

SCHOOL OF ECONOMIC, POLITICAL AND POLICY SCIENCES
BYLAWS ON
GOVERNANCE AND ORGANIZATION
(September 2, 2005; Ed. Amend. August 25, 2006)

1.0 THE SCHOOL OF ECONOMIC, POLITICAL AND POLICY SCIENCES.

The School of Economic, Political and Policy Sciences (hereafter "The School") is an academic and administrative unit of The University of Texas at Dallas (hereafter "The University"). The mission of the School is the development of innovative programs that shape it into a unit having widespread recognition for multidisciplinary approaches to research and to top-tier graduate education as well as for outstanding undergraduate instruction and public service.

The School offers undergraduate degree programs in Crime and Justice Studies (BA), Economics and Finance (BA, BS), Geography (BA), Government and Politics (BA), Public Administration (BS), and Sociology (BA). The School also offers Master's degrees in Applied Economics (MS), Geographic Information Sciences (MS), Public Affairs (MPA), and Applied Sociology (MS). The School is further authorized to offer the doctor of philosophy in Economics, Geospatial Information Science, Political Science, Public Affairs, and Public Policy/Political Economy. This set of degree programs may be amended or extended through proposals made by the School's faculty in the manner described by these Bylaws and on approval by the University, the University of Texas System, and the State of Texas Higher Education Coordination Board.

2.0 THE FACULTY

The faculty of the School consists of tenured and tenure-track professors (the "voting faculty"), non-tenured clinical and research professors, senior lecturers, lecturers, adjunct professors, and fellows appointed to positions in the School.

The faculty are appointed to the School, with specific roles and rights as specified by the University's Faculty Handbook and these Bylaws. Faculty are self-assigned to programs for a minimum period of three years except in those cases when specific recruitments were conducted to rectify program staffing needs or when program course delivery, professional accreditation or national ranking would be undermined. In the event that a member of the faculty wants to change a program assignment, s/he may do so with the approval of the Dean on the advice of the Executive Committee and the Program faculty. Such requests for reassignment typically will not be considered before the three years of a current assignment have expired.

2.1 Responsibilities of The Faculty

The faculty collectively, and each individual member thereof, are responsible for the maintenance of high standards of scholarship and teaching and for the conscientious performance of their assigned duties and observance of the regulations and policies established by the Regents of the University of Texas System. Each member of the faculty accepts the obligation to treat students and colleagues with courtesy and dignity,

1 and to accept a fair share of responsibility for the conduct of the affairs of the School and
2 the University by service to the institution, to the discipline or profession of which he/she
3 is a member, and to the public.
4

5 Consistent with the policies of the University, the faculty shall establish and/or approve:
6 (a) educational policy for the School, including approval of academic programs, curricula
7 and requirements for degrees or certificates offered by the School; (b) standards and
8 procedures for the appointment, promotion, and tenure of faculty; (c) the strategic plan of
9 the School; and (d) other procedures and policies as may be necessary or desirable, from
10 time to time, for School governance.
11

12 2.2 Meetings and Voting 13

14 All members of the faculty may participate in discussion at faculty meetings, but only
15 members of the tenured/tenure-track faculty may vote on matters within the cognizance
16 of the faculty of the School or the University.
17

18 The faculty shall meet in general session at least once each semester, at the request of the
19 Dean. The Dean may request a meeting of the faculty at any time on 48 hours' notice.
20 The Dean also may call a special meeting of the Faculty on petition by one third of the
21 voting faculty. All faculty meetings shall be open except in cases involving personnel or
22 other matters authorized by law to be discussed in executive session. The Dean may
23 convene, in executive session, a sub-unit of the faculty consisting solely of tenured
24 professors and associate professors or tenured professors, respectively, for the purpose of
25 reviewing and voting on a recommendation for tenure and/or promotion of a member of
26 the faculty.
27

28 The agenda for a faculty meeting shall be published at least 48 hours prior to the meeting,
29 except in cases when notice and publication of an agenda are not feasible due to the
30 urgency of the occasion or the purpose is solely to provide information as quickly as
31 possible. Except as otherwise provided in these Bylaws, *Robert's Rules of Order* shall be
32 used in conducting the business of the faculty.
33

34 All meetings of the faculty shall be meetings of record. The Office of the Dean shall
35 maintain an open record of these meetings, including the agenda and actions taken at each
36 meeting. Minutes also will be maintained in the Office of the Dean.
37

38 39 3.0 THE DEAN AND THE ADMINISTRATION OF THE SCHOOL 40

41 The Dean of the School is appointed by and serves at the pleasure of the President of the
42 University (Regents Rules Series 20102, Section 1). The Dean reports to the
43 Provost/Executive Vice President for Academic Affairs and is a tenured member of the
44 faculty with rank of professor.
45

