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 September 25, 2023 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 provisions of this document are intended to be consistent with University of Texas at Austin (UT) and College of Fine Arts (CoFA) policies and procedures. When policies and procedures outlined in this document conflict with University and College policies and procedures (e.g., the Handbook of Operating Procedures [HOP], University and College promotion guidelines, etc.), University and College documents shall take precedence.

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. The School of Design and Creative Technologies has a high percentage of professional-track (PT) faculty, which has important ramifications for the unit's governance structure, particularly with respect to promotion, tenure, and faculty evaluation procedures.

II. School Organization
A. Voting Faculty

<u>Faculty who are full-time in SDCT</u>
Faculty of all ranks with full-time appointments in SDCT are eligible, regardless of their length of service at the University, to vote onschool-wide and departmental matters including on their department's representatives to committees.

<u>Faculty who are part-time in SDCT</u>
Faculty of all ranks with appointments of at least 50% but less than 100% in SDCT are eligible to vote on school-wide and departmental matters, including on their department's representatives to committees, if they:.

- Were appointed an average of at least 50% time at UT Austin during each of the two preceding academic years (excluding summer), and
- Are currently appointed at least 50% time at UT Austin (faculty who have served an average of 50% for the past two years become eligible to vote in the next semester they are appointed at least 50% time), and

- Have their primary academic home at UT Austin.
- Those faculty who satisfy the above conditions will maintain their status except if they fall below an average of 50% appointment for more than two academic years.

<u>Department chairs</u>

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 (e.g., votes of the Graduate Studies Committee, votes on changes to the unit's governance document/structure), 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 written evaluations of faculty performance and recommendations for salary rates, promotion, tenure, and renewal/non-renewal of faculty appointments, in accordance with HOP 2-2160, "Recommendations Regarding Faculty Compensation, Faculty Promotion, Tenure, Renewal of Appointment, or Nonrenewal of Appointment."
- 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.

C. 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 non-voting *ex officio* members of the EC, and chair the EC in alternating years.
- The voting members of 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 in staggered rotation for two-year terms (ideally with two continuing and two newly elected members from each department serving each year). In the case of an elected member's unavailability to serve their entire two-year term, an election will be held for a replacement, who shall serve until such time as the original member returns to service or their term ends.
- A staff member will serve as the secretary of the EC and will not have voting rights.
- After a member completes their term they are eligible for reelection immediately, but may choose to decline reelection for up to two years following the completion of their term.

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 Fall 2022).

· 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.

· Form and oversee the Faculty Evaluation, Promotion, and Tenure Committee

· The EC shall conduct its meetings in accordance with the most recent edition of Robert's Rules of Order, and shall cast votes in accordance with the most recent version of the University's Voting Table. Tie votes shall be reported as ties.

2. Faculty evaluation, promotion, and tenure committee

EC Supplemental Members: To comply with HOP 2-1310, Budget Councils, the EC membership will, for 1) Annual Reviews of Associate and/or Full Professors, 2) Comprehensive Periodic Reviews, 3) Third-Year Reviews (aka Mid-Probationary Reviews), and 4) Promotion and/or Tenure Reviews, be supplemented by non-EC faculty members of the appropriate rank(s) until a minimum of five Voting Table-eligible members is reached, as follows:

a. All voting faculty on the EC who hold ranks higher than the faculty member under review shall serve on the reviewee's committee.

b. If fewer than five of the EC's voting faculty hold ranks higher than the reviewee, then all full-time University faculty who have 50% or greater appointments in the reviewee's department and hold ranks higher than the reviewee shall also serve on the committee, until a committee of at least 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 reviewee, then all full-time University faculty who have 50% or greater appointments in SDCT and hold ranks higher than the reviewee shall also serve on the committee, until a committee of at least 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 reviewee, the EC shall generate and present to the reviewee'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 reviewee's. In the case of a professional-track promotion, the list can include full professors of practice or instruction, or distinguished senior lecturers. The reviewee 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 at least five is assembled.

e. The reviewee'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. The supplemental EC members shall invite the department chair(s) of the faculty being reviewed and remaining members of the EC to their meetings to serve in an advisory, non-voting capacity.

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.

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 elected from each department. Each department's members will serve in staggered rotation on a rotating basis for two-year terms (ideally with one continuing and one newly elected member from each department serving each year). In the case of an elected member's unavailability to serve their entire two-year term, an election will be held for a replacement, who shall serve until such time as the original member returns to service or their term ends.. The department chairs shall co-chair the committee as ex officio non-voting members. 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.

D. 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.