

# **Bylaws of the College of Arts and Sciences The University of Tennessee, Knoxville Revisions Spring Sp 2017**

## **Preamble**

### **VALUES**

Committed to the traditions of the liberal arts, the College seeks to promote the values of free and bold intellectual inquiry, vibrant and effective civic engagement, respect for diversity, and an understanding of the rich cultural heritage of our nation and the world.

### **MISSION**

The College of Arts and Sciences is a diverse community of teachers, learners, and scholars, from across the nation and around the world, who work together to advance the frontiers of human knowledge and creative activity across a wide range of academic disciplines while serving communities beyond the campus through professional service and public engagement. The College seeks to uphold the highest standards of academic freedom and to cultivate in students the critical thinking skills, the spirit of intellectual inquiry, and the understanding of diverse human cultures necessary to become engaged global citizens. By emphasizing the core values of a liberal arts education, including life-long learning and adaptability, the College's academic programs provide students with the intellectual foundations for rich, fulfilled, and engaged lives and careers.

### **VISION**

The College of Arts and Sciences will attract a diverse student population and provide both an excellent liberal arts education to undergraduates and an excellent professional education to graduate students. The College of Arts and Sciences will be a leader among public research universities in the Arts, Humanities, Natural Sciences, and Social Sciences by rewarding the scholarly and creative productivity of its members; by promoting increased external support for research, scholarship, and creative activity; and by supporting outreach to the state, the nation, and the world.

### **STATEMENT OF PRINCIPLES**

These Bylaws are based on the principle of shared governance. In this context, it is the responsibility of the College administration to communicate freely, frankly, and in a timely fashion with all faculty members of the College on important decisions affecting the mission and operations of the College. Such decisions include, but are not limited to, approval of new academic programs and discontinuation of existing ones, budgetary planning, establishment of long-range goals and strategies, and the selection and retention of administrative officers of the College, including the Dean, Associate Deans, Directors and Heads. It is the responsibility of the College's tenured and tenure-track faculty to play a role in these administrative decisions through participation in College committees, councils and faculty meetings. As stated in the UTK Faculty Handbook (Chapter 5.1), all faculty members have the right to seek redress when these Bylaws are not upheld by the college administration.

## **Definitions**

Throughout these Bylaws, the word “faculty” includes, unless otherwise specified, both tenured and tenure-track faculty with tenure homes in the College and non-tenure-track faculty appointed in the School of Music, and the term “department head” is understood to include the Directors of the Schools of Art and Music. The term “voting faculty” is defined in Article II.A of these Bylaws.

## Bylaws

### I. ORGANIZATION AND GOVERNANCE

#### I.A. Executive Structure

##### I.A.1. Dean

I.A.1.a **Appointment:** The process by which the Dean is appointed is governed by the UTK Faculty Handbook (Chapter 1.4.1). A search committee for the Dean of the College may include, in addition to tenured and tenure-track faculty, department heads and associate deans, non-tenure-track faculty members, departmental staff members, and students.

I.A.1.b **Responsibilities:** The UTK Faculty Handbook (Chapter 1.6.1) describes the general administrative duties of all academic deans. In addition to those duties, the Dean of the College of Arts and Sciences is responsible for the following:

- i. Leading the College in accord with its unique vision and mission statements.
- ii. Determining responsibilities for Associate Deans and Directors and, in consultation with the tenured and tenure-track faculty of the College, creating new administrative offices or eliminating existing administrative offices as needed.
- iii. Communicating regularly with the College's faculty, staff, and students about the College's successes and challenges, including promoting opportunities for faculty, staff, and students to serve on College committees.
- iv. Engaging the College's constituencies in planning and development in all areas of the College's mission.
- v. Efficiently and effectively managing the College's resources.
- vi. Procuring new resources in order to assure development of the College's capacities for instruction, research and scholarly and creative activity, and service.
- vii. Explaining and promoting the unique value of the liberal arts to campus administrators and the public at large.

##### I.A.2. Associate Deans

I.A.2.a **Appointment:** Associate Deans are appointed through the established search process for all upper-level campus administrative positions. When an Associate Dean position is vacated, or when a new Associate Dean position is established, the Dean will appoint the chair and members of the search committee. The chair will be a full professor tenured in the College, and the committee membership will be representative of the College's disciplinary diversity. The Dean will provide a list of acceptable candidates. The report will be advisory to the Dean, who makes the appointment.

I.A.2.b **Responsibilities:** The Associate Deans are expected to work collaboratively with each other and with all levels of administration. The responsibilities of each Associate Dean are

determined by the Dean and are described on the College web site [see URL 1 in the Notes section below].

**I.A.3 Directors**

**I.A.3.a Appointment:** The appointment of directors within the College administrative team follows the procedures for exempt staff. The Dean appoints a search committee, seeking to give broad representation to constituencies that have a direct relationship to the directors' offices.

**I.A.3.b Responsibilities:** The responsibilities of each director are determined by the Dean and are listed on the College web site [see URL 2 in the Notes section below].

**I.A.4 Revision of Executive Structure:** The College's executive structure may be revised in order to allow the College to better fulfill its mission. All proposed revisions to the structure will be discussed with the Dean's Advisory Council and the department heads. The final decision on the executive structure remains with the Dean, but the faculty have the right to bring any concerns to the University's chief academic officer for review and mediation.

**I.B Academic Department Structure**

**I.B.1 Department Heads**

**I.B.1.a Appointment:** See the UTK Faculty Handbook, Chapter 1.6.4.

**I.B.1.b Rights and Responsibilities:** See the UTK Faculty Handbook, Chapter 1.6.2-3.

**I.B.2 Divisional Structure:** The College recognizes that departments and their faculty and academic programs may have significant and important connections outside any divisional structure that is created for administrative purposes. This interdisciplinary breadth is fundamental to the College. Nonetheless, it can be useful in some contexts to define divisions of the College that bring together units with broadly similar perspectives and instructional missions. These are the four divisions of the College:

Arts:	Art, Music, Theatre
Humanities:	Classics, English, History, Modern Foreign Languages & Literatures, Philosophy, Religious Studies
Natural Sciences:	Biochemistry & Cellular and Molecular Biology, Chemistry, Earth & Planetary Sciences, Ecology & Evolutionary Biology, Mathematics, Microbiology, Physics & Astronomy
Social Sciences:	Anthropology, Geography, Political Science, Psychology, Sociology

The Arts and Humanities divisions are combined into a single Arts & Humanities division for the purposes of curriculum management (see Article I.D.3 below) and for Faculty Senate elections. For the purposes of Faculty Senate elections, the Department of History is classified as a Social Sciences unit to ensure representational parity among divisions.

