

SCHOOL OF ECONOMIC, POLITICAL AND POLICY SCIENCES BY-LAWS ON GOVERNANCE AND ORGANIZATION

(Approved: September 26, 2008; December 11, 2014; May 4, 2015)

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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 and delivery of innovative programs with 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 Criminology (BA), Economics (BA, BS), Geospatial Information Sciences (BS), International Political Economy (BA, BS), Political Science (BA), Public Affairs (BS), and Sociology (BA).

The School also offers Master's degrees in Applied Sociology (MS), Criminology (MS), Economics (MS), Geospatial Information Sciences (MS), International Political Economy (MS), Justice Administration and Leadership (MS), Political Science (MA), Political Science--Constitutional Law Studies (MA), Political Science--Legislative Studies (MA), Public Affairs (MPA), and Public Policy (MPP).

The School is further authorized to offer the Doctor of Philosophy in Criminology, Economics, Geospatial Information Sciences, 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 By-Laws and on approval by the University, the University of Texas System, and the State of Texas Higher Education Coordinating Board.

2.0 THE FACULTY

The faculty of the School is composed of Tenure-Track and Non-Tenure-Track members. Tenure-Track faculty hold the ranks of Regental Professor, Professor, Associate Professor, Assistant Professor or Instructor. They are voting members of the General Faculty of the School if they are appointed half-time or more. Non-Tenure-Track faculty hold the titles of Clinical or Visiting Professor, Clinical or Visiting Associate Professor, and Clinical or Visiting Assistant Professor; Clinical Instructor, and Instructor (less than half-time appointments, including Teaching Associates); Lecturer and Senior Lecturer; Adjunct or Adjoint Professor, Adjunct or Adjoint Associate Professor, and Adjunct or Adjoint 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 faculty are appointed to the School with specific responsibilities, rights, and duties as specified by the University's Faculty Handbook and these By-Laws. Tenure is held in the School. Tenure-Track faculty are appointed to programs consistent with their research interests and course delivery. One of the programs must be their primary program, but faculty may affiliate with multiple programs. They may petition in writing to change their affiliation(s) at the end of an academic year with the approval of the School's Academic Advisory Committee, the approval of the receiving program faculty, and the approval of the Dean.

Non-Tenure-Track and newly appointed faculty are assigned to programs by the Dean upon the advice of the School's Academic Advisory Committee as the final step in the appointment process detailed below.

The School expects faculty to work collaboratively. Collaboration among programs is necessary because each program in the School, by design, regularly incorporates courses from other programs and other disciplines.

2.1 Responsibilities of the Faculty

The faculty collectively, and each individual member thereof, 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 in accordance with law and accepted academic practices. Each member of the faculty accepts the obligation to treat students and colleagues with courtesy and dignity. Each member of the faculty is obligated 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 their discipline or profession, and to the public.

Consistent with the policies of the University, the faculty meeting as a body shall establish and/or approve: (a) educational policy for the School, including approval of academic programs, 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 for School

governance.

2.2 Meetings of the General Faculty

A meeting of the General Faculty means a meeting at which the General Faculty deliberates and votes upon matters of academic policy within its purview.

All members of the faculty may participate in discussion at faculty meetings. Members of the Tenure-Track faculty may vote on all matters within the cognizance of the faculty of the School or the University, except as provided in the procedures for voting on recommendations for hiring, reappointment and promotion in Section 2.3. After one year of service, full time members of the faculty with Non-Tenure-Track appointments may vote on all matters within the cognizance of the Faculty of the School or University, except recommendations to hire, retain, or promote tenure track faculty. Faculty of the school shall vote on all substantive changes in school programs as defined in the U T Dallas Substantive Change Policy.

The General Faculty of the School shall meet in general session at least once each semester on a date and time that is fixed as far as this is practicable. The Dean shall chair the meeting. The Dean also shall also call a meeting of the faculty at such other times as may seem necessary, or if petitioned to do so by fifteen members of the voting faculty.

