

**BYLAWS OF THE SCHOOLS AND COLLEGES
OF THOMAS JEFFERSON UNIVERSITY**

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BYLAWS OF THE COLLEGES AND SCHOOLS OF THOMAS JEFFERSON UNIVERSITY

ARTICLE I: COLLEGES AND SCHOOLS OF THE UNIVERSITY

These Bylaws apply to all colleges and schools (~~referred to collectively throughout these Bylaws as “the colleges”~~) of Thomas Jefferson University (TJU) existing as of the time of adoption of these Bylaws and thereafter created by the University’s Board of Trustees (“TJU Board of Trustees”). At the time of adoption, the colleges were comprised of:

College of Architecture and the Built Environment
Kanbar College of Design, Engineering and Commerce
 School of Business Administration
 School of Design and Engineering
College of Health Professions
College of Humanities and Sciences
College of Life Sciences
 Graduate School of Biomedical Sciences
College of Nursing
College of Population Health
College of Pharmacy
College of Rehabilitation Sciences
Sidney Kimmel Medical College
School of Continuing and Professional Studies

This Article I may be updated from time to time at the discretion of the TJU provost (“provost”) and TJU president (“president”) on the authority of the TJU Board of Trustees.

ARTICLE II: OFFICERS OF THE COLLEGES AND SCHOOLS

Officers of the colleges hold special roles within the colleges they serve. They are fiduciaries of the college and must act in accordance with the fiduciary duties of care and loyalty. A fiduciary relationship is one of trust and confidence, and a fiduciary is someone who has special responsibilities to the organization in connection with its administration and operation. A fiduciary must take care to protect the assets of the organization, including its reputation and role in the community. Fiduciaries must make careful, good faith decisions in the best interests of the organization they serve, free of undue influence from any party or from financial interests. These duties are imposed by the colleges’ and TJU’s various policies on personal conduct, conflicts of interest and corporate compliance. Officers of the colleges are expected and required to discharge their fiduciary duties with care and comply at all times with the colleges’ and TJU’s

corporate compliance policies and program. All officers of the colleges are appointed on the authority of the TJU Board of Trustees.

The officers of the colleges are described below.

Section 1: Dean of the college

Each of the colleges shall be organized under a chief executive and academic officer who shall hold the title of Dean and shall have the reporting relationship(s) as provided in these Bylaws, as amended from time to time. The dean of the college shall be a member of the faculty of the college by virtue of office. All appointed deans must possess sufficient qualification to obtain a faculty appointment in the college, and must be full-time employees of the university or in a capacity to meet the requirements of the position. The dean shall be responsible for the development and management of the administrative affairs of the college, including student and academic affairs, and of its academic programs and shall perform such additional duties as may be assigned to him/her by the provost, the president, and the TJU Board of Trustees or any subset thereof regarding academic programs of the college. In addition to the foregoing, the dean of the Sidney Kimmel Medical College shall be responsible for the development, management and overall implementation of medical education programs, including clinical medical education programs and the planning of clinical operations as they relate to medical education, and in this role shall have access to and maintain a reporting relationship to the president.

The dean of the college shall supervise the conduct of academic programs at sites and locations of other organizations with which the college has academic affiliation, including regional campuses of the college. The dean of the college shall participate in strategic planning for the college and shall be responsible for the operational and financial performance of the college. The dean of the college or designate(s) shall be authorized to enter into contractual agreements with other institutions on behalf of the college, provided that such contractual agreements pertain to matters entirely within the college and which impact only the college, and provided further that such contractual agreements comply with applicable TJU policies and procedures. The dean of the college or designate(s) shall be the only representative(s) of the college authorized to enter into such contractual agreements. The dean of the college, or designate(s) shall be responsible for maintaining proper relationships with accrediting agencies, professional organizations and associations that are related to the educational programs of the college. The dean of the college shall make recommendations regarding academic programs of the college to the provost and, upon direction of the provost, to the president and the TJU Board of Trustees or any subset thereof.

The dean of the college, in collaboration with any ancillary deans and the chairs of the academic departments of the college, shall prepare a budget annually which, with the advice of the TJU chief financial officer or designate, shall be presented for consideration and approval by the provost, the president, the Finance Committee of the TJU Board of Trustees, and the full TJU Board of Trustees. The dean of the college shall work with the provost, the president and TJU chief financial officer or designate in planning for the financial needs of the college, and with the TJU chief development officer or designate in seeking fiscal support from outside sources.

The dean of the college, in consultation with any ancillary deans and chairs of the academic departments of the college, shall review the space requirements of the college and shall present recommendations to the provost regarding requirements for space within existing facilities to provide the proper conduct of academic programs. The dean of the college shall make recommendations for the development of additional physical facilities as necessary for the proper conduct of such programs to the provost and, upon direction of the provost, to the president and the TJU Board of Trustees or any subset thereof.

The dean shall attend meetings of the TJU Board of Trustees or any subset thereof as directed by the provost or requested by the Board. Through the provost, or at the direction of the provost, the dean of the college shall recommend to the TJU Board of Trustees such policies or actions as may be deemed desirable for the proper conduct and development of the college and its programs.

The dean of the college shall provide to the provost and the TJU Board of Trustees or any subset thereof information regarding acts and decisions of the faculty of the college. The dean of the college shall report to the faculty decisions of the TJU Board of Trustees that are pertinent to the affairs of the college.

The dean of the college shall assist in maintaining effective college relations with the alumni.

The dean of the college shall be responsible for overseeing personnel within the college in accordance with and ensuring compliance by such personnel with applicable college and TJU policies and procedures.

The dean of the college may appoint an officer of the college to serve as acting dean in their absence, subject to the approval of the provost.

The dean of the college shall report annually to the provost on the state of the college. Copies of the report will be made available to the trustees, general faculty of the college and administration.

When a vacancy occurs in the position of dean of the college, the provost, in consultation with the president, shall appoint an interim dean. Recommendations for appointment of a new dean of the college shall be made by the provost to the president and by the president to the TJU Board of Trustees drawn from the recommendations of an *Ad Hoc* search committee appointed by the provost, in consultation with the president. Such *Ad Hoc* committee shall include a minimum of two (2) members of the voting faculty of the college.

Section 2: School Deans

All appointed school deans must possess sufficient qualification to obtain a faculty appointment in the school, and must be full-time employees of the university or in a capacity to meet the requirements of the position. The school dean's authority as to the school shall include assignment of space, expenditure of funds in accordance with the approved budget, and recommendation of appointment of academic and non-academic personnel. Authority regarding academic affairs shall include the conduct of educational and research programs and promotion of the best interests of the students and the faculty of the school. The school dean must also acquaint themselves fully with the policies and procedures of the college in which the school resides, if applicable, and of the university, and assume the responsibility for their enforcement with respect to the faculty and employees in their school.

A. School Deans of Schools Within a College

Each school within a college established as hereinafter provided (Article III, Section 2) shall have a school dean who shall be the chief executive officer and academic officer of that school. School deans of schools within a college shall be subject to the supervision of the dean of the college and responsible to the dean of the college for the development, management and evaluation of the administrative affairs and academic programs of their school, including student and academic affairs, and shall continue to serve as school deans at the dean's discretion.

