ATEC School BY-LAWS

1.0   PREAMBLE

1.1 Purpose

The School of Arts, Technology, and Emerging Communication engages artists, designers, scientists, researchers, and reflective practitioners across multiple disciplines in collaborative activities to create new knowledge, explore the expressive possibilities and assess the cultural impact of emerging technologies.

Faculty have diverse backgrounds that span academic disciplines and professional domains (i.e., academia, industry, non-profit, government). The curriculum is organized according to Areas, each of which is directed by an Area Head, appointed from the ranks of full-time faculty.

ATEC offers degrees in Arts, Technology, and Emerging Communication: BA, MA, MFA, and Ph.D.

1.2 Terminology and Rules of Order

The School of Arts, Technology, and Emerging Communication (hereafter "The School") is an academic and administrative unit of The University of Texas at Dallas (hereafter "The University"). All school meetings, including both standing and temporary committees, shall be conducted according to Robert's Rules of Order, as defined in "Robert's Rules in Plain English," (Zimmerman, 1997). Additional policy documents referred to throughout this document provide specific details and elaboration of University and School policies.

1.3 Table of Contents

Addenda
- School Guidelines for Promotion and Tenure
- School Guidelines for Non-Tenure Track Faculty
- Graduate Student Association: Responsibilities and expectations

2.0 FACULTY

2.1 Members of the Faculty

Definition. The Faculty collectively, and individually, is responsible for the maintenance of high standards of scholarship and teaching, for the conscientious performance of their assigned duties, and for their observance of the regulations and policies established by the Regents of the University of Texas System. The "General Faculty" of the School consists of all persons appointed full-time for at least nine months during the current academic year to one of the following positions:

- Professor (Full, Associate, Assistant)
- Clinical Faculty (Full, Associate, Assistant)
- Senior Lecturer

2.2 Meetings of the General Faculty

Participation. All members of the faculty may attend and participate in discussion at General Faculty meetings. All meetings of the General Faculty shall be open except in cases involving personnel or other matters authorized by law to be discussed in executive session.

Executive sessions. The Dean may call executive sessions to engage tenured faculty, or above-rank faculty, in deliberation and recommendation of specific issues, in addition to issues involving personnel matters. No motions may be made or passed in executive session.

Frequency. The General Faculty of the School shall meet at least once each semester and the Dean serves as the chair for the meeting. The Dean may also designate an Associate Dean to serve as meeting chair. The Dean shall call a meeting of the faculty at such other times as necessary, or if petitioned to do so by five members of the voting faculty. If a meeting is called by petition, the petition must specify at least one topic to be placed on the agenda. If the Dean does not call a meeting of the General Faculty of the School at least once per semester, or when asked to do so by a caucus meeting, a Caucus Meeting may vote no confidence. If it does so, at least four representatives from the General Faculty should be elected to advise the Provost of their action.

Agenda. An item may be proposed for the agenda of the General Faculty meeting by the Dean or through a request signed by at least two members of the voting faculty. Any signed request must be delivered either to the Dean or to a member of the Academic Affairs Committee (AAC) at least one business day prior to the date of the meeting, or through a motion to amend the agenda made at the beginning of the meeting. The agenda for a General Faculty meeting shall be published at least 48 hours prior to the meeting, except in cases when notice and publication of an agenda are not feasible due to the urgency of the occasion or the purpose is solely to provide information as quickly as possible.

Quorum. A quorum shall consist of 50% of the members of the voting faculty, regardless of whether they are in-residence during the time of the meeting. No motions may be passed in the absence of a quorum or when the University is closed.

Matter of record. All meetings of the General Faculty shall be meetings of record. The Assistant to the Dean will ensure that minutes are recorded at each meeting and subsequently circulated to the voting faculty for approval. Copies of minutes of all School faculty meetings will be kept in the Dean's office, and will be made available to faculty members upon request.

