

**SCHOOL OF INTERDISCIPLINARY STUDIES BYLAWS ON
GOVERNANCE AND ORGANIZATION
(November, 2013)**

1.0 THE SCHOOL OF INTERDISCIPLINARY STUDIES.

The School of Interdisciplinary 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 Interdisciplinary Studies is to create and sustain an interdisciplinary environment that advances the integration of knowledge from the liberal arts and sciences 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 following undergraduate degree programs: 1) Bachelor of Arts in Interdisciplinary Studies, 2) Bachelor of Science in Interdisciplinary Studies, 3) Bachelor of Arts in Health Care Studies, 4) Bachelor of Arts in American Studies, and 5) Bachelor of Science in Healthcare Studies. The School also offers minors in American Studies, Exercise Science, Environmental Studies, Gender Studies, and Healthcare Studies,. It is the home of one graduate program, the Master of Arts in Interdisciplinary Studies. IS is also the home of the Teacher Development Center, which offers undergraduate and post-graduate teacher certification options which include field experience, student teaching, and post-baccalaureate internships. It is also home to the Academic Bridge Program.

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 Interdisciplinary Studies, with specific roles and rights as specified by the University’s Faculty Handbook and these Bylaws. The voting faculty of the School of Interdisciplinary Studies include all full-time faculty, including tenure track faculty and senior lecturers.

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.

Faculty members decide for themselves to which programs they will be assigned. The Dean's office distributes an electronic ballot permitting faculty to select the programs with which they choose to be affiliated. Should there be a dispute regarding the assignment of faculty to programs or centers, the final status of the faculty member's affiliation with the program or center will be determined by a vote of the program faculty.

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, with the exception of meetings whose purpose is to evaluate or vote on promotions for tenure track and tenured faculty. For the latter, only tenure track faculty are eligible to vote.

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. Voting members of the faculty may also call meetings, as needed, in addition to the two regularly scheduled annual meetings. Faculty make major decisions only during the 9-month academic year when most faculty are in town and on campus, and only during meetings for which the affected faculty and their students are present.

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 Bylaws, *Robert's Rules of Order* shall be used in conducting the business of the faculty.

Faculty may call caucus meetings, as needed, and these do not require the Dean's attendance. Caucus meetings will consist of working groups, and attendees will not finalize policies for the School or responsibilities of faculty that affect other voting faculty members and/or the Dean. However, caucus meetings can formulate positions for

the Dean's consideration, and may be used to propose new directions and initiatives for the School.

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. The Dean is responsible for supervising all continuing, full- and part-time faculty in the School. 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.

The Dean selects Associate and Assistant Deans from among the full-time faculty of the School (including tenure track and non-tenure track faculty). The Associate Dean for Undergraduate Studies will be responsible for the preparation of catalogue copy, scheduling of courses (in consultation with the relevant faculty) and communication with the University course-scheduling office, and coordinating and assigning undergraduate advising responsibilities. The Associate Dean will train undergraduate advisors. The Associate Dean will meet with students, and is responsible for adjudicating special cases or conflicts involving undergraduate students. The Assistant Dean for Undergraduate Studies is in charge of program assessment for all undergraduate programs. The Dean may delegate program assessment responsibility to program heads as well.

The Dean, Associate and Assistant Deans, Center directors, and program heads may obtain course write-offs to allow time for their administrative responsibilities.

The Dean shall present a "state of the school" report to the faculty at the first full faculty meeting in the Fall semester. This report will include plans for searches and other

program initiatives. The meeting will provide opportunity for discussion. Resolutions from the faculty in relation to the plan will be part of the agenda for this meeting.

4.0 THE UNITS OF THE SCHOOL

The programs and the Teacher Development Center are the academic and administrative units of the School of Interdisciplinary 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. The Dean appoints program heads with consultation from program faculty.

Under the leadership of the Associate Dean or Program Head, the academic unit faculty is responsible for: (a) maintenance of the curriculum and 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.

Until such time when the School of Interdisciplinary Studies houses more than one graduate program, the Dean serves as program head for graduate studies.

