

The University of Texas  
Rio Grande Valley<sup>TM</sup>  
.....  
*College of Sciences*

**BYLAWS**

5/21/2019

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# BYLAWS

## COLLEGE OF SCIENCES

### PREAMBLE

These Bylaws provide a framework within which the faculty of the College of Sciences participate in the educational and decision-making processes of the College. These Bylaws are valid to the extent they comply with policies and procedures set forth by the State of Texas, The University of Texas System Regents' [Rules and Regulations](#), The University of Texas Rio Grande Valley (UTRGV) [Handbook of Operating Procedures](#) (HOP) and the Faculty Senate.

### ARTICLE I - NAME

This organization shall be known as the College of Sciences (COS) at The University of Texas Rio Grande Valley. It is comprised of the following Academic Departments/Schools: Biology, Chemistry, Physics, School of Earth, Environmental, & Marine Sciences, and the School of Mathematical & Statistical Sciences. Included as part of COS are the following programs: Mathematics and Science Academy, UTeach, and the Office of Health Professions Careers.

### ARTICLE II - MEMBERSHIP

The General Faculty of COS shall consist of all fulltime faculty members within the College (*i.e.*, tenured, tenure track, professors in practice, and fulltime lecturers). This includes COS faculty holding joint positions in other colleges, institutions or agencies.

### ARTICLE III – MISSION & VISION

#### A. VISION

The vision of the College of Sciences is to advance scientific knowledge through innovative discoveries, develop sustainable solutions to local and global grand challenges through community engaged scholarship and learning, and train future scientists and professionals who are academically competent, socially aware, globally engaged, career ready, and ethical leaders.

#### B. MISSION

The College of Sciences supports the mission of The University of Texas Rio Grande Valley through its commitment to excellence in teaching, research, and service; student and faculty success; expansion in educational opportunities for all; academic freedom; and high impact disciplinary and interdisciplinary research. The college aspires to become a model of faculty and student community engagement that fosters economic, environmental, health, wellness, and social resilience locally and globally.

- To advance the frontiers of science from electrons to ecosystems through discovery in life, mathematical, physical, and statistical sciences;
- To partner with the community to address local and global grand challenges through basic and applied research to improve the quality of life in the Rio Grande Valley and beyond;
- To prepare the next generation of educators, mathematicians, scientists, and statisticians who are academically competent, socially aware, globally engaged, and ethical leaders;
- To provide students with fundamental scientific, mathematical, and statistical literacy; and
- To enhance the quality of the region's mathematics, statistics and science education.

## ARTICLE IV - ORGANIZATIONAL STRUCTURE AND DUTIES

COS's Organizational Structure is depicted in Appendix A and is incorporated as amended from time to time.

- a. COS organizational structure: The COS Dean, with support of the COS Executive Council, is responsible for the administration and development of the organizational structure of the college.
  - Associate/Assistant Dean positions will be appointed at the discretion of the COS Dean. Any vacancies will be filled as needed and based on UTRGV HOP policy, as well as other relevant and governing university policies and procedures.
  - In the absence of the dean, the Dean may designate an Associate Dean to act on her/his behalf and assist in continuing the operating function of the Dean's Office and college.
  - Associate Dean's: are responsible to the Dean for assisting in providing leadership for the departments and programs, including policies and procedures, within the college and in accordance with UTRGV policies and procedures. They will work with the students, faculty, and staff of the college, on matters related to the college. Other duties not covered here will be assigned at the discretion of the Dean.
- b. Department/School Chairs/Directors:
  - A Department/School director or chair is a faculty member who serves as the administrative officer of his/her department.
  - Search committees will be established to fill any vacant chair or director positions.
  - The search committee will recommend two top candidates to serve as chair/director. The Dean will then make the selection of a finalist and notify the Executive Vice President for Academic Affairs and P-16 Integration (EVPAA) for final approval.
  - The approved finalist will be notified by the Dean and an official letter will be provided through the EVPAA's Office.

## ARTICLE V - MEETINGS

### General Meetings

- a. A meeting of the General Faculty shall be held at least twice a year. Special meetings may be called by the Dean or by a petition signed by at least twenty-five percent of the General Faculty.
- b. Notice of meetings of the General Faculty shall be delivered by e-mail no less than seven calendar days prior to the set meeting time.
- c. Agenda items requiring action of the General Faculty can be submitted to the Dean via e-mail up to five working days prior to the meeting date. Items not included on the agenda may be raised as new business at the meeting.

