School of Design and Creative Technologies
Governance Document

This governance document was approved by majority vote of the faculty of the School of Design and Creative Technologies on May 31, 2019 and subsequently by the dean of the College of Fine Arts.

I. Preamble
This document details the organization, operating procedures and policies of the School of Design and Creative Technologies (SDCT). All details are intended to be consistent with University of Texas at Austin (UT) and College of Fine Arts (CoFA) policies and procedures. Additional relevant information can be found at the College of Fine Arts website and in the University's Handbook of Operating Procedures (HOP).

 The School of Design and Creative Technologies was formed in The University of Texas at Austin's College of Fine Arts in August, 2017. It consists of two distinct but related departments: the Department of Design and the Department of Arts and Entertainment Technologies. The school's unique governance structure seeks to maximize potential overlap between the two departments (programmatically and otherwise) but at the same time respect the unique nature of each department. Unlike many academic units at The University of Texas at Austin, the School of Design and Creative Technologies has a high percentage of non-tenure-track (NTT) faculty, which has important ramifications for the unit's governance structure, particularly with respect to promotion and tenure procedures.

II. School Organization
A. Voting Faculty
 Faculty who are full-time in SDCT
 Faculty of all ranks, both tenure-track and non-tenure-track, with full-time appointments in a department in SDCT, regardless of length of service, are eligible to vote for their department's representatives to committees and on school-wide and departmental matters.

 Faculty who are part-time in SDCT
 Additionally, faculty of all ranks with a minimum of 4 semesters of service at the University and an appointment of at least 50% but less than 100% in a department in SDCT are eligible to vote for their department's representatives to committees and on school-wide and departmental matters.

 Department chairs
 In matters where faculty votes are advisory to the Department Chair, the Department Chair is not Voting Faculty. In matters where faculty votes are binding, Department Chairs may vote as faculty members.

B. Leadership

1. Chair of the Department of Design
   Appointed by the Dean of the College of Fine Arts
   Reports to the Dean of the College or their designee
   Reviewed at least every four years, consonant with HOP 2-2140, "Selection and Evaluation of Department Chairpersons"

2. Chair of the Department of Arts and Entertainment Technologies
   Appointed by the Dean of the College of Fine Arts
   Reports to the Dean of the College or their designee
   Reviewed at least every four years, consonant with HOP 2-2140, "Selection and Evaluation of Department Chairpersons"

Responsibilities and Prerogatives of Department Chairs
   · Providing strategic vision for the department
   · Developing undergraduate curricula and degree programs
   · Developing and managing minors and honors degree programs
   · Determining and allocating annual departmental budgets
   · Setting hiring priorities for new faculty and staff
   · Appointing search committees and search committee chairs
   · Redressing salary inequities due to race, sex, age, sexuality, disability, etc.
   · Ensuring that over time no egregious disparities arise due to race, sex, age, sexuality, disability, etc. with regard to nominations for awards, limited competitions, etc.
   · Determining faculty teaching assignments
   · Determining faculty service assignments
   · Informing faculty of budgetary, hiring, and curricular matters
   · Liaising with the Executive Committee (EC) regarding faculty performance reviews, salary rates, promotion, tenure, and renewal/non-renewal of tenured and tenure-track appointments, in accordance with HOP 2-2160, "Recommendations Regarding Faculty Compensation, Faculty Promotion, Tenure, Renewal of Appointment, or Nonrenewal of Appointment."
   · Providing the Dean with both the EC's and their own recommendations for faculty performance reviews, salary rates, promotion, tenure, and renewal/non-renewal of tenured and tenure-track appointments, in accordance with HOP 2-2160, "Recommendations Regarding Faculty Compensation, Faculty Promotion, Tenure, Renewal of Appointment, or Nonrenewal of Appointment."
   · Providing faculty with the results of their performance reviews and salary increases in writing each academic year.
   · Appointing the Graduate Adviser (Department of Design only)
   · Allocating and assigning TA positions, in collaboration with the Graduate Adviser (Department of Design only)

· Informing faculty in writing, at least one month prior to the deadline for submitting their annual review dossiers, which materials they must (and may) submit for the EC's consideration.

B. Committees of the School of Design and Creative Technologies

1. Executive Committee (EC) of the School

a. Composition of the EC
· The Department Chairs serve as *ex officio* members of the EC, and chair the EC in alternating years. The Department Chairs are non-voting members of the EC, except in the case of a tie vote, when the Department Chair who is *not* presiding as EC Chair may cast a vote to break the tie. In the case of promotion and tenure, tie votes may be reported.
· The EC will consist of four (4) elected members from each Department.
· Membership in the EC will be determined by an open-rank election. Faculty of all ranks with full-time appointments in a department in SDCT, regardless of length of service, are eligible to serve on the EC and to vote for members of the EC in that department. Additionally, faculty of all ranks with a minimum of 4 semesters of service at the University and an appointment of at least a 50% but less than 100% in a department in SDCT are eligible to vote for EC members in that department, but are not eligible to serve as EC members unless a portion of their contract is explicitly earmarked for service.
· Members will serve on a rotating basis for two-year terms, with the exception of the inaugural group of members. Of that group, two members from each department— determined by coin toss—will serve for three years in order to create a staggered rotation thereafter.
- A staff member will serve as the secretary of the EC and will not have voting rights.
- The EC shall conduct its meetings in accordance with the most recent edition of *Robert's Rules of Order*.

b. Role and Responsibilities of the EC
· Preparing recommendations for promotion, tenure, and renewal/non-renewal of tenure-track appointments, and other duties as outlined in HOP 2-1310, "Budget Councils."