2.3 Caucus Meetings of the General Faculty

Initiating a caucus meeting. A petition of any ten members of the General Faculty of the School may call a Caucus Meeting of the Faculty. Caucus Meetings may be called without the Dean or Associate Deans being present.

Caucus meeting quorum. Caucus Meetings can formulate positions to be considered with the Dean at regular meetings. Caucus Meetings cannot make policies for the school that require assent of the Dean. A quorum for a Caucus Meeting is 50% of the faculty in residence.

Failure to comply with meeting requests. If the Dean does not call a meeting when asked to do, a Caucus Meeting may vote no confidence. If the Caucus Meeting does so, at least four representatives from the General Faculty should be elected to advise the Provost of the General Faculty's action.

2.4 Faculty Voting

Voting faculty definition. The Voting Faculty of the School consists of the General Faculty of the School (see section 2.1).

Voting conditions. Any member of the Voting Faculty who is present at a meeting may request a vote by secret ballot on any debatable motion. Proxy voting is not allowed.

Voting in absentia. A member of the Voting Faculty who cannot attend a meeting may cast a vote in absentia on any matter on the agenda distributed prior to the meeting, other than on matters pertaining to promotion and tenure, provided that the vote is delivered by email or in writing to a member of the Academic Affairs Committee, clearly specifying the intent.

Voting on promotion and tenure. Votes may not be cast in absentia on matters of promotion and tenure. Above-rank faculty members must review promotion and tenure materials to be eligible to vote. Above-rank faculty members may only vote on tenure and promotion cases for which they have reviewed materials. Above Rank faculty refers to General Faculty with tenure that have voting rights regarding tenure, promotion and review based on level of seniority over a position.

Faculty must review the materials at least 2 days in advance of the meeting. The materials are kept in the Dean's Office, and must be read there. A record of the review time will be maintained by the Assistant to the Dean.

Voting on approval of meeting minutes. Votes on the approval of minutes of the most recent meeting of the Faculty of the School may be cast by email, in which case the vote of a faculty member who fails to respond within three working days shall be recorded as "yes."

Deciding tie votes. The Dean shall vote only to break a tie.

2.5 Faculty Hiring

School hiring priorities. Each year the need for faculty positions will be identified by the Dean in consultation with the Associate Deans and appropriate Standing Committee Chairs. The Dean shall elaborate the rational for the hiring priorities, recommend search strategies, and advise on the composition of search committees, taking into consideration the number and distribution of positions to be filled by the School, the service responsibilities of individual faculty, and the expertise required for a specific search. Based on these discussions, the Dean submits the School's annual hiring plan to the Provost for revision and approval.

Composition of Search Committees. Search committees are considered *Ad Hoc* committee(s), appointed by the Dean for a specific duration and with a delimited charge. A Search Committee will consist of (at least) three full-time faculty members, and at least one faculty member with relevant expertise from another school within the University. The Dean will appointment the Chair of each Search Committee from the tenure or tenure-track faculty. Non-tenure track faculty may serve on Search Committees, but may not serve as committee chair.

Responsibilities of Search Committee. Each Search Committee shall conduct the search process according to University regulations. The Search Committee is responsible for overseeing key aspects of the search process: review of applications, selection of candidates to interview, solicitation of faculty feedback, and documentation of the search process. On deliberation and consideration of feedback from the General Faculty, the Search Committee submits a recommendation to the Dean to hire a candidate. When no appropriate candidate is identified, a search may be postponed or cancelled.

Determination of hiring. The Dean, in consultation with the Provost, will make the final determination of hiring decisions, including specifying the rank of appointment for new faculty.

2.6 Reappointment, Tenure and Promotion of Tenure-Track Faculty

Criteria for reappointment. The University recognizes three categories of performance in matters of reappointment, promotion, and tenure. They are (a) creative productivity and

professional achievement; (b) teaching effectiveness; and (c) University citizenship.