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. The Dean may convene, in executive session, a sub-unit of the faculty consisting solely of tenured professors and associate professors or tenured professors, respectively, for the purpose of reviewing and voting on a recommendation for tenure and/or promotion of a member of the faculty following the procedures detailed below.

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. All meetings of the General Faculty shall be meetings of record.

At the first meeting of the School's General Faculty each academic year the faculty shall elect a Recorder who shall be charged with preparing the Minutes of each General Faculty meeting during that academic year, including the agenda and the actions taken. Should the Recorder be unavailable for a faculty meeting, the recorder shall appoint a substitute to act in the Recorder's absence. The Minutes shall be maintained as an open record in the Office of the Dean.

2.3 Caucus Meetings of the General Faculty

Either the Dean or any fifteen members of the General Faculty of the School may call a Caucus Meeting of the Faculty. A Caucus meeting is a meeting without the Dean or Associate Deans. The Caucus meeting will elect its chair and secretary. A Caucus Meeting may consider and formulate any matters to be brought before a regular meeting of the General Faculty, but its

actions cannot establish policy for the school without approval in a meeting of the General Faculty. A quorum for a Caucus Meeting is one half of the faculty in residence.

If the Dean does not call a meeting of the faculty of the school when petitioned to do so as in section 2.2 or when asked to do so by a caucus meeting, a Caucus Meeting may vote no confidence. If it does so, it should also elect at least four representatives to advise the Provost of their action.

2.4 Appointments to the Tenure-Track Faculty

Upon the request of a Program and the approval of the Dean and the Provost, a search may be initiated to select a new appointee to the Tenure-Track Faculty. Upon the recommendation of the Program Head and the approval of the Dean, an *ad hoc* Search Committee is appointed and the position is advertised in the appropriate media. It is the responsibility of the Search Committee to review applications, interview candidates, and to prepare a report that details the recommended candidate's qualifications. This report is added to the candidate's application folder, which is transferred to the Program. The Program Head then promptly convenes a meeting of the voting faculty of the Program to review the Search Committee's recommendations and to vote by secret ballot on whether they agree or disagree that an offer of employment should be made. Prior to the vote on the Search Committee recommendations, the faculty shall sign a statement that they have read the Candidate's file. A report is prepared by a member of the Program's voting faculty selected by his/her peers that summarizes the faculty's discussion and the results of the ballot. Faculty who have voted shall approve the summary of the faculty discussion and sign the approved minutes. These documents shall be added to the candidate's file.

A School-wide vote on all tenure-track faculty appointments shall be in accordance with the School-wide vote procedure detailed in Section 2.5 below.

2.5 Reappointment, Tenure and Promotion of Tenure-Track Faculty

The University recognizes three categories of performance in matters of promotion, reappointment and tenure. They are (a) creative productivity and professional achievement; (b) teaching effectiveness; and (c) University citizenship. All members of the Tenure-Track Faculty are expected to perform well in categories (a), (b), and (c) and to demonstrate excellence in at least (a) or (b). If they are assistant professors at their third-year review, this means that they must demonstrate the potential for excellence in at least (a) or (b) when the tenure decision is made.

The School requires that the *ad hoc* Committee address the following questions when considering a candidate's prospects for promotion to Associate Professor with tenure:

1. Has the individual initiated and sustained a research program which has and will continue to lead to significant results in his/her research area?

2. To what degree has the individual's research made an impact upon his/her field or to the design of public policies.
3. At what institutions would the individual's performance to date justify promotion and tenure?

For promotion to Professor, the following questions relating to creative productivity and professional achievement must be addressed.

1. Has the candidate continued to initiate and sustain a research program leading to significant results in his/her research area?
2. Must fellow professionals consider the candidate's contributions as they pursue their own work? Has the candidate's work enlightened issues of public policy?
3. At what institutions would the individual's performance to date justify promotion and tenure?

