

BYLAWS OF DEDMAN COLLEGE  
SOUTHERN METHODIST UNIVERSITY

**I. Article I. The Faculty**

A. Meetings

1. The faculty of Dedman College shall annually elect a Secretary who shall keep a permanent record of all its meetings.
2. *Regular meetings.* There shall be at least two faculty meetings annually, one each semester. Under normal circumstances the meetings will be called with at least five days' notice.
3. *Called meetings.* Meetings may be called by the Dean or by the President of the University as required for the conduct of business of the College. Meetings shall also be called by the Dean on written petition submitted to the Secretary of the Faculty Council. The petition must be signed by at least ten percent of the faculty or twenty-five faculty members, whichever is less. Called meetings shall also be convened if requested by at least four members of the Faculty Council.
4. *Conduct of meetings.* The rules contained in the most recent edition of Robert's Rules of Order shall govern the conduct of meetings except when these rules are inconsistent with the College Bylaws or with any other special rules of order which the faculty may adopt.
5. *Agenda.* The agenda of meetings shall be set by the Dean in consultation with the Faculty Council, or by the Faculty Council in preparation for meetings it may call. The agenda shall be distributed to all members of the faculty in advance of the meeting.
6. *Quorum.* At any regular or properly called meeting, a quorum consists of those who attend. Substantive motions (as determined by a ruling of the Chair) brought before the faculty as new business shall be voted upon at a subsequent faculty meeting or by mail ballot distributed by the Secretary to all voting members of the faculty.
7. *Speaking and Voting Privileges.* All members of the faculty shall have the privilege of the floor at regular or called meetings, but only members of the College faculty holding full-time appointments as professors, associate professors, assistant professors, or lecturers may vote on motions or resolutions.
8. *Reports.* At each regular meeting of the faculty, the Dean shall report for ratification all those actions of the Councils which require ratification.
9. *Minutes.* Minutes of all meetings held after the previous regular meeting shall be distributed to faculty members for approval at the next regular meeting.

## B. Appointment

1. *Terms of Appointment.* The appointment to office for specific ranks of faculty in the College normally shall be for the following terms: Professor and Associate Professor, unlimited terms; Assistant Professor, one, two or three- year terms; Visiting or Adjunct Professor, Lecturer, and Scholar-in-Residence, one year terms or less. Occasionally, Professors and Associate Professors are appointed for limited terms and in some instances persons below the rank of Associate Professor may be awarded unlimited terms. Also, in cases of exceptional merit, Lecturers may be appointed to renewable three-year terms.

2. *Contract of Employment.* The precise terms and conditions of each faculty appointment shall be stated in writing. The contract of employment shall be executed by both the University and the faculty member, and a fully executed copy of the contract shall be in the possession of the faculty member and the University before the appointment is valid. At the end of a stated term of appointment, the connection between the University and the faculty member is automatically severed unless the faculty member is reappointed.

3. *Tenure.* Tenure or unlimited term of employment is a right conferred by the University primarily to safeguard the academic freedom of its faculty. Each full-time faculty member of the rank of Assistant Professor or above normally will be considered for tenure no later than the end of her or his sixth year of service at SMU. In certain circumstances, agreed to by the faculty member, the assessment may be made earlier than the sixth year. If a faculty member accepts employment at SMU following a term of service as a faculty member at one or more other universities, the probationary period for tenure consideration may be shortened by written agreement between the faculty member and the University. The schedule for consideration of tenure during the sixth year of service at SMU allows the University to give the faculty member a year's notice in the event that the University does not grant tenure.

4. The departmental faculty has the responsibility to recommend to the Dean the conferring or denying of tenure. Dean shall consult with the appropriate Advisory Committee on that recommendation before making a recommendation to the Provost. (For more detailed Dedman College procedures on tenure, see the most recently dated document headed "Procedures for the Evaluation of Faculty Members of Dedman College for Tenure, Promotion, and the Extension of Contract.")

5. *Non-reappointment.* In the event that the tenured departmental faculty decide not to recommend reappointment of a faculty member whose contract will soon expire, notice of non-reappointment shall be given to the faculty member in writing in accordance with the following schedule:

- a) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months before its termination.

b) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six months before its termination.

c) At least twelve months before the expiration of an appointment after two or more years in the University.