Expectations for Reappointment as tenure-track, or tenured faculty. All members of the tenure-track or tenured faculty are expected to perform well in all three categories, and to demonstrate excellence in either (a) creative productivity and professional achievement, or (b) teaching effectiveness, and have a rating of "very good" in the other two areas.

Pre-tenure reappointment. Tenure-track faculty are required to undergo a probationary review, typically in the third year of their appointment at the University. To successfully pass this review, they must demonstrate that they have the potential for excellence in either (a) creative productivity and professional achievement, or (b) teaching effectiveness, and a rating of very good in the other two areas.

Review process. The criteria and review process is outlined in the School Guidelines for Promotion and Tenure document.

School-specific criteria. The School has set forth specific criteria for the evaluation of creative production and professional achievement. These criteria are consistent with those of the University. These criteria are outlined in the School Guidelines on Promotion and Tenure document.

Annual Review. All tenure-track and tenured faculty are subject to an annual review as mandated by the University policy, UTDPP1089.

2.7 Reappointment and Promotion of Non-Tenure-Track Faculty

Rights of non-tenure-track faculty. Non-tenure-track faculty participation in School committees, student committees, and voting procedures are defined by the University.

Graduate student committee service. Non-tenure-track faculty who hold full-time positions may serve on M.A., M.F.A., and Ph.D. committees upon the approval of the Academic Affairs Committee and the Dean. Non-tenure-track faculty may not serve as committee chair.

Reappointment guidelines. In keeping with University policy, full-time non-tenure-track faculty are appointed for fixed terms. In some cases, appointments are eligible for renewal after the conclusion of the fixed term.

Review process. Terms of appointments and promotion criteria for non-tenure-track positions can be found in the School Guidelines for Promotion and Tenure document.

Annual review. All non-tenure-track faculty are subject to an annual review as mandated by the University also found in UTDPP1062.

3.0 OFFICERS

3.1 Dean

Responsibilities of the dean. The Dean is the chief administrative officer of the School, and is responsible for the School's day-to-day operation in accordance with its bylaws and University regulations, its finances and physical resources, as well as for the safety of School personnel in laboratories and classrooms. The Dean, in consultation with the School's faculty, also defines the vision for the School's future.

Selection of the dean. The Dean is to be selected according to the policy laid out by UTD. The Dean must be a tenured faculty member in the School. The Dean serves at the pleasure of the President and Provost of the University.

Committee appointments. The Dean may appoint committees and choose their members as they see fit, with the exception of the standing committees mandated by School bylaws.

Staff and administrative appointments. The Dean may use his or her discretion in creating, filling and replacing administrative positions in the Dean's office and throughout the School, including, but not limited to, associate/assistant dean positions and supporting staff positions. The Dean is encouraged to seek faculty input when appointing Associate Deans.

Faculty hiring, tenure, and promotion. The Dean has final authority within the School for recommending faculty appointments to the Provost. The authority of the Dean in consideration of tenure and promotion is determined by the University.

Curriculum decisions. The faculty bears primary responsibility for curricular matters. The Academic Affairs Committee oversees and considers all curriculum proposals. The Committee establishes procedures for faculty voting. Any curricular policy change approved by the faculty that has an administrative effect (e.g., additional resources) requires the approval of the Dean.

Criteria for annual evaluations. The Dean, together with the Academic Affairs Committee and School Academic Associate Deans establish the criteria to be used for annual faculty evaluations, in compliance with University policies. These criteria should be communicated to the faculty within the first 30 days of the beginning of the evaluation year. The Provost conducts the annual evaluation of the Dean.

3.2 Associate Deans

Senior Associate Dean

Appointment. The Senior Associate Dean (SAD) is appointed by the Dean from the tenured faculty of the School, and reports directly to the Dean. Together with the Dean, the SAD sets priorities for the position and establishes criteria for the annual evaluation. The length of

appointment is negotiated between the Dean and the SAD.

Proxy responsibilities. Serves as the Proxy for the Dean in the event that the Dean is unavailable, or based on specific assignment from the Dean. Proxy budget decisions are to be made in consultation with the Associate Dean of Operations.