The review process begins with the preparation of a review file by the faculty member and the appointment of an ad hoc Committee. Members of ad hoc Committees are nominated by the Dean with the advice of the School's Personnel Review Committee, and appointed by the Provost. When the members of an ad hoc Committee have completed their work, their signed report is added to the candidate's review file. The file is forwarded to the Program that is the faculty member's primary affiliation. The above-rank faculty members of the Program have the responsibility to review the file, sign a statement saying that they have reviewed the file, discuss the ad hoc Committee's recommendation, vote by secret ballot on the recommendation of the ad hoc Committee, approve the report that summarizes their discussions, and sign the report that summarizes their discussions and the results of the ballot. This report is to be prepared by a member of the Program's voting faculty selected by those present.

Once the ballot has been taken, the statement of the faculty that they have reviewed the file, the report that summarizes the faculty's discussion and the results of the ballot shall be added to the candidate's review file. Upon notification by the Program Head that the Program review is complete, the Dean shall convene a meeting of the above-rank Tenure-Track Faculty of the School. The Dean does not attend the meeting.

While votes on the hiring of external faculty candidates shall be held as needed, with the exception of unusual circumstances which shall be explained by the Dean to the faculty, faculty meetings on internal reappointments, promotions and/or tenure shall be on the following dates:

1. The meeting on the reappointment of faculty and on the promotion of faculty to full professor shall occur on November 4, if a business day; otherwise the meeting shall occur on the next business day.
2. The meeting on the tenure review of faculty shall occur on December 18, if a business

day; otherwise the meeting shall occur on the next business day.

This meeting shall occur after the candidate's review file has been available in the Dean's office for review by the School's above-rank faculty for not less than three business days.

At the faculty meeting the faculty shall first elect a Chair to preside over the proceedings and a Recorder whose responsibility is to prepare minutes summarizing the discussion and reporting on the votes that are taken by secret ballot. Neither the Chair nor the Recorder shall be members of the ad hoc committee or voting members of the candidate's primary Program. Prior to any discussion each faculty member participating in the meeting must sign a form attesting to the fact that they have read the review file. This form becomes part of the record of the meeting. The meeting begins with a presentation by the ad hoc Committee of its report and recommendation. This is followed by a report on the Program faculty's review and recommendation, followed by discussion among the above rank members of the Tenure-Track Faculty who are participating. Upon conclusion of the discussion the faculty shall vote on the recommendation of the ad hoc Committee. Only those faculty who attend the meeting may vote. No proxy or absentee votes will be recognized. If non-participants wish their opinions to be known they should submit, prior to the preparation of the ad hoc Committee report, signed letters to be added to the candidate's review file. The votes are counted and the results reported to the meeting. Before the meeting adjourns, the faculty attending shall approve the report and the Recorder shall make the report available for the signature of each faculty member who voted at the meeting. At the end of the meeting, the Chair of the meeting shall add the Recorder's signed report, which shall include the ballot results, to the candidate's review file. The file will then be transferred to the Dean. The Dean then adds his/her assessment and recommendation in a letter to the Provost that is transmitted via the Committee on Qualifications.

2.6 Annual Reviews of Tenure-Track Faculty

All Tenure-Track Faculty are subject to annual review in accordance with UTDPP1089. Information for the review is submitted on-line, using the form provided by the University Provost. The annual review is conducted by the Program Head. The program head provides his or her assessment in a letter, which is made available to the faculty member. The program head and the faculty member meet to discuss the letter. The letter can be amended after the meeting. After any necessary amendments, the faculty member countersigns the letter. This attests that he or she has seen the letter and discussed it with the program head. The program head then sends the letter to the Dean, who adds his or her recommendation. Faculty who believe that the annual review by their program head or dean is based on factual errors or is not in accord with university policy should direct their concerns by letter to the Faculty Personnel Review Committee within two weeks of countersigning the letter of the program head. The response of the Faculty Personnel Review Committee will be included in their review file. The primary focus of annual reviews for tenured faculty is their merit for annual merit increases. Unsatisfactory annual reviews cannot lead to a recommendation to remove a faculty member with tenure, but two unsatisfactory reviews in a row may lead to an early periodic performance evaluation, which could in turn lead to such consideration as described in UTDPP1064.

