

**SCHOOL OF ARTS AND HUMANITIES
BYLAWS**

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.

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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.

1 **2.0 FACULTY**

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3 2.1 Faculty. The term faculty is fully defined in Section 1.2.1 above.

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5 2.2 Powers and Responsibilities. Consistent with the policies of UT Dallas, the whole voting
6 faculty shall establish:

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8 2.2.1 Procedures for election of faculty representatives to School Committees,

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10 2.2.2 Approval of proposed administrative appointments such as Associate Deans in the
11 School,

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13 2.2.3 Amendments to Governance documents such as the School By-laws,

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15 2.2.4 Educational policy for A&H, including without limitation, approval of academic programs,
16 curricula, and requirements for degrees or certificates offered by the school,

17
18 2.2.5 Strategic Plan for A&H

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20 2.2.6 Such other procedures and policies as may be from time to time necessary or desirable
21 for the governance of A&H.

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23 2.2.7 Recognizing the specific research and creative contributions of the tenure-track faculty,
24 the following areas shall be limited to voting by that portion of the voting faculty in tenure-line
25 faculty positions:

26
27 2.2.7.1 Standards and procedures for the appointment, promotion, and tenure of faculty,

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29
30 2.3 Maintenance of High Academic Standards Required. All faculty assume responsibility for
31 the maintenance of high standards of scholarship and teaching, for the conscientious
32 performance of their assigned duties and for observance of the regulations and policies
33 established by the Regents of the University of Texas System. All faculty share the
34 obligation to treat students and colleagues with courtesy and dignity, while individual
35 members of the tenure track faculty accept additional responsibility for the conduct of the
36 affairs of A&H and UT Dallas by service to UT Dallas, the discipline and profession of which
37 they are members.

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39 **2.4 Meetings and Voting**

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41 2.4.1 Faculty Meetings. The A&H faculty will generally meet on the second Wednesday
42 afternoon in August, October, November, February, March, and April of each school year. All
43 faculty are invited to attend. In the event student associations are formed to represent
44 undergraduate students and graduate students, each such student association may have one
45 (1) representative attend faculty meetings in conformity with Section 1.2.3 above.

46
47 2.4.2 Faculty Tenure Voting Meetings. In conformity with the policies and procedures in the
48 university policy memorandum 75-III 22-3, the Dean convenes an above-rank subunit of the
49 faculty for the purpose of reviewing and voting on a recommendation for tenure and/or
50 promotion of individual members of the regular faculty.

51
52 2.4.3 Extraordinary Faculty Meetings. Extraordinary meetings of the faculty may be called by
53 the Dean, acting on his/her own initiative or in response to a request or requests from a regular
54 faculty member or members.

1 2.4.4 Quorum. A quorum in all the above meetings consists of a simple majority of the eligible
2 voting faculty.
3

4 2.4.5 Agenda. A written agenda for each faculty meeting will be sent to all faculty members
5 from the office of the Dean at least one week in advance of each meeting. The agenda
6 includes but is not limited to approval of the minutes of the previous meeting as submitted
7 and/or amended, reports from the Dean and the Associate Deans, and new business.
8

9 Items may be submitted for the agenda in writing to the Dean's office ten (10) days prior to
10 any faculty meeting by any faculty member. Items so placed on the agenda would be
11 considered under the category of new business.
12

13 2.4.6 Faculty Meeting Chair and Parliamentarian. The Dean will chair faculty meetings unless
14 he/she selects a faculty member to chair a meeting in his/her absence. The voting faculty
15 may elect a Parliamentarian to serve as authority on all matters pertaining to meeting conduct
16 under Robert's Rules of Order at the beginning of each school year. Should any so elected
17 Parliamentarian be absent from a faculty meeting, one of the Associate Deans may serve as
18 Parliamentarian for said faculty meeting.
19

