

**COLLEGE OF VISUAL ARTS AND DESIGN  
FACULTY BYLAWS  
Approved: May 2020**

In the event that any aspect of this document should conflict with official university policy, official UNT policy will take precedence.

**I. PREAMBLE**

The faculty of the College of Visual Arts and Design (CVAD) of the University of North Texas (UNT) affirm their collective commitment to research, teaching, and service to the University. Members of the college recognize their responsibility in these areas to the university administration, the Board of Regents, and the people of Texas.

The faculty of CVAD also affirm their collective commitment, as both a responsibility and a prerogative, to the principle of shared governance of the college, as defined by UNT policy 06.047:

“Shared governance is a central tenet of academic decision-making at UNT, as it is in higher education at major public universities throughout the United States, and the participation of faculty assures that academic quality remains at the heart of the decision-making process. Faculty shall have a voice in academic policy and all academic decisions, as authorized by state law, rules of the Texas Higher Education Coordinating Board, Regents Rules, and UNT policy, through the Faculty Senate; department and school/college elected and appointed committees; and faculty advisory councils. Authority for decisions, however, vests in the Board of Regents, chancellor, and the president. The president may delegate authority to other members of the university administration as allowed by state law and Regents Rules; however, authority rests only with individuals — who are directly accountable for the decisions they make — and may not rest with a committee.”

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**II. MEMBERSHIP/VOTING RIGHTS**

The voting membership of the faculty includes all full-time tenured and tenure-track faculty members and all full-time continuing lecturers and professors of practice with at least a 50% appointment in the College of Visual Arts and Design at the University of North Texas, unless prohibited by other university regulations. Voting privileges are not extended to adjunct instructors hired on an equivalent to a full teaching load. Faculty on leaves of absence from the university, including sick leave and development leave, relinquish voting rights for the duration of their leave.

**III. ORGANIZATION/STRUCTURE**

In keeping with the university and college’s policy and principle of shared governance, college affairs are conducted by the agents of the college:

- Dean
- Associate Dean for Administrative Affairs
- Associate Dean for Academic and Student Affairs
  - Director of Foundations
  - Program Coordinator for Interdisciplinary Art and Design Studies<sup>1</sup>
- Chair of the Department of Art Education
- Chair of the Department of Art History
- Chair of the Department of Design
- Chair of the Department of Studio Art
- Center/Institute Directors

For the purposes of administration, representation, and evaluation, full-time faculty members are housed either within a department or a program. The College of Visual Arts and Design is organized into four departments. The CVAD Foundations program and the Interdisciplinary Art and Design Studies program are located under the auspices of the College.

College of Visual Arts and Design<sup>2</sup>

CVAD Foundations

Interdisciplinary Art and Design Studies with concentrations in:

*Open Track*

*Design Management*

*Arts Management*

DEPARTMENT OF ART EDUCATION, with programs in:

Art Museum Education

Art Education

DEPARTMENT OF ART HISTORY, with programs in:

Art History

DEPARTMENT OF DESIGN, with programs and concentrations in:

Communication Design

*Graphic Design*

*User Experience Design*

Fashion Design

Interaction Design

Interior Design

DEPARTMENT OF STUDIO ART with concentrations in:

*Ceramics*

*Drawing and Painting*

*Metalsmithing and Jewelry*

*New Media Art*

*Photography*

*Printmaking*

*Sculpture*

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<sup>1</sup> The Bylaw Committee recommends this organizational and reporting structure in order to clarify and codify the position of these two entities within the college.

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Administrative responsibilities for and oversight of CVAD initiatives, centers, and institutes are assigned by the Dean. Administrators report directly to the Dean or the Dean's designee.