2.7 Appointment and Review of Non-Tenure-Track Faculty

Full time Non-Tenure-Track Faculty are “to be treated as true colleagues in a collective academic enterprise” (University Policy Memorandum). They have the same rights and responsibilities as the School’s Tenure-Track Faculty, except for those explicitly reserved to Tenure-Track appointees. Clinical Professors and Clinical Associate Professors may serve on and chair Ph.D. committees upon the recommendation of the Program Head and the approval of the School’s Academic Advisory Committee and the Dean.

Rank and titles of Non-Tenure-Track faculty are to be awarded in accordance with the Regents’ Rules and Regulations. Hiring begins with the recommendation of a Program Committee serving as the search committee, followed by review and vote by the above-rank Program faculty (including above-rank Non-Tenure-Track Faculty), and the transfer to the Dean of the candidate’s review file by the Program Head, with all reports, ballot results, and recommendations attached. The Dean, in turn, forwards the file with his/her assessment and recommendation to the Provost for action. Reappointment review follows the same procedure.

2.8 Annual Reviews of Non-Tenure-Track Faculty

All Non-Tenure-Track Faculty are subject to annual review in accordance with UTDPP1089. The procedure is the same as for Tenure-Track Faculty. Information for the review is submitted on-line, using the form provided by the University Provost. The annual review is conducted by the Program Head. The Program Head provides his or her assessment in a letter, which is made available to the faculty member. The program head and the faculty member meet to discuss the letter. The letter can be amended after the meeting. After any necessary amendments, the faculty member countersigns the letter. This attests that he or she has seen the letter and discussed it with the program head. The program head then sends the letter to the Dean, who adds his or her recommendation. Faculty who believe that the annual review by their program head or dean is based on factual errors or is not in accord with university policy should direct their concerns by letter to the Faculty Personnel Review Committee within two weeks of countersigning the letter of the program head. The response of the Faculty Personnel Review Committee will be included in their review file. The primary focus of annual reviews for tenured faculty is their merit for annual merit increases. Unsatisfactory annual reviews cannot lead to a recommendation to remove a faculty member with tenure, but two unsatisfactory reviews in a row may lead to an early periodic performance evaluation, which could in turn lead to such consideration as described in UTDPP1064.

2.9 Research Faculty

Appointments to the positions of Research Professor, Research Associate Professor, and Research Assistant Professor require documentation of scholarly credentials comparable to those of Tenure-Track Faculty of equivalent academic rank. The appointment and annual review processes follows the same procedures as for the Tenure-Track Faculty. Research faculty may serve on and chair Ph.D. committees, upon the recommendation of the Program Head and the approval of the School’s Academic Advisory Committee and the Dean.

3.0 THE DEAN AND THE ADMINISTRATION OF THE SCHOOL

The Dean of the School is appointed by and serves at the pleasure of the President of the University. 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. The Dean may delegate responsibilities to other officers of the school, including the Associate Deans and the Program Heads.

The Dean may appoint additional administrative officers as determined to be useful in the management of the School. These may include directors of centers and various members of the Administrative Services Staff.

4.0 THE PROGRAMS OF THE SCHOOL

The Programs are the academic units of the School of Economic, Political and Policy Sciences at the University of Texas at Dallas: Criminology, Sociology, Economics, Geospatial Information Sciences, Political Science, Public Affairs, International Political Economy, Public Policy and Political Economy, and Public Policy & Political Economy.

The programs are responsible for developing and implementing instructional and research plans capable of positioning the School at the frontiers of science and delivering coursework and related aspects of education associated with approved degree programs. These responsibilities usually include providing intellectual leadership for program faculty, assisting the Office of the Dean in annual review and periodic performance evaluations of the faculty, administration and oversight of the program budget and accounts of program faculty, graduate and undergraduate program scheduling, and as appropriate, admissions, advising, and monitoring of student performance, especially graduate student performance.

