



COLLEGE OF FINE ARTS (CFA)

Bylaws

Effective Date: 02-04-2017 (*as per article VII*)

PREAMBLE

Overview:

The well-being of the College is dependent upon shared responsibilities for governance and decision-making among the Dean, faculty, non-faculty administrators, staff, and students. These Bylaws are designed to provide the structure and procedures through which such a partnership may be facilitated, insofar as they comply with policies, procedures, and processes set forth by the State of Texas, The University of Texas System Regents' *Rules and Regulations*, and The University of Texas Rio Grande Valley (UTRGV) EVPAA website guidelines, and the UTRGV *Handbook of Operating Procedures* (HOP).

Academic schools, departments and programs are the fundamental organizing units for the general faculty in the College. As much of the business as possible shall be conducted at the departmental level. Those powers specifically not delegated by this document or other pre-determined documents are reserved to the departments and programs. Departments/Programs must be governed democratically and with transparency, respecting issues of confidentiality. Policy and program decisions shall be made by faculty vote. School/Department/Program chairs/directors serve as representatives of their units in the administration of the College through their participation in the Policy Council, ensuring strong representation of faculty concerns and sentiments in administrative matters.

Principles of Shared Governance:

This document is predicated upon principles of shared governance in the continuous exercise of authority over the performance of the faculty's actions and functions, including the following principles:

1. Governance is conducted per the highest standards of ethical, scholarly, and collegial behavior.
2. Governance assumes varying points of view that are welcomed, debated, and acted upon without fear of threat or reprisal.
3. Governance operates within the framework of University, System, and Legislative policies, rules, and statutes.
4. The wellbeing of each college depends upon committed faculty and administrators working jointly towards excellence through mutually developed goals within an agreed-upon governance structure.
5. Participation in the decision-making process of each college is a right and responsibility of faculty, administrators, students, and staff.

6. Faculty governance and program decision-making is a shared responsibility. All full-time faculty and administrators are obliged to contribute time, energy, and ideas to the development and maintenance of each college. Every effort must be made to distribute duties equitably among eligible faculty, as is consistent with departmental by-laws.
7. The involvement of faculty in the governance of each college, through a democratic process, applies to principles, policies, and processes that affect academic personnel, curricula, resources, and the mission of each college.
8. The governance structure is designed to afford a voice to all faculty members while recognizing, responding to, and promoting the voices of racial, gender, ethnic, and other minorities.
9. The governance structure is designed to afford a voice to tenured, tenure track, and non-tenure eligible faculty, non-faculty administrators, students, and staff.
10. The decision-making process in each college must be transparent and carried out in open forums, consistent with issues of confidentiality.
11. Representation and participation in college decision-making are accompanied by the requirement of accountability for the nature and consequences of such participation.

Rights and Responsibilities for Shared Governance

Faculty and staff at the university, college, school, department, and program levels have a duty to share in the rights and responsibilities of governance and administration of the college. These rights and responsibilities include making recommendations to the Dean of the College regarding:

1. The form and structure of governance in the College.
2. New programs and courses, course changes, course content, and delivery of instruction in present programs and courses.
3. Requirements for matriculation and degrees.
4. Faculty recruitment, hiring, retention, promotion, granting of tenure, dismissal, developmental leave, and emeritus status.
5. Selection of school/department/program chairs and directors and participation in the selection of the Dean and other College administrators, both interim and permanent. Recommending committees, however established, shall include representation from the faculty.
6. Norms for teaching responsibilities and the evaluation of faculty.
7. Policies and procedures governing annual performance reviews and merit increases.
8. Evaluation of administrators in the College.
9. Other matters of concern to the faculty including, but not limited to:
 - a. general policies and procedures for determining class size, workload, course scheduling, and teaching assignments.

- b. general policies and procedures for the allocation of financial resources in the College.

When the Dean does not act per established policies and procedures, he or she will provide a written statement of explanation to the Policy Council, which in turn will disseminate the explanation to the general faculty.

ARTICLE I: NAME AND COLLEGE COMPONENTS

Section 1: Name

This organization shall be known as the College of Fine Arts at The University of Texas Rio Grande Valley.

Section 2: Schools/Units/Programs:

The College is comprised of the following Schools/Departments/Programs: Art, Creative Writing, Dance, Music, and Theatre.

