1.0 Preamble.

1.1 Purpose. The purpose of the School of Arts and Humanities Bylaws ("Bylaws") is to provide guidance to the faculty regarding their various duties and responsibilities and to provide information to the University Administration on the administration, operation and organization of the School of Arts and Humanities ("A&H") at the University of Texas at Dallas ("UT Dallas").

1.2 Terminology. The following terminology shall be used throughout the Bylaws and is defined as follows:

1.2.1 Faculty. The A&H Faculty shall consist of all persons appointed at least half time for a term of at least nine (9) months during the current academic year to one of the following positions:

1.2.1.1 Full, Associate, or Assistant Professor (tenured/tenure-track)

1.2.1.2 Senior Lecturer I, II, Distinguished Senior Lecturer, and Part-time Senior Lecturer (non-tenure track)

1.2.1.3 Full, Associate, or Assistant Visiting Professor (non-tenure track)

1.2.1.4 Full, Associate, or Assistant Adjunct Professor (non-tenure track)

1.2.1.5 Full, Associate, or Assistant Clinical Professor (non-tenure track)

These terms are defined more fully in The University of Texas System Rules and Regulations of the Board of Regents Rule: 31001 ("Rule 31001").

1.2.1.5.1 Senior Lecturer. Per the UTDallas Faculty Senate General Standards and Procedures: Peer Review of Non-Tenure Track Faculty ("Faculty Senate") at UTDallas, "Senior Lecturer" will be understood to be a non-tenure track person employed on at least a renewable annual contract with a teaching requirement of 24 workload points in organized courses or a non-tenure track person appointed as a Senior Lecturer at least half time or with administrative duties. Senior Lecturers may be hired for up to a three (3) year contract term. This policy does not apply to ordinary "Lecturers," who are hired to teach specific courses on a course-by-course basis.

1.2.1.5.1.1 Senior Lecturer I. Term used for teachers who will augment and complement regular teaching faculty and whose teaching experience and qualifications must meet the SACSCOC requirements for all courses taught. Senior Lecturer I is generally an initial appointment.

1.2.1.5.1.2 Senior Lecturer II. Term used for teachers who will augment and complement regular teaching faculty and whose teaching experience and qualifications meet the SACSCOC requirements for all courses taught. Senior Lecturer II signifies a record of excellence relative to their assignments.

1. These definitions reflect established usage at U T Dallas. With respect to the Faculty Senate, Senior Lecturer I at U T Dallas corresponds to "Lecturer" in the Rules. Senior Lecturer I and II are divisions of "Senior Lecturer" in the Rules, and "Lecturer" corresponds to a position that would presumably be subcategory of "Lecturer" in the rules.
1.2.1.5.1.3 Distinguished Senior Lecturer. Term used for teachers who will augment and complement the regular teaching faculty and whose teaching experience and qualifications demonstrate extraordinary service and performance. Senior Lecturer III faculty meet the SACSCOC requirements for all courses taught.

1.2.1.5.1.4 Part-time Senior Lecturer. Term used for teachers with less than a 50% appointment who will augment and complement regular teaching faculty and whose teaching experience and qualifications meet the SACSCOC requirements for all courses taught.

1.2.1.6 Full, Associate or Assistant Visiting Professor. A non-tenure track temporary appointment of persons either visiting from other institutions where they hold similar ranks or who are brought to A&H on a trial basis. Such appointments are limited to two (2) years.

1.2.1.7 Full, Associate, or Assistant Adjunct Professor. A non-tenure track appointment used when a qualified person from business, industry, government, private practice, or another institution of higher education may be teaching a course or participating in the teaching of a course in A&H. Appointment shall not exceed the term of one (1) academic year. If A&H deems the position beneficial, the lecturer faculty member may be offered reappointment to a lecturer faculty position in accordance with the Texas Education Code Section 51.943.