5.0 STANDING COMMITTEES OF THE FACULTY

Standing committees of the School of Interdisciplinary 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 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 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. Faculty may hold virtual unit meetings, and use email for communication.

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. Faculty may elect to replace meetings of program faculty with group email communication.

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 faculty selected 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.

APPOINTMENTS OF TENURE-SYSTEM FACULTY.

Appointments of tenure-system faculty in the School of Interdisciplinary Studies shall be made in accordance with the General Standards and Procedures: Initial appointments to the Ranks of Instructor, Assistant Professor, Associate Professor, and Professor (UTDPP 1057). Appointments of chaired professors must go through the same approval process within the school as any other tenured appointment.

The School of Interdisciplinary Studies requires votes on all tenure and promotion reviews by the tenured faculty in the School. All tenured faculty must vote on any new appointments or promotions. Because of the size of the tenured faculty in the School of Interdisciplinary Studies, a quorum will consist of all the tenured faculty, until such time as the number increases substantially.

Searches for tenure track faculty require the Dean to appoint an ad hoc committee consisting of the tenured faculty in the School of IS. Faculty in the relevant discipline who are appointed in other UT-Dallas Schools may also be assigned to ad hoc hiring and tenure and promotion committees. It is desirable that faculty appointed from other Schools have prior involvement with the School of Interdisciplinary Studies.

Opportunity appointments of full-time tenure-system faculty may be made by the Dean. Tenured faculty must approve of any opportunity hire recommended by the Dean.

The Dean may hire part-time faculty in consultation with program faculty.

CRITERIA FOR PROMOTION AND TENURE.

Tenure system faculty will be evaluated for promotion and tenure following the procedures outlined in Policy Memorandum in university policy: UTDPP1077. As do all schools at UT Dallas, Interdisciplinary Studies has supplementary guidelines as part of this policy. These guidelines may be amended or revised by a majority vote of the tenured faculty.

As stated in UTDPP1077, the following guidelines serve to elaborate and provide greater specificity to the Standard of Creative Productivity and Professional Achievement for the review of faculty in the School of Interdisciplinary Studies.

Interdisciplinary Studies

The School of Interdisciplinary Studies provides an interdisciplinary approach to graduate and undergraduate education which advances understanding and the integration of knowledge in the Liberal Arts and Sciences tradition. The School emphasizes student centered, quality educational services.

The following guidelines serve to elaborate and provide greater specificity to the Standards of Creative Productivity and Professional Achievement and Teaching Performance for review of faculty in the School of Interdisciplinary Studies. These guidelines are intended to supplement, not supersede, the standards set forth by the University in Policy Memorandum 75-III.22-3.

Creative Productivity and Professional Achievement

Faculty must present evidence of an ability to sustain a successful academic career. Confirmation of creative productivity and professional achievement for faculty includes: publication in peer-reviewed journals, chapters, books or monographs; awards of grants and contracts; a superior record of professional practice and/or applied work.

For promotion to Associate Professor with tenure, faculty performance will be assessed in accordance with the following guidelines:

1. The candidate has initiated research projects which will lead to significant results or applications in their field.
2. The candidate has demonstrated the ability to conduct independent research.
3. The candidate's independent work has contributed significant applications or results to the field.

For promotion to the rank of Professor with tenure, faculty performance will be assessed in accordance with the following guidelines:

1. The candidate has initiated research projects which have lead to significant results or applications in their field.
2. The candidate has made an impact with pure research and/or applications in the field of the candidate's scholarly pursuits. Do fellow professionals consider the candidate's contributions as they pursue their own work?
3. A total record comparable to that which would justify promotion at major universities.

Teacher Education

The following guidelines serve to elaborate and provide greater specificity to the Standard of Creative Productivity and Professional Achievement for the review of faculty in Teacher Education.