6. *Dismissal.* Dismissal of any faculty member for inadequate performance of duty or for misconduct shall adhere to the A.A.U.P. Statement on Procedural Standards in Faculty Dismissal Proceedings. The dismissal proceedings may be investigated by the Committee on Ethics and Tenure of the Faculty Senate unless the faculty member in question requests otherwise. In any case, this committee should be informed of the dismissal proceedings.

### C. Recruitment

1. The primary responsibility for the recruitment of new faculty shall be with the Chair of the department concerned and the members of the faculty of that department, in consultation with the Dean.

2. Upon the advice and consent of the Dean of the College and the Provost, the Chair shall arrange for an open position to be advertised and for the screening and evaluation of candidates for the position.

3. A prospective faculty member shall be recommended for appointment by the Dean of the College only after the Dean has conferred with the Chair of the department and has been informed of the judgment of the departmental faculty.

4. In exceptional instances (e.g., when a new academic department is to be established in the College, or when a major change in the academic direction of a department has been authorized, or when a department is unable or unwilling to obtain the new faculty required for the maintenance of an academic program, or when the Chair of the department has resigned), the Dean, in consultation with the Faculty Council, shall undertake the recruitment of needed new personnel.

## II. Article II. The Divisions, the Departments, and the Interdisciplinary Committees

A. *Divisions.* The academic departments shall be grouped into divisions: Division I (humanities): the Departments of English, Foreign Languages and Literatures, History, Philosophy, and Religious Studies; Division II (social and behavioral sciences): the Departments of Anthropology, Economics, Political Science, Psychology, and Sociology; Division III (mathematical and natural sciences): the Departments of Biological Sciences, Chemistry, Geological Sciences, Mathematics, Physics, and Statistical Science.

Meetings of the faculty in each division may be held for the purposes of discussing issues of interest to the departments within the division. Such meetings shall be called and chaired by the senior member of the division currently serving on the Faculty Council.

B. *Departments.* Departments are the fundamental academic units of the College. They sponsor the major academic and pedagogical activities undertaken in the professional lives of faculty members. Departments have a double responsibility to the College and University of which they are a part, and to the external disciplines and professional

projects and institutions that they represent. Departmental faculty as a whole comprise the will of a given department, and the department as an institution has a responsibility to foster the professional lives of its members. Since faculty spend most of their working lives in the departmental context and since so many fundamental decisions that affect faculty, students and the College are made at the department level, it is important to recognize that departments have considerable impact in the socialization of faculty and in the building of the larger culture of the College. Democratic behavior and collegiality, for example, must be nurtured at the departmental level before they can be expected to flourish in the College faculty as a whole.

The College does not mandate specific procedures applicable to all departments, but it does require adherence to the following general propositions.

1. Participation and inclusion of all faculty to the widest possible degree should govern the work of all academic departments.
2. As well as tenured members, non-tenured full-time faculty also should have a voice in matters of general policy, curriculum, and in the hiring of new non-tenured full-time faculty. They should be consulted in all other academic appointments as well.
3. General department faculty meetings should be held at least once per semester.
4. Faculty members who believe that their departments are not following these principles have the right to present their grievances to the Faculty Council and the Dean of the College.

C. *Interdisciplinary Committees.* The Dean shall appoint separate interdisciplinary committees to govern each program leading to an interdisciplinary major or minor in the College. After consultation with faculty who teach in the program, the Dean shall appoint a Director to chair each interdisciplinary committee. The committees shall conduct their affairs according to procedures normally applicable to departments, except that procedures for appointment and recruitment are reserved to the departments to which faculty are assigned.

### **III. Article III. The Dean**

- A. The appointment and responsibilities of the Dean of the college are described in Article IV.A. of the Dedman College Constitution.
- B. Other college administrators such as Associate and Assistant Deans are appointed by the Dean, after consultation with the faculty and on the advice and consent of the Provost, for terms established at the time of appointment. They shall be eligible for reappointment.
- C. At the discretion of the Dean, certain duties and responsibilities assigned to the Dean may be delegated to appropriate individuals or groups.
- D. The office of the Dean shall maintain a record of the minutes of the meetings of the faculty, and of the Faculty Council and Undergraduate and Graduate Councils. These records shall be open to all faculty members of the College, except when they contain confidential materials concerning individual students or faculty. The Dean shall transfer to the archives of the University those minutes which are so old as not to be needed for

ready reference.