The school dean of a school within a college shall report at least annually to the dean of the college on the status of the school. When the school dean expects to be absent from the college, the dean of the college shall be informed of the name of the designated senior member of the school who will serve as the acting school dean during the absence.

When a vacancy occurs in the position of school dean, the dean of the college, after informing the provost and the Executive Council, shall appoint an interim school dean for the school. Recommendations for the appointment of a new school dean shall be made to the dean of the college by an *Ad Hoc* search committee appointed by the dean of the college, in consultation with the provost. Such *Ad Hoc* committee shall include a minimum of two (2) members of the voting faculty of the college.

B. School Deans of Schools Outside any Individual College

Each school outside any individual college, established as hereinafter provided (Article III, Section 3) shall have a school dean who shall be the chief executive officer and academic officer of that school. School deans of schools outside any individual college shall be subject to the supervision of the provost and responsible to the provost for the development, management and evaluation of the administrative affairs and academic programs of their school, including student and academic affairs, and shall continue to serve as school deans at the provost's discretion.

The school dean of a school outside any individual college shall report annually to the provost on the status of the school. When the school dean expects to be absent from the college, the provost shall be informed of the name of the designated senior member of the school who will serve as the acting school dean during the absence.

When a vacancy occurs in the position of school dean of a school outside any individual college, the provost shall appoint an interim school dean for the school. Recommendations for the appointment of a new school dean shall be made to the provost by an ad hoc search committee appointed by the provost. Such ad hoc committee shall include a minimum of two (2) members of the voting faculty of the school.

Section 3: Ancillary Deans

The dean of the college may with the concurrence of the provost appoint one or more ancillary deans of the college, including but not limited to vice deans, associate deans, assistant deans and regional campus deans. The ancillary deans shall be officers of the college and members of the faculty by virtue of their offices and also may be eligible for faculty appointment, independent of their office, ~~into~~ the college or an appropriate department or school of the college. They shall report to the dean of the college, and they shall assist the dean in the conduct of the affairs of the college and have such other duties as may be designated by the dean.

Section 4: Department Chairs

Each academic department of the colleges, established as hereinafter provided (Article III, Section 1) shall have a chair who shall be the chief executive officer and academic

officer of that department. Chairs shall be subject to the supervision of the dean of the college and responsible to the dean of the college for the development, management and evaluation of the administrative affairs and academic programs of their departments, including student and academic affairs, and shall continue to serve as chairs at the dean's discretion. Department chairs must possess sufficient qualifications to obtain a faculty appointment in the department, and must be full-time employees of the university or in a capacity to meet the department chair position requirements. The chair's authority as to the department shall include assignment of space, expenditure of funds in accordance with the approved budget, and recommendation of appointment of academic and non-academic personnel. Department chairs shall participate in strategic planning for the department and shall be responsible for the operational and financial performance of the department. Department chairs' authority regarding academic affairs shall include the conduct of educational and research programs and promotion of the best interests of the students and the faculty of the department. The chair must also acquaint themselves fully with the policies and procedures of the college and university and assume the responsibility for their enforcement with respect to the faculty and employees in their department.

The chair shall report annually to the dean of the college on the status of the department. When the chair expects to be absent from the college, the dean of the college shall be informed of the name of the designated senior member of the department who will serve as the acting chair during the absence.

When a vacancy occurs in the position of department chair, the dean of the college, after informing the provost and the Executive Council, shall appoint an interim chair for the department. Recommendations for the appointment of a new chair shall be made to the dean of the college by an *Ad Hoc* search committee appointed by the dean of the college, in consultation with the provost. Such *Ad Hoc* committee shall include a minimum of two (2) members of the voting faculty of the college. [Department chairs shall be appointed by the Dean, following consultation with the Provost.](#)

Section 5: Program Directors

On occasion, accreditation requirements mandate that academic program directors have oversight of the program faculty and budget and have general responsibility for implementation and assessment of the program. In such cases, and only in such cases, program directors shall be considered officers of the college in which the program principally resides, and given the authority and responsibilities mandated by the accreditation body.

Program directors are subject to oversight of the college or school dean in which the program resides and, in the case of programs residing within a college or school with departments, to the chair of the department in which the program principally resides.

Section 6: Duration of Appointment and Reappointment

Appointment and reappointment of officers of the colleges as defined in this Article shall be made on an annual basis. Officers of the colleges and deans of schools within a college shall serve during that term at the discretion of the dean of the college. The deans of colleges and schools outside any individual college shall serve at the discretion of the provost.

Failure of reappointment to the office or to hold that office during that year shall not automatically terminate other rights and privileges pertaining to any concurrent faculty appointment the individual may have. Nevertheless, compensation may be adjusted commensurate with faculty rank and new duties and responsibilities.

ARTICLE III: ORGANIZATION OF THE COLLEGES

Section 1: Colleges Without Internal Departments or Schools

The faculty of a college without formal departments or schools shall be organized as a faculty with an Executive Committee as described in [these bylaws applicable university policy documents](#). All members of the faculty, except as otherwise provided in these Bylaws, must meet faculty appointment criteria established by the college and have a faculty appointment in the college.

Section 2: Schools and Departments within a College

The colleges may be organized into schools and departments and the faculty of the colleges shall be organized as a faculty with an Executive Committee as described in these Bylaws. All members of the faculty, except as otherwise provided in these Bylaws, must meet faculty appointment criteria established by the college and have appointments in a college department or school within the college.

Schools and departments may be created, dissolved or merged by action of the TJU Board of Trustees, upon recommendation of the provost, in consultation with the dean of the college.

~~A school dean within a college shall report to the dean of the college. Except as expressly stated in this section, schools within a college shall be organized pursuant to Article III,~~

~~Section 3, addressing the organization of stand-alone schools that are organized outside any individual college.~~

Section 3: Schools Outside Any Individual College

Schools outside any individual college may be created, dissolved or merged by action of the TJU Board of Trustees, upon recommendation of the provost. Each school shall create and maintain a formal governance structure as appropriate to its mission and programs. The school's governance structure shall be subject to the approval of the provost. All members of the faculty of such a school must have a faculty appointment in the school.