### Standing Committee Meetings

Unless otherwise noted in Article VI, standing committees will adhere to the following:

- a. Appointment of Committee Members: The department/school representatives to the standing committees shall be appointed by the chair/director following a selection process adopted by the full-time faculty of the department/school.
- b. Leadership of Committees: Each committee chair shall be elected from among the voting committee members at the first meeting of each academic year. A recording secretary shall be selected by the committee. Both will serve for a period of one year. There is no term limit for either position except for the faculty member's term on the committee.
- c. Meeting Schedule and Quorum Requirements: Committees shall meet at least once each fall and spring semester. Special meetings may be requested by the Dean (or other stakeholders) and should be held within two weeks of the call for such meetings. A quorum to conduct the official business of the Committee consists of voting members present. A simple majority of members present, and voting shall decide an action of the Committee at a meeting.
- d. Length of Terms: All standing committee appointments will be for one three-year term. At the start of each academic year each standing committee should attempt to maintain staggered terms as provided in Appendix C.
- e. Voting Procedures: Decisions and recommendations shall be approved by the members present and voting by unanimous consent or by majority vote by voice, show of hands, or secret ballot as appropriate. Any committee member can ask for a secret ballot. Committees should weigh the importance of the issue being voted upon to determine the voting method. Certain circumstances may be deemed important enough to take to the corresponding faculty body (General, Graduate or Doctoral) for discussion or vote. An ex-officio committee member, unless otherwise noted, is a nonvoting committee

member unless also serving in the role of departmental/school representative on the standing committee.

Voting by email is permissible only in special circumstances in which a committee agrees by unanimous consent of the members. In such cases, electronic voting shall be open either for a period of five business days, closing at 5:00 p.m. local time on the final day, or until a decisive majority of eligible voting members have cast their email votes, should they do so in less than five business days.

- f. Action by Unanimous Consent without a Meeting: An action may be taken by the members of a committee by unanimous consent in writing or by electronic transmission without a meeting. The writing or electronic transmission shall state the action to be taken, and be signed and dated, on paper or digitally, by each member of the committee. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the committee. "Electronic transmission" means any form of electronic communication, such as email, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.
- g. Meeting Participation: One or more members may participate in a meeting of the committee by means of a remote electronic communication system, including telephone or videoconferencing technology or the Internet, only if the communication means provides access to the meeting in a manner or using a method by which each person participating in the meeting can communicate concurrently with all other participants with access to all documents, visual aids, and discussion presented at the meeting.
- h. Reporting Requirements: The recording secretary, within a week of the meeting, shall circulate a draft form of the minutes to the members in attendance. The draft minutes also shall be attached to the agenda for the next meeting and shall be presented for approval. Once approved, and corrected if necessary, the approved minutes and agenda for the reported meeting shall be posted to a secure COS electronic file-sharing platform accessible by appropriate constituents.
- i. Parliamentary Procedure: Except as otherwise provided herein, or by unanimous consent of the members, the procedures governing COS standing committee meetings shall be in accordance with the latest edition of Robert's Rules of Order.
- j. Dismissal from Academic Standing Committee: A committee member may be dismissed from a standing committee if that member has three (3) unexcused absences, during an academic year, from properly noticed committee meetings.
- k. Unanticipated Vacancy: If a standing committee vacancy occurs before the normal end of term, the corresponding department/school chair/director, in consultation with his or

her faculty will identify a replacement. If the vacancy is for less than half of the standing committee's term the faculty member filling the vacancy will be eligible for a second term.

- I. Standing Committees' Use of Subcommittees: Standing Committees can and should utilize *ad hoc* subcommittees for specialized/focused issues. Subcommittees shall be chaired by a Standing Committee member. Composition of subcommittee membership shall be determined by the subcommittee chair and may include non-standing committee members. *Ad hoc* subcommittee members shall have no vote on Standing Committees.

## ARTICLE VI – COS Faculty Senate Representatives

- a. In accordance with UTRGV HOP Policy Section: ADM 05-100, Section 2, the Dean will request candidates from the college departments/schools to serve as faculty senate representatives.
- b. The department representatives will be elected by a vote of the department faculty.
- c. Representation is determined by the size of each department/school in agreement with UTRGV HOP Policy. The current size of our departments requires that at least two representatives be selected from Biology, Chemistry, Physics & Astronomy, and SEEMS, with three representatives from SMSS.

## ARTICLE VII - STANDING COMMITTEES <sup>1</sup>

- I. General Guidelines (unless otherwise noted below in section II, standing committees will adhere to these guidelines)
- II. List of Committees:

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➤ <sup>1</sup>The Dean of the College may establish ad hoc committees as deemed necessary to conduct the business of COS.