#### **IV. COLLEGE EXECUTIVE COMMITTEE**

The CVAD Executive Committee is the administrative advisory committee of the college. The voting membership is composed of:

- CVAD Dean, who serves as the Chair of the committee
- Associate Dean for Administrative Affairs
- Associate Dean for Academic and Student Affairs
- Department Chair of Art Education
- Department Chair of Art History
- Department Chair of Design
- Department Chair of Studio Art
- Director of Foundations
- One full professor, elected at-large
- One associate professor, elected at-large
- One assistant professor, elected at-large
- One full-time, non-tenure-track faculty member with full voting rights, elected at-large

The Executive Committee advises the Dean on issues concerning personnel, educational and budgetary affairs, and administrative policies. In the event of the absence of the Dean, the Associate Dean for Administrative Affairs will act as chair of the Executive Committee.

Specifically, the Executive Committee:

- Provides for or approves membership on standing and ad hoc committees for the college.
- Consults with and makes recommendations to the Dean on matters concerning new staff and faculty appointments, in accordance with university regulations.
- Assists the Dean in formulating budgetary recommendations.
- Advises the Dean on administrative policies and appointments.

#### **V. MEETINGS/MEETING NOTIFICATIONS**

Regular meetings of the college full-time faculty are called at least once each long semester by the Dean or by petition of one-third of the college faculty. Agenda items are solicited from all faculty members at least one week prior to the notification of the meeting. Notification of meetings is given to all faculty members at least one week in advance of the meeting, which will include the general order of business to be considered. Any issue or concern affecting the college as a whole, rather than an individual or department, may be brought before the college faculty. These may include, for example, issues of governance, budget, strategy, or mission. Any issue that has not been previously listed in a notification will not be brought to a vote until the next meeting of the faculty. When necessary, the Dean, with the approval of the majority of the Executive Committee, may waive the one-week notification. The faculty may, by a two-thirds vote of those present and voting, waive any limitations imposed by this section, in order to consider a particular item of business.

## **VI. COMMITTEES AND ACTIONS OF THE COMMITTEES (INCLUDING GRIEVANCE COMMITTEES)**

The effective operation of the College and Departments is dependent upon the active participation of all faculty members in the various committees and groups that represent the college in academic, administrative, and personnel matters. All members of the faculty should share in non-instructional activities carried on by the committees and groups of the college in congruence with their individual faculty workload.

Committees within the College of Visual Arts and Design fall into three groups:

1. *Governance Committees*, whose composition, selection, and duties are specified in this document, including:
  - a. the College Executive Committee,
  - b. the College Academic Committee,
  - c. the Department Reappointment, Promotion, and Tenure (RPT) /Personnel Action (PAC) Committees (*due to the numbers of eligible faculty at rank, the departments of Art Education and Art History will caucus together to form a single RPT/PAC committee among their members.*)
  - d. the Full-Time Non-Tenure-Track Faculty Reappointment and Promotion (RP)/Personnel Action (PAC) Committee, and
  - e. the College RPT Committee;
2. *Standing Committees*; and
3. *Ad Hoc Committees*, which serve special functions not delegated by these Bylaws or standing committees and which are appointed only as needed.

All full-time faculty members with voting privileges who have at least a 50% appointment in the College of Visual Arts and Design can be elected to serve on all college governance committees, standing committees, and ad hoc committees, except where prohibited by university regulations. Faculty with less than a 50% appointment in the College of Visual Arts and Design and part-time faculty may serve on Standing and Ad Hoc Committees when it is mutually agreeable.

### ***Election/Appointment to Committees***

- In all cases, the members of governance committees will be chosen by a simple majority vote of all full-time faculty members who are present and eligible to vote.
- Departmental RPT/PAC Committees shall be selected by a vote of eligible department faculty and shall occur during department meetings in the Spring semester prior to the period of appointment.
- The elected members of college level governance committees shall be chosen by a vote of eligible college faculty during a full-faculty meeting in the Spring semester prior to the period of appointment. Appointments will be granted priority, as follows:
  - Departmental Reappointment, Promotion, and Tenure Committees/Personnel Action Committees
  - Full-Time Non-Tenure-Track Faculty Reappointment and Promotion Committee/Personnel Action Committee
  - College Reappointment, Promotion, and Tenure Committee
  - College Executive Committee

- Academic Committee
- Appointment to college standing and ad hoc committees is recommended by the Executive Committee and made by the Dean.
- Faculty are not eligible to serve two consecutive two-year terms on the Departmental RPT Committee or College RPT Committee, except in such cases where committee membership would otherwise be compromised. Faculty members are eligible to serve two consecutive two-year terms on the Academic and/or the Executive Committees.

