

2 BY LAWS  
3 SCHOOL OF BEHAVIORAL & BRAIN SCIENCES

4  
5 ORGANIZATION AND GOVERNANCE  
6

7 1.0 Faculty Members  
8

9 The faculty of the School of Behavioral & Brain Sciences consists of tenured and tenure  
10 track professors, non-tenured research professors, senior lecturers, and clinical faculty in  
11 the School.  
12

13 1.1 Powers and Responsibilities of the Faculty  
14

15 The faculty shall, consistent with the policies of the University of Texas at Dallas,  
16 establish and/or approve: (1) Educational policy for the School, including approval of  
17 academic programs, curricula and requirements for degrees or certificates offered by the  
18 school; (2) Standards and procedures for the appointment, promotion, and tenure of  
19 faculty; (3) The strategic plan of the School; and, (4) Such other procedures and policies  
20 as may be necessary or desirable, from time to time, for the governance of the School.  
21

22 The faculty collectively, and each member of the faculty, individually, are responsible for  
23 the maintenance of high standards of scholarship and teaching and for the conscientious  
24 performance of their assigned duties and observance of the regulations and policies  
25 established by the Regents of the University of Texas System. Each member of the  
26 faculty accepts the obligation to treat students and colleagues with courtesy and dignity,  
27 and to accept a fair share of responsibility for the conduct of the affairs of the School and  
28 the University by service to the institution, the discipline or profession of which he/she is  
29 a member, and the public.  
30

31 1.2 Meetings and Voting  
32

33 The Faculty shall meet in general session at least once each semester, at the call of the  
34 Dean. The Dean may call a meeting of the faculty at any time on 48 hours notice. The  
35 Dean shall call a special meeting of the faculty on petition of one third of the voting  
36 members of the faculty. The Dean may convene, in executive session, a sub-unit of the  
37 faculty consisting solely of tenured professors and associate professors or tenured  
38 professors, respectively, for the purpose of reviewing and voting on a recommendation  
39 for tenure and/or promotion of a member of the faculty, or on other topics where she/he  
40 deems input from these groups to be helpful.  
41

42 The agenda for a faculty meeting shall be published at least 48 hours prior to the meeting,  
43 except in cases when notice and publication of an agenda is not feasible due to the  
44 urgency of the occasion or the purpose is solely to provide information as quickly as  
45 possible. The Office of the Dean shall maintain an open record of faculty meetings,  
46 including the agenda and actions taken at each meeting.  
47

48 All members of the faculty may participate in discussion at faculty meetings, but only  
49 members of the tenured/tenure track faculty may vote on matters within the cognizance of  
50 the faculty of the School or the University.

1 Except as otherwise provided in these by-laws, *Robert's Rules of Order* shall be used in  
2 conducting the business of the faculty. All meetings of the faculty shall be meetings of  
3 record. Minutes shall be maintained in the office of the Dean.  
4

## 5 2.0 THE DEAN AND ADMINISTRATION OF THE SCHOOL 6

### 7 2.1 Appointment and Responsibilities of the Dean 8

9 The Dean of the School of Behavioral & Brain Sciences is appointed by and serves at the  
10 pleasure of the President of the University of Texas at Dallas. The Dean is a tenured  
11 member of the faculty, with rank of professor. The Dean reports directly to the Provost of  
12 the University.  
13

14 The Dean is responsible for the administration of the School, including preparation and  
15 execution of the budget; approval of all personnel actions; scheduling of courses and  
16 assignment of duties to members of the faculty; leadership of the faculty on issues of  
17 educational policy and programs; appointment, discipline, and removal of staff and  
18 administrators within the school; recommendation to the provost of *ad hoc* committees  
19 for review of tenure and promotion cases; annual review of the performance of faculty;  
20 and representation of the interests of the School both within the university and externally.  
21 The Dean may delegate responsibilities to other officers of the school.  
22

23 The Dean may appoint such additional administrative officers as he/she determines to be  
24 useful in the management of the School. These may include associate and assistant deans,  
25 administrative assistants, directors of programs and centers. Appointments of the  
26 Associate Dean of Undergraduate Studies and the Associate Dean of Graduate Studies  
27 require approval of the majority of the faculty at a regular meeting of the faculty. When  
28 such appointments are to be made, the Dean shall notify the faculty of their pendency,  
29 and any member may indicate interest in such an appointment. Faculty members serve in  
30 such positions at the pleasure of the Dean.  
31

## 32 3.0 STANDING COMMITTEES OF THE FACULTY 33

34 Standing committees of the School of Behavioral & Brain Sciences and their jurisdiction  
35 may be established by action of the faculty, by action of the Dean and Executive  
36 Committee as provided for herein, or by university rules. The standing committees are:  
37

