

PREAMBLE

The Bylaws of the school of Natural Science and Mathematics (NSM), written in accordance with the guidelines of The University of Texas at Dallas Faculty Senate, provide the governance framework for NSM and define the organizational framework of the School. These Bylaws also provide the framework into which Bylaws of the Departments within the School must fit. Departments within NSM have oversight for the academic content of degree programs, and responsibility for ensuring program quality and compliance with School, University, state, and SACSCOC requirements. The degree of autonomy provided to Departments in non-academic matters such as fiscal responsibilities is at the discretion of the Dean.

NSM consists of the following Departments and Centers:

DEPARTMENTS

- The Department of Biological Sciences: Academic programs in Biological Sciences include Bachelors degrees in Biology, Molecular Biology, Biology and Business Administration, Molecular Biology and Business Administration and Molecular Biology and Criminology. For graduate students the department has PhD and MS programs in Molecular and Cell Biology and an MS in Biotechnology.
- The Department of Chemistry and Biochemistry: Academic programs in Chemistry and Biochemistry include a BA and BS in Chemistry and a BS in Biochemistry, and an MS and PhD in Chemistry.
- The Department of Geosciences: Academic programs in Geosciences include a BS, MS, and PhD in Geosciences.
- The Department of Mathematical Sciences: Academic programs in Mathematical Sciences include BS and BA in Mathematics, BS in Actuarial Science, BS in Data Sciences, Fast Track BS/MS in Mathematics, minors in Mathematics and Actuarial Sciences, MS programs in Mathematics, Statistics, Actuarial Science, and Bioinformatics and Computational Biology, as well as, PhDs in Mathematics and Statistics.
- The Department of Physics: Academic programs include BA, BS, MS, and PhD in Physics.
- The Department of Science/Mathematics Education: Academic programs include secondary Science, Mathematics, and Computer Science teacher certification preparation through UTeach Dallas, and Master of Arts in Teaching programs in Science Education and Mathematics Education.

CENTERS

- Center for Lithospheric Studies
- Alan G. MacDiarmid NanoTech Institute
- William B. Hanson Center for Space Studies
- Advanced Imaging Research Center (in collaboration with UT Southwestern)

School faculty meetings shall be held at least twice each academic year. All faculty meetings conducted by and within NSM and its Departments will be conducted according to Robert's Rules of Order.

FACULTY

1. Faculty: The Faculty of the School is defined as person having at least a 50% appointment for nine months at the rank of Regental Professor, Full Professor, Associate Professor, Assistant Professor, Senior Lecturer, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, or Master Teacher. All members of the Faculty are invited to attend and participate in School and departmental faculty meetings. Faculty members with joint appointments may vote only in the Department in which they have the largest fractional appointment or in the case of equal splitting, in the Department in which they choose to be enfranchised. In accordance with Policy Statement UTDPP1007, a supplement to Policy Statement UTDPP1088, the Faculty of the School may vote in matters that come before the Department and/or School with the exception of tenure and promotion for which voting is restricted to above rank tenure-track faculty.

Faculty are assigned to or associated with research Centers based upon alignment of research interests with those of the Centers, and with the agreement/consent of the Center Director and/or Dean.

2. Meetings: The faculty of the School will meet in general session at least twice each academic year, at the call of the Dean, at a minimum of once in the fall semester and once in the spring semester. Meetings must be announced at least one week in advance of the meeting and a written agenda must be distributed in advance of the meeting. Items may be placed on the agenda upon petition by at least two members of the Voting Faculty. The Dean or Dean's designee will chair faculty meetings. If the Dean does not call a meeting for each regular semester, the Faculty may do so on behalf of the School following the same procedure as for Caucus Meetings.

The Dean may call a special meeting of the Faculty at any time on two-working-day notice and shall call a special meeting upon petition by one third of the Voting Faculty. The agenda of a meeting called by petition must specify at least one topic to be placed on the agenda.

For purposes of voting, a quorum is defined as 50% of the Voting Faculty. Except as specified elsewhere in these Bylaws, all business in the School will be conducted in accordance with Roberts Rules of Order. Minutes of the meetings shall be taken by a designated appointee by the Dean and maintained by the Dean's office, and are to be accepted by the Voting Faculty at the next meeting. A designated appointee will be charged with amendments on any matter brought before the Faculty to request a written electronic vote. Such amendments must be accepted by a supermajority (60%) of those attending the meeting. The result of the subsequent email ballot will be binding.

Caucus Meetings: Two or more voting members of the faculty may call for a caucus meeting. Caucus meetings shall be announced at least two working days in advance of the meeting. Caucus meetings may exclude the Dean and Associate Deans. However,

Caucus Meetings cannot make policies for the school that require the approval of the Dean. Caucus meetings may formulate positions to be considered with the Dean at regular meetings, and may meet regularly if desired by the Faculty. Caucus meetings are subject to all other rules put forth in these bylaws.

Major decisions in meetings of the faculty shall correspond to the nine months per academic year over which regular academic appointments occur.

OFFICERS OF THE SCHOOL

3. Dean: The Dean of the School of Natural Sciences and Mathematics serves at the pleasure of the President of the University of Texas at Dallas and reports directly to the Provost. The Dean is a tenured member of the faculty of the School with the rank of Professor.