## The Accreditation Committee

- a. Purpose: The Accreditation Committee is charged with oversight and guidance of COS's efforts in support of SACS accreditations. The committee will meet as needed to guide and ensure (i) internal and external communication of accreditation processes and (ii) progress toward alignment and mission attainment.
- b. Composition: The Committee shall be composed of one representative for each major discipline offered in COS. The Associate Dean of Faculty Success and PhD and Masters' Degree Program Directors will serve as *ex-officio* members unless also serving in the role of departmental/school representative on the Accreditation Committee. [At the start that would be (10 major disciplines) ASTR, BIOL, CHEM, EEMS, ENVR, GEOG/GEOL, MARS, MATH, PHYS/PSCI, STAT.]

## COS Research Council -

- a. Purpose: The purpose of the Research and Engagement Committee is to support faculty and student research and to promote engagement activities with the community and other stakeholders.
- b. Specific activities of the Committee may include, but are not limited to, identifying and promoting research funding opportunities for faculty, promoting student research and experiential learning, and providing a liaison for consulting, internships, and joint projects with community stakeholders.
- c. Composition: The Committee shall be composed of at least one faculty representatives from each department/school. The COS Associate Dean for Research and Associate Dean for Community Engagement will serve as an *ex-officio* member.

## Ph.D. Committee

- a. Purpose: The Ph.D. Committee shall serve as a liaison between the doctoral faculty and the Ph.D. Program Director. Any matters relating to doctoral admission, content, and curriculum will be considered and evaluated by the Committee.
- b. The Ph.D. Committee:
  - develops, periodically reviews and as needed makes changes to the program's admission policy in consultation with COS's leadership;
  - develops policies and procedures relating to the doctoral education curriculum and conducts periodic reviews to ensure its relevance and appropriateness;
  - in consultation with the Ph.D. Program Director (PPD), oversees development of the program's learning goals and assessment tools to meet accreditation criteria, and periodically and systematically documents the learning assessment process with a goal of continuous improvement;
  - reviews and if appropriate grants doctoral faculty status to faculty;
  - plays an advisory role to the PPD in academic matters pertaining to the program;
  - and

- as appropriate, initiates a review of and changes to program policies and procedures.
- c. Composition: The Committee shall be composed of one doctoral faculty member from each department/school. The Ph.D. Director and the Associate Dean for Research and Educational Innovations shall serve as *ex-officio* members unless also serving in the role of departmental/school representative on the Ph.D. Committee.

### **Student Scholarships & Awards Committee**

- a. Purpose: The Student Scholarships & Awards Committee shall administer COS scholarships and awards.
- b. The committee:
- publicizes available scholarships and awards;
  - solicits and evaluates applications and makes recommendations to the appropriate Associate Dean regarding which students shall be considered for scholarships and awards;
  - makes periodic reports to the COS Dean to provide information of all decisions; and
  - supports department/school/unit level committees administering student awards and scholarships based upon funding for or from a specific department/school.
- c. Composition: The Committee shall be composed of one faculty member from each department/school. One COS Program Coordinator and the Associate Dean for Student Success shall serve as *ex-officio* members.

### **Student Success Committee**

- a. Purpose: The Student Success Committee shall act as an agent of continuous improvement to ensure the quality of undergraduate programs.
- b. The Committee:
- envisions and operationalizes COS strategic objectives as related to undergraduate programs;
  - reviews all suggested undergraduate courses and degree changes, additions, and deletions and makes recommendations to the Associate Dean for Student Success.
  - promotes collaboration among COS undergraduate programs in areas such as student advising, experiential learning, assurances of learning, outcomes assessment, and distance education;
  - critically analyzes information and student resources as they relate to undergraduate programs and provides recommendations for improvement and implementation; and
  - uses assessment information sources such as the assurance of learning data to appropriately nurture our undergraduate programs.
- c. Composition: The Committee shall be composed of one faculty member from each department/school. Each COS department/school housing more than one discipline will

have a maximum of two faculty representatives on this committee. One COS Program Coordinator and the Associate Dean for Student Success shall serve as *ex-officio* members.

