

## Complete Text of the Bylaws of the Faculty of Arts, Sciences and Engineering

### Article I

There shall be a Faculty of Arts, Sciences and Engineering, comprising the Faculties of the School of Arts and Sciences and the School of Engineering, known as the associated schools. The Faculty of the School of Arts and Sciences shall consist of the Faculties of the College of Liberal Arts and Jackson College and the Graduate School of Arts and Sciences. The Faculty of Arts, Sciences and Engineering shall determine all questions of administration affecting more than one of the associated schools, including approval of the academic calendar; act upon all questions referred to it by the several faculties or the president; and receive and act upon all reports of its committees. It shall also nominate to the trustees candidates from the associated schools for all degrees, except honorary degrees, nomination being made only upon recommendation of the several faculties.

### Article II

**Section 1.** All members of the Faculties of the Colleges and Schools comprising this faculty, as defined in Article I of these bylaws and in the bylaws of said colleges and schools, shall be voting members of this faculty.

**Section 2.** The Faculty of Arts, Sciences and Engineering may authorize appointment of students to serve on committees of this faculty, or, on recommendation of a constituent faculty, on committees of that faculty, provided that the faculty always constitutes a majority of any such committee.

### Article III

The officers of this faculty shall be the Dean of the School of Arts and Sciences and the Dean of the School of Engineering, appointed by the trustees, and a secretary annually elected by the faculty at the last regular meeting of the academic year, and who, by virtue of election by this faculty, shall serve as Secretary of the Faculty of each of the associated schools.

### Article IV

**Section 1.** The appointed standing committees of the Faculty of Arts, Sciences and Engineering are listed below. Unless otherwise specified, the term of service shall extend to five years from the date of appointment.

- (a) A *Committee on Educational Policy*, consisting of fifteen or more members, of whom seven must be members of the faculty, one graduate student designated by the Graduate Student Council, up to three undergraduates designated by the TCU Senate, and four may be members of the administration, including *ex-officio members*, or their designees, without voting privileges: the President of Tufts

University, the Deans of the Schools of Arts and Sciences and Engineering, the Dean of Undergraduate and Graduate Students, and a representative from the Executive Committee. The committee shall also have two non-voting *ex-officio members* that include an associate dean of undergraduate education and the registrar or his/her designee. It is at the discretion of the Chair of the committee to invite other non-voting *ex-officio members* to join the committee's deliberations as their advice and expertise are needed. The committee shall initiate, receive, review, and enact policy or recommend proposed changes of educational policies to the full faculty of Arts, Sciences and Engineering that have direct bearing on the broad patterns of education within the jurisdiction of the Arts, Sciences and Engineering Faculty as a whole.

- (1) A subcommittee known as the *Subcommittee on Foreign Programs* whose function it shall be to oversee Tufts' programs abroad. The subcommittee shall also have the authority to consider and make recommendations concerning policy issues relating to foreign programs not affiliated with this university. The subcommittee shall consist of nine faculty members. The *ex-officio members*, without voting privileges, shall include the Director of the International Relations Program, the Associate Dean of Programs Abroad, the Director of the International Center, and the Director of Tufts European Center.
  - (2) A subcommittee known as the *Subcommittee on Specific Learning Disabilities* whose function it shall be to review and coordinate efforts relating to the issue of specific learning disabilities on campus, including the provision of equal educational opportunity through remedial assistance or accommodation to the disability and the evaluation of student petitions in consultation with appropriate deans. This subcommittee shall consist of four or more members of the faculty, including one member of a department of modern foreign languages and one member of the Departments of Child Development, Occupational Therapy, Education, or Psychology. *Ex-officio members*, without voting privileges, shall include the Dean of Academic Advising and Undergraduate Studies or designee, the Director of the Counseling Center or designee, and the Director of Disability Services.
- (b) A *Committee on the Library*, consisting of six members of the faculty, at least four of whom have professorial rank, with no more than one member from any one department and with priority given to representing the diversity of disciplines in the schools; two undergraduate students designated by the TCU Senate; one graduate student designated by the Graduate Student Council; and the following administrators as *ex officio* members with voting privileges: the Director and Associate Director of Tisch Library or their designees. The committee shall study and make recommendations concerning library policies, budget, collections, and services. It shall also assist in the dissemination of information about the library to constituent groups.