The Dean has responsibility for the administration of the School in accordance with these Bylaws, including responsibility for preparing and managing the School budget, approving all personnel actions and, in consultation with Department Heads, assigning duties to the members of the faculty. The Dean will consider the recommendations of the faculty regarding curricular matters, appointments, promotions and tenure decisions.

The Dean may appoint faculty members to committees that he/she determines to be useful to the effective management of the School, and will recommend to the Provost the composition of ad hoc committees for faculty reviews and promotions. The appointment of an Associate Dean of Undergraduate Studies or an Associate Dean of Graduate Studies requires approval of the School Executive committee as described in Section 9. All administrative officers serve at the pleasure of the Dean.

The Dean will represent the School, both within and outside the Campus. At the Fall semester faculty meeting, the Dean will report on the State of the School. In accordance with Faculty Senate guidelines, in the spring faculty meeting, the Dean should report on what was done during the academic year, and provide opportunity for the Faculty to offer advice and resolutions

4. Associate Dean of Undergraduate Studies: Appointed by the Dean with the approval of the Voting Faculty, the Associate Dean for Undergraduate Studies has responsibility for training and supervising undergraduate advisors and ensuring that students receive timely, accurate academic advice. He/She has the final faculty authority on School and Departmental policies on undergraduate degree programs and works with the Dean of Undergraduate Studies. The Associate Dean represents the School on the Council for Undergraduate Education and as a member of the School Committee for Effective Teaching. He/She has responsibility for the accuracy of catalog listing and assisting the departments with course scheduling. The Associate Dean manages the summer advising program and takes part in campus recruiting efforts.

5. Associate Dean of Graduate Studies: The person appointed by the Dean to this position must be a tenured faculty member and must be approved by the Voting Faculty. The Associate Dean coordinates the advanced degree programs within the school including assisting with catalog entries and scheduling of courses, exams, and thesis defenses. The Associate Dean will assist in the development of proposals for graduate fellowship support, and will administer School-wide Graduate Fellowships. He/She will serve on the Graduate Council, and will provide close coordination with the Dean of Graduate Studies.
6. Department Heads: The Dean appoints Heads of the academic departments in the School in consultation with the faculty of that Department and with the approval of the Provost. The Head is the chief administrative office of the unit and serves as the liaison between the faculty and the higher administration. The Head is expected to provide leadership in the department while managing the day-to-day administration of the unit. In accordance with Departmental Bylaws, the Head will appoint faculty committees, oversee faculty recruiting, promotion and retention, perform annual evaluations of faculty and staff, provide teaching assignments to faculty and lecturers, manage the scheduling of courses, and manage course evaluation and accreditation. Appointments to Department Head are of term lengths as determined by the Dean and renewable at the discretion of the Dean. Heads appointed as a result of an external search shall be subject to the usual review process for faculty appointments and appointed by the President on recommendation by the Provost and Dean in the usual manner.

The Dean, Associate Deans, and Department Heads are subject to upward evaluation under the UTD policy on Evaluation of Academic Administrators – UTDPP1047.

7. Other Officers: With the approval of the Provost, the Dean may appoint other members of the faculty to administrative positions such as Center Director, Program Head, and Program Coordinator to administer research and interdisciplinary programs as opportunities arise. Such officers serve at the pleasure of the Dean and are subject to annual performance reviews by the Dean in consultation with the appropriate Department Head.

STANDING COMMITTEES

8. Faculty Personnel Review Committee: This (FPRC) Committee is mandated by University Policy Statement UTDPP1077. This Committee is chaired by the Dean, and is composed of one member, elected every two years in the Fall by secret ballot, to represent each Department. The members must be tenured faculty members and should serve a term of two years. Members of the committee may succeed themselves only if no other tenured faculty member in the department is available to serve. Each Department should select an alternate to serve in the event the elected member is unable to serve a full term. The Committee will select one of its members to serve as Secretary of the Faculty whose duties are described in Section 3.

The committee will conduct Periodic Performance Evaluations of Tenured Faculty following UTDPP1077. Associate Professors on the Committee do not participate in the evaluation of Professors. The Provost's Office will provide the Committee with the files of those faculty members selected for review. The Dean will consult with the FPRC on third-year reviews of untenured faculty members and will consider the comments of the Committee in the review process. The Dean will consult with the Department Head(s) on request for Faculty Development Leave.

The FPRC will serve as the School's elected Executive Committee and will advise the Dean on matters of curriculum, degree programs, and accreditation matters as needed. The approval of the majority of the Executive committee is required for the appointment of the Associate Dean of Undergraduate Studies and the Associate Dean of Graduate Studies.

