

The DIETRICH School of
Arts & Sciences Gazette

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Dietrich School of Arts and Sciences

Called Faculty Meeting

Tuesday, May 21, 2013

11 a.m.

University Club

Ballroom B

Agenda

1. Dean's Report
 2. Proposed amendments to Dietrich School Governance Documents to include Lecturers, Lecturer/Master Teachers, and Senior Lecturers as members of the School faculty and to engage them in Dietrich School governance (Senior Associate Dean James Knapp)
 3. Any Other Business
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PROPOSED AMENDMENTS TO DIETRICH SCHOOL GOVERNANCE DOCUMENTS

1. Whereas, The full-time non-tenure stream faculty play a central and highly valued role in delivering undergraduate education, one of our core missions, and under the University Bylaws should be voting members of the Dietrich School faculty;

Resolved, That Sections II.1 and II.2 of the Dietrich School Bylaws be amended to include full-time non-tenure stream in the voting faculty and to remove them from the list of Persons Excluded as detailed in the Attachment.

2. Whereas, Inclusion of full-time non-tenure stream faculty in the membership of the Dietrich School should lead to the engagement of non-tenure stream faculty in faculty governance at the School level;

Resolved, That Section III.1, III.2, III.3, III.4, and III.7 be amended to include non-tenure stream representatives on the Dietrich School Council (three new members elected by division); non-tenure stream representatives on the Undergraduate Council (three new members elected by division); Graduate Council (redefinition of membership to be elected members of graduate faculty); Planning and Budget Committee (three new members elected by division); and Nominating Committee (three new members elected by division); all as detailed in the Attachment.

3. Whereas, The increasing and highly valued role of full-time non-tenure stream faculty in providing instruction and otherwise supporting, though student advising and other functions, the undergraduate program, warrants adoption of agreed, consistent criteria for appointment, evaluation, and reappointment of non-tenure stream Dietrich School faculty;

Resolved, That the following criteria for appointment, evaluation, and reappointment of non-tenure stream faculty be adopted by the School:

Lecturer: A full-time faculty appointment outside the tenure stream whose primary responsibility is teaching, but whose duties may include activities such as student advising, supervision of graduate student teachers, program administration, and technical or artistic support. Initial appointment is for one year, and may be renewed for up to two additional years. In the third year, a Lecturer may be recommended for subsequent renewals of three years. In the sixth year, a Lecturer may be considered for promotion to Lecturer/Master Teacher. Evaluation and recommendation for contract renewals or promotion will be by a vote of the tenured and tenure-stream faculty, and NTS faculty at the ranks of Lecturer/Master Teacher and Senior Lecturer.

Lecturer/Master Teacher: A full-time faculty appointment outside the tenure stream whose duties are the same as those of Lecturer, but who has demonstrated consistent excellence as a teacher, and, if appropriate, as an advisor, or in other assigned service to a department. Appointments are for three years, and are renewable. Evaluation and recommendation for contract renewals will be by a vote of tenured and tenure-stream faculty, and NTS faculty at the rank of Senior Lecturer. Recommendation for promotion to Senior Lecturer may be made by a vote of tenured and tenure-stream faculty, and NTS faculty at the rank of Senior Lecturer.

Senior Lecturer: A title reserved for persons of considerable professional attainment, of eminence, or with recognized expertise in their fields of scholarship or in the creative arts. Renewable appointments are for five years. Evaluation and recommendation for contract renewals will be by a vote of tenured and tenure-stream faculty.

4. Whereas, The inclusion of full-time non-tenure stream faculty as members of the Dietrich School may have implications for departmental governance, especially in departments in which such colleagues are a large fraction of the faculty;

Resolved, That the *Dietrich School of Arts and Sciences Statement on Departmental Governance* be amended as follows (additions are underlined):

Proposed Changes to the *Dietrich School of Arts and Sciences Statement on Departmental Governance*

The following principles and procedures shall be observed by all departments within the Dietrich School of Arts and Sciences. They are to be considered minimal guidelines; particular departments may elect to adopt more detailed statements of governance.

General

Chairpersons shall act in concert with their respective Faculties. They shall seek the opinion and advice of their colleagues. Chairpersons may make determinations contrary to such counsel; but, if they do so, there arises a duty to account for their reasons—both to the department and to administrative superiors. Chairpersons shall fully disclose the nature and extent of their disagreement with faculty opinion.

