

To: CLASS Voting Faculty members  
From: Faculty Governance Advisory Committee  
RE: CLASS Bylaws  
Date: March 11, 2013

The following information is regarding proposed amendments to the CLASS Bylaws, Spring 2013. FGAC is submitting three proposed amendments for faculty consideration and vote. Each amendment will be voted on separately so that the amendments can be considered independently of one another.

The amendments will be reviewed at our CLASS meeting on March 22 at 1pm.

Overview of Proposed Amendments:

1. Evaluations of Chairs/Directors: Making third year reviews of Chairs/Directors mandatory.
2. New College Committee - Research, Scholarship, and Creative Activity Committee: To provide support of these areas within the college.

*This new committee was proposed last spring as part of a single yes/no vote on several amendments. Last Spring, the single vote on the group of amendments did not pass, narrowly missing approval of the necessary two-thirds by 2 votes.*

*Since last spring, FGAC has re-worked the RSC Committee description to meet concerns regarding the language in previous version. Last year's version is included for faculty convenience.*

3. Update of Promotion and Tenure Policies: To align better with current practices.

Please review these amendments prior to the CLASS meeting on March 22.

Thank you.

Karen Stokes  
Chair, FGAC

CLASS Bylaws Amendments 2013

*Proposed Amendment:*

**SECTION IV. Department Organization and Operations**

3. Selection and Evaluation of Department Chairs & Directors:

a. Department chairs & directors shall serve three-year terms and may serve an indefinite number of terms. Chairs & directors will undergo mandatory third year reviews by the Department and Dean, the Faculty Governance Advisory Committee will conduct the evaluation procedure.

b. In cases where an outside chair/director is to be recruited, the process for recruiting shall be determined by the department in consultation with the Dean.

c. Procedure for the internal selection of a chair/director.

ETC.

(This amendment would remove Item D from current Bylaws.)

*Current Bylaws:*

## **Section IV. Department Organization and Operations**

### **C. Selection and Evaluation of Department Chairs.**

1. Department chairs shall serve three-year terms and may serve an indefinite number of terms.
2. In cases where an outside chair is to be recruited, the process for recruiting shall be determined by the department in consultation with the Dean.
3. Procedure for the internal selection of a chair.
  - a. A department shall conduct a search for its chair during the final year of the chair's term or when the Dean determines that a new chair is needed.
  - b. The Faculty Governance and Advisory Committee shall oversee the selection process according to the following procedure. The Faculty Governance and Advisory Committee shall
    1. call for nominations for chair from the department faculty.
    2. within five working days after the close of nominations, ask those who have been nominated if they will accept nomination for department chair.
    3. administer an election among all persons who accepted nomination.
    4. recommend to the Dean any candidate who receives at least one vote more than 50 percent of the votes cast.
    5. If no candidate receives a majority vote, if a procedure for run off is specified within department bylaws, that procedure for a run off election will be followed. If no run off procedure is specified in departmental bylaws, the two candidates with the most votes will be in a run off election.
  5. If the Dean finds the department's selection to be acceptable, he or she shall notify the members of the department of his or her decision within two weeks.
  6. If the Dean finds the department's selection to be unacceptable, he or she shall notify the members of the department within two weeks and ask for a second election within two weeks. This second election will be conducted under the procedures specified in 3 above. If the Dean finds the department's second selection to be unacceptable, he or she shall consult with the department within two weeks before making his or her recommendation to the Chief Academic Officer.
  7. If the Dean should decide there were procedural flaws in the search process, he or she shall confer with the department and may call for another election.

~~D. If the department requests an evaluation of their chair, the Faculty Governance and Advisory Committee will conduct the evaluation procedure.~~

CLASS Bylaws Amendments 2013:

*Updated proposal for Spring 2013:*

### **Section XIII. Research, Scholarship, and Creative Activity Committee**

1. The CLASS Research, Scholarship, and Creative Activity Committee shall contain 7 members, representing the 4 major types of research, scholarship, and creative activity conducted within the college: these types shall be designated Arts, Humanities, Social Sciences, and Health Sciences.
  - a. Every year, the RSCA committee will allot 2 positions each, for Arts, Humanities, and Social Sciences departmental representatives respectively, as well as 1 position for a Health Sciences representative.
  - b. The RSCA will maintain a yearly rotation of departments within each category, so that departments unrepresented in the previous year will send a representative to serve a term of one year, with no department serving for 2 consecutive years.
  - c. Departmental representatives will be elected by their department at the beginning of the year of that department's turn in the cycle.
  
2. The RSCA Committee shall
  - a. Work with the Associate Dean to develop ideas for stimulating creative and scholarly activity within the College;
  - b. Advise on ways of assisting faculty in obtaining support to engage in creative and research activity;
  - c. Develop recommendations and procedures to ensure fair and equitable use of facilities necessary for creative and research activity;
  - d. Make recommendations to the Dean on policies related to research activities and programs in the College including-research funding, new faculty research support, and other modes in support of faculty research and creative activity;
  - e. Advocate for research and creative activities in the College.

