

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

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 and the Role of Advisory Committees and the Academic Administration](#).

“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.”

II. Membership/Voting Rights

The voting membership of the faculty includes all continuing full-time faculty 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. Quorum is met by 50% plus one (1) of voting membership.

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

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 Affairs¹
- Director of Foundations
- 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

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.

College of Visual Arts and Design

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

¹ Associate Dean for Academic and Student Affairs serves as unit administrator for the Interdisciplinary Art and Design Studies Program.

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

Department of Studio Art with concentrations in:

Ceramics
Drawing and Painting
Metalsmithing and Jewelry
New Media Art
Photography
Printmaking
Sculpture

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.

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

- 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 Committee (PAC), 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.

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

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 following merit meetings with unit administrators and prior to the period of appointment..
- Non-tenure system PAC membership will be selected by the vote of eligible faculty following merit meetings with unit administrators and 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 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.

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

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

CVAD Committees

Academic Committee

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

Department RPT/PAC Committees

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

The committee membership shall comprise the following.

- Five members from within the department at the rank of Professor or Associate Professor.
Membership at the rank of Professor may be necessitated by schedules RPT action.
Should there be insufficient faculty at rank, substitutions may be necessary.

Should there be no RPT actions scheduled for a committee, the membership may be reduced to three.

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

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:

- Five members from within the college at the rank of Senior Lecturer/Principal Lecturer Membership at the rank of Principal Lecturer may be necessitated by scheduled RP action. Should there be insufficient faculty at rank, substitutions may be necessary.

Should there be no RP actions scheduled for a committee, the membership may be reduced to three.

This committee will have a staggered membership to ensure continuity year to year.

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;
- 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

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

- Follow the procedures for reappointment, promotion, and tenure recommendation, as outlined in relevant university policy (see [06.004: Faculty Reappointment, Tenure and Promotion, and Reduced Appointment](#)) 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.

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

An IADS and Foundations 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 and Foundations tenure-track and/or tenured members using the programmatic criteria. 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 and Foundations will be reviewed by the Full-Time Non-Tenure-Track Faculty RP/PAC committee. The committee will evaluate the IADS and Foundations non-tenure system faculty member using their programmatic criteria. The committee will make its recommendations to the faculty member's unit administrator.

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

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 five tenured faculty members elected at large. The faculty representatives are elected to a two-year term. 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 Reduced Appointments](#), 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.

Workload

As delineated in [06.027: Academic Workload](#)

“Faculty members at the University of North Texas have a variety of duties and responsibilities associated with the mission of the institution, including the essential functions of teaching, research/scholarship/creative activities, and professional service/leadership. Work in these areas constitutes the faculty member's professional obligation to the University and must reflect a 100% time effort.”

As delineated in [06.035 Academic Freedom and Academic Responsibility](#)

“Faculty members are expected to maintain professional competence in their field of specialization, congruent with the teaching, service, and scholarly expectations of their UNT assignments. They are expected to exercise such competence in their teaching, public lectures, discussions, publications, performances, exhibitions, or other activities whereby scholarly and professional stature are demonstrated and may be appraised.”

“Specific faculty responsibilities include, but are not limited to, preparing for and meeting their assignments (including scheduled classes); conferring with, mentoring, and advising students; evaluating fairly and promptly reporting student achievements; assessing learning goals and outcomes; participating in those group deliberations which relate to the development of instructional programs; and working collaboratively with their colleagues in their respective units and with administrators to facilitate student learning and educational experiences.”

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

“Appropriate stewardship of resources, participation in governance, cooperation and collaboration toward department, college, and university goals, and the ability to compromise and work to benefit these units and their constituents are expected of faculty members, as are respect for diverse personalities, perspectives, styles and demographic characteristics, and maintenance of an atmosphere of civility.”

While not all members of faculty will have workload in each of the below categories, the cited workload policy and the below definitions and practices apply equally to tenure-system faculty, non-tenure system faculty, and faculty who hold administrative appointments.

Standard Workload Assignments

While workloads are by their nature variable depending upon faculty performance and other responsibilities, in the College of Visual Arts and Design, standard workloads are as follows:

Lecturers

Teaching: 80% Service: 20%

Tenure-system faculty

Teaching: 40-60% Research | Creative Activity: 20-60% Service: 10-20%

It is anticipated that most faculty will be research active and fall into the following workload schema.

Teaching: 40% Research | Creative Activity: 40% Service: 20%

Tenure-system faculty administrators

Administration: 60-95% Teaching: 0-20% Research | Creative Activity: 0-20%
Service: 0-20%

Definitions

Teaching includes that taking place during organized classes. A single class in an academic year will normally represent 10% of faculty workload, but this percentage may be more or less than 10% depending upon the local context. Teaching also includes supervising special problems, internships, research projects, projects in lieu of thesis, theses, and dissertations and serving on related committees. Supervision of undergraduate or graduate research will not typically warrant adjustments to a faculty member’s standard teaching load, but workload adjustments may be appropriate in exceptional circumstances.

Research | Creative Activity includes original research, scholarship, creative activity, and design work as delineated in departmental and program evaluation criteria.

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

Service includes faculty citizenship activities that contribute to the functioning and shared governance of the program, department, college and university and to the discipline of the individual faculty that is regional, national, or international in scope. A 20% service load should be understood as the equivalent of one day per week over nine months on service-related activity.

Administration roles here refer to those assigned to unit administrator, such as Foundations Director or Department Chair, and Associate Dean. Responsibilities include those related to the operation of the college or its programs. Administrative responsibilities may be related to the educational, budgetary, scholarly, personnel, and student affairs.

Per policy, “[t]he responsibility for assigning faculty workloads rests with the unit administrator,” who is charged “to ensure that the unit meets instructional responsibility while respecting the faculty member’s academic goals.” To that end, in the College of Visual Arts and Design, as part of each faculty member’s annual meeting with their unit administrator at the completion of the merit review process, workload for the following academic year will be established using the form in the appendices. Both the merit review and the draft workload document should be distributed to the faculty member by the unit administrator in preparation for the meeting in which variations or adjustments to workload are addressed and documented. Faculty seeking an adjustment to their workload should discuss this with their unit administrator. Should an agreement not be reached, faculty may choose to engage in the below described grievance process.

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.

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

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.

College of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

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 per [University Faculty Grievance Policy 06.051](#).

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 of Visual Arts and Design

Faculty Bylaws

Approved: January 19, 2022

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.