ARTICLE II: MISSION AND VISION

The mission of the College of Fine Arts at the University of Texas-Rio Grande Valley is to serve students by providing them with the tools to appreciate, create, critique, and teach the arts within a framework of understanding culture as an ever-evolving project composed of diverse voices, traditions, and institutions.

The College of Fine Arts holds two central aims – The first is to highlight the fundamental value of the arts through research, scholarship, and artistic creation. The second is to disseminate to the local and broader communities, including international communities, both the merits of our college’s varied artistic productions/publications/exhibits and the benefits of a culture rich in artistic stewardship, participation, and innovation.

ARTICLE III: MEMBERSHIP

The General Faculty of the College shall consist of all full-time faculty members within the College (i.e., tenured, tenure-track, and full-time Lecturers/Clinical Faculty/Professors in Practice). College faculty holding joint appointments outside the College will also retain the privilege of membership, as will visiting faculty (tenured and tenure-track) who have had two continuous semesters of service (excluding summers) at UTRGV and whose teaching and/or research assignment is 50% or more in the College.

ARTICLE IV: ORGANIZATIONAL STRUCTURE

Section 1. Dean of the College

Description:

The Chief executive and administrative officer of the College shall be the Dean, who may at the same time hold academic rank in one of the Schools/Departments/Programs of the College. The Dean represents the College faculty as their visible and expressive advocate. Within the normative structure of the College, the Dean is accountable to the faculty, and effective authority is dependent on their support.

The Dean shall assume those duties and responsibilities of his office as designated and assigned by the Executive Vice President for Academic Affairs or President.

Duties and areas of responsibility:

- a. Leading strategic planning and assessment efforts;
- b. Maintaining an environment of collegiality and shared governance by developing working relationships with faculty, assistant/associate deans, the administration, and staff in all academic and nonacademic areas;
- c. Promoting the welfare of the University in concert with University vision and strategic goals;
- d. Leading fundraising and outreach efforts for the academic unit to the community, industry, and government;
- e. Coordinating the assessment and development of academic programs within the academic unit;
- f. Preparing and revising academic program plans for the academic unit, as necessary;
- g. Overseeing all personnel matters involving academic and non-academic employees including recruiting, appointment, reappointment; termination, and dismissal; faculty evaluation; tenure and promotion; and merit;
- h. Communicating effectively with relevant constituencies within the University, surrounding community and state regarding the academic unit;
- i. Maintaining effective communication among students, faculty, chairpersons, assistant/associate deans, and staff within the academic unit, with other academic unit personnel, and with the administration;
- j. Serving as a liaison to relevant professional associations as well as state and national regulatory and accrediting agencies;
- k. Articulating University policy and procedures to all members of the academic unit;
- l. Articulating and advocating for the budgetary and other resource needs of the academic unit, and overseeing the allocation and expenditure of resources;
- m. Coordinating the use of facilities assigned to the academic unit;
- n. Working with department chairs and program directors in the academic unit to encourage grant applications by faculty members in the academic unit for outside funding for research and other special projects;
- o. Ensuring that student, faculty and staff grievance procedures are fair and equitable per the procedures established in the HOP;
- p. Selecting individuals, following the solicitation of nominations and in consultation with the Policy Council, for the positions of Associate Deans; and
- q. Make him/herself accessible to faculty on an as-needed basis.

Term of Office:

Deans shall serve at the will and pleasure of the president of the University.

Dean Review and Evaluation:

Review and evaluation of the Dean (as well as the Associate Deans) by the voting College faculty shall be conducted three years after the initial appointment and every five years thereafter. This evaluation shall constitute a demonstrably significant component of the evaluation performed by upper administration. The Policy Council shall establish appropriate procedures for said evaluation.

Dean Recruitment:

Candidates for the position of Dean shall be recommended by a search committee consisting of at least two tenured members of the College faculty selected in consultation with College faculty, two general faculty members, at least one of whom shall be from another college, one department/program chair/director, one dean from another college, one staff member from the College and other persons as the EVPAA may deem appropriate. The process shall follow pertinent HOP procedures.