Curriculum. Collaborates with the Dean, and relevant Associate Deans, to set school priorities regarding curriculum development, faculty hiring and staffing, and teaching workload assignments.

Faculty evaluation. Coordinates annual faculty reviews, working with the Dean to conduct all such reviews in a timely manner. Oversees the faculty mentoring process by pairing seasoned faculty with junior faculty, and providing assistance in mentoring activities.

Non-tenure track appointments. Coordinates non-tenure stream hiring for all curriculum areas, working in collaboration with faculty in the areas to determine qualifications, recruitment plan, and search/interview process. Recommends appropriate candidates to the Dean for final hiring decisions.

Administration coordination. Schedules and chairs regular meetings of the Associate Deans to review state of the School and to suggest agenda items for regular meetings with the Dean and of the General Faculty.

Associate Dean for Academic Affairs

Appointment. The Associate Dean for Academic Affairs (ADAA) is appointed by and reports directly to the Dean. The length of appointment is negotiated between the Dean and the ADAA. Qualifications for this position are determined by the Dean. In negotiation with the Dean, the ADAA establishes priorities for the position and criteria for annual evaluation while keeping the Dean informed about significant issues, needs, and opportunities related to the success of the School's programs and students.

Representative of the School. Represents the School on University committees for Assessment, Accreditation, Student Success, and others as necessary. Serves as conduit to University units regarding School activities, and to the Dean and faculty about University policies, procedural changes and revisions, and new academic initiatives. Reports on key activities at General Faculty meetings.

Curriculum. Collaborates with the Dean and the relevant Associate Deans on the development of school priorities regarding University core curriculum, School core curriculum, undergraduate pathways, degree programs, and graduation requirements. Responsible for the documentation and approval process for curriculum revisions and additions.

Academic operations. Coordinates academic operations to ensure that policies, procedures, and systems for academic affairs are communicated and implemented effectively. Participates in the development of curriculum plans and revisions and course scheduling. Provides advice about staffing and organizational structure, especially with respect to faculty recruitment, diversity, and retention. Conducts the annual faculty workload report. Advises the Dean on workload issues and adjustments.

Faculty development. Promotes teaching effectiveness, including the supervision of annual faculty teaching evaluations. Chairs the School's Committee on Effective Teaching (CET). Communicates academic policies and best practices. Develops and implements New Faculty Orientation that includes instruction on University and School policies and procedures.

Assessment and compliance. Oversees and coordinates the School's assessment plan. Supervises the work of the Assessment Director who coordinates the teaching and learning assessment process. Conducts the annual evaluation of the Assessment Director. Consults with faculty on course-based assessment activities. Oversees the preparation of the annual School assessment report. Is responsible for making recommendations for improvements based on the annual assessment. Ensures School compliance with SACSOC accreditation requirements.

Student success. Collaborates with the relevant Associate Deans on the creation of policies and practices to improve student retention and graduate rates. Responsible for the implementation of such policies and practices.

Associate Dean for Undergraduate Studies

Appointment. The Associate Dean for Undergraduate Studies (ADUS) is appointed by the Dean from the tenured faculty of the School, and reports directly to the Dean. The length of appointment is negotiated between the Dean and the ADUS. With the Dean, the ADUS establishes priorities for the position and criteria for annual evaluation and advises the Dean on issues of resource allocation in support of undergraduate curriculum and student success. The ADUS also keeps the Dean informed about significant issues, needs, and opportunities related to the success of the undergraduate programs and students.

Representative of the School. Represents the School on the University Council of Undergraduate Education and works with the Dean of Undergraduate Education on all matters of general undergraduate education and student advising. In this capacity, the ADUS serves as conduit to University units regarding proposed changes to the School's undergraduate degree programs and represents the school as a member of the University's Core Curriculum Committee. In addition, the ADUS reports on key activities at General Faculty meetings.