#### **IV. Article IV. The Faculty Council, The Undergraduate Council, and The Graduate Council**

##### **A. Officers.**

1. *Chair.* The Dean of the College or the Dean's designate shall chair the Councils. In the absence of the Dean or the Dean's designate, the Secretary shall preside.
2. *Secretary.* At its first meeting of the academic year, each Council shall elect a Secretary from among the members representing the faculty.

##### **B. Powers and Responsibilities**

1. *Powers and duties.* The Councils shall exercise the powers of the faculty as delegated in Article II. A. and II. B. and perform the duties defined in Article IV. C. and IV. D. of the Constitution of the College.
2. **Additional Powers and Responsibilities of Undergraduate and Graduate Councils.**

The Councils shall:

- a) Consider matters referred to them by the Dean, by the faculty, or by the students;
- b) Represent the faculty and students of the College to the administration of the University;
- c) Approve or disapprove, upon recommendation by a department, the addition and deletion of courses, as well as changes in title, number, or prerequisites;
- d) Approve or disapprove, upon recommendation by a department or an interdisciplinary committee and acting within degree requirements set by the faculty, the number of hours and other general requirements in the creation or revision of a major or minor program;
- e) Act directly upon student petitions with regard to degree requirements and set guidelines within which the Dean's office may act upon student petitions without reference to the Councils, provided (1) that these guidelines have been reported to the faculty for their information and use in counselling students, (2) that such actions upon individual petitions be reported to the appropriate Council, and (3) that a record of all student petitions for the waiver of rules and the disposition of each by the Dean or the Councils be maintained and be open to inspection by any member of the faculty.

##### **C. Meetings**

1. *Regular meetings.* The Councils shall meet each month during the long terms of the academic year, and shall hold additional meetings as necessary for efficient conduct of their business. Written notice, including agenda, of all regular

meetings shall be sent to the members by the Secretary well in advance of each meeting.

2. *Called meetings.* Special meetings of the Councils shall be called by the Secretary (a) at the direction of the chair or (b) on the written request of three members addressed to the Secretary. Written notice of such special meetings shall be sent to the members by the Secretary as far in advance as is feasible.

3. *Quorum.* A quorum for the transaction of business of the Councils shall be two-thirds of the number of members.

#### D. Minutes and Petitions of Recall

1. Prior to a Council meeting, the Secretary shall distribute minutes which shall record the actions taken in the previous meeting of the Council. Upon approval, these minutes shall be distributed to the faculty, to the Provost, and to other appropriate University administrators. Actions of the Councils become final unless recalled within two weeks after minutes of the Council are distributed.

2. All decisions of the Councils are subject to a petition of recall to the faculty. A vote shall be held in response to a petition signed by at least ten percent or twenty-five members of the faculty, whichever is less. Students disagreeing with any decision of a Council may request twenty-five faculty members to petition for recall. If a Council's decision is recalled to the faculty, a written ballot must be taken. For this purpose, the Dean may call a meeting of the faculty or direct the faculty Secretary to conduct a mail ballot. At least thirty percent of the faculty with suffrage must participate in order to rescind a Council decision, and a majority vote will be necessary to override a Council.

#### E. The Faculty Council

1. *Members.* The Faculty Council shall consist of nine voting members and other non-voting ex officio members designated by the Dean.

- a) Members representing the faculty. There shall be nine members: two tenured full professors and one tenured associate professor from each division. When possible, members from the divisions shall come from different departments.
- b) The Dean.
- c) The Associate Dean for Academic Affairs shall serve as an ex officio member. The Dean may appoint other ex officio members as appropriate.

2. *Voting.* Each elected member of the Council shall have one vote. The Dean shall likewise have one vote.