Chairpersons serve as representatives of their respective departmental Faculties to the administration and therefore their authority should be perceived as primarily derived from the faculty. To be effective a Chairperson must exhibit qualities of intellectual leadership, devotion to scholarship, and academic excellence and concern for growth and development of the department. Chairpersons should be ever mindful that they earn the respect of their colleagues by demonstrating these qualities of leadership and not by instilling fear or by setting department members against one another. A productive academic environment requires a Chairperson who is consistently self-controlled and who has a considerable capacity for tolerance and empathy.

Departmental Bylaws

It is essential that faculty understand how their departments operate, particularly at a University where faculty reflect varied origins, backgrounds, and educational experiences, and effective and open departmental governance structures allow faculty (and students, where appropriate) to participate fully in the decision-making process in their teaching units.

Departments are therefore required to maintain, distribute to faculty members annually, and translate into practice a set of Bylaws consistent with Dietrich School of Arts and Sciences Bylaws, University Bylaws, and University Policies and Procedures that, at a minimum, address the functions listed below:

- Recommendations to the Dean regarding Chair appointments
- Conduct of Departmental business
- Determination and staffing of undergraduate and graduate curricula and requirements
- Departmental planning and its budgetary impacts
- Departmental procedures appropriate for faculty processes and actions

Consultation on major issues

Faculty members and, when appropriate, graduate students and undergraduate majors shall be consulted on all academic issues involving the department, such as appointments, promotions, curriculum, program requirements, academic priorities, general policies concerning course and committee structures and responsibilities, and budget policy; the tenured/tenure stream faculty shall take the lead on curricular issues.

Faculty appointments and promotions

The University Bylaws state that the Dean “shall take into account the recommendations of the Chairmen of the Departments and the faculties concerned.” In recommending faculty appointments and promotions the Chairperson shall furnish the Dean with evidence concerning the extent to which members of the department favor or oppose the prospective appointee.

Accountability and term of office

Since the faculty is accountable to the Chairperson and the Dean, in turn the Chairperson shall be accountable to the Dean and to the faculty of that department. Chairpersons shall be appointed on the recommendation of the Dean for a specified maximum period of time not to exceed five years following consultation with the faculty. They are eligible for reappointment following an appropriate review. A secret ballot shall be used to determine the balance of faculty judgment in matters of appointment and reappointment of Chairpersons; a full and complete report of the faculty recommendation shall be provided to the Dean, including a distinction, if appropriate, between the views of the tenured/tenure stream and the non-tenure stream faculty.

The Dean shall be instrumental in arranging for this and other expressions of opinion and shall take these expressions under advisement; open discussions of departmental directions and challenges is encouraged. In formulating recommendations with regard to appointment and reappointment of Chairpersons, the tenured/tenure stream faculty shall take the lead.

Meetings

In each Fall and Spring Term the Chairperson shall call at least one meeting for *which any member of the faculty may place an item on the agenda.*

5. Whereas, The increasing complexity of composition of the Dietrich School faculty, and the addition of full-time non-tenure stream faculty to the voting faculty of the School, could lead to confusion as to appropriate academic procedures for first appointments of tenure stream and tenured faculty;

Resolved, That the Criteria and Procedures for Appointment, Reappointment, Promotion, and Conferral of Tenure be amended as follows (additions are underlined):

Proposed Changes to the *Departmental Procedures Concerning First Appointment, Third-Year Review, and Promotion to Associate Professor with Tenure*

1. First Appointment

The appointment of new faculty members is a matter in which the departments should exercise great care and diligence. Every member of the department should participate in the appointive process, and should have a voice in any decision; faculty have voting privileges on appointments at their own rank or below. The following considerations apply particularly to the appointment of tenure stream Instructors and Assistant Professors.

Candidates should be solicited by advertisement in appropriate journals, by extensive canvassing, and by other suitable means, in a manner consonant with applicable standards of affirmative action. The credentials of candidates thus solicited should be closely scrutinized. Candidates' potential as scholars or artists and teachers should be evaluated rigorously. The most promising candidates should be invited to meet personally with all members of the department, and to submit for examination examples of their scholarly or creative work. A seminar presentation, lecture-discussion session, or other kind of performance should be required of each such candidate, to assist department members in judging the quality of the candidate's training and potentialities as teacher and scholar.