20 2.4.7 Faculty Meeting Motions. Motions can be placed before the faculty only by A&H voting
21 faculty. All motions must be seconded by a faculty member, may be discussed by all faculty
22 and any student representatives present, and will be voted upon only by voting faculty. All
23 motions may be proposed for amendment under Robert's Rules of Order during discussion by
24 faculty.
25

26 2.4.8 Voting Methods. All motions, either original or as amended, may be voted upon by
27 voice, show of hands, or secret ballot. If no request is made by faculty, voting shall be by
28 voice vote. No proxy votes are permitted.
29

30 Discussion of a motion can be ended, if a call to put the previous question is made and
31 seconded and if two-thirds of the voting faculty so decides.
32

33 2.4.9 Faculty Meeting Minutes. Minutes will be kept of all faculty meetings and these minutes
34 will record discussion of issues and action taken by the faculty. These minutes will be
35 distributed to the faculty by the Dean's office with the agenda for the next meeting.
36

37 Minutes of the previous faculty meeting will be approved as submitted and/or amended at the
38 start of the next regular faculty meeting.
39

40 The Dean may appoint a secretary (either from the faculty or from the Dean's staff) to record
41 the minutes of the meetings.
42

43 3.0 ADMINISTRATIVE OFFICERS

44 3.1 Dean

45 The Dean of the school is appointed by and serves at the pleasure of the president of the
46 university. The Dean is a tenured member of the faculty, with the rank of full professor. The Dean
47 reports directly to the provost of the university.
48

49 The Dean has final responsibility for administration of the school, including preparation and
50 execution of the budget; approval of all personnel actions; scheduling of courses and assignment
51 of duties to members of the faculty; leadership of the faculty on issues of educational policy and
52 programs; appointment, discipline, and removal of staff and administrators within the school;
53 recommendation to the provost of *ad hoc* committees for review of tenure and promotion cases;
54
55

1 annual review of the performance of faculty; and representation of the interests of A&H both within
2 UT Dallas and externally.
3

4 The Dean may delegate responsibilities to other officers of the school. Initial appointment of the
5 three principal officers, the Associate Deans, requires approval by majority vote at a regular
6 meeting of the faculty before it becomes effective. When these positions become vacant, the
7 Dean notifies the faculty of their pendency, and any member may indicate interest in appointment.
8

9 3.2 Associate Dean for Graduate Studies

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11 The Associate Dean for Graduate Studies is a tenured member of the faculty, who reports directly
12 to the Dean and assumes the following special responsibilities:
13

- 14 (1) organization of the graduate course schedule each semester, with the assistance of the
15 program coordinators and the administrative committee,
- 16 (2) preparation of the arts and humanities section of the university's graduate catalog,
- 17 (3) representation of the interests of the graduate program both within the university and
18 externally,
- 19 (4) administration of the graduate program, including admission of students as well as
20 general oversight of advising and student progress through their degree plans,
- 21 (5) the appointment, assignment, and general training of teaching assistants, and
- 22 (6) leadership in maintaining high academic standards and in developing the intellectual and
23 artistic quality of the graduate program.
24

25 3.3 Associate Dean for Undergraduate Studies

26
27 The Associate Dean for Undergraduate Studies is generally a tenured member of the faculty, who
28 reports directly to the Dean and assumes the following special responsibilities:
29

- 30 (1) administration of the undergraduate programs, including oversight of both lower- and
31 upper-division advising and instruction as well as student progress through their degree
32 plans, including oversight of evaluation of nontenure-track faculty,
- 33 (2) preparation of the arts and humanities section of the university's undergraduate catalog,
- 34 (3) organization of the undergraduate course schedule each semester, with the assistance of
35 the program coordinators and the administrative committee,
- 36 (4) representation of the interests of the undergraduate programs both within the university
37 and externally, and
- 38 (5) leadership in maintaining high academic standards and in developing the intellectual and
39 artistic quality of the undergraduate programs.
40

41 3.4 Associate Dean for the Arts

42
43 The Associate Dean for the Arts is generally a tenured member of the faculty, who reports directly
44 to the Dean and assumes the following special responsibilities:
45