Faculty who participate in the teacher education programs of UTD are expected to contribute to the literature in their field of education by publication in journals, books, edited volumes, monographs, and other appropriate media as evidence of creative productivity and scholarly achievement. The instructional duties of faculty in teacher education are especially demanding. Faculty in teacher education are expected, in addition to teaching organized

courses, to supervise students in field settings including internships, practica, and student teaching. Such field experiences constitute a significant segment of the total preparation for teaching by a student and requires a high level of sensitivity, disciplinary competence, and pedagogical expertise on the part of the faculty who supervise these experiences. Faculty participation is also mandated by State Law to provide leadership for in-service workshops for public school teachers who work with student teachers; such leadership is critically reviewed by peers and contributes to the University's reputation in the region. Faculty also seek positions of leadership and influence in local cooperative teacher education councils, since these councils make policy which helps define teaching field programs and field placement opportunities for the University. The teaching of curriculum and instruction courses and other education-related courses require levels of expertise in these fields commensurate with levels expected in disciplinary offerings.

While faculty in teacher education have heavy instructional responsibilities, the application of the standards of teaching effectiveness cannot substitute entirely for creative productivity and professional achievement. Teacher education faculty are expected to contribute to the literature in their field. While the rate of contribution may be tempered by instructional activities, the quality of the work is expected to be comparable to the better work in the field.

6.0 Standards and Procedures for Review of Non-tenure-System Faculty

- a. Non-tenure-System faculty will be reviewed for promotion after 3 years by request of the faculty member only.
- b. An independent faculty committee, appointed by the Dean for each faculty member requesting review, will review the credentials of the non-tenure-system faculty.
 - The faculty committee will consist of three faculty members.
 - The faculty committee will consist of either tenured faculty in The School of Interdisciplinary Studies (SIS), higher ranked Senior Lecturers in the SIS or other schools, or tenured faculty members in other schools.
 - The Senior Lecturer being reviewed will submit five names of possible committee members to the Dean.
 - The Dean will appoint at least two committee members from the list submitted by the Senior Lecturer being reviewed.
 - The Dean will appoint at least one committee member from the tenure track faculty in SIS.
 - The Dean will appoint at least one committee member who is a Senior Lecturer of higher rank.
- c. The teaching evaluation procedure administrated by the independent faculty committee appointed by the Dean and will consist of:
 1. Teaching Portfolio
 - Course syllabi for the last three years
 - Examples of teaching materials
 - Statements by students or faculty
 - Other materials selected by faculty member

2. Teaching narrative statement.
 3. Three years of student evaluations.
 4. Committee reports of classroom observation.
 - Two of the three committee members will each conduct a classroom observation using procedures that are recommended by the committee after consultation with the Senior Lecturer and the attached classroom observation form dated 1/16/09.
 5. Internal letters from faculty members and students are optional.
- d. Administration, research, or professional service may be areas that are considered by the independent faculty committee as the duties of the Senior Lecturer require.
 - e. The independent faculty committee will make a written recommendation to the Dean.
 - f. Non-tenure system faculty recommendations for promotions will be approved by a vote of the tenured faculty of the SIS and those non-tenure system faculty of higher rank if they do not serve on the independent review committee.
 - g. The Dean will review the materials submitted by the committee and any other relevant information and make a written recommendation to the Provost.

CREATING NEW DEGREE PROGRAMS

School faculty will vote to approve new programs in the School. A faculty member will collect votes via a secret ballot, tabulate them, and present the results to the faculty at the meeting. Once the faculty approves a new program, the proposal may be sent on to CEP.

CLOSING EXISTING DEGREE PROGRAMS

Combining or eliminating degree programs and transferring their faculty to other programs in the School (or University) requires votes by the program faculty and the School faculty. The Dean should present the proposal to eliminate a program to the faculty at a faculty meeting. A faculty member will collect votes via a secret ballot, tabulate them, and present the results to the faculty at the meeting.

Should the elimination of a program potentially result in the termination of tenured faculty, all procedures must conform to Regents Rule 31003, Section 2. The Dean and faculty of the School of Interdisciplinary Studies will aggressively pursue options to avoid terminating tenured faculty.

7.0 AMENDMENTS.

These Bylaws 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 Bylaws will take effect upon a favorable vote by two-thirds or more of the faculty members present and voting at a regular faculty meeting.