

**UNIVERSITY OF NORTH TEXAS
COLLEGE OF INFORMATION
DEPARTMENT OF INFORMATION SCIENCE**

Section 1. Department

1.1 Bylaws

Bylaws first ratified by the Faculty-Student Council of the School of Library and Information Sciences, University of North Texas, on November 20, 1985. Revisions adopted on October 2, 1992 and on February 8, 2006. Revisions for the Department of Information Science in the College of Information adopted December 7, 2010, October 2, 2012, November 6, 2012, September 6, 2016, September 6, 2019, March 5, 2020, May 05, 2020, and December 2021.

October 6, 2020 – Faculty approved the change of the name of End-of-Program Assessment Committee to Capstone Committee.

March 02, 2021 – Faculty approved the change to the names of the committees and content on Section 9 and Section 11.

December 7, 2021 – Faculty approved: (1) the addition of Section 6 to Article II; (2) the change to the name of Student Affairs Committee in Article I, and to the content on Student Affairs Committee in Section 11; (3) the change to Article IV.1 faculty definition to include clinical faculty; and (4) then change to Article VII.4 on faculty grievances.

Preamble

These Bylaws establish the structure and governance of the Department of Information Science within the College of Information; define the roles and responsibilities of the Department's officers, faculty, staff, and students; ensures the full participation of faculty in Department affairs; specifies the way in which the Department's policies are formulated; and implements provisions concerning the organization and functions of academic units as set forth in the University Policy Manual and related documents.

Article I. General Organization

The Department is composed of a Chair, associate chair(s), program directors, faculty, staff, and students. The affairs of the Department are conducted by the Department Chair, the associate chair, the program directors, the faculty, standing committees, ad hoc committees, and the student body. The standing committees are the Committee on Committees; Executive Committee; Personal Affairs Committees; Reappointment, Promotion and Tenure Committee; Capstone Committee; Curriculum Committee; Scholarships and Awards Committee, External Affairs & Physical Resources Committee, and Student Affairs Committee.

Article II. Chair

Section 1. The Chair promotes and implements the mission, goals, and objectives of the Department. The Chair directs the operation and administration of the Department and serves as

liaison to College and University administration. The Chair administers through an organizational structure consisting of the faculty, Executive Committee, other Department committees, student body, and office staff.

Section 2. The Chair coordinates and implements all aspects of the various functions of the Department, including faculty and staff appointments; evaluation of faculty for promotion, tenure, and salary increases; promulgation of educational policies, curriculum development and review; supervision of student recruitment, admission, orientation, placement, scholarship awards, and other student activities; promotion of faculty teaching effectiveness, research, and scholarly pursuits; formulation, management and control of the budget; physical facilities management; general planning and evaluation; and participation in external activities such as public, alumni, and media relations.

Section 3. The Chair administers the Department's academic programs, subject to the policies and procedures of the College of Information and of the University Curriculum Committee, Graduate Council, Graduate Dean, and/or other appropriate bodies of the University faculty or administration.

Section 4. The Chair is evaluated annually according to the College of Information Bylaws and in accordance with University policies that preserve individual anonymity.

Section 5. The Chair may appoint one or more Associate Chairs. The Associate Chair assists the Chair on certain departmental functions, such as promulgation of educational policies, curriculum development and review; course scheduling, adjunct faculty recruitment and evaluation; supervision of student recruitment, admission, orientation, placement, scholarship awards, and other student activities; physical facilities management; general planning and evaluation; participation in external activities such as public, alumni, and media relations; and performing other departmental tasks assigned by the Chair. The Associate Chair is an administrative position. The duties, duration, and benefits will be negotiated between the Chair and the Associate Chair following UNT policies.

Section 6. The Chair appoints program directors for each degree program, and other programs as needed, in order to assist management of the programs. The program directors' general responsibilities include developing a strategic plan for the program, performing institutional effectiveness reporting, recruiting and assisting adjunct faculty, advising students, organizing program-related events, and assisting on course scheduling. Program directors' workload includes administrative responsibilities. The duties, duration, and benefits will be negotiated between the Chair and the program director following UNT policies.