- 46 (1) serving as program coordinator for Arts and Performance,
- 47 (2) organization of the Art and Performance program and courses, including the
48 Art and Performance undergraduate course schedule each semester,
- 49 (3) initial planning and the general coordination of the school's Art and Performance events,
- 50 (4) representing the interests of the undergraduate Art and Performance programs both
51 within the university and externally, and
- 52 (5) leadership in maintaining high academic standards and in developing the intellectual and
53 artistic quality of the undergraduate programs in the arts.
54

55 3.5 Other Officers

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1 3.5.1 Program Coordinators
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3 With the advice of the faculty in historical studies and literary studies, the Dean shall appoint
4 program coordinators in each field for a three-year, renewable term of service. The program
5 coordinators are generally tenured or tenure-track faculty and will hold the appropriate terminal
6 degree. Program coordinators will receive an administrative stipend. Program coordinator
7 responsibilities include organization of the history and literature courses, including the course
8 schedules each semester; curricular planning, including attendance at meetings of the Curriculum
9 Committee, when one is in operation; and preparation of SACSSOC reports, in collaboration with
10 the Associate Deans, the Dean, and relevant University personnel. The program coordinator's
11 decisions on these matters will be supported by the Associate Deans of Graduate and
12 Undergraduate Studies and the Dean. Program coordinators may not serve on the Executive
13 Committee during their service as coordinators.
14

15 3.5.2 Additional Officers
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17 With the advice and consent of the school's Executive Committee, the Dean may appoint
18 additional administrative officers deemed useful to the management of the school.
19

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21 **4.0 STANDING AND SPECIAL COMMITTEES**
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23 4.1 Executive Committee
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25 The Executive Committee consists of the Dean, the Associate Deans, six (6) tenured or tenure-
26 track faculty members, two (2) from each of the three (3) general sections of the school (Art &
27 Performance / Aesthetic Studies, Literary Studies, and Historical Studies / History of Ideas).
28

29 The faculty representatives are chosen by open nomination and paper ballot (at the first faculty
30 meeting of the year) for two-year nonrenewable terms, with membership staggered so that
31 three sitting members leave the committee and three new members join it each year. A person
32 nominated for the committee must consent to the nomination either orally, if
33 present, or in writing, if not.
34

35 The committee is chaired by the Dean and meets at least monthly during the regular academic
36 year. It serves as the principal advisory body for both the faculty and the Dean in their educational
37 mission.
38

39 The committee assumes the duties of the school's previous budget and planning, nominating,
40 and development committees. Thus its responsibilities include:
41

- 42 (1) advising the Dean on strategic planning and general budgetary issues for the school,
- 43 (2) considering proposals from section meetings regarding curricular matters and, when
44 appropriate, assisting in the preparation of motions on academic policy or curricular
45 matters for full deliberation and vote in faculty meetings,
- 46 (3) considering proposals from section meetings regarding personnel and hiring and, when
47 necessary, recommending priorities among such proposals,
- 48 (4) proposing the membership of search committees as well as other school committees
49 for which this document does not provide election,
- 50 (5) developing public-relations and fundraising programs for the school, in particular
51 identifying appropriate programmatic grant proposals,
- 52 (6) identifying and recommending new members of the school's advisory board, and
- 53 (7) developing guidelines for the administration of any school-wide research programs or
54 research awards.
55

56 4.2 Administrative Committee

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2 The Administrative Committee consists of the Dean and the three (3) Associate Deans.
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4 The committee is chaired by the Dean and meets regularly at his or her discretion to advise and
5 assist the Dean in both long-range planning and the day-to-day administration of the school's
6 activities. These meetings may include Assistant Deans and other administrative personnel at
7 the discretion of the Associate Deans and Dean.
8