- (c) A *Committee on Student Life*, consisting of seven or more faculty members, up to five elected undergraduate representatives, and one graduate student representative named by the Graduate Student Council. The Dean of Student Affairs or designee, the Dean of Campus Life and Leadership, the Judicial Affairs Officer, the University Chaplain, and the Director of the Office of Campus Life shall be *ex-officio members* without vote. The committee shall be jointly chaired by a student and a faculty member. The quorum for all appeals that the committee hears shall be three faculty and two student members. This committee shall have concern for student circumstances, activities, and affairs and shall have jurisdiction over those, which are not in the province of any other committee. It shall ensure that the ideals, principles, and ethical values characteristic of academic institutions are maintained. Its responsibilities shall include the following:
- (i) Upon creation of a government by the student body, the committee shall review the articles of agreement forming that government. If the committee finds no contradiction with the University Charter, the Bylaws of the Trustees, or the Bylaws of this Faculty, it shall recognize that government.
  - (ii) The criteria used by student government to decide whether or not to recognize student organizations shall be subject to the approval of the committee. The committee shall hear appeals from student organizations. Student organizations must be recognized to be eligible to use university facilities.
  - (iii) The committee shall hear appeals of decisions, which are alleged to violate a student's rights, the University Charter, the Bylaws of the Trustees, or the Bylaws of this Faculty. It shall hear appeals of disciplinary decisions of the deans and disciplinary cases referred to it by the Office of the Dean of Student Affairs, with the exception of sexual misconduct cases.
    - (1) In cases of sexual misconduct, student appeals shall not be directed to the Committee on Student Life, but instead will be processed by the Tufts Office of Equal Opportunity (OEO) according to the OEO appeals process.
  - (iv) The committee shall study, in cooperation with the appropriate officers of the university, and make recommendations concerning the policies, rules, and regulations, which are necessary to provide an environment in which students can study and learn.
  - (v) The committee shall present for public scrutiny, in the University Archives, a written version of the minutes, with modifications to preserve anonymity for participants in disciplinary decisions.
  - (vi) The committee shall administer the annual Wendell Phillips Memorial Scholarship competition.
- (d) A *Committee on Academic Awards*, consisting of no fewer than ten and no more than twelve full-time AS&E faculty members appointed for five-year terms, including at least two from the School of Engineering. The chair is chosen

annually by the committee from its own members and must be designated by the end of each academic year for the following year.

The committee is responsible for reviewing all nominations for competitive, university-wide academic awards and scholarships, as well as for some departmental and interdepartmental prizes, and choosing the recipients (almost entirely, but not exclusively, undergraduate).

Assessment of candidates and selection of award winners take place in March. Ex-officio voting members include: the Dean of Undergraduate Studies or designee, the Dean of Student Affairs or designee, and the Director of Financial Aid.

- (e) A *Committee on Athletics*, consisting of eleven or more members, including at least five members of the faculty; the Director of Athletics overseeing Physical Education, Recreation, and Intercollegiate Athletics; the Dean of Student Affairs; a representative from the administration at large; and *ex-officio members* of the athletic department staff (without vote), including those overseeing athletic facilities, club sports, physical education, and intramural sports. The function of this committee is to advise the Dean of Student Affairs and the Athletics Department on any issues involving the intersection of academics and athletics. It shall also report to the faculty annually on the vision, plans, and current state of the Athletics Department.
- (f) A *Committee on Undergraduate Admissions and Financial Aid*, consisting of six full-time members of the faculty, at least one of whom shall be from the School of Engineering, not more than three undergraduate students designated by the TCU Senate, and the following administrators as *ex-officio members* with voting privileges: the Dean of Undergraduate Admissions and Enrollment Management, the Director of Financial Aid, the Associate Provost for Institutional Research and Evaluation, the Dean of Undergraduate and Graduate Students or designee, and the Dean of Academic Advising and Undergraduate Studies or designee. The functions of this committee shall be to study, monitor, and make recommendations to the deans and the faculty concerning undergraduate admissions, recruitment, enrollment management, and financial aid policies for the College of Liberal Arts and Jackson College and the School of Engineering; to liaise with other appropriate committees of A&S&E or the associated schools regarding budgetary and policy implications of such policies; and to provide such other advice as the Dean of Undergraduate Admissions or the Director of Financial Aid may request.
- (g) A *Committee on the Summer Session*, consisting of five or more faculty members, one of whom should be the Chair of the Subcommittee on the European Center at Talloires; one undergraduate student designated by the TCU Senate; and one graduate student designated by the Graduate Student Council, whose function it shall be to study and make recommendations concerning the Summer Session. *Ex-officio members* without vote include: the Director of Summer Session or designee and the Dean of Undergraduate and Graduate Students or designee.