Section 4: Academic Divisions, Institutes, Centers, Programs and Other administrative units

Subject to the approval of the provost and the president, academic divisions, institutes, centers, programs and other academic administrative units (collectively, "administrative units") may be established or terminated as provided in this section. Administrative unit shall be either "university-level" or "college- or school-level," as provided herein. The provost shall determine whether a given administrative unit is at the university level or a college or school level. Each administrative unit shall have a director who shall be the administrative officer of that administrative unit, and shall be responsible for the administration of the administrative unit, including responsibility for its organization and, with respect to their roles therein, the personnel of the administrative unit. Removal of a director from the director role shall not automatically terminate other rights and privileges pertaining to any concurrent faculty appointment the individual may have. Nevertheless, compensation may be adjusted commensurate with faculty rank and duties and responsibilities.

a. University-Level Administrative Units

A director of a university-level administrative unit shall be appointed by, and shall report to and be supervised by, the provost. Provided, however, that the president may designate that any individual director shall be appointed by, report to and be supervised by the president. A director of a university-level administrative unit must meet the criteria for, and must obtain, a faculty appointment in an appropriate college or school. In consultation with deans of the relevant colleges and/or schools, the provost shall determine which colleges or schools are appropriate for a particular university-level administrative unit. A director of a university-level administrative unit shall continue to serve at the discretion of the provost or, in the case of a director appointed by, reporting

to and supervised by the president, at the discretion of the president. When a vacancy occurs in a position of director of a university-level administrative unit, the provost or president may appoint a new director as provided in this subparagraph.

b. College- or school-level Administrative Units

A director of a college- or school-level administrative unit shall be appointed by, and shall report to and be supervised by, the dean of the college or school in which the administrative unit principally resides, upon approval of the provost and following consultation with the college or school Executive Council. The dean of the college or school may delegate the appointment authority and reporting relationship described in this subparagraph to the chair of any department in which the administrative unit principally resides. A director of a college- or school-level administrative unit must meet the criteria for, and must have, a faculty appointment in the college or school in which the administrative unit principally resides. A director of a college- or school-level administrative unit shall continue to serve at the discretion of the dean of the college whose dean appointed the director or, in the case of a director appointed by, reporting to and supervised by a department chair, at the discretion of the chair of the department whose chair appointed the director. When a vacancy occurs in a position of director of a college- or school-level administrative unit, the dean of the college may appoint a new director as provided in this subparagraph. For purposes of this subparagraph, the provost shall determine in which college or school, or in which department, an administrative unit principally resides.

Section 5: Programmatic / Quality Review

Any college, school, department, program or other administrative unit may, from time to time at the discretion of the provost and at their direction, undergo a programmatic, quality or administrative review intended to assess and ensure its quality, effectiveness and efficiency.

ARTICLE IV. FACULTY AND SHARED GOVERNANCE

Section 1. Introduction

It is in the interest of TJU to foster an active, informed faculty, and to promote open communication and engagement among members of the campus community. Toward this end, this Article provides a framework for faculty and shared governance. For such a framework to be effective, open communication, collegiality, a culture of service, and commitment to participation are beneficial. With this as a foundation, university and college administration and the faculty should endeavor to work collaboratively to achieve

the university's mission and ensure professionalism, competitiveness and sustainability of the academic enterprise.

Section 2. Authority of the Faculty

The duties and authority of the faculty, as further delineated in these Bylaws, shall include jurisdiction over such matters of faculty governance to include the curriculum and educational process of students; academic criteria for admission and promotion of students; student affairs as it relates to the educational process; and research/scholarship/creative work, for which they enjoy academic freedom, as generally understood in the academic community and as further described in these Bylaws.

Faculty fulfill their duties and exercise authority under shared governance principally through service on committees as outlined herein.

Authority not specifically delegated to the faculty in these Bylaws is reserved to the president, provost and officers of the colleges and schools as defined in these Bylaws (hereafter collectively referred to as "Academic Administration"). The Academic Administration should endeavor to exercise its authority in the best interests of the university, with due consideration of any expressed position of the faculty on a particular issue.

Section 3. Responsibilities of the Faculty

Appointment to university faculty carries with it the responsibilities set forth in the Faculty Handbook and in any Bylaws, policies, contracts, letters of appointment or other governing documents applicable to the faculty member.

Broadly defined, full-time faculty members fulfill [four](#) primary duties at Jefferson: teaching, research/scholarship/creative work, service, [and, where appropriate, professional practice](#). In fulfillment of these duties, each faculty member is expected to:

- Observe those standards of conduct which a university has a right to expect from its members, including without limitation the standards of conduct referred to in the University's Code of Conduct;
- Keep abreast of his or her academic discipline through continuing study, research, and/or participation in the activities of his or her [profession and](#) professional organizations;
- Strive to improve the effectiveness of his or her teaching;

- Serve, as appropriate, on program, department, school, college, and university committees;
- Serve as a steward of university resources;
- Participate in good faith in periodic performance evaluations, as defined by the Faculty Handbook.

Full-time faculty responsibilities also may include, but are not limited to, support of student recruitment activities; mentorship of colleagues; curriculum development and establishing requirements for degrees; academic advising; participation in peer review for faculty promotion and tenure if elected or appointed to serve on relevant committees as outlined herein; and adoption and enforcement of academic regulations such as grading, examinations, attendance, academic standing, and certification of students for graduation/program completion.

Full-time faculty should be engaged in the affairs of the university and its programs and therefore, should attend regular meetings of the general faculty, college faculty meetings, and school, department and/or program meetings and other academic events.

ARTICLE V. ORGANIZATION OF THE FACULTY

Section 1. Bodies of the University Faculty

The official rosters of the university faculty shall be maintained in the Office of Faculty Affairs.

a) University General Faculty

The university general faculty is comprised of voting and non-voting members of the faculty. Membership shall include faculty holding a faculty appointment in a college or school according to the criteria established by the college or school, and approved by the provost.

b) Voting Body of the University General Faculty

The members of the Voting Body are salaried faculty with rank employed by the university at least half time, including those who are on sabbaticals and other leaves of absence approved by the Office of Faculty Affairs, or are individuals designated as “full-time faculty” in a college or school as a result of or in connection with a formal affiliation or other official academic agreement to which the university is a party. The Academic Administration are also members of the voting body of the university general faculty.

Non-voting members are visiting faculty; part-time faculty working less than half time; adjunct faculty; affiliated faculty; volunteer faculty, and any other faculty member not specified above. Non-voting members may participate in any discussion on the floor of faculty meetings.

c) University Senior Faculty

The university Senior Faculty includes the president; provost; the deans of colleges/schools; all members of the voting faculty, as defined herein, with academic rank (prefixed or un-prefixed) of professor and associate professor.

1.1. Assembly

1.1.1 Regular Meetings

The university general faculty will typically meet three times per year. The chair of the Faculty Advisory Council may increase or decrease this schedule, as needed.

The chair of the Faculty Advisory Council will set the dates of the regular meetings prior to the beginning of the academic year.

1.1.2 Special Meetings

Special meetings of the general faculty may be called at the discretion of the chair of the Faculty Advisory Council, and must be called by the chair at the request of fifty (50) members of the voting body of the general faculty or at the request of the president or provost.

Notice of a special meeting shall be given at least ten (10) days in advance and include a statement of the business to be considered.

1.1.3 Conduct of Meetings

The chair of the Faculty Advisory Council shall preside over regular and special meetings of the general faculty.

The Faculty Advisory Council shall set and distribute the agendas for regular and special meetings at least ten (10) days in advance of the meeting.

The Faculty Advisory Council shall take and distribute meeting minutes within 30 days of the meeting and archive them to a common and accessible electronic location.

Section 2. Standing Committees of the University

The standing committees of the university provide for a coherent university-wide system of shared governance on areas of faculty authority and ensure active input and dialogue between the faculty and administration in other areas related to the academic mission.

The standing committees of the university include the Faculty Advisory Council; Committee on Educational Resources; Committee on Research; Committee on Student Affairs; Committee on [Improvement of Educational Quality](#); and Committee on Academic Programs and Policies. Chairs of these committees serve on the Shared Governance Committee. A standing committee of the university may establish subcommittees as necessary to conduct its business. Each committee shall have documented procedures sufficient to meet all applicable accreditation requirements.

