

COLLEGE OF VISUAL ARTS AND DESIGN

BYLAWS

APPROVED: 21 AUGUST 2018

I. PREAMBLE | MISSION | VISION

The faculty of the College of Visual Arts and Design (CVAD) of the University of North Texas (UNT) affirm their collective commitment to teaching, research, 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.

CVAD VISION

The College of Visual Arts and Design assumes a critical role in building North Texas into a world-renowned center for culture and education.

CVAD MISSION

The College of Visual Arts and Design fosters creative futures for its diverse student population and the region through rigorous arts-based education, arts- and client-based studio practice, scholarship, and research.

CVAD VALUES

Together, students, faculty, staff, administrators, the college advisory board, and alumni comprise the UNT College of Visual Arts and Design (CVAD). The college is home to an abundant plurality of voices, visions, and aspirations. Nonetheless, we share common values and sense of purpose.

VISUAL ARTS AND DESIGN — *We affirm the role of visual arts and design and recognize their role as defining markers of civilization and modes for expressing the human story. The visual arts and design fire the imagination, enable aesthetic expression, cultivate self-discipline and critical habits of mind, encourage empathy and human understanding, and transmit important human values.*

ENGAGEMENT — *We acknowledge our relationship with and duty to communities large and small, near and far. Through service experiences we respond to the needs of local communities and beyond. Through scholarship, research, and exploring new ideas we reveal new knowledge and invent unique, sustainable solutions.*

INSTITUTIONAL COMMITMENT — *We are committed to all of our stakeholders and strive to ensure their individual and shared success. We work to honor this commitment by recognizing and supporting the unique accomplishments and contributions of all who work for, study at or are vested in the college.*

INDIVIDUAL COMMITMENT — *We are a home to a richly varied community of artists, designers, educators, scholars, researchers, and learners. As such, we believe that a common sense of purpose shared by our college community is the best assurance for its long-term institutional success. We therefore encourage all of our stakeholders to find their own unique ways to sustain the collective working and well-being of the college.*

\*\*\*\*\*

## **II. MEMBERSHIP/VOTING RIGHTS**

The Faculty includes all full-time (tenured and tenure-track) faculty members and continuing lecturers in the College of Visual Arts and Design at the University of North Texas. Voting privileges are extended to all full-time faculty members and all continuing lecturers with at least a 50% appointment, unless prohibited by other university regulations. Faculty on leaves of absence, including sick leave and development leave, from the university relinquish voting rights for the duration of their leave.

## **III. ORGANIZATION/STRUCTURE**

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

- Dean
- Associate Deans
  - Associate Dean for Administrative Affairs
  - Associate Dean for Academic and Student Affairs
- Departmental Chairs
  - Department of Art Education and Art History
  - Department of Design
  - Department of Studio Art
- Foundations Director
- Program Coordinators
- Center/Institute Directors

The College of Visual Arts and Design is organized into three departments and the Foundations program for the purposes of representation and administration, with full-time faculty members housed within a department for purposes of performance evaluation.

DEPARTMENT OF ART EDUCATION AND ART HISTORY WITH PROGRAMS IN:

*Art History*

*Art Museum Education*

*Interdisciplinary Art and Design Studies*

Open Track

Arts Management

*Visual Arts Studies/Art Education*

DEPARTMENT OF DESIGN WITH PROGRAMS IN:

*Communication Design*

Graphic Design

User Experience Design

*Fashion Design*

*Interdisciplinary Art and Design Studies*

Design Management

*Interior Design*

DEPARTMENT OF STUDIO ART DEPARTMENT WITH PROGRAMS IN:

*Ceramics*

*Drawing and Painting*

*Fibers*

*Metalsmithing and Jewelry*

*New Media Art*

*Photography*

*Printmaking*

## *Sculpture*

Administrative responsibilities for and oversight of the Onstead Institute, P.R.I.N.T., the Texas Fashion Collection, UNT Art Galleries, and other CVAD initiatives or Centers and Institutes are assigned by the Dean. Those in these positions report directly to the Dean or the Dean's designee.

### **IV. FACULTY COUNCIL/COLLEGE EXECUTIVE OR EQUIVALENT**

The CVAD Executive Committee is the administrative advisory committee of the college. It is composed of the Dean, who serves as the Chair of the committee, the Associate Dean for Administrative Affairs, the Associate Dean for Academic and Student Affairs, the three Department Chairs, the Foundations Director, and one elected member from each department. At least 50% of this committee must come from the rank of associate and full professor. The Executive Committee advises the Dean on issues concerning new staff, 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 full college 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 COMMITTEE AND ACTIONS)**

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.

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

1. Governance Committees include the College Executive Committee, Academic Committee, Department Reappointment, Promotion and Tenure Personnel (RPT) Committees, and the College RPT Committee whose composition, selection, and duties are specified in this document,
2. Standing Committees, such as the CVAD Student Project Award selection committee, and
3. Ad Hoc Committees, which serve special functions not delegated by the By-Laws or standing committees. Ad Hoc Committees are appointed only as needed.

All full-time faculty members with at least 50% assignment in the College of Visual Arts and Design can be elected to serve on all College Governance Committees, except where prohibited by University regulations. Faculty with less than a 50% assignment 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 to Committees

- Each department shall nominate and elect its own representatives during the Fall departmental faculty meetings, and the results shall be reported to the Dean of the College of Visual Arts and Design.
- The committees will be elected by majority vote.
- Committees shall be elected in the following order:
  - Department Reappointment, Promotion and Tenure Committee
  - College Reappointment, Promotion and Tenure Committee
  - College Executive Committee
  - Academic Committee
- The College RPT Committee will be comprised of CVAD full professors. Barring a lack of adequate personnel, each of these elected members will come from a different department.
- 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 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 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 informs the Dean and the appropriate Department Chair. It is the Department Chair's responsibility to secure a replacement that will be put forward to the Executive Committee for approval.