Article III. Board of Advisors

Section 1. Responsibilities. The Board of Advisors represents external professional constituencies served by the Department. The Board makes recommendations to the faculty related to professional and academic matters.

Section 2. Membership. Membership consists of individuals from a variety of professional roles

and information environments. Members serve three-year renewable terms. Potential members are nominated by faculty vote at least once a year. Board members elect their own chair, who serves a one-year term and can be reelected.

Section 3. Meetings. The Board of Advisors meets at least once a year to address an agenda developed by the Department chair and members of the Board. Only Board members are eligible to vote on Board agenda items.

Article IV. Faculty and Faculty-Student Council

Section 1. The Faculty. The primary faculty includes all full-time tenured, tenure-track, and non-tenure-track members at the ranks of professor, associate professor, assistant professor, lecturer, senior lecturer, principal lecturer, clinical assistant professor, clinical associate professor, and clinical professor who hold regular and continuing appointments. Non-primary faculty include adjunct or part-time faculty, retired faculty teaching part time, full-time temporary or visiting faculty, and faculty holding courtesy appointments.

Section 2. Faculty-Student Council. The Faculty-Student Council, chaired by the Department Chair, is the deliberative and policymaking body of the Department. Any issue affecting the Department may be brought before the Faculty-Student Council except personnel and individual student matters. The faculty is responsible for the establishment of educational policy, including standards for admission to the various degree programs and content of the curriculum. All Department policies must be consistent with College and University policies, rules, and regulations.

Section 3. Membership. Membership of the Faculty-Student Council includes the faculty as defined in Section 1 (with the exception of adjunct faculty and those holding courtesy appointments) and elected student representatives.

Section 4. Voting. Only primary faculty members hold voting privileges. A quorum consists of two-thirds of those eligible to vote at meetings of the Council. A quorum is required to convene meetings and take formal action. Voting by proxy is allowed in writing for specific items in the agenda. Nonvoting members including student representatives may not be present when the Council meets in executive session.

Section 5. Elections. Elections to fill elective positions are conducted confidential electronic ballot, or by secret ballot at regularly scheduled meetings of the Faculty-Student Council. Recall of any elected representative may be accomplished by a petition signed by two-thirds of the primary faculty. Elections for positions vacated by a recall are held within three weeks after submission of a petition.

Section 6. Meetings. Regular meetings of the Faculty-Student Council are held at least once each semester.

Additional meetings may be scheduled or called by the Chair, by the Executive Committee, or at the request of three primary faculty members. With the exception of executive sessions, meetings are open to all adjunct faculty teaching during that semester or term, members of the University Libraries staff who work directly with the Department, members of the student body, and others from the University and professional communities.

Notification of all meetings is given to all Faculty-Student Council members at least one week in

advance, with the general order of business stated in the notification. Any issue raised at a meeting that has not been listed previously in a notification is not brought to a vote until the next meeting. With consent of all members present at a meeting, the one-week notification requirement for voting may be waived.

Section 7. Minutes. Minutes are kept for all meetings of the Faculty-Student Council, including executive sessions, and distributed to all members of the Council (as defined in Section 3). The minutes, after approval at a regular Council meeting, become part of the Department's permanent records.

Article V. Student Body

Section 1. Student Body. The student body includes all students enrolled full time or part time in the Department's degree and certificate programs, as well as non-degree students.

Section 2. Participation in Governance. Representatives elected from the Department's student body are nonvoting members of the Faculty-Student Council and all the Department's standing committees except where prohibited by these bylaws or by College or University rules and regulations.

Article VI. Committees

Section 1. General. The overall responsibilities of the Department's committees are to:

- (a) make recommendations related to academic matters to the faculty, and
- (b) make recommendations related to administrative matters to the Chair.