Curriculum. Consults with Pathway Heads to determine curriculum revisions, additions, and resources. The ADUS also coordinates with the ADAA on the creation of the undergraduate programs catalog copy, and on curriculum staffing and course scheduling. In collaboration with

the Dean and SAD, the ADUS works on the development of school priorities regarding undergraduate curriculum, faculty hiring, staffing, and workload.

Advising process and staff supervision. Oversees and is responsible for the accuracy and timeliness of all undergraduate advising within the School. The ADUS meets with the undergraduate program advisors on a regular basis, and ensures that all professional undergraduate advisors remain properly trained and informed of faculty decisions related to the curriculum. In this administrative role, the ADUS sets expectations and priorities for advisors and conducts annual reviews of professional advising staff.

Policy implementation and compliance. Serves as the final authority within the School on the implementation of University and School policies related to the School's undergraduate degree programs and student conduct.

Undergraduate student orientation and communication. Coordinates information about the Undergraduate Program for use in new student orientation events and communication. Participates in orientation activities when needed. Serves as conduit of communication between the Administration and undergraduate students on important matters.

Student recruiting and admissions. Represents the School in undergraduate recruiting activities. Reviews undergraduate transfer applications when needed. Evaluates atypical student applications.

Student engagement. Addresses undergraduate student concerns or questions as they arise, or as referred by advising staff or faculty. Works with the ADAA to develop undergraduate student professionalization activities.

Undergraduate Studies Committee. Convenes and establishes the agenda for the Undergraduate Studies Committee. Reports on the actions of the committee to the Dean, and to the General Faculty at faculty meetings. Works with School advising staff to notify students about portfolio review outcomes.

Program assessment. Works with the ADAA to design and implement effective assessment activities. Reviews all assessment reports with the Undergraduate Studies Committee to make recommendations for improvements and additions.

Associate Dean for Graduate Studies

Appointment. The Associate Dean for Graduate Studies (ADGS) is appointed by the Dean from the tenured faculty of the School and reports directly to the Dean. The length of appointment is negotiated between the Dean and the ADGS. In negotiation with the Dean, the ADGS establishes priorities for the position and criteria for annual evaluation. The ADGS also advises the Dean on issues of resource allocation in support of graduate curriculum and student

success while keeping the Dean informed about significant issues, needs, and opportunities related to the success of the graduate programs and students.

Representative of the School. Represents the School on the Graduate Council. Works with the Dean of Graduate Education on all matters of graduate program policies and regulations. Serves as conduit to University units regarding School Graduate Studies activities, curriculum changes, and faculty mentoring. Reports on key activities as General Faculty meetings. Maintains records about student performance and progress through the graduate programs.

Curriculum. Consults with faculty to determine curriculum revisions, additions, and resources needed to maintain strong programs. Coordinates with the ADAA on course staffing and scheduling. Collaborates with the Dean and the SAD on the development of school priorities regarding graduate curriculum, faculty hiring, staffing, and workload.

Advising process and staff supervision. Oversees and is responsible for the accuracy and timeliness of all graduate advising within the School by professional program advisors. Ensures that professional advisors are properly trained and informed of faculty decisions related to the curriculum. Sets expectations and priorities for advisors. Conducts annual reviews of professional advising staff.

Policy implementation and compliance. Serves as the final authority within the School on the implementation of University and School policies related to the School's graduate degree programs.

Graduate student orientation and communication. Coordinates information about the Graduate Program for use in new student orientation events and communication. Plans and coordinates annual graduate student orientation. Conducts meetings with graduate students once per semester to communicate School matters. Serves as conduit of communication between the Administration and graduate students on important matters.

Teaching assistant training. Plans and coordinates TA orientation, training, and annual assessment.

Student recruiting and admissions. Provides leadership in the recruitment of graduate. students. Oversees the graduate student admission process, in conjunction with advising staff and the Graduate Studies Committee.