46 The Dean is responsible for enhancing the quality of the School's programs of instruction
47 and research, for enriching the School's resources and reputation, and for establishing a
48 stable environment of planning and decision making. The Dean is further responsible for
49 the administration of the School, including preparation and execution of the budget;
50 approval of all personnel actions; scheduling of courses and assignment of duties to
members of the faculty; appointment, discipline, and removal of staff and administrators

1 within the school; recommendation to the Vice-President/Provost of *ad hoc* committees
2 for review of tenure and promotion cases; annual review of the performance of faculty;
3 and representation of the interests of the School both within the university and externally.
4 Under provisions of Regents' Rules Series 20102, Sec. 2 and University Policy
5 Memorandum 96-III 30-68 rev. September 16, 1999 Section II A1, the Dean may
6 delegate responsibilities to other officers of the school, including the Executive Vice-
7 Dean, the Associate Dean of Academic Programs, and the Program Heads. The
8 appointment of the Program Head, who will have the rank of professor, is made by the
9 Dean after consultation with the Program faculty and the School's Executive Committee.
10 The Dean may appoint additional administrative officers as determined to be useful in the
11 management of the School. These may include assistant deans, directors of programs and
12 centers, and various members of the Administrative Services Staff.
13
14

15 4.0 THE PROGRAMS OF THE SCHOOL

16
17 The Programs are academic and administrative units of the School of Economic, Political
18 and Policy Sciences at the University of Texas at Dallas. They are responsible for
19 developing and implementing instructional and research plans capable of positioning the
20 School at the frontiers of social science, delivering coursework and related aspects of
21 education associated with approved degree programs, and providing the primary
22 administrative base and a source of intellectual community for faculty. More specifically,
23 these responsibilities may include providing intellectual leadership for program faculty,
24 assistance to the Office of the Dean in annual review and periodic performance
25 evaluations of the faculty, administration and oversight of the program budget and
26 accounts of program faculty, and the discharge of graduate and undergraduate program
27 scheduling and, as appropriate, admissions, advising, and monitoring of student,
28 especially graduate student, performance.
29

30 Under the leadership of the Program Head, the academic program faculty is responsible
31 for : (a) maintenance of the academic quality of the program that is consistent with
32 standards of the relevant accrediting body; (b) approval of lecturers employed to teach
33 courses in the program; (c) development and maintenance of an appropriate schedule of
34 courses; (d) recommendations to the Program Head and thereby to the Dean for
35 improvements in the structure, operation, and development of the program; and as
36 appropriate; (e) selection of students in the program for special awards.
37
38

39 5.0 STANDING COMMITTEES OF THE FACULTY

40
41 Standing committees of the School of Economic, Political and Policy Sciences may be
42 established pursuant to University rules, by action of the faculty, or by action of the Dean,
43 as provided herein. The Standing committees are:
44

45 5.1 The School Executive Committee

46
47 The School Executive Committee is chaired by the Dean and consists of the Executive
48 Vice Dean, the Associate Dean of Academic Programs, and the Program Heads. The
49 duties of the Committee, which normally meets weekly throughout the academic year,
50 include, but are not limited to: (a) providing advice to the Dean on matters of educational
and faculty policy and practice; (b) providing assistance to the Dean in strategic planning

1 for the School; (c) ensuring effective coordination of practices and maintenance of
2 standards among the academic programs, including, but not limited to, those involving
3 cross-program activities; (d) approving committee membership other than those
4 committees provided for in these Bylaws; (e) providing assistance to the Dean on matters
5 pertaining to day-to-day management of the School.
6

7 The Executive Committee also may act as a subcommittee chaired by the Executive Vice-
8 Dean on administrative, managerial, and leadership matters, or as a subcommittee chaired
9 by the Associate Dean of Academic Programs. The subcommittee chaired by the latter
10 provides: (a) recommendations on conformity with regulations of the university; (b)
11 advice on the admission of students and the monitoring of their performance, as well as
12 appointment and assignment of graduate assistantships; (c) recommendations on
13 improvements in the structure, operation, courses, and development of the academic
14 programs; (d) coordination of course schedules; (e) selection of students to receive
15 School-wide awards or student nominees for University or national scholarship
16 competitions. Suggestions for such awards or such nominations may be forwarded to the
17 subcommittee by relevant program faculty.
18

19 5.2 The Program Committees 20

21 Each program shall have a Program Committee chaired by the Program Head. The
22 Committee shall consist of not less than three program faculty, the majority of whom
23 must hold tenure and one of whom may hold the rank of assistant professor. Senior
24 lecturers may be invited to participate ex officio.
25