When all candidates for a position have been fully evaluated, the Chairperson shall canvass the views of all members of the department with voting privileges at the rank of the appointment to determine whether a consensus exists favoring the appointment of one of the candidates; in the case of a tenured appointment, each tenured faculty member has a vote on the award of tenure, even if he/she does not have a vote on rank. The results of that canvass, together with the Chairperson's recommendation and all other relevant materials, shall be forwarded to the Dean for the Dean's action. The Chairperson's recommendation should provide a detailed rationale for the proposed appointment, including the anticipated contribution of the prospective appointee to the short- and long-term plans of the department.

Attachment for May 21, 2013 Called Faculty Meeting of the Dietrich School
Proposed Amendments of *Dietrich School of Arts and Sciences Bylaws*
Additions are underlined; [Deletions are so marked DELETE]

I. Jurisdiction

1. The Kenneth P. Dietrich School of Arts and Sciences (Dietrich School; Dietrich School of Arts and Sciences; formerly School of Arts and Sciences and the Faculty of Arts and Sciences) of the University of Pittsburgh shall have jurisdiction over curricula and instructional programs, degree requirements, admissions, grading regulations, and other related academic matters pertaining to its constituent departments and schools.

II. Membership and Meetings

1. **Persons included.** All persons who hold full-time tenure stream academic appointments in the University of Pittsburgh with the titles Instructor, Assistant Professor, Associate Professor, and Professor, and with a primary appointment in the Dietrich School of Arts and Sciences; those Research Assistant Professors, Research Associate Professors, Research Professors, and part-time faculty, who are in the tenure stream; full-time non-tenure stream Lecturers, Lecturers/Master Teachers, and Senior Lecturers (hereafter referred to collectively as Lecturers); the Chancellor; the Provost; the Dean of the Dietrich School of Arts and Sciences (hereafter referred to as the Dean), the Associate Deans of the Dietrich School of Arts and Sciences, and the Dean of the College of General Studies are members of the Dietrich School of Arts and Sciences. The student members of the Dietrich School of Arts and Sciences Council (Dietrich School Council), the Dietrich School of Arts and Sciences Undergraduate Council (Dietrich School-UC), the Dietrich School of Arts and Sciences Graduate Council (Dietrich School-GC), the six student members of the College of General Studies Council, the President of the Student Government Board, the President of the General Studies Student Government, and the President or Head of the Graduate Student Organization shall be allowed full voting participation in meetings and will participate in ballots by mail. Two student members of the Black Action Society who are enrolled in the Dietrich School shall have full voting participation in the meetings of the Dietrich School and in voting by mail.
2. **Persons excluded.** Adjunct Professors, Research Professors, Visiting Professors, [Lecturers DELETE] Research Associates, Teaching Associates, Assistant Instructors, Acting Instructors, Instructors not in the tenure stream, Teaching Fellows and Teaching Assistants are not members of the Dietrich School of Arts and Sciences.
3. **Meeting of full faculty.** The Dietrich School shall hold general meetings in early October and late February, at times and places to be determined by Dietrich School Council. The Dean shall preside, or in the Dean's absence, the Vice Chairperson of Dietrich School Council. Additional meetings may be called by the Dean, at the request of any of the permanent Councils, or on petition of 40 members of the Dietrich School presented to the Dean. Meetings of the Dietrich School of Arts and Sciences and of its Councils shall be open to the University community as observers, except that any Council may, by a two-thirds vote, specify certain of its meetings as closed meetings. Decisions of the full faculty, whether made in meeting or by referendum, shall override decisions of the Councils. The Dietrich School of Arts and Sciences and the Councils shall take due cognizance of the principle of the autonomy of the constituent departments and schools. Prior to any general meetings, a faculty member may present to

the Dean a personally written letter declaring inability to attend, stating the reason for said inability, and requesting an absentee ballot. Immediately after the meeting, the faculty member will receive a ballot providing for a vote on all motions that have come before the meeting, with the exception of motions to amend a motion, motions to substitute a motion, and matters strictly related to parliamentary procedure such as a motion to limit debate, or to adjourn. On matters regarded by the Dietrich School Council as complex and controversial, Dietrich School Council may receive or call for position papers to be developed by departments or groups of interested faculty; these shall be circulated to the faculty by the Dean, and a spokesperson for each group which has developed a position paper shall have precedence in debate if a full meeting is held.