3. *Eligibility for Membership.* Six of the positions shall be elected from members of the College faculty who hold full-time tenured appointments and the rank of Professor, two from each of the three divisions. Three of the positions shall be elected from members of the College faculty who hold full-time tenured appointments and the rank of Associate Professor, one from each of the three divisions.

4. *Terms of Office.* Faculty members shall serve for three-year staggered terms and shall take office at the beginning of the next regular semester following their election.

The first elections for the Faculty Council will be conducted in spring 1993. The faculty membership of the Council elected in fall 1991, will be randomly chosen to serve one-, two-, or three-year terms beginning at the start of academic year 1992-93, with the restriction that both members from the same division will not have the same term.

5. *Nominations.* The Faculty Council shall invite up to two nominations from each department in respective divisions excluding, if possible, departments with a continuing member. The selection process within a department is left to its discretion with the restriction that all full-time faculty members should be consulted. From these nominations, the Council shall nominate two candidates for each position open in the various divisions. The faculty of the College shall be informed of the slate of nominees prior to a general faculty meeting called to approve the nominations. Additional nominations can be made at the faculty meeting, if supported by ten full-time faculty members from the nominees' division.

6. *Elections.* Elections shall be arranged by the Secretary of the Council and shall be conducted by secret mail ballot during the spring semester of each academic year. Members are elected by the faculty as a whole and elections shall be by majority of the votes cast. All full-time faculty of the College are eligible to vote. Deadline for casting votes shall be specified on the ballot.

7. *Vacancies.* Vacancies in the Faculty Council occurring in the fall semester due to resignations from the Council or departure from the University shall be filled by mid-year elections following the same nomination and election procedure described in 5 and 6 above. The term of office of the new member shall be the unexpired term of the member who vacated the position. Such vacancies occurring in the spring semester shall be filled during the regular end of the year elections.

If a faculty member goes on leave during the term of office, the Dean, in consultation with the Council, shall appoint a person from the proper division to serve for the period of the Council member's leave.

#### F. The Undergraduate Council

1. *Members.* The Undergraduate Council shall consist of nine members and other non-voting ex officio members designated by the Dean.

a) *Members representing the faculty.* There shall be six members elected by the faculty of the College from nominations made by the three divisions. Each division shall have two members from different departments.

b) *Members representing students.* There shall be two student members from the College.

- c) The Dean or the Dean's designated representative, who serves as Chair of the Council.
2. *Voting*. Each elected member of the Council shall have one vote.
3. *Eligibility for membership*
  - a) All members of the College faculty who hold full-time appointments as professors, associate professors, assistant professors, or lecturers shall be eligible for election.
  - b) Undergraduate students elected as representatives of the College to the SMU Student Senate shall be eligible for appointment as members.
4. *Terms of Office*
  - a) Faculty members shall serve for three-year staggered terms and shall take office at the beginning of the next regular semester following their election.
  - b) Student members shall serve one-year terms and shall take office at the beginning of the fall semester after their appointment.
5. *Nomination and Selection*
  - a) Faculty members.
    - (1) *Nomination*. The Faculty Council shall invite up to two nominations from each department in respective divisions excluding departments with a continuing member. The selection process within a department is left to its discretion with the restriction that all full-time faculty members should be consulted. From the nominations, the Council shall nominate two candidates for each position open in the various divisions. The faculty of the College shall be informed of the slate of nominees prior to a general faculty meeting called to approve the nominations.

Additional nominations can be made at the faculty meeting if supported by at least ten full-time faculty members from the nominees' divisions.
    - (2) *Elections*. Elections shall be arranged by the Secretary of the Faculty Council and shall be conducted by secret mail ballot. Members are elected by the faculty as a whole and elections shall be by majority of the votes cast. All full-time faculty of the College are eligible to vote. Deadline for casting votes shall be specified on the ballot.
  - b) Student members. Student members shall be appointed by the Undergraduate Council upon recommendation by the President of the SMU Student Association.
  - c) *Vacancies*
    - (1) If a faculty member becomes unable or is unwilling to serve



during a term of office, the Dean, in consultation with the Faculty Council, shall appoint a person from the same division to serve for the remainder of the academic year. Nomination and election will then proceed in the usual manner to fill the vacancy for the remainder of the original term, if any. If a faculty member goes on leave during the term of office, the Dean, in consultation with the Faculty Council, shall appoint a person from the same division to serve for the period of the Council member's leave.

