

**COLLEGE OF LIBERAL AND FINE ARTS**  
**BYLAWS**  
**Provisions**

**I. General Faculty of the Department**

**A. Rights and Responsibilities**

The rights and responsibilities of the General Faculty of the College of Liberal and Fine Arts shall mirror existing Board of Regents' policy in the following areas of faculty governance, to the extent permissible under University rules:

1. General academic policies and welfare
2. Student life and activities
3. Honors and scholastic performances
4. Approval of candidates for degrees
5. Faculty rules of procedure

**B. Membership**

The General Faculty of the Department is composed of both voting and non voting members. Voting members must be employed at least halftime. Voting members are those faculty members appointed in the College of Liberal and Fine Art including:

1. All Professors, Associate Professors, Assistant Professors.
2. All Visiting Professors, Visiting Associate Professors, and Visiting Assistant Professors who have had at least two semesters of service at UTSA.
3. All Instructors and Lecturers who have had four or more semesters of service at either rank (50 percent time or greater) at UTSA.

Non-voting members are those members of the faculty appointed within the College including:

1. All Visiting Professors, Visiting Associate Professors and Visiting Assistant Professors who have served for fewer than two semesters.
2. All Instructors and Lecturers who have served for fewer than four semesters or at less than 50 percent time.
3. All Adjunct Professors Adjunct Associate Professors, Adjunct Assistant Professors, Professors Emeriti, Associate Professors Emeriti, Teaching Associates and Specialists.

**2. Faculty Forum**

**A. Purpose**

The College shall have a Faculty Forum equivalent to the General Faculty of College. It shall meet to discuss academic topics and issues consistent with the Board of Regents' policies for faculty involvement, to hear reports from Faculty senators, and to hear reports from the Dean concerning academic affairs, budgets and related matters.

**B. Membership and Officers**

The voting membership of the Faculty Forum shall be equivalent to the voting membership of the General Faculty of the College. Meetings of the Faculty Forum shall be chaired by the **Dean** of the College who will serve without vote except for the purpose of breaking a tie. Summary minutes of all meetings of the Faculty Forum shall be kept by the **Secretary** of the Forum, who shall report these minutes in writing to the General Faculty of the College within one week after a given meeting. The Secretary shall be elected by and from the General Faculty of the College for a one-year term; the Dean shall conduct this election annually at the initial meeting of the Forum.

**C. Meetings, Agenda and Quorum**

The Dean shall conduct a regular meeting of the Faculty Forum at least once a semester. Announcement of the meeting and request for agenda items shall be made to the General Faculty at least two weeks prior to the scheduled meeting; the Dean shall distribute the agenda at least three working days prior to the meeting.

Additional meetings shall be called at the discretion of the Dean, or upon receipt by the Dean of a written request signed by at least twelve members of the General Faculty from at least two departments; the request shall state an agenda item for the meeting. The Dean shall call a meeting within two weeks after receiving such a request.

Presence of one third or more of the Forum voting membership shall constitute a quorum.

**3. Standing Committees**

Unless otherwise stated below, the voting membership of the General Faculty of each Department in the College will elect members to standing committees for two-year terms. The Dean shall conduct elections in the first month of each academic year. Whenever possible, committee elections shall be conducted so that approximately half of the membership of each committee is renewed annually; to make possible such renewal, some committee members may be elected to initial one-year terms. All tie votes will be resolved by run-off elections. Normally, no committee member shall serve more than two terms consecutively. Where appropriate, committees shall elect their own chairs.

**A. Faculty Advisory Committee (CFAC)**

The College Faculty Advisory Committee shall serve as a general consultative committee to the Dean in areas where she/he has administrative and budgetary responsibilities. The FAC shall consist of one member of the General Faculty of each Department in the College elected from and by the voting membership of the General Faculty of each Department for a two-year term. The Dean shall call meetings of the FAC when needed, or when three or more members of the FAC request a meeting. The Dean shall call requested meetings within two weeks of receiving the request.

**B. Faculty Review Advisory Committee (CFRAC)**

The responsibilities of the College Faculty Review Advisory Committee shall include those defined in the *University Handbook of Operating Procedures*, including review and recommendations to the Dean on faculty reappointment, tenure and/or promotion. Only full professors may consider the promotion files of candidates for promotion to full professor.

The membership of the CFRAC shall consist of one member of the tenured faculty (DFRAC) of each Department in the College, elected from and by the DFRAC of each department in accordance with the provisions of eligibility specified in the *Handbook of Operating Procedures*, and one tenured faculty member with vote from outside the College appointed by the COLFA Dean.

In years in which cases for promotion to Full Professor are pending, each Department that has one or more faculty members at the rank of Full Professor will elect a representative to consider cases of promotion to Full Professor if such has not been elected to serve on CFRAC. These representatives, elected by and from the Full Professors in individual Departments, may be the same individuals as those elected to serve on the CFRAC. The Dean will appoint a Full Professor from outside the College to serve with these representatives; this appointee may be the same person the Dean appoints to the CFRAC.

**C. Academic Policy and Curriculum Committee (CAPCC)**

The College Academic Policy and Curriculum Committee shall make recommendations to the Dean regarding the policies and curricula of undergraduate studies in the College, including proposals for new and modified courses and academic programs. The CAPCC shall consist of one member of the General Faculty of each Department in the College, elected from and by the voting membership of the General Faculty of each Department for a two-year term. The Associate Dean of the College assigned to undergraduates studies shall be an ex-officio member of the committee with vote and the right to be elected Chair of the committee.

**D. Graduate Committee (CGC)**

The College Graduate Committee shall make recommendations to the Dean regarding the policies and curricula of graduate studies in the College, including proposals for new and modified courses and academic programs. The CGC shall consist of the Graduate Advisors of Record from all graduate programs in the College. The Associate Dean of the College assigned to graduate studies shall be an ex-officio member of the committee with vote and right to be elected Chair of the committee.

**E. Committee on Research and Creative Activities (CRCA)**

The College Committee on Research and Creative Activities shall be responsible for recommending to the Dean regarding faculty development, travel, and other research-related funding. The CRCA shall consist of one member of the tenured and tenure-track faculty of each Department in the College, elected by the voting membership of the

General Faculty of each Department for a two-year term. The Associate Dean of the College assigned to research shall be an ex-officio member of the committee with vote and the right to be elected Chair of the committee.

**4. Ad Hoc Committees**

The Dean may appoint or have elected ad hoc committees to promote, develop or improve the operations of the College.

**5. Revision of Bylaws**

Proposed changes and/or amendments to these bylaws shall appear on the agenda of a meeting of the Faculty Forum, shall receive a majority vote of the voting membership of the Forum present at the meeting, and shall be ratified by ballot by a majority of all voting members of the General Faculty. Changes to the bylaws are subject to administrative review and approval.