- (1) A subcommittee known as the *Subcommittee on the European Center at Talloires*, whose function it shall be to oversee all credit programs, to recommend as well as approve topics and faculty for academic programs and candidates for the position of academic director. It shall advise the Director of the European Center on issues pertinent to the maintenance and growth of the center and participate in long-range planning. The subcommittee shall consist of eight faculty members broadly representative of disciplines and faculty interests in Talloires and include the following *ex-officio members* with voting privileges: the Director of the International Relations Program or a designee, the Chair of Romance Languages or a designee, a member of the Summer Session Committee, and the Director of the European Center. The Dean of Undergraduate and Graduate Students or designee and the Associate Dean of Programs Abroad shall be *ex-officio members* without vote. Terms for all appointed members shall be five years staggered. The subcommittee will be co-chaired by the academic director of the previous year and by a faculty member appointed by the Committee on Committees.
- (h) A *Committee on Information Technology*, consisting of five or more members selected from the Faculty of Arts, Sciences and Engineering; two undergraduate students designated by the TCU Senate; and one graduate student designated by the Graduate Student Council. The Deans of the School of Arts and Sciences and the School of Engineering, or their designees; the Director of Information Technology Services; and the Vice President for Information Technology and Chief Information Officer shall be members *ex officio* without vote. This committee shall monitor and provide advice on the delivery of information technology services provided to AS&E by any and all university administrative departments, and make recommendations concerning improvements in such services or their underlying policies as necessary to support the university's teaching and research missions. The committee shall ensure that all computing and information technology services for research, instruction, and learning spaces are delivered in a way that meets the needs of AS&E faculty, staff, and students.  
(Replaces the Computer Facilities and Usage Committee.)
- (i) A *Committee on Equal Educational Opportunity*, consisting of five or more members of the Faculty of Arts, Sciences and Engineering serving five-year terms, up to three undergraduate students from Arts, Sciences and Engineering including at least one student from Arts and Sciences and from Engineering designated by the TCU Senate, and at least one graduate student designated by the Graduate Student Council. The following administrators or their designees shall be *ex-officio members* without vote: the Deans of Academic Advising and Undergraduate Studies, Student Affairs, and Admissions; the Director of the Office of Equal Opportunity; and the Affirmative Action Officer for the School of Arts and Sciences and the School of Engineering. This committee shall concern itself with those programs intended to provide equal educational opportunity to students from all segments of society, it shall promote efforts to attract, support,

and retain students, faculty, administrators, and staff from all segments of society; and it shall be concerned with the creation of a positive working, learning, and living environment for the campus community. Its activities may include reviewing and reporting on progress in these areas as well as proposing new programs.

- (j) An *Advisory Committee on Faculty Research Support*, consisting of five faculty members of the School of Arts and Sciences and three faculty members of the School of Engineering, together with the following ex-officio members or their designees: the Dean of Arts and Sciences; the Dean of the School of Engineering; the Vice Provost (for Research); and the Vice President of Operations. School administrators have a reporting responsibility to the committee and must attend committee meetings when requested. Also, two graduate student representatives designated by the Graduate Student Council, one from the School of Arts and Sciences and one from the School of Engineering, will serve on the committee.

This committee shall systematically review the policies and conditions under which faculty scholarship and research are conducted and supported at the university; and shall make recommendations thereon to individuals, to the Faculty of Arts, Sciences and Engineering, or to the appropriate administrative officer. The committee shall have authority to investigate and make recommendations upon the policies for provision and utilization of research facilities, including computer services; upon relevant accounting, personnel and purchasing services; upon contract and grant administration practices including pre- and post-award support; upon relevant safety, health, patent, consulting, and publication policies; and upon such other matters relating to the maintenance of a vigorous and productive climate of scholarly research for faculty and students as may be brought to its attention. School and central administrators who receive recommendations from the FRS committee are responsible for responding in a timely manner.

- (k) A *Committee on Faculty Research Awards*, consisting of eleven members of the faculty of professorial rank, appointed for staggered five-year terms. The membership shall include at least one member from each of the following areas: arts, engineering, humanities, natural sciences and mathematics, and social sciences. The following shall be members *ex officio* without vote: the Dean of the School of Arts and Sciences or designee and the Dean of the School of Engineering or designee; the Associate Vice Provost for Research Administration or designee; and the Director of Corporate and Foundation Relations. The committee may appoint such additional members, without vote, as it deems appropriate. The committee shall elect its chair at the last meeting of the spring semester of each academic year and the Secretary of the Faculty share shall serve as secretary of the committee.

The committee shall distribute funds made available to it for support of research conducted by members of the Faculty of Arts, Sciences and Engineering. Determinations concerning the distribution of funds shall be made by majority

vote; in the event of a tie, the chair shall vote to break the tie. The committee shall be responsible for reviewing applications submitted to it, and, where appropriate, shall review evaluations, in support of the applications, from persons within and outside the university. In making awards, the committee shall promote faculty development by funding selected small projects and providing seed money for larger ones. The committee shall represent the faculty in seeking new internal and external sources of funding for the awards which it administers.

- (l) A *Committee on Campus Planning and Development*, consisting of nine or more members, of which two shall be drawn from full-time staff members, up to two undergraduate students designated by the TCU Senate, one graduate student named by the Graduate Student Council and the following *ex-officio members* without voting privileges: the Dean of the School of Arts and Sciences or designee, the Dean of the School of Engineering or designee, the Dean of Student Affairs, and the chief administrators responsible for planning, development, community relations, and plant and services. The functions of this committee shall be:
- To advise the administration on matters concerning the physical character and development of the Medford/Somerville campus;
  - To consider and offer response to all comprehensive campus plans and acquisitions and to the programming, planning, siting, and architectural character of new buildings, additions, and renovations;
  - To review periodically campus physical development needs and to recommend facilities and priorities for capital investment.
- (m) A *Committee on Faculty Work/Life* ("the committee") shall consist of five or more members of the Faculty of Arts, Sciences and Engineering appointed for staggered five-year terms. There shall be at most one member from any one department or program, and at least one member each from the School of Arts and Sciences and the School of Engineering. At least one member shall be a full-time non-tenure-track faculty member, and at least one shall be a full Professor. The committee shall elect its own chair annually.