1.2.1.8 Full, Associate, or Assistant Clinical Professor. A non-tenure track position designating full-time or part-time service on the faculty while involved in a professional clinical experience program. Appointment shall not exceed the term of three (3) years and shall terminate upon expiration of the stated period of appointment without notification of nonrenewal. If A&H deems the position beneficial, the clinical faculty member may be offered reappointment in accordance with the Texas Education Code Section 51.943.

1.2.2 Rules of Order. All meetings within A&H shall be conducted according to Robert's Rules of Order.

1.2.3 Voting Faculty. The voting faculty shall consist of all tenured and tenure track faculty, the Dean, and the Associate Deans. Other members of the voting faculty include: faculty appointed half-time or more who hold the rank of Regental Professor, Professor, Associate Professor, Instructor, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, and Senior Lecturer.

Non-voting faculty include those with the following titles: Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Clinical Instructor, and Instructor (less than half-time appointments); Lecturer; Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor; Professor Emeritus and Associate Professor Emeritus; and Research Scientists and Research Associates holding appointments outside the classified pay plan of the University.

The Dean shall only vote in matters where there is a tie of the voting faculty.

All non-voting faculty may attend all A&H faculty meetings and participate in discussions, except when the faculty meets in executive session or when matters subject to privacy protection are under consideration.
2.0 FACULTY

2.1 Faculty. The term faculty is fully defined in Section 1.2.1 above.

2.2 Powers and Responsibilities. Consistent with the policies of UT Dallas, the whole voting faculty shall establish:

2.2.1 Procedures for election of faculty representatives to School Committees,

2.2.2 Approval of proposed administrative appointments such as Associate Deans in the School,

2.2.3 Amendments to Governance documents such as the School By-laws,

2.2.4 Educational policy for A&H, including without limitation, approval of academic programs, curricula, and requirements for degrees or certificates offered by the school,

2.2.5 Strategic Plan for A&H

2.2.6 Such other procedures and policies as may be from time to time necessary or desirable for the governance of A&H.

2.2.7 Recognizing the specific research and creative contributions of the tenure-track faculty, the following areas shall be limited to voting by that portion of the voting faculty in tenure-line faculty positions:

2.2.7.1 Standards and procedures for the appointment, promotion, and tenure of faculty,

2.3 Maintenance of High Academic Standards Required. All faculty assume responsibility for the maintenance of high standards of scholarship and teaching, for the conscientious performance of their assigned duties and for observance of the regulations and policies established by the Regents of the University of Texas System. All faculty share the obligation to treat students and colleagues with courtesy and dignity, while individual members of the tenure track faculty accept additional responsibility for the conduct of the affairs of A&H and UT Dallas by service to UT Dallas, the discipline and profession of which they are members.

2.4 Meetings and Voting

2.4.1 Faculty Meetings. The A&H faculty will generally meet on the second Wednesday afternoon in August, October, November, February, March, and April of each school year. All faculty are invited to attend. In the event student associations are formed to represent undergraduate students and graduate students, each such student association may have one (1) representative attend faculty meetings in conformity with Section 1.2.3 above.

2.4.2 Faculty Tenure Voting Meetings. In conformity with the policies and procedures in the university policy memorandum 75-111 22-3, the Dean convenes an above-rank subunit of the faculty for the purpose of reviewing and voting on a recommendation for tenure and/or promotion of individual members of the regular faculty.

2.4.3 Extraordinary Faculty Meetings. Extraordinary meetings of the faculty may be called by the Dean, acting on his/her own initiative or in response to a request or requests from a regular faculty member or members.
2.4.4 Quorum. A quorum in all the above meetings consists of a simple majority of the eligible voting faculty.

2.4.5 Agenda. A written agenda for each faculty meeting will be sent to all faculty members from the office of the Dean at least one week in advance of each meeting. The agenda includes but is not limited to approval of the minutes of the previous meeting as submitted and/or amended, reports from the Dean and the Associate Deans, and new business.

Items may be submitted for the agenda in writing to the Dean's office ten (10) days prior to any faculty meeting by any faculty member. Items so placed on the agenda would be considered under the category of new business.