9. School Council: The School Council serves at the Executive Committee of NSM and consists of Department Heads, Associate Deans, Center Directors, and the Director of Advising in the School and serves as its administrative committee. The Council will meet regularly to discuss administrative matters and to bring issues affecting the departments to the attention of the Dean. The School Financial Officer will serve ex officio. The Dean will appoint the Council Secretary, who will prepare an agenda in advance of each meeting and provide minutes of the previous meeting for approval.
10. Committee on Effective Teaching: This committee is mandated by Policy Memorandum 96-III.21-70. The Associate Dean for Undergraduate Studies serves as chair. It has the responsibility for oversight of the teaching evaluation within each Department. It will ensure that uniform procedures are in place that include student course evaluation, peer evaluation through classroom visits, and take account of course load, course development, diversity of courses covered, administration, and thesis/dissertation supervision. Each Department will appoint a member of the Committee, typically the Associate Head for Undergraduate Studies. Non-voting student members will be appointed as described in Section 12. The Committee will provide input into nominations for teaching awards.
11. Dean's Student Advisory committee (DSCC): Department may name one undergraduate and one graduate student to serve on this Committee. This Committee will elect among its members a graduate student and undergraduate student to serve as non-voting members of the Committee on Effective Teaching. The Dean will convene this Committee at least once each semester to consult with students about policies and procedures in the School. DSAC members may request additional meetings with the Dean as the need arises.
12. Other Committees may be established, on a temporary or standing basis, as determined necessary by the Dean or by vote of the Faculty.

HIRING AND PROMOTION

13. New Hires: Each Department will conduct open searches for faculty positions, whether at the junior or senior level, through the efforts of ad hoc search committees. Each search committee will be appointed by the Department Head and charged with advertising the position, collecting nominations and evaluating applications. In consultation with the Head, the search committee will invite prospective candidates to campus, arrange for public seminars, and ensure that the candidates meet with as many faculty members as possible. The Committee will recommend to the Department Head a ranked list of acceptable candidates. The Department Head will recommend candidates to be hired to the Dean, including salary, start-up costs, and space needs in the recommendation. In the case of hiring into a tenured position, an ad hoc committee, which may be the search committee, should prepare a report based on the candidate's record and recommendations. Votes for all tenure and promotion reviews shall be by the faculty of the department in which the person under review has teaching and/or administrative responsibilities. Voting for or against a tenured appointment: Before an offer can be made, it must be approved by the Dean and Provost. Non-tenure track hiring is the responsibility of the Department Head in consultation with the Dean. Hiring of non-tenure faculty shall be conducted in accordance with Policy Statement UTDPP1061
14. Promotions: The Department Head will recommend to the Dean an ad hoc committee to examine the credentials of each faculty member being considered for promotion to tenure or promotion to the rank of professor. The ad hoc committee will prepare a report on the merits of the case under consideration, weighing internal and external reference reports, research output, teaching evaluations, and service to the profession, the University, and the community. Policy Statement UTDPP1077 will govern promotion procedures within the School. Promotions of Senior Lecturers and Clinical Faculty will be guided by Policy Statement UTDPP1062.

GRIEVANCE PROCEDURES

15. Faculty grievances shall accord with the "Faculty Grievance Procedure" approved by UT Dallas and spelled out in Policy Statement UTDPP1050. Student grievances shall be in accordance with procedures specified in the Policy Statement UTDSP5005.

BYLAWS ADOPTION AND AMENDMENTS

16. These Bylaws, after circulation to the faculty for comments and corrections, will be scheduled for a vote of the full faculty. Bylaws must be approved in an open meeting, with notice. Voting may be carried out by electronic balloting and must be adopted by a 2/3 vote of the current tenure/tenure-track faculty members in the School. After adoption of the Bylaws, they may be amended by placing the amendment on the agenda of a meeting of the faculty for discussion and then presented at a second meeting for a vote. A 2/3 majority of the Voting Faculty at the meeting is required for amendment.

DEGREE PROGRAMS

17. Faculty consent for the creation of new academic degree programs, closing or eliminating existing programs, and combining degree programs require a vote of the faculty for the department(s) in which the programs reside. Such voting may occur in an open meeting or by electronic ballot with a simple majority of respondents. Results of the votes for the creation of new programs should be reported to the Committee on Education Policy and the Senate in requests for Senate for approval of the new programs. For closing of existing degree programs, including combining programs, voting should occur first at the program level, then the department level, and then at the level of the school. Results of program and departmental votes should be made available to the faculty of the department and school faculty before voting.

Elimination of programs that would result in termination of tenured faculty requires conformance to Regent Rule 31003, Section 2, Elimination of Academic Positions of Programs: Elimination for Academic Reasons as implemented in UTD Academic Abandonment Policy – UTDPP1000.

TEACHING AND TRAVEL

18. All NSM courses are face-to-face instruction, with the exception of online offerings. SKYPE is not an acceptable substitute for face-to-face teaching. If a faculty, who is scheduled to teach, is unable to do so he/she must identify a suitable substitute at the faculty rank. With the exception of emergency situations, TA's are not appropriate substitutes. With the exception of courses with a laboratory, no 3-SCH courses will be taught once a week for 75 minutes or greater without approval from the Department Head and the Dean.

All UT Dallas Travel Authorization forms must be filed, in the absence of an emergency, no later than one week in advance.

AUTHORITY

19. Provisions laid forth in NSM and Department bylaws may not override or contravene established university or Regents' policies. NSM shall adhere to the most recent versions of policy statements as adopted by the university.