The following administrators or their designees shall be *ex-officio members* without vote: the Dean of the School of Arts and Sciences, the Dean of the School of Engineering, the Associate Dean of Faculty Affairs for Arts and Sciences and Engineering, and a representative of Human Resources.

The committee shall concern itself with those programs, policies, and practices related to the work/life balance of AS&E faculty members. These include programs, policies, and practices that support faculty in balancing personal responsibilities with the demands of career development, including, but not limited to, non-academic leave policies and practices, child care, elder care, housing, career ramping up and down, dual career issues, and LGBT equity in these matters. It shall also concern itself with the effects of these matters on faculty hiring and retention.

To this end, the committee shall monitor the implementation of work/life programs, policies, and practices in the Schools of Arts & Sciences and Engineering, collect data and track trends at Tufts for this purpose, collect data and track trends across the academy to identify best practices, report to the faculty on progress, and make recommendations to the central and Arts and Sciences and Engineering administrations. To facilitate this monitoring, the offices of the Deans of Arts & Sciences and of Engineering and the department of Human Resources shall provide the committee with an annual analysis of progress on these matters.

The committee shall be consulted on matters concerning changes in school and university policy and procedure related to AS&E faculty work/life, as defined above, including alterations to the relevant sections of the *A&S&E Faculty Handbook*.

The committee shall at all times welcome, consider and address concerns or questions from members of the faculty about policies and practices related to its purview.

The committee shall have the authority of the faculty to solicit from faculty, administration, and others whatever information and resources it deems appropriate for these activities.

The committee shall consult with the AS&E Budget and Priorities Committee, the Equal Educational Opportunity Committee, the Tenure and Promotion Committee, Human Resources, and other relevant committees and administrators as appropriate when there is an overlap in responsibilities.

The committee shall respect the rights of privacy of individuals and the confidentiality of the information entrusted to it to the maximum extent provided by law.

**Section 2.** The elected standing committees of the Faculty of Arts, Sciences and Engineering shall be:

- (a) A *Grievance Panel* (“the panel”), consisting of nine members of the faculty of professorial rank, elected for five-year terms, including at least one member from the School of Engineering. No more than one member of a single department may be a member of this panel at any one time and no member of the Committee on Tenure and Promotion may be a member of the Grievance Panel.

The officers of the panel shall be a chair and an ombudsperson. The chair will be chosen annually by the panel from its own members. The ombudsperson will hold this position for three years and will be chosen by the panel from its own members. Panel members with one or two years’ experience are eligible to be chosen for the ombudsperson position. The chair and the ombudsperson must be designated by the end of each academic year for the following year, and their names should be sent at that time to the Secretary of the Faculty to avoid a hiatus in the panel's functioning. Members of the panel shall be assembled by the chair upon the request of a grievant,

or upon the request of a majority of the members of the committee, or whenever, in the judgment of the chair, a meeting is desirable.

A faculty ombudsperson chosen annually by the Grievance Panel from among its members in their third year shall have the power to hear faculty grievances informally and confidentially. The ombudsperson may not serve as a member of any subsequent Formal Hearing Board constituted to hear the same grievance.

A faculty member (the grievant) who wishes to present a grievance should notify the ombudsperson requesting a meeting. After conferring with the grievant, the ombudsperson may advise the grievant, in confidence, of the merits of the case and of further action that might be taken. The ombudsperson shall not take action or report further on the case without the written consent of the grievant. With the written consent of the grievant, the ombudsperson may communicate with the interested parties in an attempt to resolve the grievance informally.

The entire procedure shall not exceed two months, at which time the grievance will either move to the formal grievance procedure or be withdrawn by the grievant. Under exceptional circumstances, this two-month period may be extended by the Grievance Panel for no longer than another two months, on request of the grievant or of the ombudsperson.

The Grievance Panel shall have the power and responsibility to compose Formal Hearing Boards. The Formal Hearing Boards shall conduct formal hearings of the faculty grievances and shall make findings based on such hearings. The composition and procedures of the Formal Hearing Boards shall be in accordance with Formal Hearing Procedures adopted by the faculty.

The panel shall also have power to consider such other matters related to faculty personnel as may be submitted to it by individual members of the faculty; and to make recommendations thereon to the president or, at the discretion of the committee, to the Board of Trustees.

For the complete text of the policy and procedure (informal and formal procedure) see the *A&S&E Faculty Handbook*.