(2) If a student member becomes unable or unwilling to serve during a term of office, the President of the SMU Student Association will be requested to make a recommendation to the Council to fill the vacancy.

(3) Members shall continue to serve on the Council until their successors are elected or appointed.

#### G. The Graduate Council

1. *Members.* The Graduate Council shall consist of nine members and other non-voting ex officio members designated by the Dean.

a) Members representing the faculty. There shall be six members from departments with graduate programs listed in the College catalogue. No department shall have more than one member. The divisional representation in the Council will be as follows: Division I, two members, Division II, two members, and Division III, two members.

b) Members representing students. There shall be two student members from the College, one a full-time student in a master's program, the other a full-time student in a doctoral program. No department shall have more than one student representative.

c) The Dean or the Dean's designate, who serves as Chair of the Council.

2. *Voting.* Each elected member of the Graduate Council shall have one vote.

3. *Eligibility for membership*

a) All members of the College faculty who hold full-time appointments as professors, associate professors, and assistant professors in departments with graduate programs listed in the College catalogue shall be eligible for election.

b) All full-time graduate students of the College shall be eligible for selection to the Graduate Council according to the procedures of the Graduate Student Assembly.

4. *Terms of Office*

a) Faculty members shall serve for three-year staggered terms and shall take office at the beginning of the next regular semester following their election.

b) Student members shall serve one-year terms. They shall take office immediately following their selection in the fall by the Graduate Student Assembly.

5. *Nomination and Selection*

a) Faculty members.

(1) Nomination. The Faculty Council shall invite up to two nominations per open positions from each department with graduate programs in respective divisions excluding departments with a continuing member. The selection process within a department is left to its discretion with the restriction that all full-time faculty members should be consulted. From the nominations, the Council shall nominate two candidates for each open position. The faculty of the College shall be informed of the slate of nominees prior to a general faculty meeting called to approve the nominations. Additional nominations can be made at the faculty meeting if supported by at least ten full-time faculty members from the nominees' divisions.

(2) Elections. Elections shall be arranged by the Secretary of the Faculty Council and shall be conducted by secret mail ballot. Members are elected by the faculty as a whole, and elections shall be by majority of the votes cast. All full-time faculty of the College are eligible to vote. Deadline for casting ballots shall be specified on the ballot.

b) Student members. Selection of students to the Graduate Council shall be arranged by the Graduate Student Assembly.

c) Vacancies.

(1) If a faculty member becomes unable or is unwilling to serve during a term of office, the Dean, in consultation with the Faculty Council, shall approve a person from the same division to serve for the remainder of the academic year. Nomination and election will then proceed in the usual manner to fill the vacancy for the remainder of the original term, if any. If any faculty member goes on leave during the term of office, the Dean, in consultation with the Faculty Council, shall appoint a person from the same division to serve for the period of the Council member's leave.

(2) If a student member becomes unable or unwilling to serve during a term of office, the Graduate Student Assembly shall be requested to select a replacement to serve for the remainder of the unexpired term.

(3) Members shall continue to serve on the Council until their successors are elected or appointed.