*Proposed Spring 2012:*

**Section XIII. Research & Scholarship Committee**

- A. The R&S Committee shall consist of 7 faculty members that will represent the breadth of research and creative activities in the College and will be appointed by the Dean in consultation with Department Chairs/Directors. The committee shall foster research & creative activities in CLASS.
  
- B. The committee shall
  - 1. Work with the associate dean to develop ideas for stimulating creative and scholarly activity within the College;
  
  - 2. Advise on ways of assisting faculty in obtaining support to engage in creative and research activity;
  
  - 3. Develop recommendations and procedures to ensure fair and equitable use of facilities necessary for creative and research activity;
  
  - 4. Make recommendations to the Dean on policies related to research activities and programs in the College including research funding, new faculty research support, and other modes in support of faculty research and creative activity;
  
  - 5. Monitor the creation and support of a mentoring program in which tenured faculty within a department (or beyond) nurture the development of younger tenure track faculty;
  
  - 6. Advocate for research and creative activities in the College; and
  
  - 7. Encourage and stimulate scholarly research and creative activity of faculty while facilitating a close relationship between undergraduate and graduate education and scholarly research in consultation with the appropriate committees in CLASS and elsewhere.

*Proposed Spring 2012.*

*Re-submitted for consideration as separate amendment: Spring 2013:*

**Section XIV. Annual Reviews and Pre-Tenure Reviews of Tenure-Track Assistant Professors**

1. Every tenure-track faculty will be reviewed annually by the department chair/director or appropriate administrator according to departmental procedures. The chair/director will provide the faculty member with a written summary of the review.
2. A full pre-tenure review normally occurs in the tenure-track assistant professor's third year. Eligible faculty in the department will conduct a comprehensive review of his or her record of (a) scholarship, creative work or performance; (b) teaching; and (c) service to the university, community, and/or profession for the purpose of assessing progress toward tenure. Following committee review, the department chair/director will conduct an independent review and write a letter to the faculty member discussing strengths and weaknesses of the pre-tenure portfolio. This letter will be forwarded to the dean of the college and placed in the candidate's personnel file.

**Section XV. Procedures and Criteria for Tenure and Promotion to Associate Professor in the College of Liberal Arts and Social Sciences**

1. All College and Department policies and procedures must comply with the Provost's annual Promotion and Tenure Guidelines.
2. Mandatory review for tenure and promotion will take place no later than the sixth year of a tenure-track assistant professor's appointment, unless the candidate received an extension of the probationary period under the provisions of the University of Houston Faculty Handbook.
3. Each department shall develop and make available to faculty members, upon their appointments, written criteria for tenure and promotion consistent with University and College policies.
4. Candidates for tenure and promotion to Associate Professor, which normally occur together, are responsible for the timely submission of tenure and promotion materials consistent with the criteria of the Department, the College and the University. Additionally, department chairs/directors shall solicit four to six external reviews of the candidate's materials from well-qualified senior scholars. To the extent allowed by law, external reviews are to be treated as confidential and are intended to be read only by the reviewing committees and university administrators or faculty involved in the review process. Candidates will not be shown nor have access to external letters as part of the promotion and tenure process

5. Successful candidates for tenure and promotion to Associate Professor shall demonstrate excellence in (a) scholarship, creative work or performance, (b) teaching, and (c) service to the university, community, and/or profession as appropriate to the particular discipline. The awarding of tenure shall be based on the candidate's serious and significant contributions in scholarship, creative work, or performance; the promise or achievement of a national or international reputation in his or her field; and the expectation of continued excellence in these areas throughout the candidate's career.

6. Only tenured faculty in the department may vote on the granting of tenure and the promotion to Associate Professor. All deliberations are conducted in confidence. The department committee shall provide a written report evaluating the candidate's scholarship, creative work or performance, teaching, and service, including a recommendation based on the majority of votes cast. The department chair/director shall provide an independent written report with his or her recommendations and assessment of the candidate's record. Copies of these reports shall be made available to the candidate; the reports should not reveal the identity of the external reviewers. These reports will be submitted to the College Tenure and Promotion Committee for review as part of the candidate's portfolio.

7. The College Tenure and Promotion Committee shall review the candidate's tenure and promotion materials, external review letters, the department's recommendation, and the department chair/directors's report and shall make written recommendations to the Dean, based on the majority of votes cast, regarding promotion and tenure as well as the continuance of faculty members in the College according to University procedures, departmental criteria, and College standards. The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. The reports of the college Committee and the Dean will be included in the portfolio, and the entirety will be submitted to the Provost's Office for review at the University level. A copy of the Committee's and the Dean's reports shall be made available to the candidate; the reports should not reveal the identity of the external reviewers.