- (b) A *Committee on Committees*, consisting of five full-time members of the faculty who have served Tufts University for at least five years, elected by the faculty for staggered five-year terms in accordance with the procedures provided in these bylaws. The membership shall include at least one member from the School of Engineering. In addition to the five elected members, the President of the University or designee shall serve as a member *ex officio* with voting privileges, and a representative of the Executive Committee shall serve *ex officio* without vote. Each year the elected members of the committee shall choose a chair and secretary from their own membership.

*Appointed standing committees:* the committee shall appoint members of all appointed committees of the Faculty of Arts, Sciences and Engineering, and of the associated faculties. Appointments shall include committee chairships, except as otherwise provided in these bylaws.

The Committee on Committees shall nominate two candidates for each position to be filled on each elected committee including the Committee on Committees in accordance with the procedures for nomination established in the bylaws for regular or special elections.

*Ad hoc committees.* The committee shall consider and recommend to the president faculty members for appointment to ad-hoc committees of the Faculty of Arts, Sciences and Engineering and of the associated faculties. Appointments and recommendations shall include committee chairpersons when appropriate.

In making its appointments and recommendations and in preparing its slates of candidates, the Committee on Committees shall take into account the suitable representation of the various academic areas in relation to the particular functions of each committee, as well as the experience and other academic responsibilities and the interest of the faculty members appointed, recommended, or nominated. The Committee on Committees shall assure itself of the availability and willingness to serve of each candidate for chair or member it may propose. It shall normally make appointments and recommendations in such a manner as to limit terms of continuous membership on a given committee to five years, including at most three years as chair.

- (c) A *Committee on Tenure and Promotion*, consisting of eight tenured members of this faculty elected by the entire voting faculty. At all times, the committee membership shall include at least two members of the Faculty of the School of Engineering and four members from the Faculty of the School of Arts and Sciences. At least one member shall represent each of the following areas in the School of Arts and Sciences: the humanities and arts; the social sciences; the natural sciences and mathematics. No more than one member of a single department may be a member of this committee at any one time.

The committee shall elect its own chair and vice chair. In the event that an individual being considered is a member of the same department as the chair of the committee, the vice chair shall serve as chair.

This committee shall review the qualifications of all individuals who are proposed for consideration for a tenured position or who are proposed for promotion above the rank of assistant professor, or who request such consideration. It shall requisition and consider all evidence that has a bearing on the individual under consideration. This shall include a departmental statement, and a privately submitted evaluation and recommendation to the Chair of the Committee on Tenure and Promotion from each tenured member of the candidate's department(s); nontenured members are invited to submit evaluations and recommendations but are not required to do so. After review of the confidential letters by the Committee on Tenure and Promotion, the committee will forward these letters along with the rest of the candidate's dossier to the administration, unless the case is tabled. Confidential letters will be kept secure by the Secretary of the Faculty of Arts, Sciences and Engineering for three years from the date of official action by the Board of Trustees on the candidate's application, at which time the letters will be destroyed, unless the administration has been legally enjoined from doing so.

The departmental statement shall reflect the full range of opinion of department members who vote on the application, record the numerical vote, and be signed by all voting members. When department members cannot agree on a single statement, a signed minority statement shall be submitted. The statement(s), including a list of members who voted, shall be made available to the candidate who has the option to submit a timely written response to the department statement. When pertinent, the views of colleagues, both tenured and nontenured, in other departments, and of individuals from outside the university shall be obtained. The committee may ask any of the above persons, or the candidate, to appear in person. Each department will maintain records of student opinion of faculty members, from which information about a candidate will be made available to the committee when appropriate.

For each candidate under consideration for tenure, the Committee on Tenure and Promotion shall create an external subcommittee. Each External Subcommittee shall consist of: (a) two members of the Committee on Tenure and Promotion, one of whom shall serve as chair; (b) two members of the department(s) concerned, elected by the tenured member(s) of the department; and (c) one member, hereafter referred to as the outside expert, selected by the tenured members of the department(s) concerned. This outside expert should be from the same discipline as the candidate, or a related field.

Members of the External Subcommittee shall review and meet to discuss all the evidence presented in a candidate's case. At the request of any single member of the External Subcommittee, the External Subcommittee shall meet with all of the voting members of the Committee on Tenure and Promotion for further deliberations. Such request may be expressed prior to the External Subcommittee meeting, in which case the larger meeting may take place immediately following the External Subcommittee meeting (for the convenience of the outside expert). Such request may also be expressed at the conclusion of the External Subcommittee meeting, in which case the larger meeting may have to take place on a later date. Following the External Subcommittee meeting, and, if requested, the larger meeting with all voting members of the Committee on Tenure and Promotion also present, the Subcommittee Chair will prepare a written report that reflects the discussions and findings of these meetings; this report shall be signed by all members of the External Subcommittee and shall become a permanent part of the case that goes forward to the Committee on Tenure and Promotion and to the Administration, unless the case is tabled. In no case shall the External Subcommittee vote on the qualifications of the candidate.