**I.B.3 Interdisciplinary Programs:** Interdisciplinary programs are created and discontinued through the College's standard curriculum review process (see Article I.D.3 below). The Dean, or an Associate Dean designated by the Dean, appoints a chair for each interdisciplinary program after appropriate consultation with the

program's constituents. Each interdisciplinary program is governed by its own bylaws, a copy of which should be submitted to the College office.

**I.B.4 College Scholars Program:** The College Scholars Program is the College-wide honors program in which students design their own educational experience in close collaboration with one or more faculty mentors. Each College Scholar completes a substantial self-directed scholarly or creative project at the culmination of her or his undergraduate educational experience. The Director of the College Scholars Program is a tenured faculty member in the College who is appointed by, and reports to, the Dean and serves for an indefinite term.

**I.B.5 Research Centers:** New research centers are formed through the initiative of faculty, department heads, and associate deans with final approval by the Dean. A research center is typically a group of faculty members from different disciplines who share common research interests and gather regularly for intellectual interaction. Centers may have a wide range of functions. Thus, each center is governed by its own bylaws. Research centers in the College report to the Dean through an Associate Dean designated by the Dean. Centers are reviewed every five years by the Faculty Senate Research Council and prepare a short report for the College at the conclusion of each fiscal year. A center may be formally discontinued by the Dean after consultation with the center members and relevant department heads.

**I.C Processes for Units within the College**

**I.C.1 Arts and Sciences Department Heads**

**I.C.1.a Membership and Meetings:** Meetings of the Department Heads include the Dean of the College, the Associate Deans and Directors, the Department Heads, and two representatives from the Interdisciplinary Programs selected by the Interdisciplinary Programs Committee. The Dean of the College (or his/her designee) serves as chair and sets the agendas for meetings, which are typically held monthly during the academic year and as needed during the summer. The Dean may call other meetings at his or her discretion with at least two days advance notice, and must hold a meeting within ten days of a request for a meeting submitted by at least one-third of the department heads. The agendas for all regularly scheduled meetings will be distributed to all members at least two days in advance. Within one week of each meeting, the College office will distribute a summary of the business conducted at the meeting to the members.

**I.C.1.b Charge:** Meetings of the Department Heads primarily serve to advance communications on all operations of the College, including campus-wide matters and academic and budgetary policies and procedures. The Department Heads are organized into four major divisions (Arts, Humanities, Natural Sciences, and Social Sciences, as described in Article I.B.2) which may meet separately to facilitate planning and communications.

**I.C.2 Annual Budget Meetings:** In order to represent the College's budgetary needs to the campus, the Dean holds annual meetings with all budgetary units reporting to the College office. At these meetings, units present the previous year's achievements and request new resources for the next budgetary cycle. The timing of the meetings is dependent upon the campus calendar, but the meetings generally occur two to three months before the College's annual planning meeting with the Provost. Units receive instructions on the **substance of the report they provide**, which are open to the College staff and members of the Budget and Planning Committee. The Dean will report outcomes from campus budget **meetings** to Department Heads.

**I.C.3 Allocation of Tenure-Track Faculty Lines:** All vacated tenure lines return to the College. The College consolidates vacant lines annually in order to re-allocate them in accord with its strategic plan. The following situations are exceptions to this “rule of return.”

- (a) If a tenured faculty member is dismissed as a result of a Cumulative Performance Review (CPR), the line automatically returns to the department.
- (b) In the event of a negative tenure decision (as determined by the department bylaws), the line automatically returns to the department only if the department faculty and the department head also recommended against tenure.
- (c) If a search fails to result in an appointment, under most instances the searching department will be permitted to continue the search the next year. If, however, the department changes significant search parameters such as rank, qualifications, or disciplinary subfields, the department will need to submit a new request for a tenure-line position, which will then be considered with the other requests.

Each spring semester, the Dean will issue a request for proposals to fill tenure-line positions and will allocate lines on the basis of the proposals received. The College will issue guidelines for the proposals at least one month in advance of the due date.

## **I.D College Committees and Councils**

### **I.D.1 Dean’s Advisory Council**

**I.D.1.a Membership and Meetings:** The Council is composed of the Dean of the College, an Associate Dean designated by the Dean, the Chair of the College’s Diversity Committee, and one representative named by each department head. Persons holding joint administrative/ faculty appointments, such as department heads or program chairs, are not eligible for appointment as a department representative. An Associate Dean designated by the Dean, or his/her delegate, acts as secretary to this body. The Dean of the College chairs the Advisory Council and sets the agendas. Regular meetings of the Council will be held at least twice each semester. The Dean may call other meetings at his or her discretion, and must call a meeting at the request of at least five members of the Council. At least one week’s notice will be given for all Council meetings. An agenda will be prepared and distributed for each meeting. Within one week of each meeting, the College office will distribute a summary of the business conducted at the meeting to the members. New Council members begin their terms in the succeeding fall semester. Members serve staggered three-year terms. No member of the Council may be re-appointed in the year his or her term expires. Vacancies in membership will be filled by the department.

**I.D.1.b Charge:** The Advisory Council:

- i. Advises the Dean on the agendas of College-wide faculty meetings and meetings of the department heads.
- ii. Consistent with upper-level search procedures and the UTK Faculty Handbook (Chapter 1.7), may advise the Dean regarding criteria, procedures, and the composition of search committees for the selection of Associate Deans, Directors, and Department Heads.