9 The committee also assumes the following responsibilities:
10

- 11 (1) review of the scheduling of undergraduate and graduate courses to ensure proper
12 balance in curricular offerings and effective course scheduling,
- 13 (2) oversight of the application of the guidelines for all school-wide core courses,
- 14 (3) review of and advice concerning the school's sections in the annual university catalog, and
- 15 (4) consideration of space, equipment, and facilities in order to establish priorities for the
16 school in each of these areas.
17

18 4.3 Faculty Personnel Review Committee 19

20 With the advice and consent of the A&H Executive Committee, the Dean appoints six (6) tenured
21 professors, one (1) full and one (1) Associate professor from each of the three (3) sections of the
22 school, to the Faculty Personnel Review Committee. They serve for two-year nonrenewable
23 terms, with membership staggered so that three sitting members leave the committee and three
24 new members join it each year. Members of the executive and administrative committees may
25 not serve simultaneously on this committee.
26

27 The Dean chairs the committee, and its tasks are those specified in the university's policy
28 memorandum UTDPP 1064:
29

30 Annually the full professors on the FPRC (or if the Dean prefers, a meeting of all the school's
31 full professors) will consider the files of all Associate professors to determine whether or not
32 to recommend the appointment of *ad hoc* committees to review them for promotion to full
33 professorships.
34

35 The committee shall not consider the teaching evaluations (organized by the committee on
36 effective teaching) of Non-Tenure Track Faculty ("NTTF"), which review process is addressed
37 in Section 6 below.
38

39 The committee proposes the membership for all *ad hoc* committees undertaking reviews for
40 reappointment, tenure, and/or promotion of tenured and tenure-track faculty members,
41 including periodic performance evaluation (PPE) of tenured faculty.
42

43 Meeting separately from the Dean, the FPRC reviews all applications for Special Faculty
44 Development Assignments ("SFDA") and then makes its recommendations to the Dean. The
45 criteria for the committee's evaluations and recommendations are in written form and open to
46 the faculty after the decision process is complete.
47

48 4.4 Graduate Studies Committee 49

50 With the advice and consent of the school's executive committee, the Dean appoints six (6)
51 tenured and tenure-track faculty members, two (2) from each of the three (3) sections of the
52 school, to the graduate studies committee (GSC). They serve for three-year terms, with
53 membership staggered so that the three longest-serving members leave the committee and
54 three new members join it each year. In addition, there is one elected student representative
55 from the graduate program.
56

1 The Associate Dean for Graduate Studies chairs the committee, which is responsible for:

- 2
- 3 (1) oversight of all graduate programs for conformity with regulations established by the
- 4 university and by the school faculty,
- 5 (2) advising the Associate Dean of graduate studies on admission, discipline, and dismissal
- 6 of graduate students,
- 7 (3) approval of graduate student portfolio, thesis, and dissertation proposals,
- 8 (4) advising the Associate Dean on the appointment, assignment, and training of teaching
- 9 assistants, and
- 10 (5) recommendations to the faculty for improvements in the structure, operation, courses,
- 11 and development of the graduate program.
- 12

13 4.5 Committee on Effective Teaching

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15 The committee on effective teaching, mandated by the university policy memorandum UTDPP
16 1006, consists of five (5) tenured faculty members, one (1) from each of the three (3) sections of
17 the school plus the Associate Deans for graduate and undergraduate studies. With the approval
18 of a majority of the executive committee, the Dean appoints the three (3) faculty members for
19 two-year nonrenewable terms, with membership staggered so that one sitting member leaves the
20 committee and one new member joins it each year. Of these three (3) members, the one serving
21 longest will serve as chair.

