Graduate Faculty from among the Core Faculty of Ambler College. The Director of Graduate Services and the Coordinator of Undergraduate Advising, or the dean's delegated representatives serve *ex officio*.

The Curriculum Committee shall advise the dean on matters relating to (1) the formulation of College policy pertaining to graduate and undergraduate degree programs; (2) the review of proposed new graduate and undergraduate programs and courses; (3) the review of proposed curricula changes and proposed changes in graduation requirements; and (4) budget issues relevant to graduate and undergraduate education. All material changes and innovations proposed by the Curriculum Committee require approval of the Collegial Assembly are subject to pertinent University Policies and final approval by the Board of Trustees.

- d. The Personnel Committee of the Collegial Assembly is composed of five (5) tenured members of the Core Faculty within the College, at least two of whom shall hold the rank of full professor, serving one three-year term and ineligible for reelection one year thereafter. The Personnel Committee shall make recommendations to the Dean of Ambler College regarding the awarding of study leaves, merit awards, and tenure and promotion to all ranks of eligible faculty of the college who are candidates for promotion and/or tenure. A subcommittee of Professors on the committee shall consider promotions to the rank of Professor and the granting of tenure to Professors. The full committee will consider all other tenure and promotion cases. Members of the committee must recuse themselves when a candidate from their home program or department is being

considered on the principle that a faculty member should have input at only one step in the personnel review process. When reviewing cases of faculty located within departments and programs based entirely at Ambler, the Personnel Committee will make direct recommendations, as required by the Faculty Handbook and consistent with already established procedures within existing academic units. When reviewing the cases of Core Faculty whose programs are housed at the Main Campus or elsewhere, Personnel Committee recommendations are advisory, taking into consideration the faculty member's service, teaching, and research contributions to the mission of Ambler College; such recommendations to be forwarded via the Dean of Ambler College with appropriate recommendations and endorsements.

- d. Representative Faculty Senators. Each Spring, the Executive Committee shall prepare a slate of candidates to run for election as representatives of the College to the Representative Faculty Senate. Additional candidates may then be added to the list by a petition containing the signatures of at least five Core Faculty of the College in addition to the signature of the proposed candidate, indicating a willingness to serve.

Representative Faculty Senators shall serve three-year staggered terms, so that each year approximately one third of the College seats in the Representative Faculty Senate will be subject to election. Initial terms will be assigned based on the number of votes received; those faculty with the most votes will receive the longest terms, subject to the constraint that each department shall have at least one representative.

The elected terms of elected Faculty Senate Representatives shall commence on September 1 and shall end on August 31. In the event that an elected Faculty Senate Representative is unable to complete part or all of his or her term, the person next in line based on the previous year's election shall serve as the senator's replacement, subject to the constraint that, at all times, there should be at least one Representative Senator for each department of the College. Should the originally elected Representative Senator become able to resume service, the original term shall be completed. In any case, the term of a replacement Representative Senator shall end no later than the original term of the person who is replaced.

- f. Steering Committee Representative. Each Spring, when necessary, the Executive Committee of the Collegial Assembly shall prepare a slate of candidates, from which a representative of the College to the Faculty Senate Steering Committee shall be elected. After the slate is prepared, it shall be circulated to the faculty. Additional candidates may then be added to the list by a petition containing the signatures of at least five Core Faculty of the College in addition to the signature of the proposed candidate, indicating a willingness to serve. To be considered valid, such petitions must be returned to the Executive Committee within two weeks of the date of circulation of the original slate. After this two-week period,

the Executive Committee shall prepare and send a mail ballot to all Core Faculty of the College. To be considered valid, mail ballots are to be returned to the Executive Committee within two weeks of circulation, after which they shall be counted by members of the Executive Committee. The Ambler College representative to the Faculty Senate Steering Committee shall serve a three-year term. In the event that an elected Faculty Senate Steering Committee Representative is unable to complete part or all of his or her term, the Chair of the Executive Committee shall convene a meeting of the College's Representative Faculty Senators. These Senators shall elect a temporary replacement to serve for the remainder of the academic year.

Article IV: Adoption and Amendments

- A. Initial Adoption. A copy of these Bylaws shall be posted on the Ambler College website and mailed to eligible Core Faculty. At least two weeks later, under the aegis of the Ambler Governance Committee, serving as the College Executive Committee *pro tempore*, a ballot requesting adoption of the document shall be mailed to the Core Faculty. Ballots are to be returned within two weeks of the mailing date. These Bylaws shall become effective upon approval by two thirds of the votes cast.
- B. Future Amendments. Subsequent to initial approval of these Bylaws, proposed amendments shall be distributed by the College Executive Committee to the Core Faculty at least two weeks prior to a Collegial Assembly meeting at which the proposed amendments are to be discussed. Within one week following this meeting, the proposed amendments (as modified at the meeting) shall be sent to each member of the Core Faculty together with a ballot. Ballots are to be returned within two weeks of the mailing date and will be counted by members of the Executive Committee. In order for the mail ballot to be considered valid, at least thirty percent of the Core Faculty eligible to vote must return their ballots. Amendments may be proposed by the Executive Committee or by a signed petition of twenty Core Faculty. Adoption of the proposed amendments will require a favorable two-thirds majority of the votes cast. An adopted amendment shall become effective upon review and approval by the President. In any event, the Dean and the Collegial Assembly shall review the Bylaws every five years, to be effective when approved by the president or his/her designee.

The Ambler College Bylaws were ratified February 27, 2002 by the Ambler Core Faculty.