4. **Quorum.** A quorum shall consist of 100 members of the Dietrich School of Arts and Sciences. If a vote on an announced agenda item cannot be taken at a meeting because of the lack of a quorum, a majority of those present may refer the matter to a mail ballot circulated to all eligible voters defined in Section II.2.
5. **Agenda.** The agenda for each full meeting shall be prepared by Dietrich School Council, and distributed to the entire faculty 10 days in advance of any meeting. Items may be placed upon the agenda of regular meetings by petition of 40 members of the faculty presented to Dietrich School Council no less than 14 days in advance of such meeting. In the case of called meetings, the meeting call shall indicate the agenda. Decision, but not discussion, shall be limited to agenda items.

III. Permanent Councils

1. **Dietrich School of Arts and Sciences Council (Dietrich School Council).** This Council shall consist of the Dean (who shall preside); the Associate Dean for Faculty Affairs; nine elected tenure-stream faculty members, who shall not be Department Chairpersons, with three members elected from each division and no more than one member from any one department; one representative of each of the Councils of the Department Chairpersons; three full-time non-tenure-stream Lecturers, with one member elected from each division; two undergraduate students appointed by the Student Government Board; and two graduate students appointed by the Graduate Student Organization. The Council shall elect one of its members each year to be Vice Chairperson, who shall preside at the meetings of Dietrich School Council and of the faculty in the absence of the Dean. The Dietrich School Council shall act for the Dietrich School of Arts and Sciences in intervals between meetings of the full faculty. Dietrich School Council actions shall take effect 30 days (excluding regularly scheduled vacations) after gazetting as prescribed in paragraph 13, unless a petition of 40 members of the faculty is received by the Dean in the interim calling for a full Dietrich School meeting to vote on the issue in question. It may request a report from either of the Councils of initial jurisdiction on any matter, and may overrule such Council. Dietrich School Council shall elect the Faculty Grants Committee and other committees whose work relates to the full School.
2. **Dietrich School of Arts and Sciences Undergraduate Council (Dietrich School-UC).** This Council shall consist of the Associate Dean for Undergraduate Studies (who shall preside), nine elected tenure-stream faculty, with three members elected from each division and no more than one member from any one department; three full-time non-tenure-stream Lecturers, with one member elected from each division; and five students appointed by the Student Government Board. The Council shall deal with matters of curricula and instructional programs, degree requirements, admissions, grading regulations, and other related academic matters in the Dietrich School of Arts and Sciences Undergraduate programs

as the Council of initial jurisdiction. The Dietrich School-UC shall report its actions to Dietrich School Council, and may refer any matter to Dietrich School Council for decision. Actions of the Dietrich School-UC shall take effect 30 days (excluding regularly scheduled vacations) after gazetting as prescribed in paragraph 13, unless (a) it is overridden by the Dietrich School of Arts and Sciences Council within 20 days after gazetting, or (b) a petition of 40 members of the faculty is received by the Dean in the interim calling for a full faculty meeting to vote on the issue in question.