Student engagement. Addresses graduate student concerns and questions as they arise, or as referred by advising staff or faculty. Handles student appeals with respect to grading in graduate courses. Develops response to address significant issues such as academic dishonesty, research misconduct, or behavioral issues. Establishes the calendar of graduate student milestone events.

Program assessment. Works with the ADAA to design and implement effective assessment activities. Reviews all assessment reports with the Graduate Studies Program Committee to make recommendations for improvements and additions to the curriculum, teaching and learning practices, student engagement, and student success activities.

Graduate Studies Committee. Convenes and establishes the agenda for the Graduate Studies Committee. Reports on the actions of the committee to the Dean, and to the General Faculty at faculty meetings.

Associate Dean for Research and Creative Technologies

Appointment. The Associate Dean for Research and Creative Technologies (ADR) is a full-time administrative position that reports to the Dean.

Representative of the School. Represents the School on appropriate University committees. The ADR serves as liaison to Office of Research, eLearning Committee, and Office of Instructional Technology.

Strategic Planning. In consultation with the Dean, Associate Deans, and faculty lab directors, establishes the technical strategic plan for the School to advance research and creative practice that involves the use of emergent technologies.

Curriculum. Supports the Associate Deans and General Faculty on the development of school priorities regarding technology in the service of teaching and learning. Serves on the School Learning Portfolio Committee and coordinates the implementation and maintenance of portfolio system.

Research on emerging technologies. Serves as research director of the Emerging Technology Lab that investigates leading-edge technologies for use in School curriculum and research programs.

Faculty and program technical support. Provides consultation for faculty on technological matters pertaining to research and teaching. Establishes best practices for School labs and research projects on topics of coding, archiving, dissemination, and staffing.

Advisory boards. Serves as an ex-officio member of the School's Academic Advisory Committee.

Assessment and compliance of technology practices. Coordinates the assessment and improvement of technical operations. Collaborates with the Associate Dean of Operations (ADO) to implement improved practices. Develops guidelines to ensure that the School, its faculty and staff are in compliance with University regulations and policies regarding the use of

technology in the classroom, research labs, and creative projects. Collaborates with the ADO to monitor and improve compliance, and to implement improved practices.

3.3 Pathway Heads

Areas of curriculum. The ATEC undergraduate and master's level curriculum is organized into pathways. Each curricula pathway is coordinated by a full-time faculty member who is designated as Pathway Head.

Appointment. Pathway Heads are appointed by the Dean from among the full-time faculty who hold the rank of Associate, or Full Professor. Each curriculum Pathway Head reports to SAD. In negotiation with the SAD, a Pathway Head establishes priorities for the position and criteria for annual evaluation. The length of appointment is negotiated by the Dean and the Pathway Head, taking into consideration professional development plans, service obligations, and career advancement.

Representative of the School. When needed, Pathway Heads may represent the School on University and Ad Hoc committees.

Curriculum. Consults with the SAD and relevant other Associate Deans on the development of learning objectives appropriate for each curriculum pathway. Communicates learning objectives to faculty. Participates in periodic curriculum reviews and new curriculum proposals. Consults with the Associate Deans on matters concerning the curriculum pathway, including on issues of funding, materials, space, and staffing needs.

Faculty engagement. Responsible for calling periodic meetings of relevant faculty to discuss matters of curriculum, course materials, teaching space, technology needs, and staffing.

Assessment and compliance. Participates in the School's assessment plan, advising the Associate Dean of Academic Affairs of issues or improvements needed.

Student advising. Works with the professional advising staff to disseminate information about the curriculum pathway. Participates in student advising activities to respond to questions and receive feedback about the pathway.

Student engagement. Works with the Associate Deans to establish a calendar of student activities and events. Assumes responsibility for the organizing and implementation of specific events when needed.

Committee assignments. Serves on the relevant Undergraduate or Graduate Studies Programs Committee. Fulfills special assignments and task force work. Serves on the Academic Affairs Committee as a representative of the faculty engaged in the curriculum pathway. Communicates with Pathway Faculty about the work of various Committees.