Under the leadership of the Program Head, assisted by a Program Committee established by the procedures outlined in Section 4.1, the academic program faculty is responsible for: (a) maintenance of the academic quality of the program that is consistent with standards of the relevant accrediting body; (b) approval of lecturers employed to teach courses in the program; (c) development and maintenance of an appropriate schedule of courses; (d) recommendations to the Program Head and thereby to the Dean for improvements in the structure, operation, and development of the program; and as appropriate; (e) selection of students in the program for special awards.

4.1 APPOINTMENT OF PROGRAM HEADS

The appointment of the Program Head is made by the Dean after consultation with the Program Faculty Recommendation Committee. The Program Head should have the rank of professor or associate professor. The Program Faculty Recommendation Committee shall be a committee of three to five members of the program faculty who have been elected by the program faculty in a meeting called to consider its recommendations for program head. The program faculty shall elect the committee during this meeting, to advise the dean on the appointment.

5.0 UPWARD EVALUATION OF ADMINISTRATORS

The Dean, Associate Deans, and Program Heads shall be subject to upward evaluation of administrators in accordance with UT Dallas policy UTDPP 1047, Evaluation of Academic Administrators. The first evaluation shall be in the third year of service. The second evaluation shall be in the sixth year. Subsequent evaluations shall be every sixth year thereafter. For faculty with both faculty and administrative duties, the administrative evaluations shall be combined with periodic performance evaluations in accord with UTDPP 1064.

6.0 STANDING COMMITTEES OF THE FACULTY

Standing committees of the School of Economic, Political and Policy Sciences 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:

6.1 The School Academic Advisory Committee

The School Academic Advisory Committee is chaired by the Dean and consists of the Associate Deans and Program Heads, plus four faculty members not in administrative positions elected by the faculty of the school at large. The Committee normally meets bimonthly throughout the academic year. Its duties 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 for the School; (c) ensuring effective coordination of practices and maintenance of standards among the academic programs, including, but not limited to, those involving cross-program activities; (d) approving the membership of school-wide committees other than those committees provided for in these By-Laws; (e) providing assistance to the Dean on matters pertaining to day-to-day management of the School.

Alternative composition: the Dean chairs and the committee consists of one representative elected by the faculty of each program. This would be an Executive Committee in terms of the current bylaws guidelines. A committee consisting of the dean, associate deans, and program heads can then be considered the administrative committee.

6.2 The School Academic Review and Scholarship Committee

The School Academic Review and Scholarship Committee is co-chaired by the Associate Deans for Graduate and Undergraduate Education and is composed of the Associate Program Heads/Graduate Advisors of each Program. The Committee provides advice on the following: (a) admission of students, the monitoring of their performance, and the appointment and assignment of graduate assistantships; (b) improvements in the structure, operation, courses, and development of the academic programs; (c) coordination of course schedules; and (d) selection of students to receive School-wide awards or student nominees for University or national scholarship competitions.

Suggestions for such awards or such nominations are forwarded to the Committee, in the form of a letter that details the selection process, by relevant program or scholarship committees and/or sub-committees appointed to make recommendations in the case of particular endowed scholarships or fellowships, as required by terms of the endowments and specified selection procedures maintained in an open file by the School Academic Review and Scholarship Committee and in the Offices of the Dean of Graduate and/or Undergraduate Studies, as appropriate.

6.3 The Program Committees

Each program shall have a Program Committee chaired by the Program Head. The Committee shall consist of not less than three program faculty. The number shall be determined by the program faculty. Clinical faculty and Senior Lecturers may be invited to vote and to serve on the program committee by majority vote of the tenured/tenure track faculty.

Program Committee members shall be nominated and elected by the Program faculty. The term of office shall be two years, renewable. The election result shall be forwarded to the Dean, who will appoint the Committee members. The Dean may decline to appoint a faculty member who has been nominated by election, but may not appoint a faculty member who has not been so nominated.