### ***Replacement of Members***

In the event that a committee member is unable to participate fully in the duties of the committee, the appropriate committee chair will address the concerns with the member. If the needs of the committee cannot be met through the contributions of the member, the following process will be followed: The committee chair will inform the Dean and the appropriate Department Chair. The Department Chair will secure a replacement, who will be put forward to the Executive Committee for approval.

Replacements to college standing and ad hoc committees are recommended by the Executive Committee and made by the Dean.

### **CVAD COMMITTEES:**

#### ***Academic Committee***<sup>3</sup>

The Academic Committee is chaired by the Associate Dean for Academic and Student Affairs, who is responsible for the agenda and only votes in the event of a tie. Additional committee members having voting rights include:

- Department Chair of Art Education
- Department Chair of Art History
- Department Chair of Design
- Department Chair of Studio Art
- Foundations Director
- Three full-time faculty members elected at-large from across the college

This committee is responsible for both graduate and undergraduate instructional programs. Specifically, the Academic Committee studies and makes recommendations concerning requests for the addition, deletion, or modification of graduate and undergraduate courses or programs. The committee will not vote on matters related to a particular program in the absence of a representative from that program. Department chairs and the Associate Dean for Academic and Student Affairs are considered representatives of the programs under their purview. These recommendations are then brought forward to the Dean and subsequently to the appropriate

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<sup>3</sup> The Bylaws Committee is recommending this change to voting status and faculty representation in order to:

1. Recognize that Department Chairs are the committee members most familiar with the business of the committee.
2. Provide for faculty college-wide representation and oversight and ensure that no voting related to any programmatic concerns will occur without programmatic faculty representation.

university body, such as the Undergraduate University Curriculum Committee or Graduate Council, for consideration and action.

#### **Department RPT/PAC Committees<sup>4</sup>**

##### ***Departmental Tenured/Tenure-Track Faculty Reappointment, Promotion and Tenure/Personnel Action Committee (RPT/PAC)***

The committee membership shall be comprised of the following:

- 5 members from within the department at the rank of full or associate professor.

These committees will have a staggered membership to ensure continuity year to year. (In order to deal with matters of service equity across the college, it may be necessary for larger departments to provide faculty members to serve on smaller department RPT/PAC Committees.)

##### ***Full-Time, Non-Tenure-Track Faculty Reappointment and Promotion Committee/Personnel Action Committee (RP/PAC)***

The committee membership shall be comprised of the following:

- 5 members from within the college at the rank of Senior Lecturer/Principle Lecturer/Associate Professor of Practice/Professor of Practice.

This committee will have a staggered membership to ensure continuity year to year. (In the case of a candidate seeking promotion to Principal Lecturer/Full Professor of Practice, committee membership may need to be altered to include tenured faculty.)

In the College of Visual Arts and Design, the members of the various departmental RPT/PAC and Full-Time Non-Tenure-Track Faculty RP/PAC committees share dual responsibilities. In the fall semester, these committees are responsible for matters of retention, promotion, and/or tenure. In the spring semester, these committees are responsible for annual merit review comments. The departmental RPT/PAC Committees, Full-Time Non-Tenure-Track Faculty RP/PAC, and the College RPT Committee elect their own chairs and chairs-elect.

##### ***In matters of annual peer evaluation for merit, the Departmental and Full-Time Non-Tenure-Track Faculty RPT/RP/PAC Committees:***

- Follow the procedures for annual merit recommendation, as outlined in relevant university policy (see 06.007: Annual Review) and these bylaws, and conduct the process in cooperation with the appropriate unit administrator;
- Follow the relevant departmental/programmatic evaluation criteria in teaching, research, and service relevant to each faculty member;

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<sup>4</sup> The Bylaws Committee is making this recommended change in Department RPT/PAC committee makeup in order to:

1. Reduce the service load for faculty housed in smaller departments.
2. Ensure that every faculty's teaching, scholarship and service activities is being thoughtfully reviewed and assessed by disciplinary peers.