Section 2. Associate Deans of the College

Reporting to the Dean, the Associate Deans of the College shall perform such duties as may be delegated to them by the Dean, especially as such assignments aid in the addressing of the numerous duties of the Dean. Associate Deans shall be non-voting members on all College standing committees, except for the Personnel Committee.

Associate Dean for Academic Affairs

Description:

The *Associate Dean for Academic Affairs* will oversee and coordinate for the Office of the Dean all faculty matters pertaining to the College (that do not fall under the purview of the other associate deans or the general faculty).

Duties and responsibilities:

- a) Strategic Planning;
- b) Academic planning;
- c) Academic policies and curriculum development;
- d) Faculty workloads and committee assignments;
- e) Budget;
- f) Scheduling, course delivery and facilities;
- g) Distance learning;
- h) Ensures the integration/coordination of divisional programs and initiatives; and
- i) Represents the division in external relation.

Associate Dean for Student Affairs

Description:

The Associate Dean will oversee and coordinate for the Office of the Dean all student affairs pertaining to the College, including supporting faculty advisors and the Student Grievance Committee, and will oversee and coordinate for the Office of the Dean all technology needs pertaining to the College.

Duties and responsibilities:

- a) Strategic Planning;
- b) Enrollment Management;
- d) Assessment;
- e) Advising;
- f) Internships

Associate Dean for Research

Description:

The Associate Dean for Research will oversee and coordinate for the Office of the Dean all research matters pertaining to the College, including serving as chair of the College Committee for Research, and helping to coordinate all outreach needs, such as grant writing, public relations and community and government relations.

Duties and responsibilities:

- a) Strategic Planning;
- c) Effort Reporting and Tracking;
- d) Space inventory: research centers and facilities
- e) Research and Grants;
- f) Faculty Research Programs;
- g) Faculty Research Development;

- h) College Information Technology;
- i) Faculty Development Leave
- j) Professional Development Leave;
- k) Faculty and Student Awards
- l) Accreditation;
- m) Faculty Enhancement Opportunities;
- n) Research Budget.

Terms of Office:

Associate Deans serve a three-year term. This term may be renewed or withdrawn at any point by the Dean of the College of Fine Arts.

Associate Dean Review and Evaluation:

see Article IV, section 1, subsection “Dean Review and Evaluation”

Associate Dean Recruitment:

see Article IV, Section 1, item p.

Section 3. Directors/Chairs of Academic Units (Includes Schools, Programs, Departments, and Divisions):

- a) See HOP ADM 06-303.
- b) Each academic unit's voting faculty who wish to raise or have addressed faculty grievances regarding the chair/director's performance of his/her duties should refer to HOP ADM 06-111.

ARTICLE V: STANDING COMMITTEES

Overview:

The College has the following standing committees (items A through E), which may be supplemented by ad hoc committees (item F):

- A. Policy Council;**
- B. Personnel Committee;**
- C. Research Committee;**
- D. Curriculum Committee;**
- E. Student Grievance Committee,** as defined below in section 2;
- F. Ad Hoc Committees**

Membership of these committees shall be as indicated in the definition of each committee in the sections below and may include faculty, staff and students. To be eligible to serve on such committees, students must be enrolled in good standing in the College of Fine Arts and must be pursuing a major in a school, department, or program within the College of Fine Arts. Staff and student members on committees shall be entitled to vote. Committees may also include members from other units of the University and appropriate community representatives, both chosen by the Dean and the corresponding committee members. The duties and responsibilities of the standing committees shall be incorporated in the Bylaws of the College of Fine Arts after approval by a majority of the Voting Membership. Except for ex-officio members of committees, whose terms will coincide with their official appointments, elected and appointed members of committees will serve renewable terms of two years.

A. Policy Council

Duties:

The Policy Council meets regularly during the fall and spring academic semesters and is charged with:

1. advising the Dean on College operations, budgets, and programs;
2. reviewing and approving policies for the College, including policies recommended to the Policy Council by other standing committees of the College; and
3. providing an agenda before each meeting and the minutes of each meeting.

Membership:

Membership consists of the Associate Deans; Directors of the Schools of Art and Music, the Chair of Theatre, and the Directors of the Creative Writing and Dance programs.