Faculty who hold more than one program affiliation are eligible for committee membership in each program and for voting rights in each program.

Program Committees shall meet at least once each Fall and Spring semester. Program faculty as a whole shall meet at least once per semester with the Program Head and the Program Committee.

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

6.4 The Faculty Advisory Committee

The membership of the Faculty Advisory Committee shall consist of not fewer than six 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 in an at large procedure involving all voting faculty, and one-third shall be appointed by the Dean. Associate Deans and all chaired Professors of the School serve as ex-officio members.

The Committee is chaired by the Dean. It shall meet at least once each Fall and each Spring term to discuss: (a) ways by which the School and the University can construct and maintain a more effective instructional, research and service presence in the North Texas region; (b) activities that may increase the School's instructional and research reputations both nationally and internationally; (c) methods for undertaking highly productive community outreach and resource development projects that enhance the excellence of the School and the University of which it is a part; (d) actions that provide an effective process for the review and equitable resolution of faculty contentions, including informal and formal procedures that shall involve the Program Head, this Committee, Associate Deans, the Dean, and the Provost in a manner consistent with University Policy; (e) such other functions that may be necessary for ensuring the peace, order,

and good governance of the School.

6.5 The Faculty Personnel Review Committee

The Faculty Personnel Review Committee carries out the responsibilities outlined in University Policy. The committee may be chaired by the Dean or an Associate Dean. It consists of six Tenured Faculty. The term of office is two years, and three members rotate each year. Since only full professors can vote on recommendations for positions as full professors, the School's preference is that the members be full professors, but there may be instances when this is impractical. Members shall be elected by a secret ballot by the faculty of the school. Voting shall be by plurality. Nominees shall be elected in order of the number of votes they receive, except that no more than two Associate Professors may serve in any one year. 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 appointments to ad hoc committees for third-year review of assistant professors, promotion and tenure of assistant professors to associate professors, and promotion of associate professors to professors; (c) review the qualifications of opportunity hires nominated by members of the faculty; (d) review of the qualifications of non-tenure-track special appointments and research associate appointments as provided for in procedures adopted by the faculty; (e) advice to the Dean regarding selection of faculty for faculty development leaves; (f) assistance to the Dean in providing advice to faculty on progress toward tenure and promotion, and (g) advising the dean on the periodic performance evaluation of tenured faculty in accordance with UTDPP1064. The Dean may consider such recommendations and advice in consultation with one or more Heads of affected programs.

6.6 The Committee on Effective Teaching

The Committee on Effective Teaching is mandated by the University Teaching Evaluation Policy, UTDPP1006. Its membership shall consist of no more than seven members of the full-time faculty appointed by the Dean in consultation with the School Academic Advisory Committee. This should include an appropriate proportion of non-tenure-track faculty. The Associate Dean of Academic Programs serves as chair of the Committee.

The University Policy requires that the Committee develop and administer a teaching evaluation procedure; that it use written objective standards; and that these should include student course evaluations, teaching load contributions, consideration of the diversity of courses taught along with course development, and thesis and dissertation supervision. The Committee shall also develop procedures for collecting reliable and verifiable information from periodic classroom visits that supplements information taken from sources such as course syllabi and student work. Finally, the Committee shall develop mechanisms for faculty to comment on their evaluations and to provide information they feel is pertinent to the teaching evaluation process.

6.7 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 Academic Advisory Committee. The Dean will maintain and post a complete list of such committees, their charges, and their membership in the administrative offices. Such committees may include committees to administer graduate examinations, to advise on the renovation and construction of facilities, to manage institutes or centers, or to supervise computer or other infrastructural facilities.

7.0 AMENDMENTS TO THE BYLAWS

Committees to recommend amendments to these bylaws shall be elected by the General Faculty of the School. These By-laws may be amended by two-thirds or more of those present and voting at any regular meeting of the faculty where a quorum is present, provided that full notification of the proposed amendments have 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 those Tenured/Tenure-Track faculty members present and voting at a regular faculty meeting.