Unless otherwise specified in these Bylaws or the Faculty Handbook, faculty members serving on university standing committees shall serve for a two-year term and may be elected or appointed for a maximum of two consecutive terms. Appointments to such committees should be staggered to prevent complete committee turnover at any one time.

[In the event that a college or school is unable to meet a requirement for membership to a university committee or in the event that a university committee is unable to meet the rank requirement for election of a chair to a university committee, then the matter shall be referred to the Shared Governance Committee \(SGC\) for resolution, in which case the SGC shall have the authority to deviate from the Bylaws' requirement for membership to such committee or for chair rank.](#)

2.1 Shared Governance Committee

a) Function

The Shared Governance Committee (SGC) serves as the facilitative committee for shared governance at the university. Chaired by the Chair of the Faculty Advisory Council, SGC supports and promotes effective collaboration among the students, faculty and university administration through regular dialogue. The members of the SGC may bring to the SGC recommendations pertaining to university policies and other matters of general concern to the university. The SGC shall consider matters brought before it and make its recommendations to the provost.

b) Membership

The SGC is comprised of the provost; the chairs of standing committees of the university; the deans of the colleges and schools [outside of a college](#); three elected, at-large Senior Faculty from three different colleges or schools ; and two non-voting members from the

student body. Procedures for election of at-large faculty and students shall be outlined in the Faculty Handbook.

Elected members serve to represent the collective concerns of the university, not a particular department, program, or academic unit.

2.2 Faculty Advisory Council

a) Function

The Faculty Advisory Council shall advise the Provost on matters relating to the general welfare of the faculty, particularly as they relate to the ability of the faculty to contribute to the academic mission of the University. More specifically, and as further outlined in the Faculty Handbook, the Faculty Advisory Council shall advise the Provost on policies, practices and resources that impact faculty recruitment, retention, satisfaction and effectiveness. The Faculty Advisory Council shall also provide a representative forum for ideas and concerns of the General Faculty. The Chair of the Faculty Advisory Council shall have reasonable access to the Provost to conduct the business of the Faculty Advisory Council. As necessary, the Chair of the Faculty Advisory Council, in consultation with the Office of Faculty Affairs, shall appoint faculty members to grievance and dismissal-for-cause hearing committees, as described in the Faculty Handbook. The Chair of the Faculty Advisory Council shall serve as Chair of the University SGC.

b) Membership

The Faculty Advisory Council is comprised of elected members of the Voting Body of the Faculty, as defined herein, as well as at least one and up to two members of the adjunct faculty. Members of the Faculty Advisory Council shall be distributed in number as per a method described in the Faculty Handbook but must include, at minimum, one representative from each college and school outside of a college, and one representative at least one and up to two representatives of the adjunct faculty.

Members of the Faculty Advisory Council are expected to represent the collective concerns of the General Faculty in addition to those of their college.

The Chair of the Faculty Advisory Council shall be selected by members of the Faculty Advisory Council from the Senior Faculty membership of the Council, and shall have served a minimum of one year on the Council per the procedures described in the Faculty Handbook. The Chair shall serve in an at-large capacity and be replaced with an elected representative of his/her College or School to serve out the remainder of the Chair's term as College or School representative. The Vice Chair of the Faculty Council, selected in a

manner described in the Faculty Handbook, assumes the responsibilities of the Chair in the Chair's absence, and receives assignments as delegated by the Chair.

2.3 Committee on Educational Resources

a) Function

The Committee on Educational Resources [is advisory to the Provost and](#) evaluates the university's educational infrastructure, including the libraries; information and educational technology; and academic services that support the educational mission. The Committee advises the Office of Faculty Affairs on faculty development programs in pedagogy, and provides recommendations to the provost on recipients of university faculty teaching awards; intramural awards for pedagogical scholarship; and candidates for education-focused external grant and award programs accepting a limited number of university applicants.

b) Membership

The Committee on Educational Resources is comprised of at least one member of the voting body of the faculty elected from each college and school outside of a college. The chair may recommend additional members, subject to the approval of the SGC.

The chair [of the Committee on Educational Resources](#) shall be selected from among the elected Senior Faculty ~~members~~[membership](#) of the committee per the procedures of the committee as described in the Faculty Handbook.

2.4 Committee on Research

a) Function

The Committee on Research [is advisory to the Provost and](#) evaluates the university's research infrastructure, including research administration services and other shared services and resources for research. The committee advises the provost on recipients of institutional research grant programs and awards and recommends the best candidates for research-focused external grant and award programs accepting limited university applicants. The committee advises the Office of Faculty Affairs on faculty development programs related to research skill development.

b) Membership

The Committee on Research is comprised of at least one member of the voting body of the faculty elected from each college and school outside of a college. The chair may recommend additional members, subject to approval of the SGC.

The chair [of the Committee on Research](#) shall be selected from among the elected Senior Faculty ~~members~~[membership](#) of the committee per the procedures of the committee as described in the Faculty Handbook.

2.5 Committee on Student Affairs

a) Function

The Committee on Student Affairs is advisory to the provost and will a) participate in the oversight of the university's student services and student-experience programming; b) assist in ensuring that student conduct at the university aligns with applicable university policies and procedures, including [the university's university and program-specific community standards policies, academic integrity policies, and professionalism policies](#); c) assist in creating and administering university-level student-affairs policies and d) provide oversight, where appropriate, of program-specific student policies and handbooks.

b) Membership

The Committee on Student Affairs will be comprised of at least one voting faculty member from each college and school outside of a college, chosen by a method determined by the college. Additional members may be appointed by the provost after consultation with the SGC. The Committee on Student Affairs works in conjunction with the Office of Student Affairs.

A chair will be selected by and from among the [faculty](#) members of the committee.

The committee will adhere to established policies and procedures, as outlined in the Faculty Handbook or as established by the university, as approved by the provost.

2.6 Committee on ~~Improvement of~~ Educational Quality

a) Function

The Committee on ~~Improvement of~~ Educational Quality is advisory to the provost and participates in oversight of the assessment practices and activities for academic programs and curricula, per policies and procedures established by the university.

b) Membership

The Committee on ~~Improvement of~~ Educational Quality will generally be comprised of chairs of the college-level assessment committees and one representative from each school outside of a college. The provost may appoint additional members after

consultation with the SGC. A college may elect to appoint a different representative instead of the chair of its college-level assessment committee.

A chair will be selected by and from among the [faculty](#) members of the committee.

2.7 Committee on Academic Programs and Policies

a) Function

The Committee on Academic Programs and Policies ~~is advisory to the provost and participates in oversight of the development and revision of college curricula spanning more than one college; curricula that impact students from multiple colleges, such as general education; and university-level academic policies and procedures. The committee has general authority and responsible for curricula and academic policies that span multiple colleges or impact students from multiple colleges and will make recommendations about such matters to the provost, in accordance with policies and procedures as described in the Faculty Handbook.~~

b) Membership

The Committee on Academic Programs and Policies will generally be comprised of the chairs of the college-level curriculum committees and one representative from each school outside of a college. The provost may appoint additional members, and may appoint other non-voting, ex-officio members, such as academic advising and support services, as appropriate, after consultation with the SGC. A college may elect to appoint a different representative instead of the chair of its college-level curriculum committee.