26 Eligibility for Committee membership and for voting for Committee members shall be
27 extended to faculty who have declared the Program to be their administrative home
28 and/or have declared that at least 50% of their demonstrable intellectual and teaching
29 interests reside within it. Program faculty may choose to extend voting privileges to
30 additional faculty members who have declared less than 50% of their intellectual or
31 teaching interests to reside within it. The election result will be forwarded to
32 the Dean who will appoint Committee members for a renewable term of two years. The
33 Committee shall have a rolling membership, and members may serve two consecutive
34 terms. Re-election and appointment of members who have served two consecutive terms
35 may occur after a two-year lapse.
36

37 Program Committees shall meet at least once per semester. Program faculty as a whole
38 shall meet at least once per semester with the Program Head and the Program Committee.
39

40 A Program Committee, as chaired by the Program Head, is responsible for: (a) matters of
41 educational policy and practice that affect a program's undergraduate and/or graduate
42 instructional responsibilities; (b) matters of graduate program and student career
43 development; (c) improvements in the research activities of the program faculty; (d) other
44 aspects of program development and administration and operations, including, but not
45 limited to, graduate admissions.
46

47 5.3 The Faculty Advisory Committee 48

49 The membership of the Faculty Advisory Committee shall consist of not fewer than six
50 members. Its size may increase, at the discretion of the Dean, to accommodate growing
needs and demands of the School. Two-thirds of its members shall be elected annually in

1 an at-large procedure involving all voting faculty, and one-third shall be appointed by the
2 Dean. The Executive Vice-Dean, the Associate Dean of Academic Programs, and all
3 chaired Professors of the School serve as ex-officio members.
4

5 The Committee is chaired by the Dean. It shall meet at least three times per year to
6 discuss: (a) ways by which the School and the University can construct and maintain a
7 more effective instructional, research and service presence in the North Texas region; (b)
8 activities that may increase the School's instructional and research reputations both
9 nationally and internationally; (c) methods for undertaking highly productive community
10 outreach and resource development projects that enhance the excellence of the School
11 and the University of which it is a part; (d) actions that provide an effective process for
12 the review and equitable resolution of faculty contentions, including informal and formal
13 procedures that shall involve a Program Head, this Committee, the Executive Vice-Dean,
14 the Dean, and the Provost in a manner consistent with University Policy Memorandum
15 92-111.21-54 rev. March 21, 2006; (e) such other functions that may be necessary for
16 ensuring the peace, order, and good governance of the School.
17

18 5.4 The Faculty Personnel Review Committee

19

20 The Faculty Personnel Review Committee carries out the responsibilities outlined in the
21 University Policy Memorandum 75-III.22-3 rev. April 6, 2006. The committee may be
22 chaired by the Dean or the Executive Vice-Dean. It consists of four tenured faculty
23 appointed by the Dean with approval by majority vote of the faculty. The term of office
24 is two years, and two members rotate each year. The duties of the Committee include: (a)
25 review of the files of all associate professors annually to determine whether to
26 recommend that *ad hoc* committees be appointed to consider promotion of any associate
27 professor to professor; (b) advice to the Dean concerning appointments to *ad hoc*
28 committees for third-year review of assistant professors, promotion and tenure of
29 assistant professors to associate professors, and promotion of associate professors to
30 professors; (c) review the qualifications of opportunity hires nominated by members of
31 the faculty; (d) review of the qualifications of non-tenure-track special appointments and
32 research associate appointments as provided for in procedures adopted by the faculty; (e)
33 advice to the Dean regarding selection of faculty for faculty development leaves; and (f)
34 assistance to the Dean in proving advice to faculty on progress toward tenure and
35 promotion. The Dean may undertake to consider such recommendations and advice in
36 consultation with one or more Heads of affected programs.
37

38 5.5. The School Peer Review Committee

39

40 The School Peer Review Committee (SPRC) is established pursuant to University Policy
41 Memorandum 97-III.22-79 amend. March 21, 2006. It consists of 6 tenured faculty
42 selected by the voting faculty by secret ballot and plurality vote. The term of office is
43 two years, with three members rotating each year. The Committee reviews and advises
44 the Dean on the periodic performance evaluation (PPE) of tenured faculty. The SPRC is
45 separate from the Faculty Personnel Review Committee that is required by Policy
46 Memorandum 75-III.22-3, but members of one may serve as members of the other.
47

48 5.6 The Committee on Effective Teaching

49

50 The Committee on Effective Teaching is mandated by University Policy Memorandum
96-III.21-70 amend. September 1, 2000. Its membership shall consist of no more than