- Provide a consultative document to the Unit Administrator in line with the Provost's established calendar and the Administrators' content and formatting requests.

In the College of Visual Arts and Design, faculty members have the opportunity upon the receipt of the merit evaluation to meet with their Unit Administrator.

*In matters of retention, promotion and tenure, the Departmental RPT/PAC Committees*

- Follow the procedures for reappointment, promotion, and tenure recommendation, as outlined in relevant university policy (see [06.004: Faculty Reappointment, Tenure and Promotion](#)) and these bylaws;
- Follow the departmental/programmatic evaluation criteria relevant to each faculty member;
- Review the pertinent faculty members, in line with the calendar established and published for the college, which is created in coordination with the calendar provided by the Provost's Office.

*In matters of retention and promotion, the Full-Time Non-Tenure-Track Faculty RP/PAC Committee*

- Follows the procedures for reappointment, promotion, and tenure recommendation, as outlined in relevant university policy (see [06.005: Non-Tenure Track Faculty Reappointment and Promotion](#)) and these bylaws;
- Follows the departmental/programmatic evaluation criteria relevant to each faculty member;
- Reviews the pertinent faculty members, in line with the calendar established and published for the college, which is created in coordination with the calendar provided by the Provost's Office.

**RPT/PAC guidelines for evaluating faculty in programs that exist outside of a specific department.<sup>5</sup>**

***CVAD Foundations Tenured/Tenure-Track Faculty***

Tenure-track and tenured members of CVAD Foundations will be granted a courtesy appointment in the CVAD department most closely related to the faculty member's research. The percentage of the courtesy appointment will be based on the percentage of workload dedicated to research. In personnel matters, the faculty member will be reviewed by the Departmental

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<sup>5</sup> The Bylaws Committee is recommending these new review guidelines for extra-departmental faculty in order to:

1. Recognize that many faculty members operating outside of specific departments have a desire to be recognized and reviewed by departmental peers with whom they have an affiliation by virtue of their research endeavors.
2. Recognize that faculty operating outside of specific departments should be reviewed by their non-departmental peers in matters of teaching and service.
3. Provide a framework within which Full-Time Non-Tenure-Track Faculty have an opportunity to be reviewed by their peers using criteria specific to their unique rank and position.

RPT/PAC committee based on the courtesy appointment. The RPT/PAC committee will evaluate the faculty member's research using that faculty member's departmental research criteria. The RPT/PAC committee will evaluate the faculty member's teaching and service using criteria developed by the CVAD Foundations program. The committee will make its recommendations to the faculty member's unit administrator.

***CVAD Foundations Full-Time Non-Tenured Faculty***

Full-time non-tenure-track members of CVAD Foundations faculty will be granted a courtesy appointment in the CVAD department most closely related to the faculty member's research endeavors. The percentage of the courtesy appointment will be based on the percentage of workload dedicated to research. In personnel matters, the faculty member will be reviewed by the Full-Time Non-Tenure-Track Faculty RP/PAC committee. The RP/PAC committee will evaluate the faculty member's research using the departmental research criteria of the courtesy-appointment department. Teaching and service will be evaluated using the criteria developed by the CVAD Foundations program. The committee will make its recommendations to the faculty member's unit administrator.

***CVAD Interdisciplinary Art and Design Studies Tenure/Tenure-Track Faculty***

An IADS RPT/PAC review committee will be constituted by five members selected from the three departmental PRT/PAC committees. Membership will be resolved between the Department Chairs and the Associate Dean for Academic and Student Affairs; however, there must be at least one representative from each of the three RPT/PAC committees. This committee will evaluate IADS tenure-track and/or tenured members using the IADS criteria for research, teaching, and service. The committee will make its recommendations to the faculty member's unit administrator.