A chair will be selected by and from among the [faculty](#) members of the committee.

Section 3. Other University Committees

3.1 Committee on ~~Student Academic Standing and Integrity~~

a) Function

~~The Committee on Academic Standing will oversee the following actions for undergraduate students in programs without specialty accreditations: (a) administer the university's academic standing policies; (b) oversee dismissal and readmission hearings; and (c) review procedures for, and academic implications of, individual students who are granted medical leave of absence, as per procedures established by the university.~~

~~The Committee on Student Academic Standing and Integrity shall have two subcommittees with the following respective functions: 1) The subcommittee on Student~~

~~Academic Integrity and Professionalism is responsible for administering the university's Academic Integrity policy and the university and program specific standards of professionalism, not addressed in the university's community standards policy. The subcommittee will hear charges of student violations of university policies, as per procedures established by the university. 2) The subcommittee on~~

b) Membership

The ~~subcommittees of the~~ Committee on ~~Student Academic Standing and Integrity~~ will be comprised of at least one voting faculty from the colleges and schools that refer matters to the ~~sub~~committee, as outlined in the Faculty Handbook, selected in a manner determined by ~~the~~ college's ~~Committee on Governance~~. The provost may appoint other members after consultation with the SGC.

A chair will be selected by and from among the faculty members of the committee.

3.2 Committee on Faculty Appointments, Promotions and Tenure

The University shall establish as provided herein a Committee on Faculty Appointments, Promotions and Tenure and, at the direction of the provost, may establish more than one such committee.

a) Function

Committees on faculty appointments, promotions and tenure will review college recommendations for initial faculty appointments and subsequent faculty promotions to Senior Faculty ranks and for the awarding of tenure. The committee will make recommendations to the provost, in accordance with policies and procedures as described in the Faculty Handbook.

b) Membership

A Committee on Faculty Appointments, Promotions and Tenure must be comprised of faculty at the Senior Faculty ranks, preferably Professor rank, representing the colleges or schools outside of a college whose candidates are considered by the committee; ~~distributed in number and selected in a manner as described in the~~. Each college or school will be represented by at least two Senior Faculty Handbook, one appointed by the Dean and one elected by the faculty. At least one of the representatives from each college or school should be tenured. ~~The chair shall be selected by and from among the members of the committee.~~

The chair shall be selected by and from among the tenured members of the committee.

If a college or school outside of a college cannot meet the rank or tenure preferences outlined above for faculty representation of their college or school on the committee, then the college's Committee on Governance may recommend faculty from among the Senior Faculty in the college or school. [Additional tenured faculty may be appointed by the provost, after consultation with the SGC, to ensure the committee membership meets the tenure and rank requirements needed to conduct its business.](#)

Only faculty members at the rank of professor may make recommendations for appointment or promotion to the rank of professor, and only tenured faculty members may make recommendations regarding tenure.

3.3 Other Committees and Ad Hoc Committees

The provost may establish other university committees including ad hoc committees after consultation with the SGC.

Section 4. Faculty of the Colleges and Schools

4.1 General Faculty of a College or School

The general faculty of a college or school (hereafter "college/school") is comprised of voting and non-voting members of the faculty.

Membership shall include faculty holding a faculty appointment in a college according to the criteria established by the college or school as approved by the provost.

The general faculty of each college is organized to fulfill the educational, research/scholarship/creative work, and service missions of the college. The general faculty of each college shall exercise their ~~function~~[authority](#) primarily by virtue of membership on college standing committees.

The general faculty of each college shall receive minutes of the college's Executive Committee meetings, including the annual reports of college standing committees, [and shall receive minutes of the college's general faculty meetings.](#)

The general faculty of each college shall meet at least two times per year, as convened by the dean. The college's Faculty Advisory Council shall assist the dean in setting the agenda for general faculty meetings.

4.1.1 Voting Body of the General Faculty of a College/School

The members of the Voting Body are salaried faculty with rank, employed by the university at least half time, including those who are on sabbaticals and other leaves of

absence approved by the Office of Faculty Affairs, or are individuals designated as “full-time faculty” as a result of or in connection with a formal affiliation or other agreement to which the university is a party. The dean/s, department chairs and program directors are voting members of the college/[school](#) general faculty.

When voting on University-level issues, individuals holding a faculty appointment in more than one college or school may vote only in the college or school in which they hold their primary faculty appointment. The Provost shall be the sole arbiter of whether an issue presented for vote constitutes a University-level issue. Secondary appointees do not vote on college-level issues in the college in which they hold a secondary appointment. Provided, however, that secondary appointees may vote on such college-level issues if the dean of the secondary college, in consultation with the colleges’ Executive Council, recommends to the Provost that secondary appointees be permitted to vote on such issues, and the Provost approves the recommendation. With written approval of the dean of the college or school in which they hold their primary appointment, faculty may serve on university or college committees as a representative of the college or school in which they hold a secondary appointment if requested to do so by the college’s Committee on Governance.

Non-voting members are visiting faculty; part-time faculty working less than half time; adjunct faculty; affiliated faculty; volunteer faculty, and any other faculty member not specified above. Non-voting members may participate in any discussion on the floor of faculty meetings.

4.1.2 Senior Faculty of a College/School

The Senior Faculty of the college or school includes the dean/s and all members of the Voting Body of the faculty, as defined herein, who hold an academic rank (prefixed or un-prefixed) of professor and associate professor.

Section 5. Standing Committees of the Colleges

5.1 Overview

Each college/school shall have the necessary committees to ensure compliance with all applicable accreditation requirements, including but not limited to committees to develop the curriculum; assess teaching and student learning; review faculty candidates for appointment, promotion, tenure; and conduct college governance. Each college/school committee shall have written charges and documented procedures sufficient to meet all applicable accreditation requirements.

The college's Executive Committee shall determine the means by which the faculty are represented to standing committees of the college, whether by election or appointment, and can provide more specific requirements for membership of the standing committees of the college as long as the minimum requirements outlined in these Bylaws are met.

With the approval of the provost and the Executive Committees of the relevant colleges and schools, colleges and schools may form multi-college/school standing committees as long as function and membership requirements outlined below are met.

The following Standing Committees of the College exercise their authority by making recommendations to the Executive Committee of the College: Committee on Faculty Affairs, Committee on Curriculum, Committee on Academic Outcomes Assessment, Committee on Student Affairs, and any college-level ad-hoc committees created pursuant to these Bylaws.

5.2 Procedures of College-Level standing committees

Procedures for standing committee membership and representation shall be administered by the college's Committee on Governance in consultation with the dean. Procedures may be updated from time to time, as approved by the provost.

As a general matter, and unless otherwise specified in these Bylaws, when considering faculty membership on standing committees, a college Committee on Governance should balance the importance of the experience and gravitas of the Senior Faculty with the perspectives and developmental needs of the junior faculty. A college may elect or appoint other members to the standing committees of the college as needed to meet specific accreditation requirements of programs within the college.