2.4.6 Faculty Meeting Chair and Parliamentarian. The Dean will chair faculty meetings unless he/she selects a faculty member to chair a meeting in his/her absence. The voting faculty may elect a Parliamentarian to serve as authority on all matters pertaining to meeting conduct under Robert's Rules of Order at the beginning of each school year. Should any so elected Parliamentarian be absent from a faculty meeting, one of the Associate Deans may serve as Parliamentarian for said faculty meeting.

2.4.7 Faculty Meeting Motions. Motions can be placed before the faculty only by A&H voting faculty. All motions must be seconded by a faculty member, may be discussed by all faculty and any student representatives present, and will be voted upon only by voting faculty. All motions may be proposed for amendment under Robert's Rules of Order during discussion by faculty.

2.4.8 Voting Methods. All motions, either original or as amended, may be voted upon by voice, show of hands, or secret ballot. If no request is made by faculty, voting shall be by voice vote. No proxy votes are permitted.

Discussion of a motion can be ended, if a call to put the previous question is made and seconded and if two-thirds of the voting faculty so decides.

2.4.9 Faculty Meeting Minutes. Minutes will be kept of all faculty meetings and these minutes will record discussion of issues and action taken by the faculty. These minutes will be distributed to the faculty by the Dean's office with the agenda for the next meeting.

Minutes of the previous faculty meeting will be approved as submitted and/or amended at the start of the next regular faculty meeting.

The Dean may appoint a secretary (either from the faculty or from the Dean's staff) to record the minutes of the meetings.

3.0 ADMINISTRATIVE OFFICERS

3.1 Dean

The Dean of the school is appointed by and serves at the pleasure of the president of the university. The Dean is a tenured member of the faculty, with the rank of full professor. The Dean reports directly to the provost of the university.

The Dean has final responsibility for administration of the school, including preparation and execution of the budget; approval of all personnel actions; scheduling of courses and assignment of duties to members of the faculty; leadership of the faculty on issues of educational policy and programs; appointment, discipline, and removal of staff and administrators within the school; recommendation to the provost of ad hoc committees for review of tenure and promotion cases;
annual review of the performance of faculty; and representation of the interests of A&H both within
UT Dallas and externally.

The Dean may delegate responsibilities to other officers of the school. Initial appointment of the
three principal officers, the Associate Deans, requires approval by majority vote at a regular
meeting of the faculty before it becomes effective. When these positions become vacant, the
Dean notifies the faculty of their pendency, and any member may indicate interest in appointment.

3.2 Associate Dean for Graduate Studies

The Associate Dean for Graduate Studies is a tenured member of the faculty, who reports directly
to the Dean and assumes the following special responsibilities:

(1) organization of the graduate course schedule each semester, with the assistance of the
    program coordinators and the administrative committee,
(2) preparation of the arts and humanities section of the university's graduate catalog,
(3) representation of the interests of the graduate program both within the university and
    externally,
(4) administration of the graduate program, including admission of students as well as
    general oversight of advising and student progress through their degree plans,
(5) the appointment, assignment, and general training of teaching assistants, and
(6) leadership in maintaining high academic standards and in developing the intellectual and
    artistic quality of the graduate program.

3.3 Associate Dean for Undergraduate Studies

The Associate Dean for Undergraduate Studies is generally a tenured member of the faculty, who
reports directly to the Dean and assumes the following special responsibilities:

(1) administration of the undergraduate programs, including oversight of both lower- and
    upper-division advising and instruction as well as student progress through their degree
    plans, including oversight of evaluation of nontenure-track faculty,
(2) preparation of the arts and humanities section of the university's undergraduate catalog,
(3) organization of the undergraduate course schedule each semester, with the assistance of
    the program coordinators and the administrative committee,
(4) representation of the interests of the undergraduate programs both within the university
    and externally, and
(5) leadership in maintaining high academic standards and in developing the intellectual and
    artistic quality of the undergraduate programs.