For candidates who already hold tenured positions at comparable institutions, and whose appointment at Tufts does not involve a promotion in rank, the Tenure and Promotion Committee may, upon request from the department and the appropriate dean, review the case without the formation of an external subcommittee. In all other tenure cases or if after initial review of the case the Tenure and Promotion Committee feels that it is necessary, an external subcommittee shall be constituted and meet as described above.

For candidates under consideration for promotion to full professor or in any case where an external subcommittee is not convened, the Committee on Tenure and Promotion shall create an internal two-person Tenure and Promotion subcommittee responsible for overseeing and presenting the details of the case to the committee. If after initial review of the case the Tenure and Promotion Committee feels that it is necessary, the Tenure and Promotion Committee retains the right to gather more information in accordance with the procedures outlined in Statement 11 (see *Guidelines for the Application and Review Procedures for Tenure and Promotion*).

The Committee on Tenure and Promotion shall review and deliberate on all the available evidence in the case. The Committee on Tenure and Promotion shall (a) vote on the merits of each case, and it shall submit a written report of its findings for each case, including a record of the vote, to the appropriate dean; or (b) vote to table the case and report the vote to table to the appropriate dean.

The internal deliberations of the committee shall be considered strictly confidential and shall not be discussed with anyone except the voting members of the committee. The committee as a whole; however, may meet with other concerned parties to discuss cases as prescribed in Statement 11. The committee's final division on the vote shall be conveyed to the candidate and the relevant department or unit chair by the chair of the committee at the time such information is transmitted to the appropriate dean. The committee's procedures shall ensure that the candidate is made aware of the names of all proposed referees, subcommittee members, and consultants, and of authors of all unsolicited communications regarding the candidate, in sufficient time to permit written objections and/or alternative suggestions to be considered prior to relevant actions. Confidentiality of communications received by or on behalf of the Tenure and Promotion Committee shall be honored to the fullest extent permitted by law.

The committee shall also, in consultation with the provost and the deans of the associated schools, prepare and review periodically the general criteria for tenure and promotion. These shall be made available in writing to this faculty.

Nomination and election of members of this committee shall take place in accordance with the provisions of these bylaws. With the exception of the Grievance Panel, membership on this committee shall not preclude membership on any other committee of this faculty. A member shall serve for three years, commencing on May 1 of the year specified on the ballot.

- (d) A *Faculty Advisory Board for Administration* (“the board”), consisting of five tenured members of the faculty elected for staggered five-year terms, with at most one member from any one department or program, and including at least one member each from the School of Arts and Sciences and the School of Engineering. The board shall elect its own convener annually.

The board shall conduct periodic reviews of senior administrators in the School of Arts and Sciences and the School of Engineering. The administrators to be reviewed, schedule of reviews, and review procedures shall be determined by the Faculty of

Arts, Sciences and Engineering in consultation with the Dean of Arts and Sciences, the Dean of Engineering and the Provost. The board may itself initiate inquiry for urgent situations if it deems necessary and shall report its findings to the faculty.

In general, the board shall not consider matters falling within the jurisdiction of other faculty standing committees, departments, programs, or similar established bodies. However, the board may initiate actions relating to such matters when questions concerning administrative procedures and/or quality of performance present themselves. The board shall have the authority of the faculty to solicit from faculty, administration, and others whatever information it deems appropriate for these inquiries.

The board shall respect the rights of privacy of individuals and the confidentiality of information entrusted to it to the maximum extent provided by law.

- (e) A *Committee on Budget and University Priorities*, with membership as indicated below: nine faculty members, two from the School of Engineering and two from each of the following groupings of departments: (i) the natural sciences (i.e., the Departments of Biology, Chemistry, Earth and Ocean Sciences, Mathematics, and Physics and Astronomy), and the Department of Physical Education; (ii) the social sciences (i.e., the Departments of Child Study and Human Development, Community Health, Education, Economics, History, Occupational Therapy, Political Science, Psychology, Sociology, Anthropology, and Urban and Environmental Policy and Planning); (iii) the arts and humanities (i.e., the Departments of Classics; Drama and Dance; English; Art and Art History; History; Music; Philosophy; German, Russian, and Asian Languages and Literatures; Romance Languages; and Religion); and one from the SMFA. Faculty members shall serve for five-year staggered terms. No more than one member of a single department may be a member of this committee at any one time.

Membership also includes three undergraduate student members to be designated by the TCU Senate and one graduate student member to be designated by the Graduate Student Council; and the following *ex-officio members* without vote: the Dean and the Executive Administrative Dean of the School of Arts and Sciences, the Dean and the Executive Associate Dean of the School of Engineering, and a representative from the Executive Committee.