Unless otherwise specified in these Bylaws or the Faculty Handbook, faculty members serving on college standing committees shall serve for a two-year term and may be elected or appointed to a second term. Appointments to such committees should be staggered to prevent complete committee turnover at any one time.

The college/school dean or their [designee/designate](#) is a voting ex-officio member of all college standing committees, unless specified otherwise.

The chair of each college standing committee will be selected by and from among the Senior Faculty members of said committee, at a meeting convened by either the outgoing chair or the Committee on Governance; the dean of the college/school shall abstain from this vote.

[In the event that the college is unable to meet a requirement for membership to a college standing committee or in the event that a college standing committee is unable to meet](#)

the rank requirement for election of a chair to a college standing committee, then the matter shall be referred to the college's executive committee for resolution, in which case the executive committee shall have the authority to deviate from the Bylaws' requirement for membership to such committee or for chair rank.

Each required standing committee will adhere to established policies and procedures for standing committees, as outlined in the Faculty Handbook.

In the event that any additional standing committees of the college are deemed necessary pursuant to Section 5.1, the Executive Committee of the college shall recommend those committees' function, membership, and authority, as approved by the provost.

5.3 Subcommittees and Ad Hoc Committees

The dean may establish subcommittees and ad hoc committees within a college subject to review by the Executive Committee. Membership shall be recommended by the Committee on Governance in consultation with dean.

5.4 Required College-Level Standing Committees

5.4.1 College Executive Committee

a) Function

Unless specifically delegated elsewhere in these Bylaws, the Executive Committee has primary authority for academic and faculty affairs in the college, including responsibility for policies related to the educational programs of the college. Standing committees of the college submit recommendations and annual reports to the Executive Committee.

Except where a college standing committee is afforded by these Bylaws authority specifically to make decisions (Committee on Admissions and Committee on Student Promotions), the Executive Committee shall receive the recommendations of the standing committees of the college and shall vote on matters brought before it by the standing committees. In areas where the faculty of the college have authority as outlined in these Bylaws, action of the Executive Committee may be reversed by the voting body of the general faculty of the college. Reversal of an Executive Committee action shall require the support of a majority of the voting members of the eligible faculty in the college. Procedures for addressing reversals of Executive Committee actions will be established by the colleges, as approved by the provost.

b) Membership

A college's Executive Committee shall consist of the dean, who shall serve as chair, regional campus deans, school deans, department chairs, and two (2) elected representatives of the full-time Senior Faculty in the college. In colleges not organized into departments or schools or when the membership of the Executive Committee would otherwise be less than eight (8) members, the Committee on Governance, in consultation with the dean, may appoint up to five (5) additional members from among college's Senior Faculty who serve in leadership roles (such as ancillary dean, standing committee chair, academic program leader), to serve on the Executive Committee. These leaders may rotate membership on the Executive Committee by a method and time interval determined by the college's Committee on Governance.

The elected faculty representatives should represent different constituents of the college where possible and should not be from the same program, department or school within the college.

Deans may invite others, such as ancillary deans and chairs of the college's standing committees, to attend the Executive Committee meetings as non-voting guests.

c) Meetings

The Executive Committee must meet at least six (6) times per year. At their discretion, the dean may establish a more frequent meeting schedule. The meeting schedule shall be published prior to the start of each academic year.

5.4.2 College Committee on Governance

a) Function

The Committee on Governance shall oversee the membership of college-level standing and special committees as well as college representation to university-level committees, unless specified otherwise in these Bylaws.

The Committee on Governance shall administer the nomination and election process for those university and college-level committees requiring election of faculty representatives. In cases where appointment to university and college-level committees is required, the Committee on Governance shall appoint faculty to committees after consultation with the dean. The Committee on Governance shall ensure that faculty proposed for election or appointment to university or college-level committees meet established requirements for said committee.

Upon a majority vote of any committee, the Committee on Governance may authorize the replacement of a committee member for absenteeism, failure to participate in the committee process or other good cause shown, but a committee member shall not be

replaced on the ground that the committee disagrees with the committee member's position on issues before the committee. In the event the Committee on Governance authorizes such replacement, the committee member shall be replaced with a new member selected in the manner in which similarly situated members of the committee in question are typically selected.

The Committee on Governance shall announce election outcomes for committee assignments to the full faculty of the college. It shall maintain the official list of the college's representatives to university committees and college committees, per procedures outlined in the Faculty Handbook.

b) Membership

The Committee on Governance shall be composed of members of the college's faculty who have just completed terms as the college's elected representatives to the Faculty Council or the college's Executive Committee. The Committee on Governance should be comprised of between three (3) and six (6) individuals, each of whom will serve a two-year term. In the event there is an insufficient number of eligible faculty to meet the minimum membership, the dean, in consultation with the Executive Committee, will appoint members. In the event there are more than six (6) individuals who meet the criteria for service, the Executive Committee will choose members by lottery.

[A chair will be selected by and from among the faculty members of the committee.](#)

Members of the Committee on Governance may not be on ballots for college or university committees during their service. Members of the Committee on Governance may serve on a college or university committee as appointed members if requested by the College's Executive Committee.

5.4.3 College Curriculum Committee

a) Function

The work of the College Curriculum Committee transcends the interests or responsibilities of a college's individual departments and academic programs. The committee has general authority and responsibility for the overall design, management, integration, evaluation and enhancement of the educational programs within the college. The committee ensures the integrity, cohesion, and excellence of the curriculum of each of the educational programs within the college, per the procedures outlined in the Faculty Handbook. The committee monitors compliance with program policies such as policies on timeliness of grades and student workload.

The committee shall also consider proposed changes in the college's general academic policies regarding admission; academic achievement, progression, and graduation requirements, after consultation with the college's committees on admissions and student promotions, as applicable.

The committee may establish subcommittees, which may include members of the committee and/or other members of the faculty as necessary for intensive study or investigation of a curricular matter, curricular innovation, revision, or priority.

b) Membership

The College Curriculum Committee must consist of at least three (3) members of the ~~Voting~~Senior Faculty. Additional members may be added at the recommendation of the Committee on Governance ~~and need not be at the Senior Faculty rank~~. Committee members should represent the broad spectrum of contributors to the college's educational programs. The College Curriculum Committee may have representatives of the student body; the number should be appropriate to the type and size of the college student body, and shall comply with any applicable accreditation requirements. The term of student representatives and whether students are voting or non-voting will be determined by the college's Committee on Governance.

The chair, to be selected by and from among the members of the committee, generally also serves on the university Committee on Academic Programs and Policies.

5.4.4 College Committee on Academic Outcomes Assessment

a) Function

At the discretion of the college, this committee may be a subcommittee of the College Committee on Curriculum and report its findings to the College Committee on Curriculum. The Committee will promote and sustain a college-wide culture of assessment. The committee will focus on program-level learning outcomes and educational objectives, student-learning objectives for courses in a program's curriculum, and educational offerings within the broader context of the university's institutional learning outcomes and other areas as required by accreditation standards. As applicable, the committee ensures that student experiences and learning outcomes are comparable across instructional sites. The committee will establish guidelines and a schedule for assessment tasks for the academic year.

b) Membership

A college's Committee on Academic Outcomes Assessment shall consist of at least ~~three~~ ~~(3)~~ ~~four~~(4) members of the faculty, who sufficiently represent the college's range of departments and academic programs. Faculty may serve multiple, consecutive terms.