- iii Provides advice and counsel to the Dean in matters pertaining to planning and program development within the College.
- iv. Helps identify **and provides input to address** problems that relate to faculty morale, communication of information within the College, and student-faculty relations.
- v. Solicits nominations for the College's spring election and prepares the election ballot. A faculty member who is eligible to fill a vacancy, and whose nomination is supported by a written petition of ten or more tenured and tenure-track faculty members, will be placed on the ballot. No individual will be placed on the ballot without her or his consent. After the Dean's Advisory Council prepares the ballot, it is distributed to the voting faculty for an electronic secret vote. The balloting period will last for ten days. Faculty members receiving the largest number of votes are elected to office. When two faculty members receive the same number of votes, the winner will be decided by lot.
- vi. Reviews the College bylaws and the committee structure of the College regularly (at least once every five years) and recommends to the voting faculty changes to the Bylaws **and to the committee structure of the College.**

#### I.D.2 **Budget and Planning Committee**

I.D.2.a **Membership and Meetings:** The Budget and Planning Committee has eight members. It includes four department heads, one from each major division of the College (Arts, Humanities, Natural Sciences, and Social Sciences), chosen by the department heads from each division. In addition to the four heads, Committee membership includes four tenured faculty members appointed by the Dean (or her or his designate) who are not department heads or program chairs, one from each of the four major divisions. No department will have more than one representative on the Budget and Planning Committee at any one time, and terms will be staggered. Appointments are for three years, and no individual may serve on the Committee in the year after her or his three-year term ends. The Dean of the College, or an Associate Dean designated by the Dean, chairs the Budget and Planning Committee and sets the meeting agendas. The Committee holds meetings before and following the college budget hearings. The Dean will also report on outcomes from campus budget hearings to the Committee.

I.D.2.b **Charge:** The Budget and Planning Committee provides feedback to the Dean in all matters relating to the annual campus planning and budgetary processes, including the following:

- i. **Planning Hearings:** Members of the Budget and Planning Committee shall review the planning documents submitted by the College's departments in order to advise the Dean on planning priorities. At least one member will attend annual planning meetings between the College and its budgetary units.
- ii. **Tenure-track Position Allocation:** The Budget and Planning Committee advises the Dean on priorities for hiring new tenure-track faculty. To facilitate this function, members of the Committee will have access to updated reports on the College's strategic plan, the strategic plans of its departments, and the departments' requests for positions.

### I.D.3 **College Curriculum Committee**

I.D.3.a **Membership and Meetings:** This Committee consists of ten tenured and/or tenure-track faculty members. The members include the Chairs of the three Divisional Committees (Arts & Humanities, Natural Sciences, Social Sciences) described below; one faculty member selected by the Interdisciplinary Programs Committee; one College representative to the Graduate Council (to be selected by caucus of elected representatives to that Council); two College representatives to the Undergraduate Council (to be selected by caucus of the elected representatives to that Council); and three persons elected by the voting faculty of the College for staggered three-year terms. The Dean of the College, or an Associate Dean designated by the Dean, is the committee's non-voting chair, and a director designated by the Dean (or the director's delegate) serves as an ex-officio, non-voting member. Elected committee members may not serve on the committee during the two years following their term.

I.D.3.b **Divisional Committees of the Curriculum Committee:** The College has three divisional committees (Arts & Humanities, Natural Sciences, and Social Sciences) that review curricular proposals submitted by the College's academic units and make recommendations regarding these proposals to the College Curriculum Committee. In addition, the committees may consider general questions that concern the well-being of the division and may make curricular proposals to the College Curriculum Committee and administrative proposals to the Dean's Advisory Council. General questions concerning the well-being of the division may be raised at any meeting of a divisional committee by one of the divisional committee's members. Curricular and administrative proposals initiated by a divisional committee must be approved by a majority vote of the divisional committee's membership.

The academic units associated with each divisional committee are listed below. For academic departments associated with a divisional committee, the divisional committee representative is the department head or his or her designee. The Interdisciplinary Programs representative for each divisional committee is chosen by the Interdisciplinary Programs Committee. Each committee has a chair and a vice-chair who rotate among the committee membership on a regular basis. The vice-chair serves for one year and then ascends to the position of chair the following academic year. The vice-chair serves as chair in the event that the chair is absent. The Dean, or an Associate Dean designated by the Dean, serves as an ex-officio non-voting member of each divisional committee.

A divisional committee reviews all curricular proposals submitted by its member units. The divisional committees may approve proposals without change, approve proposals subject to minor changes, return proposals to the originating unit with recommendations for substantive change or requests for further information or justification, or reject proposals. Proposals approved subject to minor changes are returned to the originating unit for approval of those changes; if the originating unit approves the minor changes, no further action by the divisional committee is required. Proposals returned with recommendations for substantive change, or with requests for further information or justification, must be resubmitted to the appropriate divisional committee(s) for reconsideration. Curricular changes that affect the College Scholars Program are submitted directly to the College Curriculum Committee by the Director of College Scholars, without prior review by a divisional committee.

The composition of divisional committees is as follows:

Arts & Humanities: Art, Classics, English, History, Interdisciplinary Programs, Modern Foreign Languages & Literatures, Music, Philosophy, Religious Studies, and Theatre. This divisional committee also includes non-voting observers from the College of Education, Health, & Human Sciences, and the University Libraries.

Natural Sciences: Anthropology, Biochemistry & Cellular & Molecular Biology, Chemistry, Earth & Planetary Sciences, Ecology & Evolutionary Biology, Geography, Interdisciplinary Programs, Mathematics, Microbiology, Physics & Astronomy, and Psychology. This divisional committee also includes non-voting observers from the College of Agricultural Sciences & Natural Resources, the College of Education, Health, & Human Sciences, the College of Engineering, the Department of Business Analytics & Statistics, and the University Libraries.

Social Sciences: Anthropology, Geography, Interdisciplinary Programs, Political Science, Psychology, Religious Studies, and Sociology. This divisional committee also includes non-voting observers from the College of Business Administration, the College of Education, Health, & Human Sciences, the Department of Economics, and the University Libraries.

Each divisional committee also has two undergraduate student members appointed by the Dean's Undergraduate Student Advisory Council and one graduate student member appointed by the Dean's Graduate Student Advisory Council. Student members of the divisional committees serve one-year terms.