### **Tenure, Promotion and Annual Review Committee**

- a. Purpose: The Tenure, Promotion and Annual Review Committee shall conduct independent evaluations and provide substantive feedback to reviewed faculty every year, faculty seeking tenure and/or promotion, tenure-track faculty in their fourth year [sixth year would be tenure] of employment, and other faculty as determined by the UTRGV HOP [ADM 6-505](#) (Faculty Tenure and Promotion) and ADM [6-502](#) (Annual Faculty Review). These independent evaluations shall highlight each faculty member's strengths and weaknesses, as well as areas for improvement. The Committee shall follow the timeline specified by UTRGV procedures.
- b. Composition: The composition shall follow the composition of the department [school] Tenure and Promotion Committee specified in the UTRGV HOP: ADM 6-505 (Faculty Tenure and Promotion), [Sections E.2.b.ii and iii](#).
- c. Non-Tenured faculty Review Reappointment, and Promotion of Full-time Lecturers Professors in Practice and Clinical Faculty.
  - All full-time lecturers, professors in practice, and clinical faculty at UTRGV must undergo annual faculty evaluations as stipulated by the University of Texas System Rules and Regulations of the Board of Regents and UTRGV's HOP policies.
  - Each department and/or college must establish their performance standards/criteria for lecturers, professors in practice, and clinical faculty in accordance with UT System Regents Rules' and University general guidelines subject to EVPAA approval.

### **Endowed Chair Committee**

- a. Purpose & Composition: The purpose of the Endowed Chair committee is to solicit nominations for the endowed positions from the relevant departments and ensure there is an open and fair search process in which all qualified candidates, internal and external, are given serious consideration. The committee will adhere to the UTRGV guidelines for filling endowed position (<https://www.utrgv.edu/academicaffairs/files/documents/faculty-resources/utrgv-guidelines-for-filling-endowed-positions.pdf>) and HOP Policy ADM 06403: Endowed Appointments and Reappointments.

### **Student Stakeholders Advisory Board**

- a. Purpose: Building on the mission to maximize student success, the College of Sciences student Stakeholders Advisory Board will provide the important "Voice of the Student" to both hear from and speak to undergraduate and graduate COS students. The Committee
  - identifies issues needing attention;

- provides constructive feedback to the Dean or the Dean’s representative;
  - facilitates communication between COS administration/faculty/staff and the students; and
  - promotes, coordinates and participates in various student and COS events.
- b. Composition: The Committee shall be composed of students representing a cross section of COS student interests such as major, geography, graduate and undergraduate, SGA representation, full-time and part-time students, students with children, and evening students. Each COS student organization shall have at least one representative. One COS Program Coordinator and the Associate Deans shall serve as *ex-officio* members.

Members will be selected through a process coordinated by the *ex-officio* members. An annual application process to attract a diverse student representation is recommended.

### **College of Sciences Advisory Council (CoSAC)**

- a. Purpose: In accordance With the Regents' *Rules*, the Advisory Council is responsible to the Dean of the College of Sciences and the President of The University of Texas Rio Grande Valley (Regents' Rules, Series 60302, Sections 1 and 4). All activities of The University of Texas-Rio Grande Valley College of Sciences Advisory Council shall be subject to the Regents' *Rules*; the rules and policies of The University of Texas Rio Grande Valley, and The University of Texas System. (Please refer to CoSAC bylaws for more detailed information about the council.)

The mission of the CoSAC is to support the mission of the College of Sciences by providing counsel to its administration. More specifically, the CoSAC will:

- Provide advice to the Dean about the strategic direction and planning of the College;
  - Advise the Dean on external trends that will likely impact the College and its students;
  - Assist and advise the Dean in understanding and responding to the needs of the regional state and national community;
  - Identify opportunities for faculty and students to network with employers through internships, team consulting projects and service learning;
  - Assist in strengthening and promoting the reputation of the College in the community;
  - Serve as an advocate for the College within the community whenever possible;
  - Participate in college-sponsored research, outreach and service projects or initiatives when appropriate;
  - Assist in strengthening and enhancing the financial resources of the College.
- b. Composition: Advisory Council shall consist of not less than 12 nor more than 20 members recommended by the Dean of the College and appointed by the President of The University of Texas Rio Grande Valley. Members will have a demonstrated record of leadership and accomplishment in their field and have a strong commitment to the success of COS and its students. The President shall, in consultation with the Dean of the College of Sciences,

adopt guidelines for the appointment and/or reappointment of members of the Advisory Council that are consistent with the Regents' *Rules*. The President shall ensure that at the time of their appointment, each individual member receives a copy of these Bylaws and is notified of their term of office along with the expectations and responsibilities of membership. The membership roster of the Council shall be reported to the UT System Vice Chancellor of External Relations by August 31st or as otherwise designated, of each year. The President and the Dean of the College of Sciences shall be ex-officio members with voting privileges.