B. Personnel Committee

Duties:

The College of Fine Arts Personnel Committee is charged with:

1. Oversight of review/evaluation of faculty recommended for research-creative work development leaves, annual review, tenure, advancement in academic rank, and post-tenure review. Note that the guidelines and initial reviews/evaluations and recommendations regarding tenure and promotion and annual reviews shall remain the purview of the academic unit.
2. Submitting reviews/evaluations as recommendations to the Dean that will accompany the academic unit's recommendation and faculty dossier; and
3. Coordination, in consultation with each academic unit's voting faculty, of the Tenure and Promotion Guidelines with the University's HOP and UT Regents guidelines.

Membership:

The committee shall consist of eight members from the tenured faculty of the five academic units of the College. Each academic unit must be represented: two members each from the Schools of Art and Music; one member each from the Department of Theater and the Creative Writing and Dance Programs; and one member chosen at large from the College. Two associate members from the Lecturer faculty, in a system of rotation among academic units, will have voting rights on business that directly affects their position.

Membership Rules:

1. The members can include no more than two at the rank of Associate Professor.
2. There must be a minimum of three full professors to evaluate a full professor or post-tenure review of a full professor.
3. Associate Professors will not participate in the evaluation of faculty for advancement to Full Professor.
4. Faculty in the academic units of the College will choose their faculty representative(s) from the respective unit's tenured faculty by direct ballot.
5. The College at-large representative will be selected by a vote of the tenured College faculty by a preferential ballot in which all potential candidates are listed and voters will rank all eligible faculty by preference.
6. Each committee member will be appointed to a two-year term with terms staggered in Schools with two representatives. Reappointment and reelection to a term can be considered for no more than two consecutive terms.
7. The committee will elect a chair from within its full professor members. The chair will direct the committee's work and participate in all aspects of the committee's faculty evaluations for annual review, tenure, promotion, research-creative work leave, and post-tenure review.

C. Research Committee

Duties:

The Research Committee is charged with:

1. Overseeing research activity and developing grant proposals in the College of Fine Arts;
2. Aligning the College with the policies of the Office of the Vice President for Research, Innovation, and Economic Development;
3. Maintaining College policies on research;
4. Planning and conducting the annual College of Fine Arts Research Colloquium¹; and
5. Conducting the selection process for awarding the annual College Research and Career Development Grants.²

Membership:

The committee shall consist of the Associate Dean for Research and faculty and staff representatives from each academic unit and research unit of the College, determined according to the rules listed below.

Membership Rules:

Faculty and staff representatives for the committee shall be appointed by the Dean in consultation with the Associate Dean for Research and unit chairs/directors.

D. Curriculum Committee

Duties:

The Curriculum Committee meets regularly during the fall and spring academic semesters when there is business to attend to and is charged with:

1. Oversight of all curricular programs within the College of Fine Arts, including interdisciplinary programs;
2. Reviewing, recommending revisions, and approving all Curriculum Forms that are submitted from the five academic units;
3. Oversight of curriculum issues;
4. Advising (where appropriate) on core foundations in CFA disciplines as aligned to Strategic Plans at the University, College, and school/department/program levels; and
5. Establishing, where deemed appropriate by the committee members, subcommittees charged with specific responsibilities listed above

Membership:

Membership of this committee shall consist of the Associate Dean for Student Affairs (chair); Academic Advisement Specialists from the University (as appropriate and if established); undergraduate and graduate faculty advisors of academic units; one undergraduate and one graduate student from each academic unit with eligible programs; and at times additional members, as determined by the rules listed below.

Membership Rules:

Additional members for this committee may be appointed by the Associate Dean for Student Affairs in consultation with the unit chairs/directors.

¹ At the time of this writing, no such research colloquium exists but this will be instituted in the future when sufficient academic faculty and graduate student numbers increase. At this point, *Festiba* serves as a type of colloquium.

² Similarly, at this writing, grants are being awarded by the Dean in consultation with the Associate Deans.

E. Student Grievance Committee

Duties:

The Student Grievance Committee is an advisory body that assists the Associate Dean for Student Affairs in the resolution of informal student grievances as defined by University policy and the HOP. It is charged with:

1. The authority to review each party's position, including all relevant documents; and
2. The authority to interview each party, in order to provide the considered opinion of the members of the Committee to the Associate Dean as to the appropriate resolution of the grievance in question.