### 38 3.1 Faculty Personnel and Peer Review Committee 39

40 The Faculty Personnel and Peer Review Committee carries out the responsibilities of the  
41 Faculty Personnel Review Committee under the U T Dallas Policy Memorandum 75-  
42 III.22-3, and the responsibilities of the School Peer Review Committee under UT Dallas  
43 Policy Memorandum 97-III.22-79. The committee consists of five tenured faculty  
44 elected by the voting faculty by secret ballot. The term of office is two years with no  
45 members succeeding themselves. Terms will be staggered with two members elected  
46 each year. When functioning as the Faculty Personnel Review Committee the committee  
47 is chaired by the Dean. Members of the Faculty Personnel and Peer Review Committee  
48 may also be members of the Faculty Executive Committee.  
49  
50

1 The duties of the committee when functioning as the Faculty Personnel Review  
2 Committee include: (1) Review of the files of all associate professors annually to  
3 determine whether to recommend that *ad hoc* committees be appointed to consider  
4 promotion of any associate professor to professor; (2) Approve decanal recommendations  
5 for appointments to *ad hoc* committees for third-year review of assistant professors, and  
6 for promotion and tenure; (3) Review of the qualifications of opportunistic hires; (4)  
7 Review of the qualifications of non-tenure-track special appointments and research  
8 associate appointments as provided for in procedures adopted by the faculty; (5) Make  
9 recommendations to the Dean regarding selection of faculty for faculty development  
10 leaves; and (6) assist in providing advice to faculty on their progress toward tenure and  
11 promotion. The committee functions as the Peer Review Committee without the Dean,  
12 playing a central role in the periodic performance evaluation of faculty.  
13

14 Elections for the Personnel Review Committee will be held in April to elect members for  
15 the following year by secret ballot. The continuing members of the committee will  
16 conduct the election, which will be held as follows: (1) The organizers will call for  
17 nominations, and compile a ballot; (2) The ballots will list the candidates in alphabetical  
18 order, with two (or three, in the case of an election of three members) spaces by each  
19 name for votes; (3) Instructions on the ballot will make clear that each voter will cast no  
20 more than two (or three) votes, and that those votes may be for different candidates or  
21 both (or all three) for the same candidate; (4) Ballots will be distributed in faculty  
22 mailboxes, with a deadline of one week for their return; (5) The two (or, in alternate  
23 years, three) candidates with the greatest total number of votes are elected. In case of a tie  
24 between rank orders two and three (or three and four), a run-off election will be held  
25 between those two candidates in which each voter has just one vote. For the initial  
26 election of the Faculty Personnel and Peer Review Committee, two members shall be  
27 elected for one year terms and three members shall be elected for two year terms, with  
28 different slates listed on separate sections of the ballot. (That is, two elections as  
29 described above will be conducted in tandem.)  
30

### 31 3.2 Faculty Executive Committee 32

33 The Faculty Executive Committee consists of the six members of the Long-Range  
34 Planning Committee, the Associate Deans for Graduate and Undergraduate Studies, and  
35 the Director of the Callier Center. The committee shall meet regularly during each  
36 semester during the academic year and is chaired by the Dean, who shall report on  
37 ongoing activities in the school. The duties of the committee include: (1) Providing  
38 counsel and advice to the Dean and to the faculty on matters of school policy; (2)  
39 Providing counsel concerning membership of the Committee on Undergraduate Studies,  
40 the Graduate Studies Committee, search committee slates proposed by the Dean to the  
41 Provost, and of all School committees other than those committees whose appointment is  
42 otherwise provided for in these Bylaws.  
43

### 44 3.3 Committee on Undergraduate Studies 45

46 The Committee on Undergraduate Studies shall consist of the Associate Dean of  
47 Undergraduate Studies and five broadly representative members appointed by the Dean  
48 with the advice of the Executive Committee. The Dean will appoint the chair, who may  
49 be any of the six members, with the advice of the Executive Committee.  
50

1 The committee shall be responsible for broad policy considerations concerning  
2 undergraduate degree programs, including general oversight of scheduling and staffing of  
3 courses, review of undergraduate program and course proposals initiated by faculty or the  
4 Dean, and initiation and review of proposals to improve the quality of undergraduate  
5 education in the School.