### **College Executive Council**

- a. Purpose: The purpose of the College Executive Council is to facilitate the flow of information within COS, develop college-level policy recommendations for the Dean, and otherwise advise the Dean on matters concerning COS, including but not limited to matters and activities both internal to COS and UTRGV and external to the broader community.
- b. Composition: The Committee shall be composed of the Dean, the Associate Deans, Assistant Dean for Administration, Department/School Chairs/Director, and Center Directors, Program Directors, Director of Development.
  - The Dean of the COS shall serve as the Chair of the Executive Council. Meetings will be scheduled at the prerogative of the Dean on a regular basis, typically monthly. Meetings may also be held on special occasions as called by the Dean or requested by a member of the Executive Council with approval of the Dean.

### **ARTICLE VIII - ADOPTION AND AMENDMENTS TO THE BYLAWS**

Quorum is reached if more than half of the General Faculty are present and voting at a meeting, or if more than half of the General Faculty cast electronic votes.

Initial adoption of these bylaws requires a simple majority favorable vote of the General Faculty constituting a quorum.

Any standing committee, the Dean or a petition of twenty-five percent of the General Faculty may propose amendments to the Bylaws.

An amendment to these bylaws requires a two-thirds favorable vote of the General Faculty constituting a quorum.

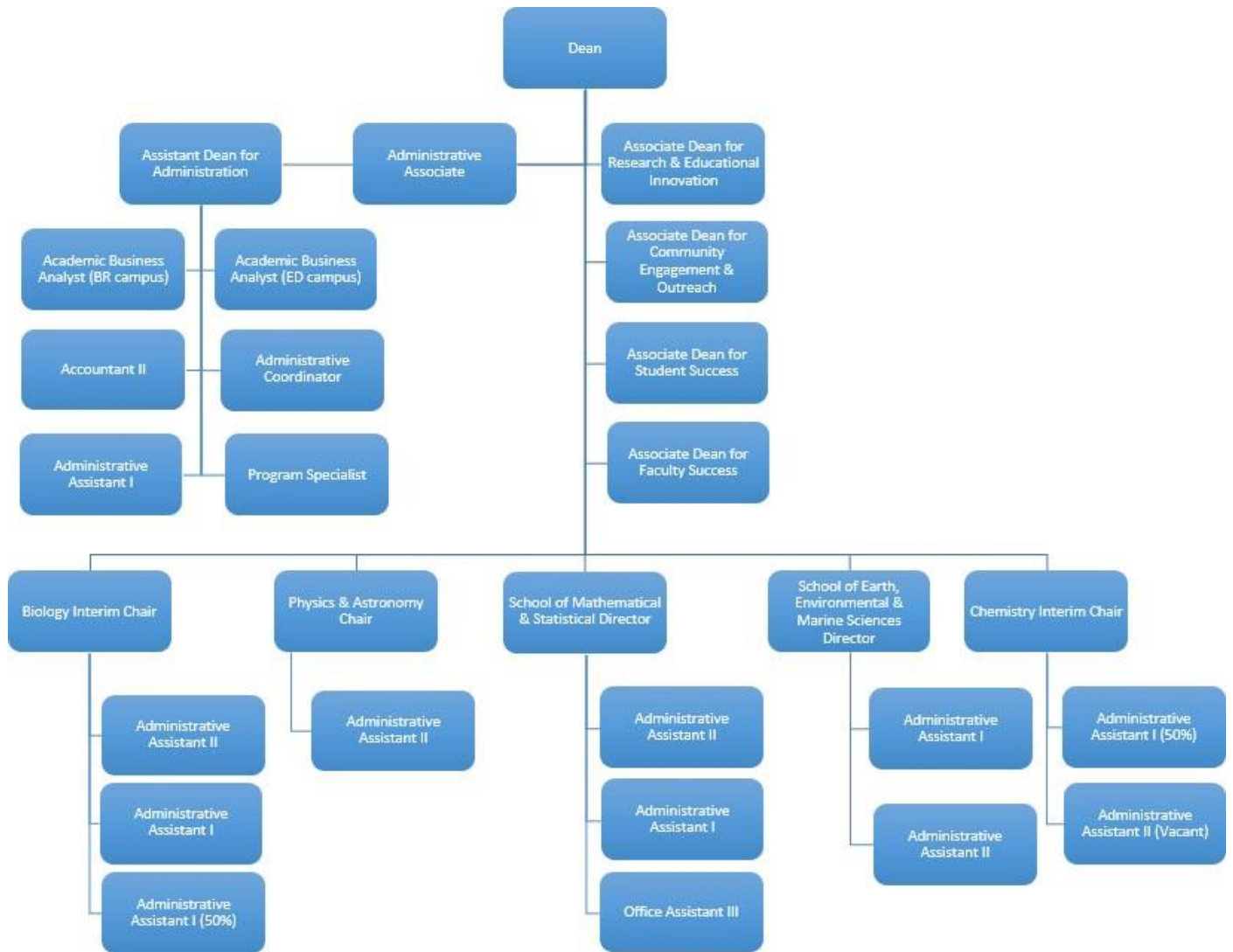
The voting procedure for initial adoption, or any subsequent electronic vote, is as follows:

- a. The proposed bylaws or amendments must be distributed to the General Faculty for electronic voting by the Assistant Dean.
- b. Electronic voting shall be open for at least ten (10) days.
- c. The measure shall pass if (a) a simple majority approves in the case of original adoption, or (b) two-thirds approve in the case of amendments.
- d. The bylaws shall take effect immediately upon approval by the Dean and Executive Vice President for Academic Affairs and P-16 Integration (EVPAA). It is expected that proposed bylaws or amendments will be acted upon by the Dean and EVPAA in

a timely manner. If a resolution is not reached, the faculty reserve the right to request a meeting with the Dean and/or EVPAA in order to resolve the issues.

Amendments become effective upon final approval by the EVPAA.

# APPENDIX A – ORGANIZATIONAL CHART



## APPENDIX B – ADMINISTRATIVE POSITION DESCRIPTIONS

### Associate Dean for Faculty Success Duties and Responsibilities

Expanding educational opportunities including doctoral programs, health and medical education, research impacting the Rio Grande Valley and beyond, community engagement and student success are key priorities for the University of Texas Rio Grande Valley. Highly competent, well-informed, and enthusiastic faculty members are a key to achieving these university priorities. The College of Sciences aspires to be a leader in meeting the university priorities by focusing on faculty success through innovative faculty development and support programs, recognition of faculty strengths and limitations, appropriate and flexible workload policies, clear and specific faculty evaluation guidelines, open dialogue and listening sessions, and shared decision-making and leadership. The Associate Dean for Faculty Success will assist the Dean in transforming processes and structures at the department, college and beyond to enhance faculty success. Major responsibilities will be to:

1. Assist faculty in the development of effective department/school and college Bylaws and Operating Procedures including the establishment of committees and establishment of mechanisms for their annual review and revision as necessary.
2. Assist the dean and faculty in the development of new department/school-level Criteria for Faculty Annual Evaluations, Tenure & Promotion Reviews and Post Tenure Reviews, and establishment of mechanisms for their annual review and revision as necessary.
3. Assist the dean and department chairs/school directors and departmental/school committees with faculty annual evaluation, tenure and promotion reviews, and post-tenure reviews and all new faculty hiring processes and procedures as necessary.
4. Establish faculty awards, section criteria, nomination and selection processes, and organize an annual awards banquet to recognize and honor faculty for their accomplishments.
5. Assist the dean in endowed chairs/professorships/faculty fellow searches and the management of all work plans, budgets/expenditure reports and progress reports.
6. Develop targeted faculty development/mentoring programs and work with the Office of Faculty Success and Diversity to conduct necessary training sessions and workshops.
7. Compile data on all current faculty office and lab space utilization in each department including centers, etc. and help develop mechanisms for most efficient use of the available space. Effective space utilization may involve updating and compiling data and maintaining a database of all of the spaces in the COS including building maps, faculty office and lab space assignments, periodic visitation of various buildings to monitor space utilization, monitoring the assignment of lab space to each faculty by metrics such as number of research grants submitted and funded, number of students engaged in research, publications and scholarly presentations etc. Identify new space needs and make sure that new faculty hires have office and laboratory spaces assigned to start their research programs as soon as they arrive.
8. Monitor compliance reports and assist department chairs/school directors and faculty to improve compliance with University Policies and Procedures – this may involve formation of individual departmental/school and College Compliance committees for periodic accountability.
9. Assist with department chair/school director evaluations and Department/School unit Assessments.
10. Assist faculty with work-related issues and address their complaints and grievances swiftly.
11. Serve as advocate for the college in the absence of the dean and attend meeting and functions on behalf of the dean.

## **Associate Dean for Student Success Duties and Responsibilities (cont.)**

Increasing student success is a key priority for the University of Texas Rio Grande Valley. The College of Sciences aspires to be a campus leader in increasing student success while steadily increasing enrollment in its undergraduate and graduate programs. It is a college goal to double its undergraduate enrollment from 3,500 to 7,000 students while attaining graduation rates of over 80% within five years. The college also aims to triple its graduate student numbers from 150 to 450 within five years. The college will accomplish these goals by developing more effective online and hybrid courses, steadily increasing class sizes where feasible and increasing student engagement in learning through the implementation of new technologies in the classrooms and the provision of more hands-on learning experiences. In addition to the traditional one-on-one research mentoring model, the college intends to engage 100% of its undergraduate majors in research through course-based research projects that have been shown to increase student learning, retention, and graduation rates. The graduate student numbers will be increased through improved recruitment and admission procedures and increased grant funding. The Associate Dean for Student Success will assist the Dean in achieving these college goals by performing the key tasks listed below.