Membership:

Membership consists of one faculty member from each academic unit, appointed according to the rules below.

Membership Rules:

Each faculty member is appointed by the chair/director of his/her academic unit in consultation with the Associate Dean for Student Affairs. Membership is for a three-year period, including an overlapping of longer-term members with new appointees.

F. Ad Hoc Committees

The Dean of Fine Arts and the College Voting Membership may elect ad hoc committees to address specific issues beyond the charges of the College standing committees.

ARTICLE VI: MEETINGS

Section 1. General Meetings

A meeting of the General Faculty shall be held at least once per year but may be called more often as determined by the Dean in consultation with the Policy Council. Faculty will be notified of upcoming meetings at least two weeks in advance to add action items to the agenda.

Section 2. Special Meetings

Special meetings of the General Faculty may be called by the Dean, with the purpose stated in the call. Faculty may also petition the Dean to call a Special Meeting with the petition signed by at least 25% of the College of Fine Arts eligible voting faculty (see Article III above).

Section 3. Meetings of the Standing Committees

A meeting of each Standing Committee (listed in Article V) shall be held at least once per semester (no later than six weeks after the start of the semester), although in cases where an agenda is lacking, a brief check-in meeting via skype or e-mail may be considered if all members of the standing committee agree to this procedure.

Section 4. Quorum and Voting Procedures

- a. No business may be transacted in the absence of a quorum.
- b. Voting (including through personal university email accounts for members in absentia) shall only be allowed on issues already included in the agenda disseminated through email to the respective members a reasonable amount of time before the meeting.
- c. A simple majority of the College's voting membership present at general faculty meetings shall constitute a quorum. Referendums affecting all faculty members may be taken through electronic ballot.
- d. Voting will be announced in advance through means that must include e-mail notification but not limited solely to e-mail notification (e.g., announcements at College or unit meetings).

- e. For standing committee meetings, all members must be present, unless exceptions are agreed upon by unanimous decision of all committee members.
- f. At any meeting, any voting member may request a confidential ballot.
- g. A meeting can be postponed by a majority vote of the voting faculty present.
- h. Major decisions will be confined to meetings held during the fall and spring semesters.
- i. All general faculty and committee meetings will require minutes, and a minority report if deemed necessary by any member.
- j. College-level meetings are open to interested parties, respecting issues of confidentiality.
- k. Proxy voting is not allowed.

Section 5. Parliamentary Procedure

Except as otherwise provided herein, the procedures governing the College, its Standing Committees (and ad hoc committees), and its respective department/program committees shall be conducted in accordance with the rules contained in the latest edition of *Robert's Rules of Order*. If there is disagreement over the reasonable interpretation of any pertinent rule therein, this disagreement must be resolved democratically before any business affected by this rule may be conducted.

ARTICLE VII: COLLEGE POLICIES

Tenure and Promotion policies shall be added to the Bylaws after review and approval by pertinent members.

For Recruitment and Hiring policies, see the HOP.

ARTICLE VIII: APPROVAL, REVIEW, AND AMENDMENTS TO THE BYLAWS

Section 1. Approval

The Bylaws for the College of Fine Arts shall be effective upon approval by a two-thirds majority of the College Voting Membership, the dean and the EVPAA. They shall be made easily and clearly available online in the College's webpage and as a hard copy in every academic unit's office.

Section 2. Review

The College Bylaws and policies shall be reviewed by the Policy Council in consultation with the Dean two years from initial approval and every five years thereafter.

Section 3. Amendments

Amendments to the Bylaws shall be made by a majority of the College Voting Membership after a one-month waiting period to review and discuss the proposed amendment. Amendments can be proposed by any voting member of the College of Fine Arts by submitting the proposal to the Policy Council.

Alternatively, an amendment can be proposed by petition if signed by one-fourth of the College voting faculty. All voting for amendments will be carried out electronically and tallied by the College of Fine Arts staff.

Amendments become effective upon approval by the EVPAA.

Section 4. University Handbook of Operating Procedure (HOP)

In the case of a conflict between the College Bylaws/policies and the University Handbook of Operating Procedures (HOP), the HOP shall prevail.

Adopted by the College of Fine Arts faculty,

02/04/2015
Date

Amended, _____