The functions of the committee shall be: to make recommendations on spending against projections and upcoming budget plans to the Dean of the School of Arts and Sciences and the Dean of the School of Engineering; to review and make budgetary recommendations on proposals for new programs, reductions in existing programs, or major changes in spending priorities; to monitor the relationship between the budgets of the associated schools and the university; to represent the faculty of the associated schools in school and university discussions of faculty salaries and benefits; and to keep faculty and students informed of its work, conclusions, and recommendations. In performance of these functions, the committee shall have the authority to: receive information on spending against budget projections and upcoming budget plans; and

consult with associated school and university officials on matters having budgetary impact.

- (f) An *Executive Committee* consisting of six members of the full-time Faculty of Arts, Sciences and Engineering. The Deans of the School of Arts and Sciences and the School of Engineering shall be members *ex officio* without vote. The faculty members shall be elected by the Faculty from among its members who have served the university at least five years. The elected members will serve three-year staggered terms with each term beginning the day of the University Commencement in the year of the election. At all times, the committee membership shall include at least two members from the College of Liberal Arts and Jackson College and one member from the School of Engineering. No more than one member of a single department may be a member of this committee at any one time. No member of the faculty who has served a full term on this committee may stand for election for another full term until three years have passed since he or she left the committee.

The primary duty of the Executive Committee is to design the agenda of faculty meetings, doing so in the context of a coordinated collection of information from the administration, faculty committees, department chairs, and other sources, in order that discussions at faculty meetings adequately reflect faculty concerns and proceed in a well-informed manner. The Executive Committee is also responsible for directing business to appropriate faculty committees and for assuring that there is no unnecessary overlap in the charges of those committees.

The committee is furthermore responsible for overseeing the committee structure and operation in general, ensuring the effective and efficient functioning of committees, and recommending changes when needed. The committee shall have the authority to replace a member of a committee if the Executive Committee determines that there is sufficient cause and need for such action. In the case of an elective committee, the replacement shall be the runner-up for that committee at the most recent regular or special election, if the runner-up is available and is eligible. If the runner-up is not available or is not eligible, a special election to fill the vacancy shall be held at the next regular faculty meeting or at a special meeting called for that purpose. The replacement shall serve on the relevant committee until the next regular faculty committee elections are held.

The committee shall represent the faculty in communications with the president; provost; associate, assistant, and vice provosts; major deans, and in general whatever individual or group is appropriate, in matters concerning the administration of Arts and Sciences and Engineering. The committee shall respond to requests for consultation from the president and other administrators, and from faculty, concerning matters that substantially affect the faculty, its departments, programs, students, and committees. The administration or the faculty shall address itself to the Executive Committee if consultation is required with regard to an urgent situation when it appears necessary to make decisions not already provided for by faculty vote or governed by generally accepted precedent.

In general, the committee shall not consider matters falling within the jurisdiction of other faculty standing committees, departments, programs, or similar established bodies. However, the committee may initiate actions or inquiries relating to such matters when questions concerning effective faculty governance present themselves and shall report its actions or findings to the faculty. The committee shall have the authority of the faculty to solicit from faculty, administration, and others whatever information it deems appropriate for these inquiries.

The Executive Committee appoints individuals from its elected membership to serve as faculty representatives to the following faculty committees: Committee on Committees, Committee on Budget and Priorities, and Educational Policy Committee, and appoints individuals from its elected membership or from the elected membership of other appropriate committees to serve as faculty representatives to trustee committees.

### Section 3. Election Procedures for Elected Standing Committees

- (a) **Nomination and Election Procedures for Regular Elections.** For regular elections, nominations of candidates for all elected standing committees of this faculty shall take place at a regular meeting of the Faculty of Arts, Sciences and Engineering scheduled during the spring term, but no later than the penultimate meeting of the term.

At least one week before the meeting at which nominations are scheduled, the secretary of the faculty shall make available to each faculty member those sections of the bylaws of the Faculty of Arts, Sciences and Engineering dealing with nomination and election procedures and the duties of elected committees and, for each committee for which an election is to be held:

- (1) A list of those faculty members currently eligible for election, and
- (2) The names of those faculty members whose terms as members of the committee continue.

Elections shall be held (a) by ballot at the next regular meeting of the Faculty of Arts, Sciences and Engineering in the spring term; or (b) by mail or other secure balloting procedure, with the results reported at the next regular meeting of the Faculty of Arts, Sciences and Engineering following the nominations meeting.

The secretary of the faculty shall send to each faculty member a list of the nominees for each committee, at least one week before the meeting at which elections are scheduled, or before the opening of balloting and at least one week before the close of balloting. Any change in voting procedure shall be proposed by the Committee on Committees and approved by majority vote in an open meeting of the Faculty of Arts, Sciences and Engineering, and shall then remain in effect until modified through the same process.

At the nomination meeting, any member of the faculty may speak favoring or opposing the election of any of the nominees or address questions to any of the nominees.

Voting shall be by ballot. Each voting member of the faculty may vote for any number of nominees up to the total number of places to be filled.