## Article V. Advisory Committees

### A. Advisory Committee for Promotion to the Rank of Professor

1. *Members.* Two elected faculty representatives from different departments in each division. One faculty member from another school appointed by the Dean.
2. *Terms of Office.* Elected faculty representatives shall serve for three year staggered terms. After the first election, elected faculty representatives will be randomly chosen to serve one, two or three year terms so as to establish staggered terms for the membership. The appointed faculty member shall serve for a three-year term.
3. *Eligibility.* Only tenured faculty members of the rank of Professor, including Department Chairs, are eligible to serve on the Advisory Committee.
4. *Nominations.* The Faculty Council shall invite up to two nominations from each department in respective divisions excluding departments with a continuing member. The selection process within the department is left to its discretion with the restriction that all faculty members of the rank of Professor should be consulted. From these nominations, the Faculty Council shall nominate two candidates for each position in the division. The faculty of the College shall be informed of the slate of nominees prior to a general faculty meeting called to approve the nominations. Additional nominations can be made at the faculty meeting, if supported by at least five Professors from the nominees' divisions.
5. *Elections.* Elections shall be arranged by the Secretary of the Faculty Council and shall be conducted by secret mail ballot. Elections shall be by majority of the votes cast within respective divisions. All full-time faculty in each division are eligible to vote. Deadline for casting votes shall be specified on the ballot.
6. *Vacancies.* Vacancies in the Advisory Committees occurring in the fall semester due to resignations from the Committees or departure from the University shall be filled by appointment by the Dean in consultation with the Faculty Council. The term of office of the appointed member is only for the remainder of the academic year. Such vacancies occurring during the spring semester shall be filled during the regular end of the year elections. The term of office of the new member shall be the unexpired term of the member vacating the position. If a faculty member goes on leave during the term of office, the Dean, in consultation with the Council, shall appoint a person from the same division to serve for the period of the member's leave.

### B. Division Advisory Committees for Tenure and Promotion

1. *Member.*
  - a) One elected faculty representative from each department.
  - b) One faculty member from another division in the College appointed by the Dean.
  - c) One faculty member from another school appointed by the Dean.

2. *Terms of Office.* Elected faculty representatives shall serve for three-year staggered terms. After the first election, elected faculty representatives will be randomly chosen to serve one-, two-, or three-year terms so as to establish staggered terms for the membership.

Appointed faculty members shall serve three-year terms.

3. *Eligibility.* Only tenured faculty members of the rank of Associate Professor and above, including Department Chairs, are eligible to vote for candidates and serve on these Advisory Committees.

4. *Elections.* Elections shall take place in the spring semester of the academic year. Elected representatives shall start their term in the following academic year.

5. *Vacancies.* Vacancies in the Advisory Committee shall be filled by the department as and when necessary. If a representative goes on leave, the department shall elect another representative to serve for the period of the member's leave.

## **Article VI. Appeals**

A. *Appeals of Decisions of a Department Chair.* A faculty member may appeal the action of a department Chair to the Dean. In any appeal, the person against whom the appeal is directed must be notified in writing by the Dean in advance of a hearing of the appeal.

B. *Appeals of Tenure and Promotion Decisions.* Details and schedules for appeal procedures are described in the Dedman College document on "Procedures for the Evaluation of Faculty Members of the College for Tenure, Promotion, and Extension of Contract." Appeals of negative departmental recommendations shall be made to the department. Should a second negative departmental recommendation result, an appeal may be made to the Dean, who may refer the matter to the appropriate advisory committee. Appeals of negative recommendations made by the Dean should be addressed to the Dean if they are made on the basis of new information. All other appeals of negative recommendations made by the Dean should be addressed to the Provost.

C. *Appeals of Grades.* A student who feels that an assigned grade is other than the grade earned must discuss the matter first with the course instructor to determine if the discrepancy is caused by error or misunderstanding. If the complaint is not satisfactorily answered by the instructor, and if the student feels that an error has not been corrected or that the assigned grade was unfairly determined, the student may appeal the decision to the chair of the department in which the course is offered, (or, in cases pertaining to non-departmental courses, to a faculty agent designated by the Dean of the school). After discussing the matter with the student, the Chair (or faculty agent) will consult with the course instructor, and the instructor then will report a decision to the student. A student who is still convinced that a complaint has not received a fair determination may appeal the decision to the total faculty or to the Dean. The Dean will proceed as deemed appropriate, but the final authority in the determination of a grade must rest with the course instructor.

**Article VII. Amendments**

A. *Initiation.* Amendments to these Bylaws may be proposed by the Councils or by petition of at least ten percent or twenty-five members of the faculty qualified to vote, whichever is less.

B. *Adoption.* An amendment to the Bylaws may be adopted by majority vote of the faculty at a regular or called meeting. The text of the proposed amendment must be sent to qualified voters at least a week prior to the meeting. An amendment to the Bylaws may also be adopted by majority vote of those responding to a mail ballot. A text of the proposed amendment must be sent to qualified voters at least one week prior to the mail ballot deadline.

Bylaws Adopted by the College Faculty on \_\_\_\_\_

Revised by the College Faculty May 1993

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