Members should not be academic program leaders. Members may not serve simultaneously on the college Committee on Academic Outcomes Assessment and College Curriculum Committee.

The Chair, to be selected by and from among the members of the committee, also generally serves on the university Committee on ~~Improvement of~~ Educational Quality.

5.4.5 College Committee on Faculty Affairs

a) Function

The Committee on Faculty Affairs reviews and makes recommendations to the Executive Committee regarding academic appointments of ranked members of the faculty, including initial faculty appointments, subsequent faculty promotions, ~~and~~ the awarding of tenure, and applications to the university's sabbatical program, that have been reviewed by and received initial approval of the dean of the college. At the discretion of the dean, the committee may be asked to provide peer review with respect to the academic achievement of faculty as it relates to the reappointment of the faculty member.

With regard to faculty appointment, promotion and tenure, the committee ensures compliance with the policies and procedures outlined in the Faculty Handbook. Members must maintain confidentiality and discretion in all matters handled and discussed by the Committee.

b) Membership

The Committee on Faculty Affairs will be comprised of at least three (3) Senior Faculty. Additional members may be added from among the Senior Faculty if needed to conduct the committee's business. At the discretion of the dean, the Committee on Governance may be asked to appoint members of the volunteer or affiliated faculty who hold a rank of associate or professor.

The chair is selected by and from among the members of the Committee.

Ad hoc committees may be formed to assist committee members in the evaluation of faculty ~~candidates~~ ~~expertise~~ during the promotion or tenure process.

The dean shall have a vote on all matters that come before this committee with the exception of appointment, promotion, and tenure.

5.4.6 Dean's Faculty Advisory Council

a) Function and Membership

The college's faculty elected to serve on the university Faculty Advisory Council will comprise the dean's Faculty Advisory Council. This body will serve in an advisory capacity to the dean on matters of faculty welfare and affairs specific to the college. The council will assist the dean in setting the agenda for the college's general faculty meetings.

5.5 Creation of Additional Standing Committees

~~The~~When applicable accreditation standards require, the college Executive Committee may, with the approval of the provost ~~and when applicable accreditation standards require,~~ establish college committees on Admissions or Student Promotions. ~~The~~

~~Additionally, a~~ college Executive Committee may, with the approval of the provost, establish a college Committee on Student Affairs ~~and as well as~~ additional college standing committees ~~as deemed~~ necessary to conduct the business of the college.

5.5.1 Function and Membership of Additional Standing Committee

Unless specified below, the function and membership requirements of each additional college standing committee will be determined by the college's Executive Committee, and approved by the provost.

In the event a college ~~receives approval foregoes to create~~ a Committee on Admissions, Committee on Student Promotions or Committee on Student Affairs, those committees shall be established as set forth below.

5.5.2 College Committee on Admissions

a) Function

The Committee on Admissions shall be responsible for the selection of students and shall have the power to act in all matters pertaining to admissions in accordance with general policies adopted by the faculty of the college. The committee's decisions on specific individuals may not be reversed by another individual or faculty body. The committee shall have the overall responsibility of ensuring that the integrity of the admissions process is maintained.

Members of the Committee on Admissions shall have access to all applications for admission and other data regarding applicants. They may interview applicants and

otherwise assist in the survey of applications, however, all correspondence with applicants, including the notification of acceptance or rejection, shall be conducted through college or university channels other than the committee.

b) Membership

The Committee on Admission shall have the number of faculty needed to conduct its business and may have representatives of the student body; the number should be appropriate to the type and size of the college student body, and shall comply with any applicable accreditation requirements. The term of student representatives, and whether students are voting or non-voting will be determined by the college's Committee on Governance. Faculty may serve multiple consecutive terms.

5.5.3 Committee on Student Promotions

a) Function

The Committee on Student Promotions ensures that all students in the educational program meet the standard for advancement and graduation established by the faculty of the college. If the committee decides that a student does not meet the standard for advancement or graduation, the committee provides a fair and formal process for taking any action that may affect the status of a student, including timely notice of impending action, disclosure of the evidence on which the action would be based, an opportunity for the student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation or dismissal. The faculty hearing body for an appeal shall not include faculty involved in the original decision. The committee shall review and recommend evaluation procedures, requirements and general policies for satisfactory scholarship. The committee shall apply such policies as the faculty and the Executive Committee may adopt from time to time. The committee's decisions with respect to individual students may not be reversed by another individual or faculty body.

b) Membership

The Committee on Student Promotions shall be composed of at least three (3) members of the Senior Faculty representing the diversity of educational programs and content within the college. Current academic program directors should not serve on the committee.

5.5.4 Committee on Student Affairs

a) Function

The Committee on Student Affairs is responsible for monitoring student welfare in the college including but not limited to: monitoring student retention, student workload, academic progression, academic advising, and student-related resources.. The committee shall provide oversight of sanctioned college-specific student organizations and extracurricular activities.

b) Membership

The committee shall be composed of at least three (3) members of the faculty and may include up to four (4) student representatives. The committee may include additional members as determined by the college Executive Council.

ARTICLE VI: FACULTY

The university recognizes that its faculty is crucial to the success of its mission. Accordingly, special attention is given to the development of a faculty body that enables the university to achieve excellence in its academic and service endeavors.

Section 1: Faculty Appointments

Individuals must meet criteria for faculty appointment as established by their respective college or school and approved by the provost. A college's academic tracks and the criteria for appointment to each rank within a track shall be recommended by the college's Executive Committee and approved by the dean of the college and the provost. The processes for faculty appointment and promotion, as approved by the provost, are outlined in the Faculty Handbook. All faculty appointments to the rank of assistant professor, associate professor and professor must be approved by the TJU Board of Trustees or its designate.

Members of the faculty contributing substantially to the teaching or research efforts in more than one department, school, or college may hold secondary appointments according to criteria and procedures outlined in the Faculty Handbook. While more than one appointment may be held, one appointment shall be designated as primary. Any contractual commitments to the faculty member, including tenure, shall apply only to the primary appointment.

Employed, non-tenured members of the faculty shall be appointed for a defined term of years as outlined in the Faculty Handbook. The appointment may be shorter or longer than the defined term if recommended by the dean and approved by the provost, but a faculty appointment term may not exceed six (6) years. In the event a faculty member's employment contract with the university expires by its terms, then the contract shall be automatically extended for successive one-month terms until either a renewal or extension contract is executed or either party terminates the contract either for cause or by giving the appropriate notice under these Bylaws or applicable university policies or procedures.

Non-employed faculty appointments shall be terminable at the discretion of the dean of the college or school. In circumstances where termination of a faculty appointment would impact the admitting or medical staff privileges of a faculty member at one of the hospitals within Jefferson Health, such termination shall be reviewed with the provost prior to implementation.

Generally, appointments of Jefferson faculty to the faculty at other academic institutions shall be permitted only if adjunct in nature and approved in writing by the dean. Such appointments shall be subject to all applicable university policies. Requests for appointments other than adjunct require the written approval of the dean and the provost.