· Conducting the annual merit review for all qualifying SDCT faculty in accordance with the procedures specified in HOP 2-2151, "Annual Evaluation of Faculty" and the most recent version of the University's "Guidelines for Annual Review of Faculty" (available via https://provost.utexas.edu/faculty-affairs/evaluation as of spring 2019)

· The Department Chairs will convene meetings of the Executive Committee as frequently as needed to ensure it can fulfill its responsibilities, as specified above and by University and College policies.

2. Promotion and/or Tenure Committees

A Promotion and/or Tenure Committee shall be constituted for each candidate for promotion and/or tenure, consisting of at least five University faculty who hold ranks higher than the candidate, as follows:

a. All voting faculty on the EC who hold ranks higher than the candidate shall serve on the candidate's committee.

b. If fewer than five of the EC's voting faculty hold ranks higher than the candidate, then all full-time University faculty who have 50% or greater appointments in the candidate's department and hold ranks higher than the candidate shall also serve on the committee, until a committee of five is assembled.

c. If fewer than five of the EC's and department's eligible faculty (as described above), combined, hold ranks higher than the candidate, then all full-time University faculty who have 50% or greater appointments in SDCT and hold ranks higher than the candidate shall also serve on the committee, until a committee of five is assembled.

d. If fewer than five of the EC's, department's, and school's eligible faculty (as described above), combined, hold ranks higher than the candidate, the EC shall generate and present to the candidate's Department Chair a list of approximately seven to ten full professors at the University whose fields of research/creative activity and teaching are reasonably similar to the candidate's. In the case of a non-tenure track promotion, the list can include full professors of practice or instruction, or distinguished senior lecturers. The candidate shall review the list and inform the Department Chair of any conflicts of interest that might require the recusal of any faculty on the list (e.g., adviser/advisee relationships, romantic relationships, or grievances/legal disputes). The Department Chair, in consultation with the dean, will then invite full professors remaining on the list to fill the vacant spots on the committee, until a committee of five is assembled.

e. The candidate's Department Chair shall chair the committee as an *ex officio* member, but shall have no vote on the committee, even in the case of a tie.

f. "Higher ranks," for the purposes of determining membership on Promotion and/or Tenure Committees, shall mean the following:

- Only tenured full professors may serve on Promotion and/or Tenure Committees for candidates seeking the rank of tenured full professor.
- Only tenured full and associate professors may serve on Promotion and/or Tenure Committees for candidates seeking the rank of tenured associate professor.
- Only tenured full and associate professors, professors of practice, professors of instruction, and distinguished senior lecturers may serve on Promotion and/or Tenure Committees for candidates seeking the ranks of professor of practice, professors of instruction, and distinguished senior lecturer.

- Only tenured full and associate professors, tenure-track assistant professors with three or more years of service, professors of practice, professors of instruction, distinguished senior lecturers, associate professors of practice, associate professors of instruction, and senior lecturers may serve on Promotion and/or Tenure Committees for candidates seeking the ranks of associate professor of practice, associate professor of instruction, and senior lecturer.

A Promotion and Tenure committee, constituted as described above, will conduct the **third-year review** for each tenure-track Assistant Professor in accordance with the University's guidelines for Mid-Probationary Review For Tenure-Track Faculty (available at https://provost.utexas.edu/faculty-affairs/mid-probationary-review as of spring 2019), and the Comprehensive Periodic Review (CPR) of tenured faculty, in accordance with the most current edition of the "Faculty Evaluation" guidelines (available via https://provost.utexas.edu/faculty-affairs/evaluation as of spring 2019).

3. Departmental Undergraduate Curriculum Committees

Each department shall form a standing undergraduate curriculum committee that shall meet at least once each fall and spring semester to review and discuss proposed revisions to departmental degree programs, minors, and certificates, and to review and discuss new course proposals and proposed changes to existing courses. The members of each department's undergraduate curriculum committee will be appointed by its Department Chair and will include at least three full-time faculty from any rank. Changes to the undergraduate curriculum must be approved by a majority of the voting faculty in the department. Curricular changes approved by either Department are forwarded directly to the College of Fine Arts Curriculum Committee for approval.

4. SDCT Advisory Undergraduate Curriculum Committee

The School will form an advisory, inter-departmental SDCT undergraduate curriculum committee to include both department chairs, or each chair's designee, plus one other member from each department, appointed by the chair. This committee will meet regularly at the committee chairs' discretion to strategize about areas of shared curricular interest.

5. Graduate Studies Committee, Department of Design

The Department of Design will maintain a Graduate Studies Committee (GSC) to govern its graduate programs, in accordance with HOP 9-1240, "The Graduate School." The Department Chair for Design shall appoint a Graduate Adviser for each graduate program for a two-year term, and the GSC shall elect a GSC Chair for a three-year term.

6. Governance Committee

The Governance Committee shall consist of two full-time faculty from each department: one appointed by the department chair and the other elected by the voting faculty of the department for a one-year term. The department chairs shall co-chair the committee. The committee is responsible for meeting at least once annually prior to the last SDCT general faculty meeting of the spring to review the governance document and recommend any desirable changes to the faculty.

7. Ad hoc search committees

The Department Chair shall appoint the members and chairs of search committees. Search committee chairs and members are responsible for running faculty searches in accordance with US laws and University and CoFA policies, with particular attention to recruiting applicants from demographic groups that are currently underrepresented in their department.

C. Meetings

The Department Chairs will establish a regular series of meetings (minimum one per semester) for all faculty in both departments to meet, present, and discuss issues pertinent to the entire School. An agenda will be distributed at least two days prior to each meeting.

Each Department Chair will establish a regular series of meetings (minimum one per semester) for all faculty within their department to deliberate matters of curriculum, hiring, long-term planning, and other matters affecting the department.