#### 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 include six faculty members (two from each of the three Departments, representing different program areas whenever possible). The Departmental Chairs and Foundations Director serve as *ex-officio, non-voting* members of the committee. 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. 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.

##### ***Reappointment, Promotion, and Tenure (RPT) Committees***

The three Department RPT Committees and the College RPT Committee elect their own chairs and chairs-elect.

### ***Department RPT Committees***

There is one Department Reappointment, Promotion and Tenure Committee for each of the three departments in the College of Visual Arts and Design. Each of these committees is composed of five faculty members, who make recommendations on matters dealing with merit review, retention, tenure, and promotion. Each Department Reappointment, Promotion and Tenure Committee shall be comprised of three tenured faculty members from within a given department and two additional tenured members (one each) from the other two departments. These committees will have a staggered membership to ensure continuity year to year.

In matters of annual peer evaluation for merit, each Department RPT Committee

- Follows the procedures for merit recommendation, as outlined in relevant university policy (see [06.007: Annual Review](#)) and these bylaws, and conducts the process in cooperation with its department chair;
- Follows the departmental evaluation criteria relevant to each faculty member;
- Provides a consultative document to the Department Chair in line with the established calendar and the Department Chair's content and formatting request.

In the College of Visual Arts and Design, faculty members have the opportunity upon the receipt of the merit evaluation to meet with the Chair of the Department RPT Committee and the Department Chair.

In matters of Reappointment, Tenure, and Promotion, each Department 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 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.

### ***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 one elected tenured faculty member from each of the three departments and the two Associate Deans. The departmental 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 subject to review that year. If a member of the committee is unable to complete his or her assignment on the committee, an election in the appropriate department will be held to fulfill that term. 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 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. The next level of recourse is the University Ombuds. If all attempts fail to reach accord, it is then appropriate to lodge a formal grievance following the procedure outlined below.

### *Grievance Procedures Against an Administrator or Member of CVAD*

- 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. A College Ad Hoc 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 its representative within seven days of the failure of resolution, s/he forfeits the case at the College level. Notice of such forfeiture becomes a part of the record of the case, and the complainant may appeal to the appropriate University Committee in accordance with University Policy.
- The Ad Hoc Grievance Committee and the Complainant have access to all documents relevant to the investigation.
- The Ad Hoc 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.
- If the situation remains unresolved to the satisfaction of the complainant, s/he appeals to the appropriate University Committee for redress in accordance with University Policy. In matters of Tenure and Academic Freedom the complainant appeals to the University Tenure Committee (UTC). In matters other than Tenure and Academic freedom, the complainant appeals to the University Review Committee (URC). In all cases, the chair of the Ad Hoc Grievance Committee is responsible for the conveyance of records, one copy of which is placed in the permanent personnel file and another given to the complainant.

### *Grievance Procedure Against a Committee of the College of Visual Arts and Design*

In the event that a faculty member disputes the actions or recommendations of any committee of the College of Visual Arts and Design, the appellant shall attempt to resolve the disputed action or decision directly with the responsible committee and the appropriate administrator. If this is not possible, the following procedure shall apply.

- A grievance procedure shall be initiated by a written statement of particulars to the CVAD Dean. The exact nature of the grievance must be presented in writing. The names of the faculty members chosen by the appellant as representatives on the ad hoc grievance committee will accompany the statement of written particulars.
- The Dean shall transmit the document to the Executive Committee, who will administer the procedure.

- Within fourteen (14) calendar days of the initiation of the grievance, the Executive Committee shall appoint a five-member ad hoc Grievance Committee to consider the grievance. This Committee is composed of
  - Two tenured members of the College of Visual Arts and Design faculty selected by the appellant,
  - Two tenured members of the College of Visual Arts and Design faculty selected by the aggrieved committee,
  - A tenured UNT faculty member from outside the College of Visual Arts and Design selected, by majority vote, by the College Executive Committee as the fifth member and the chair of the committee (no faculty member who participated in the actions or recommendations being appealed shall serve on the ad hoc grievance committee).
- The Executive Committee is required to convene the committee for the purpose of selecting the outside member. Failure to do so forfeits the case at the College level. Notice of such forfeiture becomes a part of the record of the case, and the appellant may appeal to the appropriate University Committee, in accordance with University Policy.
- Within 30 days (excluding official College holidays) of the date the Executive Committee appoints its representatives, the four members from within the College must meet, select the outside member, and render its findings and recommendations to the Dean of the College of Visual Arts and Design and the appellant.
- The appellant shall show sufficient cause to the ad hoc Grievance Committee for review of the case, and the Grievance Committee shall have access to all documents relative to the investigation. In the event of insufficient documentation, the committee may choose to interview all parties related to the case.
- Within fourteen (14) calendar days from the time the recommendations are made to the Dean, he or she must render in writing his or her response to the to the recommendations and a disposition on the grievance to the appellant, the members of the ad hoc Grievance Committee, the current chair of the offending committee, and the Executive Committee.
- If the situation remains unresolved to the satisfaction of the appellant, appeal for redress may be made to the appropriate University Committee, in accordance with University Policy. In all cases, the chair of the ad hoc Grievance Committee is responsible for the conveyance of records, one copy of which is placed in the permanent personnel file of the appellant and another given to the appellant.

**VII. BYLAW IMPLEMENTATION AND AMENDMENTS**

These bylaws are a living document and are automatically reviewed every three years (next review required in Academic Year 2020/2021) 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 made by a two-thirds vote of the voting faculty, as defined above. A written copy of the proposed amendment must be distributed to all voting faculty following the meeting notification processes described above.

\*\*\*\*\*