I.D.3.c **Charge:** The Curriculum Committee is a policy-making body charged with providing leadership and recommendations in curricular development. It reviews all curricular proposals approved by the Divisional Committees before they are presented to the Graduate Council and/or the Undergraduate Council. It may approve proposals without change, approve proposals subject to minor changes, return proposals to the originating unit with recommendations for substantive change or requests for further information or justification, or reject proposals. Proposals approved subject to minor changes are returned to the originating unit for approval of those changes; if the originating unit approves the minor changes, no further action by the Curriculum Committee is required. Proposals returned with recommendations for substantive change, or with requests for further information or justification, must be resubmitted to the Curriculum Committee for reconsideration.

The College office publishes, on its web site, a copy of all curricular proposals approved by the Curriculum Committee. Although the faculty delegates the responsibility for review and approval of program-specific curricular changes to the Curriculum Committee, a period of three weeks will be allowed during which time a petition by twenty-five faculty members for reconsideration of a proposal will cause the proposal to be returned to the Curriculum Committee for reconsideration at its next meeting. Any proposed change that is returned twice to the Curriculum Committee via this mechanism will be forwarded, with a copy of the petition(s) and response by the Curriculum Committee, to the College's voting faculty for approval.

#### I.D.4 **Connections/Global Challenges Committee**

I.D.4.a **Membership and Meetings:** This committee consists of seven faculty members. It includes two tenure-track or tenured faculty members elected from each of the following divisions described in Article I.B.2: Arts & Humanities, Natural Sciences, and Social Sciences. It also includes one at-large faculty member, who may be a tenured or tenure-track faculty member or a non-tenure-track faculty member with the rank of Senior Lecturer or higher. Members are elected for staggered two-year terms. The committee typically meets at least once each semester. The Dean of the College, or an Associate Dean designated by the Dean, is the committee's ex officio non-voting chair. No elected member of the Connections/Global Challenges Committee may also be a member of the College Curriculum Committee.

I.D.4.b **Charge:** The Connections/Global Challenges Committee evaluates proposals to create new Connections Packages, proposals to modify existing Connections Packages, proposals to remove existing Connections Packages from the College curriculum, and proposals to add courses to, or remove courses from, the Global Challenges list. The committee also carries out periodic evaluations of the viability of existing Connections Packages and periodic evaluations of the Global Challenges requirement. The committee's recommendations are forwarded to the College Curriculum Committee for action.

I.D.5 **College Teaching Council**

I.D.5.a **Members and Meetings:** This Council consists of eight tenure-track or tenured faculty members. It includes two faculty members elected from each of the four divisions (Arts, Humanities, Social Sciences and Natural Sciences) for staggered three-year terms. Each April, the Council elects a faculty member as chair for the following academic year. Candidates for the Council will submit statements of teaching philosophy as part of the election process. An Associate Dean designated by the Dean serves as an ex-officio non-voting member of the Council and as a liaison between the Council and the College Curriculum Committee. The Council meets at least twice a year.

I.D.5.b **Charge:** The Council works with an Associate Dean designated by the Dean to provide leadership related to the College's instructional mission, including course evaluations, peer review of teaching, and development/maintenance of program assessment. It is responsible for advising the College on College-wide policies and best-practice documents regarding undergraduate and graduate instruction and providing a forum where teaching issues raised by the College's departments can be addressed.

I.D.6 **Promotion and Tenure Committee**

I.D.6.a **Membership and Meetings:** This committee consists of ten full professors elected by the College tenured and tenure-track faculty for staggered three-year terms. The committee elects its own chair who serves for one year **as chair**. The committee includes two members from each of the four divisions (Arts, Humanities, Natural Sciences, and Social Sciences) and two at-large members. An Associate Dean designated by the Dean serves as a non-voting, ex-officio member.

I.D.6.b **Charge:** In compliance with the UTK Manual for Faculty Evaluation (C.3.a), the committee reviews and evaluates all promotion and/or tenure recommendations submitted by the departments in the College, and presents its findings to the Dean. The evaluation of each department recommendation will include 1) a tabulation of votes from all committee members indicating the number of votes "for" the promotion, "against" the promotion, "abstention," or "recusal" and 2) a brief summary report prepared by the chair and approved by the committee. Committee members from the candidate's academic unit or who have a conflict of interest automatically recuse themselves from the deliberations and voting.

I.D.7 **Scholarship Committee**

I.D.7.a **Members and Meetings:** This Committee consists of three tenure-track or tenured faculty members appointed by the Dean for staggered, three-year terms. A Director designated by the Dean chairs the Committee and schedules meetings.

I.D.7.b **Charge:** This Committee awards scholarships to students of the College of Arts and Sciences and has sole determination of the criteria to be used for awarding them, subject to limitations resulting from conditions established by the donors.

**I.D.8 Dean's Undergraduate Student Advisory Council**

**I.D.8.a Membership and Meetings:** The Council consists of two undergraduate student representatives from each department, one undergraduate student representative from four of the College's Interdisciplinary Programs and two student representatives from College Scholars. The Interdisciplinary Programs represented on the Council are chosen according to a rotation schedule established by the Interdisciplinary Programs Committee. Members are responsible for having their department or program represented at all meetings. The Council selects its own chairperson(s). A director designated by the Dean serves as the Dean's liaison to the Council. Members of the Council are appointed by their respective department heads or interdisciplinary program chairs. Every effort should be made by the department head or program chair to inform students of the existence of the Council and to solicit applications and recommendations for appointees among the unit's student population. The Council meets at least twice each semester.

**I.D.8.b Charge:** The Council provides a direct channel from undergraduate students to the Dean and his or her staff in the College of Arts and Sciences and appoints undergraduate student members to College committees subject to the approval of the Dean. It is expected that the members of the Council act as liaisons between the students they represent and the unit's head or chair, as well as between the department or program and the Council.

**I.D.9 Dean's Graduate Student Advisory Council**

**I.D.9.a Membership and Meetings:** The Council consists of one graduate student representative from each department with a graduate program. Individual departments are encouraged to have their graduate students elect their representative. Members are responsible for having their department represented at all meetings. The Council selects its own chairperson(s). An Associate Dean designated by the Dean serves as the Dean's liaison to this committee. Members of the Council are appointed by their respective department heads. Every effort should be made by the head to inform students of the existence of the Council and to solicit applications and recommendations for appointees from the department's student population. The Council meets at least once each semester.