22
23 The committee is to promote excellence in teaching across the school, and in compliance with
24 the policy memorandum and earlier practice, it:

- 25
- 26 (1) gathers comprehensive data on teaching responsibilities and prepares an annual report
- 27 to the Dean on teaching effectiveness,
- 28 (2) develops and administers a procedure for evaluation of teaching, one using written
- 29 objective standards that include course evaluations, teaching load contributions, the
- 30 diversity of courses taught, course development and administration, as well as graduate
- 31 supervision and service on honors, portfolio, casebook, and dissertation committees,
- 32 (3) develops mechanisms for faculty members to comment on their evaluations and to
- 33 provide information they feel is pertinent to the process of teaching evaluation,
- 34 (4) consults with graduate and undergraduate students on teaching and classroom issues,
- 35 and
- 36 (5) constitutes, along with one representative each from the graduate and undergraduate
- 37 students, a special committee to consider nominations and make recommendations for the
- 38 school's teaching awards to the Dean.
- 39

40 4.6 Special Committees. From time to time there may exist a need for Special Committees.
41 The Dean shall appoint faculty to said special committees which may consist of tenured, tenure-
42 track, and non-tenure track faculty depending on the purpose of each of said special committees.
43 When the service of each of said special committees has been completed, said special committee
44 shall be disbanded unless it is determined by a two-thirds vote of the voting faculty at a regular
45 faculty meeting that said special committee should become a regular standing committee. At that
46 faculty meeting, the continued purposes of said committee shall be determined.

47 48 **5.0 STANDARDS AND PROCEDURES FOR APPOINTMENT OF TENURE TRACK FACULTY**

49
50 According to UTDPP 1057, these are the procedures all Schools must follow to make these
51 appointments (practice specific to A&H has been included where necessary):

- 52
- 53 (1) Approval of academic positions by the Executive Vice President and Provost (Provost) at
- 54 the request of the School Dean.
- 55 (2) Submission of search plan including documentation of compliance with affirmative action
- 56 procedures to the Provost by the School Dean and formation of search committee, appointed by

1 the Dean with the advice of the Executive Committee, of three (3) to five (5) members, with one
2 (1) of these to be in a program outside of the one in which the hire is proposed. The Chair shall
3 be a tenured faculty member.

4 (3) Approval of the search plan by the Provost.

5 (4) Evaluation of applicants and identification of preferred candidates by the Search
6 Committee.

7 (5) Interviews conducted with preferred candidates.

8 (6) Vote of the faculty of the concerned school or department(s) on the recommendation of the
9 ad hoc committee.

10 (7) The vote should follow the same procedures as for promotion and tenure
11 recommendations, and the voting faculty should include all appropriate rank tenure-track in the
12 school or department(s) in which the appointment will be made.

13 (8) Recommendation for appointment by the Search Committee and summary report of
14 compliance with University affirmative action procedures added to candidate's file and file
15 forwarded to the School Dean.

16 (9) Recommendation by the School Dean added to the candidate's file and file forwarded to the
17 Committee on Qualifications (CQ).

18 (10) CQ forwards file including its recommendation to the Provost.

19 Because of the vicissitudes of the hiring process, alternate candidates may be recommended for
20 appointment through the process outlined above.

21 If the Provost approves the recommended appointment, the candidate's file and request for
22 appointment will be forwarded to the President.

23 All applicant files will originate in the Office of the Provost. Applications sent directly to the Search
24 Committee will be forwarded to the Office of the Provost for initial processing although the Search
25 Committee may retain copies of pertinent information. After initial processing, the Office of the
26 Provost will forward the applicant file to the Search Committee.

27 An applicant file will be created when a letter of interest or a curriculum vita has been received from
28 an applicant. Copies of all correspondence between the Search Committee and the applicant,
29 letters requesting recommendations, and responses must be part of the applicant's file. No one
30 may remove items from the file. Search Committee recommendations regarding the applicant are
31 to be based solely on information in the official file.