Committee membership appointments are for fall and spring semesters of one academic year, with individual faculty members having the option of continuing through the summer. Committees may accept additional members beyond the minimums in their membership statements. Subcommittee appointments are not limited to the membership of the standing committee within which the subcommittee exists.

Unless otherwise specified in the bylaws each committee elects its own chair. Election results are reported to the Faculty-Student Council no later than the Council's second meeting of the academic year. A faculty member may not serve as chair of any committee for more than three years in succession. If the chair of a committee is temporarily unable to serve, the most senior member of the committee serves as interim. Recall of a committee chair may be accomplished by a petition signed by two-thirds of the committee members and approved by the Department Chair. The committee may then elect a new chair.

Student committee members are appointed to standing committees as indicated in the membership statement for each committee. Students are from the Department of Information Science student body and are appointed by the appropriate committee chair. Student members share equal responsibility with faculty members for attending committee meetings and undertaking committee work.

Committee meetings are open to the entire faculty. Each committee meets at least once a semester during the academic year, posts its meeting schedule to the faculty, and submits an annual report to the faculty at the end of each academic year.

Members who are absent from two consecutive committee meetings without good cause are considered to have resigned from the committee. In such instances, the chair of the committee reports the resignation to the Committee on Committees, which recommends the appointment of a new committee member for the duration of the term.

Members may not participate in the work of a committee when a conflict of interest exists. Such instances are determined by each committee on a case-by-case basis.

Minutes are kept for each committee meeting, with an electronic copy filed in the Chair's Office. All minutes list committee members who were present or absent. Copies of minutes also may be made available to the faculty as a whole, at the discretion of the individual committee.

Section 2. Committee of the whole. The faculty may function as a committee of the whole on any matter of general faculty concern.

Section 3. Committee on Committees. The Faculty-Student Council elects a Committee on Committees consisting of four members, three of whom are primary faculty representing the three tenured/tenure-track ranks and one of whom is a student. Before the beginning of the fall semester, the committee, in consultation with the Department Chair, presents to the faculty the nominations for membership of all other standing committees. The committee monitors all committee memberships and recommends adjustments or replacements due to resignations, illnesses, leaves, summer absences, etc. The committee ensures that all committees are actively functioning according to the criteria established by these bylaws and recommends the creation or dissolution of committees.

Section 4. Executive Committee. Membership consists of four faculty members. The Faculty-Student Council elects three faculty members representing the three tenured/tenure-track ranks. The fourth member is the Department Chair, who serves as committee chair. An alternate committee chair is elected to serve in the Department Chair's absence. The committee advises the Department Chair on administrative, budgetary, and policy matters. The committee also functions as a long-range planning committee for the Department and acts as liaison between the faculty and the Department Chair.

Section 5a. Tenure-System Faculty Personnel Affairs Committee. Membership consists of five (5) tenured and tenure-track faculty members at Professor, Associate Professor, and Assistant Professor ranks elected by the Faculty-Student Council on an annual basis. Committee membership is limited to two (2) consecutive years. The committee chair may serve up to two (2) consecutive years at a time. The committee conducts annual evaluations for the purpose of continuing appointments, promotions, tenure, and terminations and makes recommendations to the Department Chair and the Dean. During the annual evaluation process, individuals are excused while being evaluated. The committee informs faculty members about Department and University policies, regulations, procedures, deadlines, and other matters related to annual evaluation and other tenure-system faculty affairs.

Section 5b. Non-Tenure-System Faculty Personnel Affairs Committee. Membership consists of five (5) non-tenure-system faculty members at lecturer, senior lecturer, principal lecturer, clinical faculty, and research faculty ranks. In the event that department has fewer than 5 non-tenure-system faculty, all non-tenure-system faculty serve, and additional tenure-system faculty is/are elected. The committee chair may serve up to two (2) consecutive years at a time. The committee conducts annual evaluations for the purpose of continuing appointments,

promotions, and terminations and makes recommendations to the Department Chair and the Dean. During the annual evaluation process, individuals are excused while being evaluated. The committee informs faculty members about Department and University policies, regulations, procedures, deadlines, and other matters related to annual evaluation and other non-tenure-system faculty affairs.