**I.D.9.b Charge:** The Council provides a direct channel from graduate students to the Dean and his or her staff in the College of Arts and Sciences and appoints graduate student members to College committees subject to the approval of the Dean. It is expected that the members of the Council act as liaisons between the students they represent and the department head as well as between the department and the Council.

**I.D.10 Dean's Lecturer Advisory Council**

**I.D.10.a Membership and Meetings:** The Council consists of five lecturers, representing five different departments, selected by the Dean (or her or his designee) from nominations by the department heads. The Dean convenes the Council, which will meet at least once each semester.

**I.D.10.b Charge:** The Council provides a direct channel from lecturers to the Dean and his or her staff in the College of Arts and Sciences on issues of concern to non-tenure track faculty.

**I.D.11 Diversity Committee**

**I.D.11.a Membership and Meetings:** The Committee consists of eight members, representing eight different departments, nominated by the department heads and selected by the Dean (or her or his designee). Both faculty and staff are eligible for membership. Terms will be staggered, and no member of the Committee may serve more than three consecutive years. An Associate Dean designated by the Dean serves as an ex officio member of the Committee. Each April, the Committee elects a chair for the following academic year. The Chair of the Committee also serves on the Dean's Advisory Council. The Committee will meet at least once each semester.

**I.D.11.b Charge:** The Committee assists the College office with the development and review of the diversity goals and strategies of the College.

**I.D.12 Interdisciplinary Programs Committee**

**I.D.12.a Membership and Meetings:** The Committee consists of the chairs of the College's Interdisciplinary Programs and an Associate Dean designated by the Dean, who serves in an ex officio, non-voting capacity. The Committee selects its own chair the spring of even numbered years for service the following two academic years. The committee meets as needed to fulfill its charge.

**I.D.12.b Charge:** The Committee selects representation to the Department Heads Committee, the College Curriculum Committee, and the divisional committees, and works to advance common interests of Interdisciplinary Programs.

**I.D.13 Lecturer Promotion Committee**

**I.D.13.a Membership and Meetings:** The Committee consists of six faculty members appointed for three-year staggered terms by the Dean (or her or his designate): one tenured faculty member from each of the College's four divisions (Arts, Humanities, Natural Sciences, and Social Sciences) and two Distinguished Lecturers chosen from two of these four divisions. The Committee selects its own chair, who serves in that capacity for one year.

**I.D.13.b Charge:** The Committee reviews promotion dossiers submitted by lecturers and presents its findings to the Dean. The evaluation of each dossier will include 1) a tabulation of votes from all Committee members indicating the number of votes "for" the promotion, "against" the promotion, "abstention," or "recusal" and 2) a brief summary report prepared by the chair and approved by the Committee. Committee members from the candidate's academic unit or who have a conflict of interest automatically recuse themselves from the deliberations and voting.

**I.D.14 Additional Task Forces:** The Dean and/or any standing college committee may form a task force for a dedicated and time-limited task in service of the work of the College. When the task force completes its work, it is responsible for producing a final report that is transmitted to the Dean, and if the task force was created by a standing college committee, a final report to the chair of that committee as well. If a task force requires more than one year to complete its work, it must produce an annual progress report for the Dean, and if the task force was created by a standing College committee, an annual progress report for the chair of that committee as well.

**I.E University-Wide Governance**

**I.E.1 Faculty Senate**

<http://senate.utk.edu/>

Faculty senators representing the College are elected, as determined by the Faculty Senate Bylaws, to serve three-year terms. The College is represented by three caucuses: Arts/Humanities, Social Sciences, and Natural Sciences, each of which is chaired by a faculty senator selected by faculty senators from that caucus. Working with the President-Elect of the Faculty Senate at the beginning of each spring semester, caucus chairs collect nominations for eligible faculty interested in standing for election. No department is assured membership on the Faculty Senate; however, faculty senators are responsible for representing and communicating academic concerns more broadly than their own discipline and especially to faculty in their caucus. The College provides information to the caucus chairs each fall so that new faculty appointed over the prior year may be added to the caucus email list-servers.

**I.E.2 Graduate Council**

<http://gradstudies.utk.edu/GraduateCouncil/gcouncil.shtml>

The term and number of vacancies on the Graduate Council are determined by the regulations governing that body. An Associate Dean selected by the Dean serves as an ex-officio member of the Graduate Council. Proxy representatives to the Council will be recruited by the Associate Dean designated by the Dean from the divisional affiliation of absent member.

**I.E.3 Undergraduate Council**

<http://web.utk.edu/~ugcouncil/>

The term and number of vacancies on the Undergraduate Council are determined by the regulations governing that body. The Dean or an Associate Dean designated by the Dean serves as an ex-officio member of the Undergraduate Council. Proxy representatives to the Council will be recruited by the Associate Dean designated by the Dean from the divisional affiliation of absent member.

**II. RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS**

All University faculty have specific rights and responsibilities, as stated in Chapter 2 of the UTK Faculty Handbook. Those rights and responsibilities are not repeated here.

**II.A Definition of Voting Faculty:** Voting faculty are faculty members with tenure or tenure-track homes in one of the academic units in the College.

**II.B Responsibilities and Roles of Voting Faculty in Shared Governance:** Voting faculty are expected to:

- participate in the governance processes of their home department;
- vote in College elections, referenda, and other decisions;
- serve on College committees;
- participate fully in decision making at all levels of the College.

Effective governance of the College and its constituent departments relies on shared governance by administrators and faculty in order to promote transparency, accessibility, consistency, adequate time for reflection, and opportunity for collaboration (UTK Faculty Handbook Chapter 1.5).