3.4 Associate Dean for the Arts

The Associate Dean for the Arts is generally a tenured member of the faculty, who reports directly
to the Dean and assumes the following special responsibilities:

(1) serving as program coordinator for Arts and Performance,
(2) organization of the Art and Performance program and courses, including the
    Art and Performance undergraduate course schedule each semester,
(3) initial planning and the general coordination of the school's Art and Performance events,
(4) representing the interests of the undergraduate Art and Performance programs both
    within the university and externally, and
(5) leadership in maintaining high academic standards and in developing the intellectual and
    artistic quality of the undergraduate programs in the arts.

3.5 Other Officers
3.5.1 Program Coordinators

With the advice of the faculty in historical studies and literary studies, the Dean shall appoint program coordinators in each field for a three-year, renewable term of service. The program coordinators are generally tenured or tenure-track faculty and will hold the appropriate terminal degree. Program coordinators will receive an administrative stipend. Program coordinator responsibilities include organization of the history and literature courses, including the course schedules each semester; curricular planning, including attendance at meetings of the Curriculum Committee, when one is in operation; and preparation of SACSSOC reports, in collaboration with the Associate Deans, the Dean, and relevant University personnel. The program coordinator's decisions on these matters will be supported by the Associate Deans of Graduate and Undergraduate Studies and the Dean. Program coordinators may not serve on the Executive Committee during their service as coordinators.

3.5.2 Additional Officers

With the advice and consent of the school's Executive Committee, the Dean may appoint additional administrative officers deemed useful to the management of the school.

4.0 STANDING AND SPECIAL COMMITTEES

4.1 Executive Committee

The Executive Committee consists of the Dean, the Associate Deans, six (6) tenured or tenure-track faculty members, two (2) from each of the three (3) general sections of the school (Art & Performance / Aesthetic Studies, Literary Studies, and Historical Studies / History of Ideas).

The faculty representatives are chosen by open nomination and paper ballot (at the first faculty meeting of the year) for two-year nonrenewable terms, with membership staggered so that three sitting members leave the committee and three new members join it each year. A person nominated for the committee must consent to the nomination either orally, if present, or in writing, if not.

The committee is chaired by the Dean and meets at least monthly during the regular academic year. It serves as the principal advisory body for both the faculty and the Dean in their educational mission.

The committee assumes the duties of the school's previous budget and planning, nominating, and development committees. Thus its responsibilities include:

(1) advising the Dean on strategic planning and general budgetary issues for the school,
(2) considering proposals from section meetings regarding curricular matters and, when appropriate, assisting in the preparation of motions on academic policy or curricular matters for full deliberation and vote in faculty meetings,
(3) considering proposals from section meetings regarding personnel and hiring and, when necessary, recommending priorities among such proposals,
(4) proposing the membership of search committees as well as other school committees for which this document does not provide election,
(5) developing public-relations and fundraising programs for the school, in particular identifying appropriate programmatic grant proposals,
(6) identifying and recommending new members of the school's advisory board, and
(7) developing guidelines for the administration of any school-wide research programs or research awards.

4.2 Administrative Committee
The Administrative Committee consists of the Dean and the three (3) Associate Deans.

The committee is chaired by the Dean and meets regularly at his or her discretion to advise and assist the Dean in both long-range planning and the day-to-day administration of the school's activities. These meetings may include Assistant Deans and other administrative personnel at the discretion of the Associate Deans and Dean.

The committee also assumes the following responsibilities:

1. review of the scheduling of undergraduate and graduate courses to ensure proper balance in curricular offerings and effective course scheduling,
2. oversight of the application of the guidelines for all school-wide core courses,
3. review of and advice concerning the school's sections in the annual university catalog, and
4. consideration of space, equipment, and facilities in order to establish priorities for the school in each of these areas.

4.3 Faculty Personnel Review Committee

With the advice and consent of the A&H Executive Committee, the Dean appoints six (6) tenured professors, one (1) full and one (1) Associate professor from each of the three (3) sections of the school, to the Faculty Personnel Review Committee. They serve for two-year nonrenewable terms, with membership staggered so that three sitting members leave the committee and three new members join it each year. Members of the executive and administrative committees may not serve simultaneously on this committee.