3. **Dietrich School of Arts and Sciences Graduate Council (Dietrich School-GC).** This Council shall consist of the Associate Dean for Graduate Studies and Research (who shall preside), six elected members of the Graduate Faculty, and five students elected by the Graduate Student Organization. The Council shall deal, in accordance with the regulations of the University Council on Graduate Study, with the matters noted in paragraph 8 above for which it is the Council of initial jurisdiction. The Graduate Council shall report its activities to Dietrich School Council, and may refer any matter to Dietrich School Council for decision. Actions of the Dietrich School-GC shall take effect 30 days (excluding regularly scheduled vacations) after gazetting as prescribed in paragraph 13, unless (a) it is overridden by the Dietrich School of Arts and Sciences Council within 20 days after gazetting, or (b) a petition of 40 members of the faculty is received by the Dean in the interim calling for a full Dietrich School of Arts and Sciences meeting to vote on the issue in question.
4. **Dietrich School of Arts and Sciences Planning and Budgeting Committee (Dietrich School-PBC).** This Committee shall consist of the Dean (who shall preside); the Associate Dean for Faculty Affairs, the Associate Dean for Graduate Studies and Research, and the Associate Dean for Undergraduate Studies; three tenure stream faculty members (one from each division) appointed by the Dietrich School Council from among its elected members; three tenure stream faculty members elected directly by division; three full-time non-tenure stream Lecturers elected directly by division; three Staff members elected by division; and three Graduate Student members (one from each division) appointed by the Dietrich School Graduate Student Organization. The Dietrich School-PBC members will serve for staggered three-year terms and meet as necessary during the year. The Dietrich School-PBC shall work with and advise the Dean regarding budgetary matters and planning in the framework of the University's Planning and Budgeting System (PBS) as adopted originally in 1992 and modified from time to time.
5. **College of General Studies Representation.** While the Council of the College of General Studies is independent of A&S Council and its actions cannot be overruled by Dietrich School Council, the College of General Studies shall have representation in the Dietrich School of Arts and Sciences as provided in paragraph 2.
6. **Meetings of Councils.** Each Council shall determine the frequency and time of its meetings. A quorum shall be half of the membership of the Council.
7. **Nominations and Elections.** No later than one month prior to the October meeting of the Dietrich School of Arts and Sciences each year, Dietrich School Council shall prepare a slate of at least [six ~~DELETE~~] nine candidates for membership on the Dietrich School of Arts and Sciences Nominating Committee. The slate shall include at least two [candidates ~~DELETE~~] tenure stream faculty and one full-time Lecturer from each of the three divisions, and each candidate shall have given prior indication of willingness to serve. The slate shall be advertised in the Dietrich School of Arts and Sciences Gazette at least 10 days prior to the October meeting. The slate shall be presented at that meeting; additional candidates, who have indicated their willingness to serve either by statement at the meeting or by

prior consent in writing, may be nominated from the floor. The Dietrich School of Arts and Sciences shall then elect the Nominating Committee of ~~[six DELETED]~~ nine members, including ~~[two DELETED]~~ three members from each of the three divisions, for a term of one year. This committee shall nominate at least two faculty members to stand for election for each vacancy on the Dietrich School Council, Dietrich School-UC, Dietrich School-GC, and Dietrich School-PBC, and obtain the agreement of these candidates. The list of nominees shall be circulated to the members of the School not later than the end of January. Additional nominations may be made in any division by petition of 20 faculty members in that division, which petition must be in the hands of the Dean of the Dietrich School of Arts and Sciences no later than the end of February. The Dean will then conduct a mail ballot of all members of the Dietrich School of Arts and Sciences during March; members will vote for candidates in their own division; the candidates in each division with the highest number of votes shall be declared elected, and take office September 1. Terms of service for Dietrich School Council, Dietrich School-UC, and Dietrich School-PBC shall be for three years; for the other Councils, terms shall be for two years. In case of vacancies in any Council, that Council shall make interim appointments effective until the next election. Councilors shall not serve consecutive terms, but may be reelected after an absence of one year. When elections to a Dean's Search Committee are necessary, the nominating committee provided for in this paragraph shall be convened, and shall choose a slate of eight Dietrich School of Arts and Sciences members; from this slate, four members of the Search Committee shall be elected by mail ballot of the eligible voters. Appointments shall be made with the consent of the committee obtained in a closed meeting.

IV. Communication

1. All formal actions of the Dietrich School of Arts and Sciences and its various Councils will be reported in a Gazette. The Dietrich School of Arts and Sciences Gazette will be published at least twice each month (excluding regularly scheduled vacations) and immediately after a meeting of the Dietrich School-UC, Dietrich School-GC, Dietrich School Council, or the full Dietrich School of Arts and Sciences. It will report all actions referred to in paragraphs 7, 8, and 9 above as well as the formal actions of the Dietrich School of Arts and Sciences general meetings. In the event no action occurs, the Gazette will announce lack of activity. A copy of the Gazette will be distributed to each department and it will be posted on a bulletin board outside of the Dietrich School of Arts and Sciences offices. The Gazette will also be used to announce Dietrich School faculty appointments, promotions, resignations, deaths, etc.

V. Amendment of Bylaws

1. **Amendments.** Amendments may be proposed by Dietrich School Council, or by petition of 25 members presented to the Dean. To take effect, an amendment must be moved, seconded and debated in a meeting of the full School, and voted on by mail ballot.

VI. Parliamentary Authority

1. In the absence of any bylaw or standing rule to the contrary, Robert's Rules of Order Newly Revised shall govern transactions of this organization.