- II.C **Non-Tenure Track Faculty Responsibilities in Shared Governance:** Non-tenure track faculty have a role in shared governance as determined in department bylaws and may serve on specific College Committees as determined in these Bylaws.
- II.D **Faculty Rights:** All faculty members have the right to:
- appropriate and effective mentoring;
  - an annual review by their immediate supervisor(s);
  - promotion reviews as specified in the UTK Faculty Handbook.
- II.E **The Role of Faculty in Faculty and Administrative Searches:** Faculty play a vital role in faculty and administrative searches at both the College and department levels. At the department level, faculty should be involved in searches in compliance with University and Office of Equity and Diversity Guidelines and the UTK Faculty Handbook. Unit bylaws should conform to the UTK Faculty Handbook (Chapters 1.7 and 3.1.3) regarding the role of faculty in searches. To foster shared governance, the College expects units to conduct search processes in ways that foster openness and transparency, with deliberations about the desired criteria for faculty positions and the merits of individual candidates taking place at faculty meetings.
- II.F **The Role of Faculty in Curriculum:** The tenured and tenure-track faculty play a primary role in determining curriculum, educational policy, and standards for evaluating teaching. Each department should have a committee charged with curriculum review, and any curricular proposals submitted to a divisional curriculum committee must have been approved by the faculty of the proposing department through procedures described in the proposing department's bylaws.
- II.G **Conflicts of Interest:** Faculty members are expected to report any conflicts of interest in compliance with university policies [see URL 3 in the Notes section below].
- II.H **Meetings of the College Faculty:** Faculty meetings may be called by the Dean or by a majority vote of the Dean's Advisory Council as needed. Upon receiving a petition signed by at least ten percent of the voting faculty, the Dean will hold such a meeting within two weeks.

Faculty meetings are open to observers who are members of the University community or residents of the State of Tennessee. The agenda for faculty meetings must be distributed to the faculty at least five calendar days before the meeting. Items may be placed on the agenda by the Dean of the College, the Dean's Advisory Council, the Curriculum Committee, faculty action at the previous faculty meeting, or a petition signed by at least ten percent of the voting faculty. Items not included on the announced agenda may not receive final action at a faculty meeting. In extraordinary circumstances as defined by the Dean, this regulation may be waived by a three-fourths vote of the voting faculty present. A quorum for the conduct of College business consists of representatives from the faculty, as previously defined, of at least forty- five (45) tenured or tenure-track faculty members representing at least twelve (12) Arts and Sciences departments. Faculty meetings are conducted according to the procedures set forth in the revised Robert's Rules of Order. The Dean appoints a Parliamentarian for faculty meetings. Within one week of each meeting, the College office will distribute a summary of the business conducted at the meeting to the faculty for comment and to ensure accurate representation of any decisions made.

### III. TENURE-TRACK AND TENURED FACULTY

#### III.A Responsibilities:

III.A.1 Faculty members at The University of Tennessee (a Carnegie Research University/Very High Research Activity) are normally expected to contribute to the threefold mission of teaching, research/scholarship/creative activity, and service.

The College expects all tenured and tenure-track faculty members to make significant contributions to (a) teaching and corollary activities; (b) research, scholarship, and creative activity; and (c) service to the College, University, public, and profession. It is recognized that individual contributions may not be equal in these three areas. Accordingly, more limited achievement in one area may be offset by unusual excellence in the other two areas. Any such differentiation among the three dimensions of faculty participation must be consistent with the commitment of the University of Tennessee, Knoxville, to a distinctive mission of research, scholarship, and creative activity. Successful faculty members will share that commitment.

III.A.2 Each academic department has final responsibility for designing, planning and implementing appropriate academic programs. Department Heads, in accordance with the UTK Faculty Handbook, have flexibility in determining teaching responsibilities. In exercising that flexibility, they should be guided by departmental bylaws. The College should be provided with copies of current departmental bylaws.

III.A.3 Because of the great diversity among units in the College of Arts and Sciences, it is not feasible to specify precise College guidelines to be used in determining teaching responsibilities. However, both departmental statements and practice are to be consistent with these general College guidelines:

III.A.3.a Teaching responsibilities may vary among tenured and tenure-track faculty within each academic department and may change over time for individual faculty as their contributions to teaching, research/scholarship/creative activity, and service vary.

III.A.3.b Factors to be considered in differentiated teaching assignments include:

- i. External funding that serves the mission of the University and requires active administrative or scholarly involvement.
- ii. Administrative or other University duties beyond those typically expected of tenured and tenure-track faculty.
- iii. The level of research, scholarship, or creative activity.
- iv. Active supervision of theses and dissertations, an intensive form of non-classroom teaching.
- v. Instruction in a variety of courses that require unusual preparation time or instruction of large classes without grading or other assistance.

III.B **Annual Evaluation and Workload Form:** It is expected that an annual review of the activities of each tenured and tenure-track faculty member by the department head will take place in consultation with the faculty member under review. Annual evaluation procedures are governed by the UTK Manual for Faculty Evaluation.

A clear record of continuing accomplishment and potential in research, scholarship, and/or creative activity is expected. It is the view of the College that the excitement and inspiration of active research, scholarship, and creative accomplishment are essential to sustained enthusiasm for teaching and effectiveness in the classroom.

Recognizing the critical importance of the teaching mission in higher education, the College seeks excellence of instruction not only as a goal but also as a demonstrated fact. Systematic documentation of teaching quality and effective results is expected of all tenured and tenure-track faculty members.

It is assumed that all members of the tenured and tenure-track faculty will contribute to non-teaching service in their departments, the College, and the University, as well as to their professions and the public. They may be expected to provide documentation of such service.

**III.C Retention Review:** All tenure-track faculty members in the College complete an annual retention review, as well as one enhanced retention review, during their probationary period. The enhanced review usually occurs after the midpoint of the probationary period. In most cases, the enhanced review occurs in year four of the usual seven-year probationary period, with tenure consideration occurring in year six. Procedures for retention reviews are addressed in the UTK Manual for Faculty Evaluation.

**III.D Promotion and Tenure:** The College is committed to the principles of tenure and its role in protecting academic freedom. The UTK Faculty Handbook (Chapter 3.11) describes the University's tenure policies and the UTK Manual for Faculty Evaluation addresses procedures for tenure review. In addition, the College's web site includes Promotion and Tenure Dossier Assembly Guidelines and templates [see URL 4 in the Notes section below]. The College is served by a system of promotion and tenure that sets high standards for faculty achievement in teaching, research/scholarship/creative activity, and service. Generally, assistant professors are considered for promotion to the rank of associate professor at the same time as they are considered for tenure. Associate professors typically serve at least five years in rank before promotion to full professor. Consideration for early tenure and/or promotion requires approval by the Dean and chief academic officer. Departments should have clearly-articulated criteria for rank as well as thorough processes for mentoring and retention review of pre-tenure faculty and annual review of all tenured faculty. Promotion and tenure decisions require final approval by the Board of Trustees.