32 33 **6.0 STANDARDS AND PROCEDURES FOR INITIAL APPOINTMENT OF NON-TENURE** 34 **TRACK FACULTY**

35
36 6.1 Special Committee. The Dean shall appoint a Special Committee to consider the
37 appointment of any NTTF required for the teaching, administrative, and service needs of A&H.
38

39 6.2 Special Committee Composition. The Special Committee so established shall consist of
40 three (3) faculty members as follows: one (1) tenured/tenure-track faculty members in the track
41 the NTTF member will be serving within; one (1) Associate Dean; and one (1) NTTF member of
42 higher rank, if available, already serving within the track. The search committee will recommend
43 a candidate and an initial hiring rank to the Dean; program faculty will be given the opportunity to
44 comment on this recommendation prior to any formal job offer.
45

46 6.3 Procedure. The Special Committee shall review all applications according to the needs of
47 A&H and the track. Upon review completion, the Special Committee shall make its
48 recommendations to the Dean; the Dean will call a vote on these recommendations by the
49 program voting faculty; and the Dean shall make his/her recommendations to the Provost for the

1 hire of NTTF. The Dean and/or the Provost shall be responsible for determining whether the
2 SACSCOC requirements have been met for the proposed teaching assignment(s) of all NTTF.
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4 **7.0 STANDARDS AND PROCEDURES FOR PROMOTION OF NON-TENURE TRACK** 5 **FACULTY** 6

7 7.1 Promotion Review Request. Non-tenure track faculty ("NTTF") may be reviewed for
8 promotion each time their employment contract term is up for renewal at UTDallas.
9

10 7.2 Promotion Review Faculty Committee. A Promotion Review Faculty Committee ("PRFC"),
11 appointed by the Dean for each NTTF member requesting review, will review the
12 credentials of said NTTF member.
13

14 7.2.1 Committee Composition. The special faculty committee will consist of three (3)
15 faculty members. The composition of each committee shall consist of at least one (1)
16 tenured or tenure-track faculty member and at least one (1) higher-ranked NTTF within the
17 area of study being reviewed, where available.
18

19 7.2.2 Committee Selection Process. Each ;NTTF member requesting review will submit
20 five (5) names of possible committee members to the Dean. Within ten (10) days after
21 submission, the Dean will appoint two (2) committee members from the list so submitted in
22 addition to at least one (1) tenured or tenure-track faculty member whose name may or
23 may not be on the list submitted by the NTTF member. Further, at least one (1) committee
24 member must be a NTTF member of higher rank than the NTTF member under promotion
25 review.
26

27 7.4 Evaluation Procedure. The evaluation procedure administered by the special faculty
28 committee shall consist of three (3) elements: (a) peer-reviewed research and academic
29 achievement; (b) teaching effectiveness; and (c) university citizenship. Contracts will specify
30 the duties of NTTF in terms of the proportion of effort expected under each of these categories.
31

32 7.4.1 Peer-Reviewed Research and Academic Achievement. Peer-reviewed research and
33 academic achievement are not required of NTTF as part of their normal assigned
34 responsibilities at UTDallas. However, NTTF have the same standing to seek funding for, and
35 to pursue, independent funded research as other faculty. Even though this element is not
36 required, if present, it may be noted in peer reviews.
37

38 Evidence of research and academic achievements can include publication in peer-reviewed
39 journals; monographs which contribute to advancing knowledge or its utilization in the
40 resolution of societal problems; development of widely adopted clinical or educational
41 techniques or programs which advance the quality of life; presentations at professional
42 gatherings; literary publications, performances, and visual and other artistic contributions in
43 regional and national exhibitions.
44

45 The lack of any peer-reviewed research and academic achievement shall not be considered
46 in preventing any NTTF from receiving promotion as this element is not a required element for
47 promotion of NTTF under the Faculty Senate.
48

49 7.4.2 Teaching Effectiveness. Teaching effectiveness is not to be measured solely in terms
50 of teaching in organized courses. It also includes the ability and willingness to develop new
51 courses and to teach a wide variety of courses. The PRFC should consider the importance of
52 such courses taught to instructional programs and the development of innovative teaching
53 methods. Teaching also extends to curriculum development and student advisement. To this
54 end, the PRFC shall review the following in determiningg teacher effectiveness:
55

56 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.