

DRAFT

SCHOOL OF GENERAL STUDIES BY LAWS ON GOVERNANCE AND ORGANIZATION (June 27, 2007)

1.0 THE SCHOOL OF GENERAL STUDIES.

The School of General Studies (hereafter “The School”) is an academic and administrative unit of The University of Texas at Dallas (hereafter “The University”). The mission of the School of General Studies is to create and sustain an interdisciplinary environment that advances the integration of knowledge from the liberal arts and sciences tradition with advanced skills in business, technology, and other professional fields. The School uses the curricular resources of the University to build interdisciplinary degree programs on an individualized basis. Advisors work with students to identify their intellectual interests, needs, and professional goals and to design innovative degree programs that will satisfy them. To assist students in putting their unique set of skills to work, the School’s Internship Program arranges professional work experience in diverse career settings.

The School is the administrative home of the Teacher Development Center.

2.0 THE FACULTY

The faculty of the School consists of tenured and tenure-track professors, and senior lecturers who are employed full time. The faculty are appointed to the School of General Studies, with specific roles and rights as specified by the University’s Faculty Handbook and these By-Laws.

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

Consistent with the policies of the University, the faculty shall establish and/or approve: (a) educational policy for the School, including approval of academic units, curricula and requirements for degrees or certificates offered by the School; (b) standards and procedures for the appointment, promotion, and tenure of faculty; (c) the strategic plan of

the School; and (d) other procedures and policies as may be necessary or desirable, from time to time, for School governance.

2.2. Meetings and Voting

All members of the faculty may participate in discussion at faculty meetings, and vote on matters within the cognizance of the faculty of the School or the University.

The faculty shall meet in general session at least once each semester, at the request of the Dean. The Dean may request a meeting of the faculty at any time on 48 hours' notice. The Dean also may call a special meeting of the Faculty on petition by one third of the voting faculty. All faculty meetings shall be open except in cases involving personnel or other matters authorized by law to be discussed in executive session.

The agenda for a 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. Except as otherwise provided in these By-Laws, *Robert's Rules of Order* shall be used in conducting the business of the faculty.

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

3.0 THE DEAN AND THE ADMINISTRATION OF THE SCHOOL

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

The Dean is responsible for enhancing the quality of the School's programs of instruction and research, for enriching the School's resources and reputation, and for establishing a stable environment of planning and decision making. The Dean is further responsible for the administration of the School, including preparation and execution of the budget; approval of all personnel actions; scheduling of courses and assignment of duties to members of the faculty; appointment, discipline, and removal of staff and administrators within the school; recommendation to the Vice-President/Provost of *ad hoc* committees for review of tenure and promotion cases; annual review of the performance of faculty; and representation of the interests of the School both within the university and externally. Under provisions of Regents' Rules Series 20102, Sec. 2 and University Policy Memorandum 96-III 30-68 rev. September 16, 1999 Section II A1, the Dean may delegate responsibilities to other officers of the school, including the Associate Deans and the Program Heads. The appointment of the Program Head, is made by the Dean after consultation with the program faculty.

4.0 THE UNITS OF THE SCHOOL

The programs and the Teacher Development Center are the academic and administrative units of the School of General Studies at The University of Texas at Dallas. They are responsible for developing and implementing instructional plans. These units provide the primary administrative base and a source of intellectual community for faculty. More specifically, these responsibilities may include assistance to the Office of the Dean in annual review and periodic performance evaluations of the faculty, and the discharge of graduate and undergraduate program scheduling and, as appropriate, admissions, advising, and monitoring of student, performance.

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

5.0 STANDING COMMITTEES OF THE FACULTY

Standing committees of the School of General Studies may be established pursuant to University rules, by action of the faculty, or by action of the Dean, as provided herein. The Standing committees are:

5.1 The School Executive Committee

The School Executive Committee is chaired by the Dean and consists of the Associate Dean of Undergraduate Programs, and the Associate Dean for Teacher Development. The duties of the committee, 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 for the School; (c) ensuring effective coordination of practices and maintenance of standards among the academic units; (d) approving committee membership other than those committees provided for in these Bylaws; (e) providing assistance to the Dean on matters pertaining to day-to-day management of the School.

5.2 The Unit or Program Committees

Each unit shall have a Unit or Program Committee chaired by the Associate Dean or Program Head. The Committee shall consist of unit faculty. Part time Senior lecturers may be invited to participate ex officio.

Unit Committees shall meet at least once per semester. Unit faculty as a whole shall meet at least once per semester with the Unit Head and the Unit Committee.

A Unit Committee, as chaired by the Associate Dean or Program Head, is responsible for: (a) matters of educational policy and practice that affect a unit's undergraduate and/or graduate instructional responsibilities; (b) matters of student career development (c) other aspects of unit development and administration and operations.

5.3 The Faculty Personnel Review Committee

The Faculty Personnel Review Committee carries out the responsibilities outlined in the University Policy Memorandum 75-III. 22-3. The committee is chaired by the Dean. It consists of tenured faculty appointed by the Dean with approval by majority vote of the faculty. The duties of the Committee include: (a) review of the files of all associate professors annually to determine whether to recommend that *ad hoc* committees be appointed to consider promotion of any associate professor to professor; (b) advice to the Dean concerning appointment to *ad hoc* committees for third-year review of assistant professors, promotion and tenure of assistant professors; (c) review of the qualifications of non-tenure-track special appointments and research associate appointments as provided for in procedures adopted by the faculty; (d) advice to the Dean regarding selection of faculty for faculty development leaves; and (e) assistance to the Dean in providing advice to faculty on progress toward tenure and promotion. The Dean may undertake to consider such recommendations and advice in consultation with one or more Heads of affected programs.

5.4 The Committee on Effective Teaching

The Committee on Effective Teaching is mandated by Policy Memorandum 96-III.21-70. Its membership shall consist of the faculty by the Dean in consultation with the Associate Deans.

The Policy Memorandum requires that the Committee develop and administer a teacher evaluation procedure; that it use written objective standards for evaluating teaching performance, including course evaluations, teaching load contributions, consideration of the diversity of courses taught along with course development, and consideration of thesis and dissertation supervision. The Committee shall also develop procedures for collection of reliable and verifiable information related to teaching performance that includes periodic classroom visits to gather direct information that supplements information taken from sources such as course syllabi and course evaluations. Finally, the Committee shall develop mechanisms for faculty to comment on their evaluations and to provide information they feel is pertinent to teaching evaluation process.

5.5 Other Faculty and Functional Committees.

Such other committees as may be needed to carry out faculty or other functions not assigned to the committees established herein may be established or modified as needed by the Dean with the approval of the Executive Committee. The Dean will maintain and post a complete list of such committees, their charges, and their membership in the administrative offices.

6.0 AMENDMENTS.

These By-laws may be amended by two-thirds or more of those present and voting at any regular meeting of the faculty, provided that full notification of the proposed amendment has been circulated to the entire faculty of the school not less than two weeks in advance of the meeting. These By-Laws will take effect upon a favorable vote by two-thirds or more of the faculty members present and voting at a regular faculty meeting.