The Dean chairs the committee, and its tasks are those specified in the university's policy memorandum UTDPP 1064:

Annually the full professors on the FPRC (or if the Dean prefers, a meeting of all the school's full professors) will consider the files of all Associate professors to determine whether or not to recommend the appointment of ad hoc committees to review them for promotion to full professorships.

The committee shall not consider the teaching evaluations (organized by the committee on effective teaching) of Non-Tenure Track Faculty ("NTTF"), which review process is addressed in Section 6 below.

The committee proposes the membership for all ad hoc committees undertaking reviews for reappointment, tenure, and/or promotion of tenured and tenure-track faculty members, including periodic performance evaluation (PPE) of tenured faculty.

Meeting separately from the Dean, the FPRC reviews all applications for Special Faculty Development Assignments ("SFDA") and then makes its recommendations to the Dean. The criteria for the committee's evaluations and recommendations are in written form and open to the faculty after the decision process is complete.

4.4 Graduate Studies Committee

With the advice and consent of the school's executive committee, the Dean appoints six (6) tenured and tenure-track faculty members, two (2) from each of the three (3) sections of the school, to the graduate studies committee (GSC). They serve for three-year terms, with membership staggered so that the three longest-serving members leave the committee and three new members join it each year. In addition, there is one elected student representative from the graduate program.
The Associate Dean for Graduate Studies chairs the committee, which is responsible for:

1. oversight of all graduate programs for conformity with regulations established by the university and by the school faculty,
2. advising the Associate Dean of graduate studies on admission, discipline, and dismissal of graduate students,
3. approval of graduate student portfolio, thesis, and dissertation proposals,
4. advising the Associate Dean on the appointment, assignment, and training of teaching assistants, and
5. recommendations to the faculty for improvements in the structure, operation, courses, and development of the graduate program.

4.5 Committee on Effective Teaching

The committee on effective teaching, mandated by the university policy memorandum UTDPP 1006, consists of five (5) tenured faculty members, one (1) from each of the three (3) sections of the school plus the Associate Deans for graduate and undergraduate studies. With the approval of a majority of the executive committee, the Dean appoints the three (3) faculty members for two-year nonrenewable terms, with membership staggered so that one sitting member leaves the committee and one new member joins it each year. Of these three (3) members, the one serving longest will serve as chair.

The committee is to promote excellence in teaching across the school, and in compliance with the policy memorandum and earlier practice, it:

1. gathers comprehensive data on teaching responsibilities and prepares an annual report to the Dean on teaching effectiveness,
2. develops and administers a procedure for evaluation of teaching, one using written objective standards that include course evaluations, teaching load contributions, the diversity of courses taught, course development and administration, as well as graduate supervision and service on honors, portfolio, casebook, and dissertation committees,
3. develops mechanisms for faculty members to comment on their evaluations and to provide information they feel is pertinent to the process of teaching evaluation,
4. consults with graduate and undergraduate students on teaching and classroom issues, and
5. constitutes, along with one representative each from the graduate and undergraduate students, a special committee to consider nominations and make recommendations for the school’s teaching awards to the Dean.

4.6 Special Committees. From time to time there may exist a need for Special Committees. The Dean shall appoint faculty to said special committees which may consist of tenured, tenure-track, and non-tenure track faculty depending on the purpose of each of said special committees. When the service of each of said special committees has been completed, said special committee shall be disbanded unless it is determined by a two-thirds vote of the voting faculty at a regular faculty meeting that said special committee should become a regular standing committee. At that faculty meeting, the continued purposes of said committee shall be determined.