The UTK Manual for Faculty Evaluation (**PART III - C.2**) addresses the departmental procedures for promotion and tenure review. The College recognizes that units may vary in their processes for evaluating candidates for promotion and tenure, but all units must conform to policies in the UTK Faculty Handbook (Chapter 3.11.5) which require:

A meeting of the tenured associate and/or full professors (as appropriate to the level of the promotion) to debate and discuss qualifications of the candidate.

The taking and recording of a formal vote, as specified in departmental bylaws. Departmental bylaws must also specify the minimum number of votes necessary to constitute a positive recommendation. Department votes must employ anonymous ballots with space for written comments on strengths and weaknesses for examination by the department head along with space for recording the vote.

A written summary of the faculty's deliberation, in addition to a formal record of the vote, which is required to help the department head understand positive and negative considerations for tenure. The summary must be kept on file in accordance with university policies.

- III.E **Criteria for Rank:** The bylaws of each department within the College are required to address specific criteria for faculty rank appropriate to their disciplines. The College also affirms the general criteria for rank articulated in the UTK Faculty Handbook (Chapter 3.2).
- III.F **Cumulative Performance Review for Tenured Faculty Members:** Cumulative performance reviews are triggered by evaluations from annual reviews as described in the UTK Faculty Handbook (Chapter 3.8.4). Procedures for cumulative reviews are provided in the Manual for Faculty Evaluation.
- IV. **NON-TENURE-TRACK FACULTY**
- IV.A **Responsibilities:**
- IV.A.1 Full-time non-tenure-track (NTT) instructional faculty members normally provide the equivalent of twelve hours of instruction each semester. In many instances, this requirement is met by teaching twelve credit hours of regularly scheduled classes. Units have the flexibility, however, to assign NTT instructional faculty duties and functions in support of instruction, such as course coordination, lab preparation, departmental service, advising, and other supporting roles. They also have the flexibility to adjust teaching responsibilities to accommodate unusual teaching responsibilities in individual courses. In such instances, the department head should come to an agreement with the NTT instructional faculty member on an appropriate reduction in the number of regularly-scheduled courses to be taught during the period that the supporting functions are assigned, and should inform the College of this reduction.
- IV.A.2 Typically, NTT instructional faculty members are not expected to perform service or research outside of their instructional assignments.
- IV.A.3 The University provides pedagogical development opportunities[1] for NTT instructional faculty. Where resources allow, NTT instructional faculty should receive support for appropriate professional development opportunities.
- IV.A.4 Lecturers may be asked to perform service to the College on the Lecturer Promotion Committee and the Dean's Lecturer Advisory Council.
- IV.A.5 Each unit should define in its bylaws how NTT instructional faculty members are to be included in the shared governance of the unit.
- IV.B **Appointment:** Requests to search and to hire NTT instructional faculty must be approved by an Associate Dean designated by the Dean. The responsibility for hiring research and clinical faculty members rests with individual departments.
- IV.C **Annual Evaluation:** All NTT full-time instructional, research and clinical faculty members are to be evaluated annually and provided with a written evaluation that will remain on file in the home unit. The nature of the evaluation will be the responsibility of the department head unless stipulated otherwise by the unit's bylaws. These annual evaluations should play an important role in merit salary increases and promotion. Procedures for the evaluation of NTT instructional, research and clinical faculty members working less than full time are to be addressed in department bylaws.

#### IV.D **Promotion of Instructional Faculty**

IV.D.1 **Eligibility:** Full time NTT instructional faculty members are eligible for promotion, as described in the UTK Faculty Handbook. A lecturer who has served for five or more years is eligible for promotion to senior lecturer. A senior lecturer who has served for three years is eligible for promotion to distinguished lecturer.

#### IV.D.2 **Process:**

IV.D.2.a Candidates for promotion prepare a promotion dossier consistent with College and campus guidelines.

IV.D.2.b A candidate's department head reviews the promotion dossier and, as prescribed by the unit's bylaws, makes a recommendation for or against promotion. The dossier and recommendation are transmitted to the College's Lecturer Promotion Committee for consideration.

IV.D.2.c The College's Lecturer Promotion Committee reviews cases for promotion and transmits its recommendations to the Dean.

IV.D.2.d For each candidate for promotion, the Dean decides whether to support the candidate's case for promotion. Only those cases supported by the Dean are forwarded to the Provost's office for further review.

IV.D.2.e Candidates whose cases for promotion are rejected by either the Dean or the Provost are permitted to stand for promotion again the following year.

#### V. **FACULTY RIGHTS OF APPEAL**

Faculty members are entitled to fair, impartial, and honest resolutions of problems that may arise in relation to employment in accord with the UTK Faculty Handbook (Chapter 5.1). The College is committed to giving faculty members fair, impartial, and honest resolutions of problems that may arise in relation to employment.

#### VI. **FACULTY DEVELOPMENT AND RECOGNITION**

Chapter 6.3-6.5 of the UTK Faculty Handbook describes several policies related to professional and personal leaves for tenured and tenure-track faculty members. In all cases application for these programs is made through administrative channels with specific procedures described on the College website [see URL 5 in the Notes section below]. Below is a listing of several commonly used forms of leave, as well as information about the College's awards, professorships and other honors.

VI.A **Faculty Development Leave:** Full-time tenured faculty members with a minimum of six years full-time campus service since any previously granted professional leave (or six years of full-time campus service at the time of an initial professional leave) are eligible to apply for Faculty Development Leave (FDL), which is awarded on the merits of a specific proposal for professional development. The award is an investment by the University in the expectation that the leave will enhance the faculty member's ability to contribute to the objectives of the University. The improvements sought during a professional leave should benefit the work of the faculty member, department, College, and University. Only professional leave proposals that meet this criterion will be accepted and approved by the University. The purposes for which professional leave may be granted include:

- research on significant problems and issues;
- important creative or descriptive work in any means of expression;
- post-doctoral study at another institution;
- other approved projects, including innovations in teaching and learning.