***CVAD Interdisciplinary Art and Design Studies Full-Time Non-Tenure-Track Faculty***

Full-time non-tenure-track faculty members in IADS will be reviewed by the Full-Time Non-Tenure-Track Faculty RP/PAC committee. The committee will evaluate the IADS faculty member using the IADS criteria for research, teaching, and service. The committee will make its recommendations to the faculty member's unit administrator.

***College RPT Committee***

There is one College Reappointment, Promotion, and Tenure Committee in the College of Visual Arts and Design. This committee is composed of three tenured faculty members elected at large and the two Associate Deans. The faculty representatives are elected to a two-year term. It is the responsibility of the Associate Deans to ensure continuity year-to-year. All members of the committee must be at rank, in keeping with the faculty members to be reviewed. The College RPT Committee:

- Follows the procedures for reappointment, promotion, and tenure recommendation as outlined in relevant university policy (see [06.004: Faculty Reappointment, Tenure and Promotion](#) and [06.005: Non-Tenure Track Faculty Reappointment and Promotion](#)) and these bylaws;
- Follows the departmental/programmatic evaluation criteria relevant to each faculty member;



- Reviews the pertinent faculty members, in line with the calendar established and published for the college, which is created in coordination with the calendar provided by the Provost's Office.

### ***Ad Hoc Committees***

Ad Hoc Committees serve special functions not delegated by the bylaws or standing committees. Ad Hoc Committees are appointed only as needed. While the grievance committee structure and process described below is one specific instance of an ad hoc committee, there are others. Even while the college's grievance policy is delineated below, it should be noted that the Office of Equal Opportunity (OEO) is the primary office at the University of North Texas responsible for enforcing the university's equal opportunity policies and for investigating complaints of discrimination, harassment, and retaliation.

### ***Grievance Committees and Processes***

It is the philosophy of these bylaws that all grievances be resolved between the two parties and their immediate supervisors. Grievances related to discrimination, harassment, or retaliation are not subject to this requirement. If all attempts fail to reach accord, it is then appropriate to lodge a formal grievance following the procedure outlined below.

### ***CVAD Grievance Procedures — Unit Level***

Should any member of the faculty within a particular unit wish to register a grievance, the exact nature of the grievance must be presented in writing to the Unit Administrator.

Within ten business days of presentation of the written statement of the nature of the grievance, the Unit Administrator convenes a formal meeting between the aggrieved parties. At this time, the Unit Administrator presents the grievance. Completion of this act constitutes formal initiation of the case, and the Unit Administrator opens the meeting for discussion.

Should a resolution not be reached at this meeting, an Ad Hoc Unit Grievance Committee is appointed to handle the resolution. This committee is composed of:

- One individual selected by the complainant,
- One individual selected by the party against whom the claim is directed, and
- One individual selected by the Unit Administrator, who will serve as chair of the committee. (The Unit Administrator is not eligible to serve on this committee.)

If the party against whom the claim is directed fails to appoint their own representative within five business days of the failure of resolution, the case at the unit level is forfeited.

If the complainant fails to appoint their own representative within five business days, the case at the unit level is dismissed. Notice of such forfeiture or dismissal becomes a part of the record of the case.

Once all representatives have been designated by the concerned parties, the Unit Administrator shall charge the Ad Hoc Unit Grievance Committee. This meeting will constitute the beginning of the ten business-day period the committee has to make its report to the Unit Administrator.

The Ad Hoc Unit Grievance Committee and the complainant have access to all documents relevant to the investigation. The Ad Hoc Unit Grievance Committee refers its evaluation of the case to the Unit Administrator. Within ten business days, the Unit Administrator must report to all parties what actions will be undertaken based on the ad hoc committee's evaluations.

In all cases, the chair of the Ad Hoc Unit Grievance Committee is responsible for the conveyance of records, one copy of which is placed in the permanent personnel file of the party against whom the claim is directed and another given to the complainant. If the situation remains unresolved to the satisfaction of the complainant, they may appeal to the Dean of the college for redress in accordance with university policy.