5.0 STANDARDS AND PROCEDURES FOR APPOINTMENT OF TENURE TRACK FACULTY

According to UTDPP 1057, these are the procedures all Schools must follow to make these appointments (practice specific to A&H has been included where necessary):

1. Approval of academic positions by the Executive Vice President and Provost (Provost) at the request of the School Dean.
2. Submission of search plan including documentation of compliance with affirmative action procedures to the Provost by the School Dean and formation of search committee, appointed by
the Dean with the advice of the Executive Committee, of three (3) to five (5) members, with one
(1) of these to be in a program outside of the one in which the hire is proposed. The Chair shall
be a tenured faculty member.
(3) Approval of the search plan by the Provost.
(4) Evaluation of applicants and identification of preferred candidates by the Search
Committee.
(5) Interviews conducted with preferred candidates.
(6) Vote of the faculty of the concerned school or department(s) on the recommendation of the
ad hoc committee.
(7) The vote should follow the same procedures as for promotion and tenure
recommendations, and the voting faculty should include all appropriate rank tenure-track in the
school or department(s) in which the appointment will be made.
(8) Recommendation for appointment by the Search Committee and summary report of
compliance with University affirmative action procedures added to candidate's file and file
forwarded to the School Dean.
(9) Recommendation by the School Dean added to the candidate's file and file forwarded to the
Committee on Qualifications (CQ).
(10) CQ forwards file including its recommendation to the Provost.
Because of the vicissitudes of the hiring process, alternate candidates may be recommended for
appointment through the process outlined above.
If the Provost approves the recommended appointment, the candidate's file and request for
appointment will be forwarded to the President.
All applicant files will originate in the Office of the Provost. Applications sent directly to the Search
Committee will be forwarded to the Office of the Provost for initial processing although the Search
Committee may retain copies of pertinent information. After initial processing, the Office of the
Provost will forward the applicant file to the Search Committee.
An applicant file will be created when a letter of interest or a curriculum vita has been received from
an applicant. Copies of all correspondence between the Search Committee and the applicant,
letters requesting recommendations, and responses must be part of the applicant's file. No one
may remove items from the file. Search Committee recommendations regarding the applicant are
to be based solely on information in the official file.

6.0 STANDARDS AND PROCEDURES FOR INITIAL APPOINTMENT OF NON-TENURE
TRACK FACULTY

6.1 Special Committee. The Dean shall appoint a Special Committee to consider the
appointment of any NTTF required for the teaching, administrative, and service needs of A&H.

6.2 Special Committee Composition. The Special Committee so established shall consist of
three (3) faculty members as follows: one (1) tenured/tenure-track faculty members in the track
the NTTF member will be serving within; one (1) Associate Dean; and one (1) NTTF member of
higher rank, if available, already serving within the track. The search committee will recommend
a candidate and an initial hiring rank to the Dean; program faculty will be given the opportunity to
comment on this recommendation prior to any formal job offer.

6.3 Procedure. The Special Committee shall review all applications according to the needs of
A&H and the track. Upon review completion, the Special Committee shall make its
recommendations to the Dean; the Dean will call a vote on these recommendations by the
program voting faculty; and the Dean shall make his/her recommendations to the Provost for the
hire of NTTF. The Dean and/or the Provost shall be responsible for determining whether the SACSCOC requirements have been met for the proposed teaching assignment(s) of all NTTF.

7.0 STANDARDS AND PROCEDURES FOR PROMOTION OF NON-TENURE TRACK FACULTY

7.1 Promotion Review Request. Non-tenure track faculty ("NTTF") may be reviewed for promotion each time their employment contract term is up for renewal at UT Dallas.

7.2 Promotion Review Faculty Committee. A Promotion Review Faculty Committee ("PRFC"), appointed by the Dean for each NTTF member requesting review, will review the credentials of said NTTF member.

7.2.1 Committee Composition. The special faculty committee will consist of three (3) faculty members. The composition of each committee shall consist of at least one (1) tenured or tenure-track faculty member and at least one (1) higher-ranked NTTF within the area of study being reviewed, where available.