Eligible full-time tenured and tenure-track faculty members may be granted professional leave for either (a) one-half the faculty member's annual appointment period at full-base salary or (b) the full annual appointment period at one half-base salary. Typically, faculty members granted a university-funded leave are expected to return to the University for at least one year.

Eligibility and criteria for the awarding of a Faculty Development Leave can be found in the UTK Faculty Handbook (Chapter 6.3.1). The College reviews proposals for FDL based on these criteria. Proposals must include a recommendation from the head stating the impact on the unit's academic mission and how, if at all, it intends to cover the teaching that will be lost by the FDL. All proposals, whether supported or not, are forwarded with the College's recommendations to the Provost. All FDL applications must include a signed Faculty Development Leave Contract [see URL 6 in the Notes section below]. The College will work with faculty members denied an FDL to improve future proposals.

- VI.B **Pre-Tenure Zero Teaching Semester:** The College strives to grant eligible full-time tenure-track faculty members a semester with zero teaching duties typically during the year following their mid-cycle pre-tenure review. Department heads should coordinate this leave with an Associate Dean designated by the Dean. A Request for Approval of Zero Teaching Assignment [see URL 5 in the Notes section below], attached to a recommendation letter from the Department Head, should be submitted to the College office for approval. The request should be submitted at least one semester prior to the anticipated teaching reduction.
- VI.C **Faculty Modified Duty Assignments (FMDA):** Through the Office of the Provost, tenured and tenure-track faculty are eligible for Modified Duty Assignments warranted by serious faculty illness, by illness of a family member for whom a tenure track faculty member has primary care-giving responsibility, or by the arrival of a child through birth, adoption, or foster care. Information on the Faculty Modified Duty Assignments is posted on the web site for the UTK Office of the Provost [relevant sections in the Faculty Handbook include 6.3.2 and 6.4.2 at URL 7 in the Notes section below]. Limitations on the use of Faculty Modified Duty Assignments are also listed on this web site. Applications for Faculty Modified Duty Assignments are initiated by the faculty member and approved by his/her department head before being submitted to an Associate Dean designated by the Dean. The Associate Dean will review the request and, where appropriate, forward it to the Provost for approval or seek additional information from the faculty member making the request.
- VI.D **Semester Banking:** Semester banking is available to faculty members who hold regular full-time academic year appointments, as described in the UTK Faculty Handbook (Chapter 6.4.4). Faculty members wishing to take advantage of Semester Banking should complete a Request for Approval of Zero Teaching Assignment [see URL 5 in the Notes section below]. Applications will need to have a clear, specific project or opportunity in order to be successful and must be accompanied by a letter of support from the department head. Applications normally must be made three terms in advance and include a list of semesters in which overloads will occur, with course numbers and projected enrollments.
- VI.E **Awards, Professorships, and Other Honors:** In recognition of excellence in any or all of the College's three main missions, the College has established both annual awards and multi-year professorships. The number of awards and professorships changes from time to time based on the generosity of donors. A current list of awards, eligibility, criteria, and nomination procedures can be found on the College's website [see URL 8 in the Notes section below].

## **VII. COMPENSATED OUTSIDE SERVICES**

Chapter 7 of the UTK Faculty Handbook addresses the University's policies regarding compensated outside services. The College is committed to the principle that full-time faculty members must devote themselves to the University's mission of teaching, research, and public service. Faculty members have a responsibility not to undertake external activities that substantially burden or interfere with commitments to their department, the College, or the University. Should a faculty member wish to pursue compensated outside activities, the faculty member and her/his department head must agree about the faculty development benefits that will be gained by the planned activities as part of the annual review process. If after the review, a faculty member has an opportunity to pursue a new compensated outside activity or if any significant changes occur to an agreed-upon plan from the last annual review, the faculty member must report the situation to her/his department head and develop a new or revised plan with their concurrence. Faculty grievances regarding a decision about compensated outside services follow the Faculty Handbook General Appeals (Section 5.1). [2][3]

## **VIII. RATIFICATION AND AMENDMENT OF THE BYLAWS**

These Bylaws will be ratified upon approval of two-thirds of the voting faculty casting a ballot. The ratification vote will be taken by an electronic secret ballot. The balloting period will last for ten days. If approved, these Bylaws shall go into effect on January 1, 2014.

Amendments to these Bylaws may be proposed by the Dean or by a petition of at least twenty voting faculty members with tenure homes representing at least two departments. Proposed amendments will be distributed to the faculty by email. A faculty meeting to discuss a proposed amendment will be held upon the request of twenty-five voting faculty members. A vote on each proposed amendment will be taken by an electronic secret ballot. The balloting period will last for ten days. Approval of an amendment requires the vote of two-thirds of the voting faculty casting a ballot. Amendments take effect immediately upon approval by the faculty.

A record of changes to the Bylaws will be maintained as an addendum to this document and will be posted on the College web site.

## Notes

These Bylaws were ratified by the voting faculty of the College by a vote of 116 votes in favor to 9 votes against. The vote was conducted by electronic secret ballot during the period December 3–12, 2013.

URLs referenced in the Bylaws:

- [1] <http://artsci.utk.edu/associate-deans/>
- [2] <http://artsci.utk.edu/directors/>
- [3] <http://budget.utk.edu/fiscal-policy/conflict-interest/>
- [4] <http://artsci.utk.edu/faculty-staff-resources/promotion-tenure/>
- [5] <http://artsci.utk.edu/faculty-staff-resources/faculty-leave/>
- [6] <http://provost.utk.edu/academic-policies/faculty-leave/>
- [7] <http://provost.utk.edu/academic-policies/family-leave/>
- [8] <http://artsci.utk.edu/awards-professorships/>

## History of Amendments and Changes

The January 1, 2014 Bylaws were amended by the addition of Article I.D.4. This amendment was approved by a vote of 137 votes in favor to 13 votes against with 11 abstentions. The vote was conducted by electronic secret ballot during the period February 21 to March 2, 2015. Subsequent sections of Article I.D were automatically renumbered as a result. At the same time, in lines 95 and 100 of the current document, “Article D.3” was changed to “Article I.D.3” for clarity. The new Bylaws are dated March 3, 2015.