Those nominees receiving the largest numbers of votes and remaining eligible will be elected. For each committee, the Chair of the Committee on Committees or designee will certify in writing, to the secretary of the faculty, the names of the persons elected and of the runners-up who shall be the nonelected nominee with the largest number of votes (for filling any subsequent vacancies as per subsection (d) below).

In the initial nomination and election of members for a newly established committee, the procedures used in regular nominations and elections shall be followed, except that there shall be terms of different lengths for the members initially elected to the committee. In the initial election of the members for a new committee, the nominee(s) receiving the highest number(s) of votes shall be declared elected for the full term(s); nominee(s) receiving the next-highest number(s) of votes shall be declared elected for term(s) one year less than full term; and so on through the entire list of nominees until all places on the committee are filled, the nominee(s) elected with the least number(s) of votes having term(s) of one year.

- (b) **Re-election.** An individual who has served a full term shall be ineligible for re-election to that committee for two years.
- (c) **Term of Office.** Newly elected members of elected standing committees shall take office on the date specified on the election ballot, or as stated in committee-specific bylaws, and shall serve until the specified number of years has elapsed from that date. During the interval between election and the assumption of office, members-elect may be invited to participate informally in the work of the committee to which they have been elected.
- (d) **Nomination and Election Procedures for Special Elections.** If a duly elected member of a committee cannot serve for any portion of the term, the runner-up for that committee at the most recent regular or special election shall be declared elected if the runner-up is available and is eligible. If the runner-up is not available or is not eligible, a special election to fill the vacancy shall be held as expeditiously as possible. When a vacancy occurs or is known to be imminent, the secretary of the faculty shall notify the Committee on Committees. Members declared elected shall serve for the vacated portion of the term.

**Section 4.** Each standing committee shall report to the faculty in writing at least annually.

## Article V

**Section 1.** Each committee of this faculty and of the associated faculties may determine, subject to the approval of the respective faculty, the conditions of student participation, if any, in its deliberations, including the privilege of voting, provided:

1. That students may not serve as regular members of the Academic Awards, Academic Review Board (LA&J), Academic Standing and Honors (LA&J), Academic Standing (Engineering), Committee on Committees, Engineering Graduate Studies, Executive Committee (A&S&E), Executive Committee (GSAS), Faculty Advisory Board for Administration, Faculty Research Awards, Foreign Programs (EPC Subcommittee), Grievance Panel, Interdisciplinary Doctorate Overseers, Specific Learning Disabilities, nor the Tenure and Promotion Committees;
2. And provided further that faculty members in a committee must always be a majority of those present when a vote is taken;
3. And provided further that the conditions are made known to the faculties and to the students generally.

Recommendations for student participation from an associated faculty shall take effect only on the concurrence of this faculty.

**Section 2.** To assist the Committee on Committees in appointing student participants on such committees, appropriate student organizations may nominate to the secretary of the faculty candidates for consideration.

#### Article VI

The regular meetings of the faculty shall be held at least three times yearly: one at the beginning of the fall term, one during the fourth or fifth week of the spring term, and one at the end of the academic year. Special meetings may be called at any time during the academic year by the president or the provost and must be called within eight days whenever during the regular academic year there is delivered to the president's office a petition so requesting, reciting the agenda to be considered, and signed by a group of members of this faculty adequate in number to form a quorum, unless, however, a regular meeting of the faculty shall already have been scheduled to be held within fifteen days of the date on which the petition is received.

#### Article VII

Thirty-five members, including twenty-five of the professorial ranks, shall constitute a quorum for the transaction of business.

Decisions of the faculty shall ordinarily be taken by majority vote of the members in attendance. Votes, other than on changes to these Bylaws, may also be taken by mail or other secure balloting procedure, provided that the matter being voted on has been discussed at a meeting prior to balloting. In such cases decisions shall be taken by majority vote of those submitting ballots, providing that number equals or exceeds the minimum for a quorum.

## Article VIII

In the absence of the president, the provost, the Dean of the School of Arts and Sciences, or the Dean of the School of Engineering shall preside, in that order.

## Amendments

The first three articles of the Bylaws of the Faculties of Arts, Sciences and Engineering and of the Associated Colleges and Schools may be amended only by vote of the Board of Trustees. Other amendments may be made in accordance with the following order of procedure, voted by the Executive Committee of the Board on January 21, 1904:

Amendments to the plan of administration not inconsistent with the Bylaws of the Trustees, or with the parts hereinbefore referred to as amendable by the Trustees only, may be made by a single Faculty in such parts of said plan as concern that Faculty alone, or, in parts concerning more than one Faculty by the agreement of all the Faculties concerned, such amendments being adopted by the vote of two-thirds of the properly qualified members of each Faculty affected at any stated meeting of said Faculty or Faculties, one month's previous notice of the proposed amendments having been given.

*These bylaws were approved by the faculty on November 8, 2017.*

*These bylaws were approved by the Board of Trustees on May 18, 2012.*