3.4 Evaluation of Administrators

Deans, Associate Deans, and Pathway Heads are subject to upward evaluation under the UTD policy on *Evaluation of Academic Administrators* outlined in *UTDPP1047*.

4.0 STANDING COMMITTEES

4.1 Academic Affairs Committee

The Academic Affairs Committee (AAC) serves as the School's faculty Executive Committee. The AAC will be comprised of all Undergraduate Studies Committee (USC) and Graduate Studies Committee (GSC) members. The make-up of the USC and GSC committees can be found in sections 4.5 and 4.6. The normal term of service for each member is two years. Terms of service on the AAC is staggered to provide continuity in the representation of each area.

- Meets at least once during both fall and spring semesters
- Fosters communication between the undergraduate and graduate programs
- Advises the Dean on matters concerning academic policy
- Discusses personnel matters that affect academic performance
- Considers proposals regarding curricular matters, and assists in the preparation of motions on academic policy or curricular matters for full deliberation and vote in faculty meetings
- Advises the Dean on any proposed modification to school policies on promotion and tenure
- Individual member opinions will be kept confidential within the committee, but recorded minutes, including voting outcomes, should be readily available to the General Faculty as a whole

4.2 Administrative Committee

The Administrative Committee (AC) consists of the Dean and the Associate Deans. The committee is chaired by the Dean and meets regularly 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 other administrative personnel at the discretion of the Dean and Associate Deans.

4.3 Faculty Personnel Review Committee

The Dean chairs the Faculty Personnel Review Committee (FPRC), and its duties are those specifically outlined in UTDPP1064.

The School (FPRC) will be chaired by the Dean and shall consist of six members elected from the full-time, tenured faculty. These members are elected by secret ballot according to established

voting procedures. School FRPC members who are Associate Professors may not participate in the evaluations of Full Professors.

The FPRC

- Annually reviews all associate professors to determine whether to recommend Ad Hoc Committees be appointed to consider promotion to full professor
- Advises the Dean on committee appointments for third year and tenure reviews of assistant professors
- Advises the Dean on Special Faculty Development Assignment (SFDA) leaves
- Serves as the review committee in cases when faculty annual and periodic performance review findings are questioned

4.4 Committee on Effective Teaching

The Committee on Effective Teaching (CET), mandated by UTDPP1006, consists of the ADUS, the ADGS, four faculty members appointed by the Dean, and the School's representative to the Center for Teaching and Learning (CTL). The appointment is for two years with staggered terms so that each year only half of the committee members are newly appointed. The ADAA serves as chair.

- Oversees all responsibility for developing and administering policies and procedures for evaluating teaching performance and the effectiveness of instruction, subject to the approval of the faculty of the School.
- Defines standards for exceptional, acceptable, and substandard performance in teaching. These standards should be fair to all faculty members and take into consideration a faculty member's contributions to the teaching of required courses, courses with high enrollments, lower division courses and courses that require substantial effort outside of the classroom.
- Responsible for selecting recipients of teaching awards.

4.5 Undergraduate Studies Committee

The Undergraduate Studies Committee (USC) is comprised of the appointed Pathway Heads, three elected faculty members, and at least one undergraduate advisor representative. Each member serves a three-year term, with membership staggered so that the longest serving member leaves the committee and a new member joins each year. The ADUS serves as committee chair. The ADAA serves as an ex officio committee member.

- Oversees all aspects of undergraduate programs to ensure compliance with regulations established by the university and by the School's General faculty
- Recommends to the faculty improvements in the structure, operation, courses, and development of the undergraduate program
- Advises the Associate Dean on acceptance of students into curriculum Pathways
- Advises the Associate Dean on, and participates in programming, to support undergraduate student program success and professionalization

4.6 Graduate Studies Committee

The Graduate Studies Committee (GSC) is comprised of six tenured or tenure-track members who are elected by the Voting Faculty. These appointments should reflect the major School Program Pathways and should include at least two faculty members with an MFA degree and two faculty members with a Ph.D. Each member serves a three-year term, with membership staggered so that the two longest serving members leave the committee and two new members join each year. The committee also includes the professional graduate advisers and the chair of the Graduate Student Advisory Council (GSAC). The ADGS serves as committee chair. The ADAA serves as an ex officio committee member.