7.2.2 Committee Selection Process. Each NTTF member requesting review will submit five (5) names of possible committee members to the Dean. Within ten (10) days after submission, the Dean will appoint two (2) committee members from the list so submitted in addition to at least one (1) tenured or tenure-track faculty member whose name may or may not be on the list submitted by the NTTF member. Further, at least one (1) committee member must be a NTTF member of higher rank than the NTTF member under promotion review.

7.4 Evaluation Procedure. The evaluation procedure administered by the special faculty committee shall consist of three (3) elements: (a) peer-reviewed research and academic achievement; (b) teaching effectiveness; and (c) university citizenship. Contracts will specify the duties of NTTF in terms of the proportion of effort expected under each of these categories.

7.4.1 Peer-Reviewed Research and Academic Achievement. Peer-reviewed research and academic achievement are not required of NTTF as part of their normal assigned responsibilities at UT Dallas. However, NTTF have the same standing to seek funding for, and to pursue, independent funded research as other faculty. Even though this element is not required, if present, it may be noted in peer reviews.

Evidence of research and academic achievements can include publication in peer-reviewed journals; monographs which contribute to advancing knowledge or its utilization in the resolution of societal problems; development of widely adopted clinical or educational techniques or programs which advance the quality of life; presentations at professional gatherings; literary publications, performances, and visual and other artistic contributions in regional and national exhibitions.

The lack of any peer-reviewed research and academic achievement shall not be considered in preventing any NTTF from receiving promotion as this element is not a required element for promotion of NTTF under the Faculty Senate.

7.4.2 Teaching Effectiveness. Teaching effectiveness is not to be measured solely in terms of teaching in organized courses. It also includes the ability and willingness to develop new courses and to teach a wide variety of courses. The PRFC should consider the importance of such courses taught to instructional programs and the development of innovative teaching methods. Teaching also extends to curriculum development and student advisement. To this end, the PRFC shall review the following in determining teacher effectiveness:

7.4.2.2 Teaching Portfolio consisting of:
• Course syllabi for up to the three (3) most current years
• Examples of teaching materials
• Student evaluations from the three (3) most current years
• Written statements and/or letters by faculty and/or students
• All other materials selected by the NTTF under review

7.4.2.3 Teaching narrative statement by NTTF member between 1-3 pages in length.

7.4.2.4 PRFC reports of classroom observation. Specifically, at least two (2) of the three (3) PRFC members will conduct independent classroom observations for the duration of at least thirty (30) minutes and up to one (1) hour in length for each observation. The proposed classroom observation form is attached to these Bylaws as Appendix 1.

7.4.2.5 Upon completion of the in-class observation, the NTTF member may request and the observer must provide an oral review of fifteen (15) to thirty (30) minutes in length at the mutual convenience of the NTTF member and observer, which shall occur in no event more than five (5) days after the classroom observation.

7.4.3 University Citizenship. Administrative duties, service on committees, research, professional service, and clinical or outside professional service that enhances instructional skills may be areas considered by the PRFC.

7.5 Written Recommendation by PRFC. The PRFC shall make its written recommendation to the Dean within 45 days of the committee appointment date, but in no event later than March 31 in the year the NTTF member requests promotion review.

7.6 Faculty Vote. After the special faculty committee recommendation report is submitted to the Dean on or before March 31 in any school year, the above-rank voting faculty shall vote on the written recommendation at the April faculty meeting of the same school year.

7.7 Dean's Written Recommendation. The Dean shall make his/her written recommendation report to the Provost of UT Dallas based on the teaching portfolio, written recommendation report of the special faculty committee, and the faculty vote.

8.0 REVISION AND AMENDMENT OF GOVERNANCE PROCEDURES

These Bylaws may be revised or amended via motions placed on the agenda of regular faculty meetings by the procedures outlined above and carried by a simple majority vote of voting faculty members.

Such revisions or amendments shall be approved by the Dean and the academic senate and, if so approved, shall be incorporated into these Bylaws.

Copies of these Bylaws as accepted by the faculty and approved by the Dean and as subsequently revised or amended and approved are made available to the faculty by the Dean's office.