Section 6. Reappointment, Promotion and Tenure Committee. Membership consists of five to seven tenured faculty members at professor and associate professor ranks. The Department Chair may not serve on the committee. If the total number of tenured faculty is seven or fewer, all serve. If the total is eight or more, five are elected. If the total is four or fewer, the College Dean works with the Department to establish the committee. The committee prepares for the Department Chair a recommendation concerning each non-tenured faculty member who is completing a probationary period, each non-tenured faculty member who is applying for tenure, and each faculty member who is applying for promotion. The committee informs all faculty about Department, College, and University policies, regulations, procedures, deadlines, and other matters related to promotion and tenure.

Section 7. Capstone Committee. Membership consists of three faculty and one student. The committee oversees administration and evaluation of the comprehensive examination for the master's degree, collects data for all degree end-of-program reports as needed, and makes recommendations for changes in related policies and procedures.

Section 8. Curriculum Committee. Membership consists of three faculty and one student. The committee makes recommendations concerning changes in the curriculum, including faculty requests for addition, deletion, or modification of courses or programs. The committee coordinates and oversees periodic reviews of the curriculum in order to ensure that program objectives are being met.

Section 9. Scholarships and Awards Committee. Membership consists of three faculty members. The committee formulates and recommends policies and procedures for competitive scholarships, financial assistance and tuition assistant awards. The committee reviews applications for scholarships sponsored by the Department and solicits nominations for student award competitions. The committee also administers Beta Phi Mu nominations for award competitions.

Section 10. External Affairs & Physical Resources Committee. Membership consists of six individuals, of whom three are faculty, one is a student, and two are staff. The committee serves in an advisory capacity to the Department Chair including public relations, alumni affairs, advancement, student recruiting, and continuing education. The recommends policies related to space, equipment distribution and use. The committee serves as a liaison to the University Libraries and encourages faculty involvement in collection development.

Section 11. Student Affairs Committee. Membership consists of four individuals, of whom three are faculty and one is a student. The committee formulates and recommends policies in the areas of admission and academic progress requirements, academic integrity and discipline, and student welfare in general. The committee works with the Student Program Specialist to review application appeals and student grade appeals.

Section 12. Ad Hoc Committees. Ad hoc committees may be created by vote of the faculty or direction of the Chair for the purpose of undertaking specific tasks for limited periods.

Article VII. Faculty Grievances

Section 1. When a faculty grievance arises, an Ad Hoc Grievance Committee is created to handle it. The committee includes one faculty member selected by the complainant, one selected by the Executive Committee, and one agreed upon by the first two; this last member also serves as chair. The Department Chair and members of the Executive Committee are ineligible to serve on the committee.

Section 2. The complainant initiates the case by written statement to the chair of the Executive Committee. This statement includes the name of the faculty member chosen for committee membership by the complainant.

Section 3. If the Executive Committee fails to appoint its representative within 10 days of initiation of the complaint, it forfeits the case at the Department level. Notice of such failure is made part of the record of the case, and the complainant may appeal to the appropriate University agency.

Section 4. The complainant shows sufficient cause to the Ad Hoc Grievance Committee for review of the case. The committee and the complainant have access to all documents relevant to the investigation. The committee makes a recommendation to the Executive Committee, and the Executive Committee makes a determination as to findings and remedies. If the Executive committee decides in favor of the complainant. The complainant may appeal the decision in accordance with UNT Policy 06.051.

In all cases, the chair of the Ad Hoc Grievance Committee is responsible for the conveyance of records, copies of which are given to the complainant and placed in the complainant's permanent personnel file in the Chair's Office.

Article VIII. Implementation

Adoption of these bylaws requires a two-thirds vote at a regular meeting of the Faculty-Student Council and becomes effective immediately.

Article IX. Amendments

Amendments to these bylaws may be adopted by a two-thirds vote at a regular meeting of the Faculty-Student Council and become effective immediately.