- Oversees all aspects of graduate programs to ensure compliance with regulations established by the University and by the General Faculty
- Advises the Associate Dean on admission, discipline, and dismissal of graduate students
- Reviews and approves graduate student curriculum plans
- Reviews and approves graduate student dissertation and MFA thesis proposals, including the selection of the committee Chair and committee members
- Advises the Associate Dean on the appointment, assignment, and training of teaching assistants
- Recommends to the faculty improvements in the structure, operation, courses, and development of graduate degree programs
- Advises the Associate Dean on, and participates in programming, to support graduate student program success and professionalization

4.7 Graduate Student Advisory Council

The Graduate Student Advisory Council (GSAC) represents the graduate students in ATEC. The graduate students shall elect seven students to serve as the GSAC for the School administration. The GSAC will consist of two students in good standing from each of the MA and MFA programs, and three students in good standing from the PhD program. Each member serves a two-year term, with membership staggered so that no more than four of the longest serving members leave the committee each year. The Council elects its chair.

The ADGS organizes elections for the council and serves as a non-voting ex-officio member.

- Works in cooperation with the School Administration, Graduate Studies Committee, and ADGS to improve student success, build community, and foster professionalization
- Collaborates with the ADGS and Graduate Studies Committee on organizing School-sponsored events and building a repository of resources

- Responds to calls, and recruits additional graduate students, for participation in research events, visiting speakers, job finalist campus visits, and so forth
- May be called upon to represent the Schools' graduate students to other units in the University
- Meets at least twice per year though the student officers may call additional meetings.

5.0 AD HOC COMMITTEES

5.1 Search Committees

In keeping with the policies of the University, Faculty search committees are considered *Ad Hoc* Committee(s), appointed by the Dean for a specific duration and with a delimited charge. The School's Academic Advisory Committee recommends faculty for each search. A Search Committee will consist of at least three School General Faculty members, and one faculty member with relevant expertise from another school within the University.

5.2 Faculty Periodic Review Committees

In keeping with the policies of the University, the School is required to appoint an Ad Hoc Committee to review and evaluate faculty who are undergoing probationary and periodic reviews. Only tenured faculty can participate on these committees.

5.3 Emerging Committees

Emerging Ad Hoc Committees may be appointed by the Dean to assist in the administration or project development of the School. The composition and responsibilities of these committees are determined by the Dean, in consultation with the Associate Deans.

6.0 ADOPTION, AMENDMENT AND INTERPRETATION OF SCHOOL BYLAWS

6.1 Revision and Amendment of Governance Procedures

These bylaws, and any referred to School policy documents, 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.

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.

7. GLOSSARY

Associate Deans

ADAA	Associate Dean for Academic Affairs
ADGS	Associate Dean for Graduate Studies
ADR	Associate Dean for Research and Creative Technologies
ADUS	Associate Dean for Undergraduate Studies
ADO	Associate Dean of Operations
SAD	Senior Associate Dean

Committees and Councils

AAC	Academic Affairs Committee
AC	Administrative Committee
FPRC	Faculty Personnel Review Committee
GSAC	Graduate Student Advisory Council
GSC	Graduate Studies Committee
USC	Undergraduate Studies Committee

Other

CET	Committee on Effective Teaching
CTL	Center for Teaching and Learning
SACSOC	Southern Association of Colleges and Schools Commission on Colleges
SFDA	Special Faculty Development Assignment

8. REFERENCES

Zimmerman, D. P. (1997). Robert's rules in plain English: A readable, authoritative, easy-to-use guide to running meetings (2nd ed.). New York, NY: Collins References.