### ***CVAD Grievance Procedures — College Level***

Should any member of the faculty or administrator wish to register a grievance before the College of Visual Arts and Design, the exact nature of the grievance must be presented in writing to the Dean.

Within ten working days of presentation of the written statement of the nature of the grievance, the Dean convenes a formal meeting between the aggrieved parties. At this time, the Dean presents the grievance. Completion of this act constitutes formal initiation of the case, and the Dean opens the meeting for discussion.

Should a resolution not be reached at this meeting, this failure of resolution is reported to the Executive Committee through confidential inter-office memo by the next working day. An Ad Hoc CVAD Grievance Committee is appointed to handle the resolution. This committee is composed of:

- One individual selected by the complainant,
- One individual selected by the party against whom the claim is directed,
- One individual selected by the Executive Committee, who will serve as Chair of the committee. The Dean is not eligible to serve on this committee.

If the party against whom the claim is directed fails to appoint their representative within five business days of the failure of resolution, the case at the unit level is forfeited.

If the complainant fails to appoint their representative within five business days, the case at the unit level is dismissed. Notice of such forfeiture or dismissal becomes a part of the record of the case.

Once all representatives have been designated by the concerned parties, the Dean shall charge the Ad Hoc CVAD Grievance Committee. This meeting will constitute the beginning of the ten business-day period the committee has to make its report to the Dean. The Ad Hoc College Grievance Committee and the Complainant have access to all documents relevant to the investigation. The Ad Hoc College Grievance Committee refers its evaluation of the case to the Dean of the College. Within ten business days, the Dean must report to all parties what actions will be undertaken based on the ad hoc committee's evaluations.

### ***Grievance Procedures — University Level***

If the situation remains unresolved to the satisfaction of the complainant, they may choose to appeal to the appropriate University Faculty Grievance Committee for redress in accordance with University Policy, as follows:

- Grievant must exhaust departmental and college-level procedures before appealing to the University Faculty Grievance Committee (UFGC).
- The UFGC does not hear grievances regarding non-tenure-track faculty member reappointment or those made by part-time faculty. Rather, those grievances are heard at the unit and college/school levels, and end at the appropriate academic administrator.
- The university president has final authority on grievances related to reappointment, tenure, and promotion of tenure-system faculty. The academic administrator with final decision authority for university grievances other than RTP is the UNT provost.
- The UFGC automatically accepts RTP grievances, but grievances for other reasons will be given a preliminary review to determine whether they will receive consideration.
- A faculty member must file a grievance via email with the appropriate academic administrator within ten (10) business days following written notification of the action with which the individual disagrees. Upon receipt, the academic administrator has ten (10) business days to forward the grievance to the appropriate committee or make a decision, as applicable. Upon agreement by the grievant and respondent, timeframes may be extended.
- In the context of UFGC hearings, both the grievant and the respondent may be accompanied by an advocate, and advocates are permitted to speak.
- Grievant and respondents are permitted to: (a) call witnesses on their behalf, (b) question any witness who testifies at the hearing, (c) introduce evidence, and (d) call additional witnesses to rebut previous testimony.

## **VII. BYLAW IMPLEMENTATION AND AMENDMENTS**

These bylaws are a living document and are automatically reviewed every three years (next review required in Academic Year 2022/2023) by an ad hoc committee appointed by the College Executive Committee, but may be reviewed at any earlier time by a majority vote of the voting faculty or at the request of the Executive Committee.

University policy supersedes the bylaws of an individual college. Should relevant university policy change, this will require an automatic review of this document.

Amendments to this document are ratified by a majority vote consisting of at least two-thirds of the voting faculty of the college at a meeting of the full college faculty or, (as necessary) via an appropriate electronic method. Any voting outcome will constitute a formal recommendation by the faculty of the college to the dean of the college, in accordance with both the CVAD and the university policies on shared governance.

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