#### **Section XVI. Procedures and Criteria for Promotion to Full Professor in the College of Liberal Arts and Social Sciences**

1. All College and Department policies and procedures must comply with the Provost's annual Promotion and Tenure Guidelines.
2. Each department shall develop and make available to faculty written criteria for promotion to Full Professor consistent with University and College policies.
3. Candidates for promotion to Full Professor are responsible for the timely submission of promotion materials consistent with the criteria of the department, the College and the University. Additionally, department chairs/directors shall solicit four to six external reviews of the candidate's materials from well-qualified senior scholars. To the extent allowed by law, external reviews are to be treated as

confidential and are intended to be read only by the reviewing committees and university administrators or faculty involved in the review process.

4. Successful candidates for promotion to Full Professor shall demonstrate continued excellence in (a) scholarship, creative work or performance, (b) teaching, and (c) service to the university, community, and/or profession appropriate to the particular discipline. The promotion to full professor shall be based on the candidate's serious and significant contributions in scholarship, creative work, or performance; the achievement of a national or international reputation in his or her field; and the expectation of continued excellence in these areas throughout the candidate's career.

5. Only full professors in the department may vote on the candidate's promotion to Full Professor. All deliberations are conducted in confidence. In the event that there are fewer than three full professors eligible to undertake the committee review in a department, additional full professors will be named by the Dean to the departmental committee in consultation with the chair/director of the department. The department committee shall provide a written report evaluating the candidate's scholarship, creative work or performance, teaching, and service, including a recommendation based on the majority of votes cast. The department chair/director also shall provide an independent written recommendation and report with his or her assessment of the candidate's record. Copies of these reports shall be made available to the candidate; the reports should not reveal the identity of the external reviewers. These reports will be submitted to the College Tenure and Promotion Committee for review as part of the candidate's portfolio.

6. In a department where the chair/director does not hold the rank of full professor, the Dean shall appoint a full professor from the department, or from another department if there are no full professors in the department at issue, to oversee the department's deliberations regarding a candidate's promotion to Full Professor and to provide an independent written recommendation and report with his or her assessment of the candidate's record.

7. The College Tenure and Promotion Committee shall review the candidate's promotion materials, external review letters, the department's recommendation, and the department chair/director's report and shall make written recommendations to the Dean, based on the majority of votes cast, regarding promotion to Full Professor. The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. The reports of the college Committee and the Dean will be included in the portfolio, and the entirety will be submitted to the Provost's Office for review at the University level. A copy of the Committee's and Dean's reports shall be made available to the candidate; the reports should not reveal the identity of the external reviewers.

#### **Section XVII. Reconsideration of Tenure and Promotion Decisions**

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1. In cases of a negative recommendation, candidates for tenure and promotion to Associate Professor or for promotion to Full Professor are entitled to a reconsideration of the decisions of the department, the department chair/director, the College Tenure and Promotion Committee, and the Dean. Reconsiderations are limited to errors of fact and procedure.
2. Each department shall establish procedures for reconsideration. Departmental reconsiderations normally occur before the deadline for portfolio submission to the College.
3. A candidate requesting a reconsideration of the College Tenure and Promotion Committee's decision must submit a written notification of this request to the Committee chair within five days of receiving the Committee's report. No later than five days thereafter, the candidate must provide to the Committee any new evidence or evidence to rebut statements made. When the candidate meets with the Committee, the candidate may invite the chair/director of his or her department or another faculty colleague to provide information to the Committee.
4. A candidate requesting a reconsideration of the Dean's decision must submit a written notification of this request to the Dean within five days of receiving the Dean's report. No later than five days thereafter, the candidate must provide any new evidence or evidence to rebut statements made. When the candidate meets with the Dean, the candidate may invite the chair/director of his or her department chair/director or another faculty colleague to provide information to the Dean.

### **Section XVIII. Annual Merit Reviews and Post-Tenure Reviews**

Departments shall develop their own procedures and criteria for both the annual merit reviews and post-tenure reviews, subject to the approval of the Dean. Department chairs/directors shall forward to the Dean the outcomes of annual merit and post-tenure reviews.

*Current Bylaws:*

**Section XIII. Criteria for Tenure and Promotion to Associate and Full Professor and for Faculty Reviews in the College of Liberal Arts and Social Sciences**

- A. Candidates for tenure and promotion to Associate Professor, which normally occur together, shall be evaluated on the basis of their record of scholarship, creative work or performance, teaching, and service to the university, community, and/or to their profession. Successful candidates shall demonstrate excellence in scholarly and creative activities, teaching, and effective service. The awarding of tenure shall be based on the promise of national visibility and the prediction of continued excellence in these areas throughout the candidate's career.
  
- B. Candidates for promotion to Full Professor shall be evaluated in the same three areas of achievement delineated above. In addition to continued excellence in teaching and a commitment to service, successful candidates shall have achieved a national reputation in their scholarship, creative work, or performance.
  
- C. The purpose of the Third Year Review shall be to ascertain whether the candidate is making acceptable progress toward tenure. Departments shall conduct this important review during the third year and forward the copy to the dean.
  
- D. Departments shall develop their own procedures and criteria for both the annual merit reviews and post-tenure reviews, subject to the approval of the Dean. Department chairs shall forward to the Dean, at his or her discretion, the annual faculty activity reports and updated curriculum vitae along with the outcomes of annual merit and post-tenure reviews.