1. Coordinate, facilitate and assess all student recruitment efforts led by the COS departments, the college, and the university including programs such as UTRGV Discover and UTRGV on Tour.
2. Work with the offices of Strategic Enrollment, Student Education and Outreach, Director of Athletics, and Recruitment and Scholarships and with department chairs and school directors to build targeted recruitment strategies and select and award scholarships in a timely manner.
3. Work with the offices of Strategic Enrollment, Student Education and Outreach, and Student Success along with department chairs and school directors to build and expand Dual Enrollment credit course options for qualifying high school students.
4. Coordinate all events for the incoming undergraduate and graduate students including Vaquero Roundup, Meet Your College, the Best Day Ever, etc. to build a strong COS student community.
5. Regularly acquire and monitor student enrollment and retention data, establish benchmarks and annual goals by major, concentration, department, and school, and work with department chairs and school directors to implement procedures to accomplish college enrollment, retention, and graduation goals.
6. Work closely with the Executive Vice President for Academic Affairs and P-16 Integration and the Office of the Registrar to regularly monitor course schedules and class sizes, and work with department chairs and school directors to increase class sizes and minimize the number of low enrollment classes while meeting student needs.
7. Work with the Center for Teaching Excellence and the Center for Online Teaching and Technology and the Chief Information Officer to assist faculty in the ITV class offerings, establishment of hybrid laboratories by moving all testing assignments online and having students attend pre-recorded sessions before coming to the laboratory, and the development and implementation of online materials similar to these currently offered in universities such as MIT, Harvard, and Yale.
8. Coordinate with the Office of Student Advising and work with department chairs and school directors to regularly review and update curricula and degree plans and monitor student progress to graduation.
9. Work with department chairs, school directors and faculty to develop new courses and curricula and improve quality of education including the identification and assessment of student learning outcomes and implementation of pedagogical innovations, globalization of curriculum, study abroad opportunities, and community engagement projects; also work with department chairs, school directors and faculty to improve the overall quality and consistency of instruction among instructors.
10. Work closely with the Honors College, University College, Office of Student Success, Dean of Students, and coordinate all COS student success initiatives including those provided by the centers (C-STEM, CARA, CGWA), Office of the Health Professions Careers, and U-Teach.

11. Facilitate and increase student participation in student organizations and establish mechanisms to empower students to engage in college affairs and provide feedback.
12. Address student complaints and grade issues in a timely manner.
13. Carry out other duties as assigned by the dean.

### **Associate Dean for Research and Educational Innovations Duties and Responsibilities**

The university of Texas Rio Grande Valley aspires to gain an Emerging Research Institution status. This requires that the university increases its externally supported annual research expenditure to over \$30 million and the number of doctoral degrees awarded to over 30 per year. The College of Sciences aspires to be a campus leader in enabling the university in meeting this critical milestone. The College of Sciences aims to double its competitive grant funding from \$10 million to \$20 million/year, triple the number of graduate students from 150 to 450 within the next five years and establish 3 new disciplinary and 2 new interdisciplinary doctoral programs. The college also aspires to provide meaningful research opportunities to 100% of its undergraduate majors by expanding faculty-student engagement in community-based and course-based research projects in addition to one-one research mentoring. The Associate Dean for Research and Educational Innovations will assist the dean in accomplishing these goals by establishing mechanisms and processes for increasing competitive grant funding and bolstering faculty credentials for the establishment of new doctoral degree programs. The Associate Dean will work closely with the Division of Research, Innovation and Economic Development, Graduate School, and the Office of Faculty Success and Diversity, and with college faculty, department chairs, and school directors to accomplish this mission. Major responsibilities will be to:

1. Assist the dean in doubling the college research enterprise and tripling the number of graduate students within the next five years.
2. Assist the dean and faculty in developing new BS, MS and PhD programs and work with the Office of Graduate Programs to submit proposals for the new educational programs.
3. Assist faculty, department/school curriculum committees to build mechanisms to weave research and professional development activities into existing and new educational programs at the undergraduate and graduate levels.
4. Work with department chairs, school directors and faculty to meet the college goal of engaging 100% of its undergraduate students in research including community-based and course-based research projects.
5. Coordinate the COS Research Enhancement Seeds Grant Program annually and follow-up on faculty progress including the acquisition of quarterly reports and mandated external grant proposal submissions.
6. Develop and coordinate an Annual COS Science Symposium that includes student competitions, and an Awards Luncheon to celebrate student and faculty accomplishments.
7. Develop and implement comprehensive strategies to enhance relationships with potential state, federal and private industry funding agencies to support and expand the research enterprise.
8. Work collaboratively with college and university leadership to establish efficient and effective graduate student recruitment, professional development, and career preparation mechanisms.
9. Work closely with the Division of Research, Innovation, and Economic Development to help the Vice President to build shared research infrastructure and interdisciplinary and cross-college research collaborations including the medical school and the South Texas Diabetes and Obesity Institute.
10. Work closely with the Office of Faculty Success and Diversity to provide faculty development activities including, time management, grant writing, budget management, graduate student mentoring, technical writing, leadership, value of collegiality, collaboration and diversity, ethics and compliance, thinking big, and high impact research.

11. Work closely with the Graduate College and graduate program coordinators in departments and schools to facilitate the establishment of the best practices for admission, timely review of applications, award of graduate assistantships, and effective mentoring of graduate students.
12. Serve as advocate for the college research endeavors, innovations, educational programs in the absence of the dean and attend meetings and functions on the dean's behalf as needed.
13. Carry out other duties as assigned by the dean.

### **Associate Dean for Outreach and Community Engagement Duties and Responsibilities**

Community engagement is one of the key priorities for the University of Texas Rio Grande Valley. The College of Sciences aspires to be a national leader in community-engaged scholarship in which faculty and students engage in partnership with communities to envision and develop solutions to local and global challenges. The college defines *community* broadly to include UTRGV students, staff, faculty, and administrators, K-12 teachers and administrators, government, non-profit and for-profit organizations, and the general public. The Associate Dean for Community Engagement and Outreach will assist the Dean in coordinating, developing, organizing, and assessing all outreach and community engagement programs in the college, and in fostering a culture of community-engaged scholarship and learning that inspires UTRGV graduates and future scientists and leaders to take social responsibility in addressing grand global challenges. Specific responsibilities include:

1. Establish mechanisms and processes for meaningful student and faculty engagement in community research and educational projects that build economic, environmental, health, and social resilience in the Rio Grande Valley.
2. Organize a Public Science Lecture Series and an Annual Awards Luncheon to honor contributions and accomplishments of staff, students, and faculty.
3. Develop and publish the college newsletter, annual report, and assist academic departments and schools with their newsletters and annual reports.
4. Coordinate student recruitment efforts including Vaquero Roundup, Meet Your College, UTRGV Discover, and UTRGV on Tour events, and provide support to student organizations.
5. Facilitate all outreach efforts of the college, departments, schools and centers, and assist in the coordination of Pre-K-12 outreach activities including HESTEC, Rio Grande Science and Arts (RISA) Festival, Regional Science and Engineering Fair, Regional Science Bowl, etc.
6. Coordinate with the Division of Governmental and Community Relations to ensure the full integration of the college's community engagement and outreach activities into the University's key institutional community engagement accounting and assessing systems.

**Department Chair/Director:** Will be the chief academic officer for the programs offered by his/her department/school. The Department Chair/Director will be responsible for the recruitment, selection, development, evaluation, and retention of a high-quality faculty in the field(s) housed in the department/school. The Department Chair/Director will be responsible for insuring the program content for each major is timely and relevant to the current business environment. The Department Chair will be responsible for leading the department's/school's faculty in the advancement of the quality of their research. Finally, the Department Chair/Director will be entrepreneurial in exploring with his/her faculty new ways for enhancing students' learning experiences in existing courses, as well as opportunities for developing new courses, programs, and delivery modalities that will benefit the service region.

## **APPENDIX C – PROVISOS**

### **Provisos governing the first three years of the College of Sciences Bylaws**

#### Section 1- Article V- Length of Terms

1. To initiate the staggering of terms, 1/3 of each of the standing committee members shall be randomly selected to be one-year appointments, 1/3 to be two-year appointments, and 1/3 to be three-year appointments.
2. Any committee member serving a one- or two-year appointment is eligible to serve one additional three-year term.
3. The beginning of the term of any initial committee member shall be calculated from September 1, 2017 notwithstanding prior appointment.

#### Section 2 – Article VII Adoption and Amendment to the Bylaws

1. During the first three years following adoption of these bylaws, amendments thereto may be approved by a simple majority vote of the General Faculty constituting a quorum.