#### 6 7 3.4 Committee on Graduate Studies 8

9 The Committee on Graduate Studies shall consist of the Associate Dean of Graduate  
10 Studies, who serves as chair, the three Program Heads of the masters programs in the  
11 School, and one representative from each of the three components of the doctoral  
12 program: Cognition and Neuroscience, Communication Sciences, and Psychology. The  
13 members are appointed by the Dean with the advice of the Executive Committee.  
14

15 The committee shall be responsible for: (1) Oversight of all graduate programs for  
16 conformity with regulations of the university and the faculty of the school; (2) Advising  
17 the Associate Dean of Graduate Studies on admission, discipline, and dismissal of  
18 doctoral students, and the appointment and assignment of teaching and research  
19 assistants; (3) Selection of graduate students for special recognition and awards; (4)  
20 Coordinating the scheduling of graduate and undergraduate courses; and (5)  
21 Recommendations to the Associate Dean, Dean, and faculty for improvements in the  
22 structure, operation, courses, and development of the graduate program.  
23

#### 24 3.5 Long-Range Planning Committee 25

26 The Long-Range Planning Committee advises the Dean and the faculty on issues  
27 involving long-term planning for the School, including planned areas of growth in  
28 research and academic programs. It consists of six members from the tenure-track faculty,  
29 with at least one member from each of the three doctoral programs (Cognition &  
30 Neuroscience, Psychological Sciences, and Communication Sciences). Five members are  
31 elected by the faculty and serve for two years in staggered terms, and a sixth member is  
32 appointed each year by the Dean. Members may succeed themselves.  
33

34 Elections for the Long-Range Planning Committee will be held in April to elect members  
35 for the following year by secret ballot. Two continuing members of the committee will  
36 conduct the election for the candidates to replace the two or three retiring members. The  
37 election will be held as follows: (1) The organizers will call for nominations, and compile  
38 a ballot. (2) The ballots will list the candidates categorized by doctoral area and listed in  
39 alphabetical order under those categories. Each candidate when nominated will indicate  
40 his/her area affiliation. Beside the names there will be two columns of spaces for votes:  
41 one column for within-area votes and one column for at-large votes. (3) Each faculty  
42 member will have two votes: one for a doctoral program representative and one for at-  
43 large representation (which can be chosen from any area). Each voter selects program by  
44 voting for a representative from that program. Instructions on the ballot will make clear  
45 that each voter will cast no more than two votes, and that those votes may be cast within  
46 the same or in different programs, for two different candidates. (4) Ballots will be  
47 distributed in faculty mailboxes, with a deadline of one week for their return; (5) The two  
48 (or three, depending on the staggering of terms of office) candidates with the greatest  
49 total number of votes (combining both categories) are elected, with the constraint that the  
50 composition of the whole committee (including continuing members) shall include at  
least one person from each of the three doctoral programs. If some program is not

1 represented, then the next candidate in order of number of votes and from that program  
2 shall replace the candidate with the lowest number of votes among the first two (or three).  
3 Tie-breaker elections, if needed, will be held as described under Section 3.1 above.  
4

### 5 3.6 Committee on Effective Teaching 6

7 The Committee on Effective Teaching is mandated by Policy Memorandum 96-III.21-70.  
8 Its membership shall consist of no more than seven members of the tenured/tenure track  
9 faculty, including the chair, appointed by the Dean with the advice of the Executive  
10 Committee.  
11

12 The Policy Memorandum requires that the Committee develop and administer a teaching  
13 evaluation procedure to be applied to all courses, graduate and undergraduate, in the  
14 school. The Committee shall develop procedures for collection of information related to  
15 teaching performance that includes periodic classroom visitations supplementing  
16 information from course syllabi and course evaluations. The Committee shall develop  
17 mechanisms for faculty to comment on their evaluations and provide information  
18 pertinent to the teaching evaluation process.  
19

### 20 3.7 Other faculty and functional committees 21

22 Such other committees as may be needed to carry out faculty or other functions, not  
23 assigned to the committees established herein, may be established or modified as needed  
24 by the Dean with the advice of the Executive Committee. The Dean will maintain and  
25 post a complete list of such committees, their charges, and their membership in the  
26 administrative offices. Such committees may include committees to advise on the  
27 renovation and construction of facilities, to manage institutes or centers, or to supervise  
28 computer or other infrastructural facilities.  
29

30 In particular, each doctoral program in the school will have a Steering Committee, which  
31 shall consist of the Program Head and three members approved by the faculty in the  
32 program at one of its regular meetings. The Program Steering Committee will oversee  
33 admissions to the program, provide certification that students have passed the various  
34 components included in the requirements for advancement to candidacy for the Ph.D. in  
35 that program, and approve the composition of dissertation committees. The Steering  
36 Committee will also develop curricular and policy proposals for consideration by the  
37 faculty of the program.  
38

### 39 4.0 AMENDMENTS 40

41 These bylaws may be amended by 2/3 or more of those present and voting at any regular  
42 meeting of the faculty, provided that full notification of the proposed amendment has  
43 been circulated to the entire faculty of the school not less than two weeks in advance of  
44 the meeting. These Bylaws will take effect upon a favorable vote by 2/3rds or more of  
45 those tenured/tenure-track faculty members present and voting at a regular faculty  
46 meeting.  
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