All faculty appointments occasioned by the establishment of an academic affiliation shall end with the termination of the affiliation. Reappointment is required to reinstate the appointment.

If a faculty member's patient admitting or medical staff privileges at any acute care institution with which the college has an affiliation are either involuntarily lost, terminated or suspended, or if such privileges are voluntarily surrendered or curtailed during any inquiry or investigation of the faculty member, then the faculty member's appointment shall automatically, without right of fair hearing and appeal, be terminated.

Termination of the employment of a clinical faculty member with the university's affiliated corporation that employs clinical faculty in their clinical roles will be considered a termination of faculty appointment necessitating reapplication.

Section 2: Tenure

A faculty member may be awarded tenure pursuant to policies and procedures established by the university, as outlined in the Faculty Handbook. All awards of faculty tenure must be approved by the TJU Board of Trustees.

Section 3: Academic Freedom

The academic mission of an institution of higher education is founded upon the exploration of ideas and the discovery and dissemination of knowledge and understanding. Academic freedom is the cornerstone of this pursuit. Academic freedom benefits society in two fundamental ways. It benefits society directly, and usually immediately, through the impacts and benefits of applied knowledge, the training of skilled professionals, and the education of future leaders and citizens. It benefits society indirectly and usually over longer periods of time, through the creation, preservation, and transmission of knowledge and understanding for its own sake, irrespective of immediate applications. Thus, academic freedom has both intrinsic and practical value. Above all, by facilitating critical thinking and open discourse, academic freedom provides the foundation for the continued intellectual and social value of the university as a place of open debate and the free exchange of ideas.

Academic Freedom is defined as the freedom to conduct research, teach, speak and publish, subject to the norms and standards of scholarly inquiry and integrity, without interference or penalty, wherever the search for truth and understanding may lead. Scholars and students must be able to study, learn, speak, teach, research, and publish, without fear of intimidation or reprisal, free from political interference, in an environment of tolerance for and engagement with divergent opinions.

The exercise of academic freedom, however, is not academic license and is not unbounded. Members of the faculty are expected to use sound professional judgment and to adhere to professional codes of ethics. Scholars have the responsibility to resist corrupting influences on their research and teaching, to transcend partisanship, prejudice, and personal beliefs and to foster intellectually vigorous and open discussion within the classroom, adhering to the highest norms and standards of scholarly inquiry and teaching. It does not guarantee the right to defame, discriminate, threaten, deface, harass, to incite violence, infringe on privacy or confidentiality or to create an environment that threatens or impinges upon the dignity, respect and safety of members of the university community.

Faculty are entitled to full freedom in research and in the publication of their results, subject to adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution and adherence to university policies related to research as well as applicable laws and regulations.

Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relationship to their subject.

The faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As ~~men and women of~~ learned professionals and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional representatives.

* The foregoing Statement on Academic Freedom is conceptually based upon and drawn from the Statement of Academic Freedom of the first Annual Global Colloquium of University Presidents (2005) and the 1940 Statement of Principles on Academic Freedom and Tenure, Interpretive Comments, formulated and adopted by the American Association of University Professors and the Association of American Colleges (1970).

Section 4: Notice of Non-Reappointment

From time to time, the university may decide to separate an employed faculty member on grounds other than “cause” as contemplated in Section 6 below. The university may make such a decision based, by way of example only, on financial or other business considerations, performance concerns, or personal conduct that does not warrant dismissal for cause. The non-reappointment process is subject to oversight by the Office of the Provost. Non-reappointment of employed faculty requires approval by the provost or their designate, in consultation with Human Resources. Failure to reappoint does not constitute a dismissal for cause.

An employed faculty member who is not to be reappointed shall receive advance notice of non-reappointment as follows:

1. Three (3) months’ prior notice for non-tenured faculty in the first year of service.
2. Six (6) months’ prior notice for non-tenured faculty with more than one completed year of service.
3. Twelve (12) months’ prior notice for non-tenured faculty who have greater than two completed years of service and either (1) hold the rank of associate professor or professor, or (2) have a primary faculty appointment outside of Sidney Kimmel Medical College.

In each case, the appointment shall terminate on the last day of the notice period even though such date is beyond June 30 of any year or beyond the expiration date of the faculty member’s then-current faculty contract.

Section 5: Disciplinary Action

Faculty shall comply fully and in a timely manner with the university’s Code of Conduct and all other policies and procedures of the university, as well as all federal, state and local laws, rules and regulations governing practice and conduct at the university. Failure to comply may lead to disciplinary action pursuant to policies and procedures established by the university.

Section 6: Dismissal for Cause

Members of the employed faculty may be dismissed for adequate cause as defined in applicable university policies and procedures. In the event a college or school wishes to pursue dismissal of a faculty member for cause, dismissal proceedings must be initiated by the dean of the college or school or by the provost or their designate. A faculty member charged with dismissal for cause must receive written notice of the charges against the faculty member, and shall be entitled to a due process hearing pursuant to applicable university policies and procedures, which shall provide for a hearing and a mechanism for appeal.

In determining whether to pursue dismissal charges and in the adjudication of them, due regard shall be given to the principle of academic freedom ~~as generally understood in the academic community.~~

A faculty member charged with dismissal for cause shall be suspended from duty without pay* pending the outcome of the dismissal process. Lost salary shall be reimbursed to the faculty member in the event the faculty member prevails. The date of termination of such a faculty member shall be retroactive to the date of suspension from duty, unless otherwise determined by the provost.

ARTICLE VII: GENERAL PROVISIONS

Section 1: Rules of Procedure

Except as provided in these Bylaws, or modified by university policy, the procedure at meetings of the general faculty, and Executive Council and all other committees shall be in accordance with the parliamentary procedure contained in the most recent revision of Robert's Rules of Order.

Section 2: Delegation of Authority

Except as provided in these Bylaws or modified by university policy, any right, duty or responsibility assigned in these Bylaws to an individual university representative may be delegated by that individual to another appropriate university representative.

*Benefits afforded the Faculty member which existed prior to the dismissal shall nonetheless continue during the fair hearing process at the college's or School's expense.

The Board of Trustees may delegate its authority under these bylaws to any university representative, group, or committee that it deems appropriate. Any action to be undertaken by the BOT may be undertaken by its designate.

Section 3: Deviation From Bylaws' Provisions When Required By Applicable Accreditation Mandate

Provisions of these Bylaws may be waived or modified in order to meet specific mandates or requirements imposed by applicable accreditation bodies. In such cases, the college, school or administrative unit that requires a waiver or modification shall propose to the provost the specific waiver or modification it deems necessary, which shall deviate from these Bylaws only to the extent necessary to meet the applicable accreditation mandate. Requested waivers or modifications of these Bylaws may be implemented only upon formal approval of the provost in writing, upon a determination by the provost that (a) the accreditation standard in question is in fact applicable, (b) it conflicts with these Bylaws, and (c) a waiver or modification of these Bylaws is necessary to meet the applicable accreditation standard. In the case that a waiver or modification of these Bylaws is granted pursuant to this section, the applicable college, school or administrative unit shall develop to the provost's satisfaction any necessary policies, procedures or other governing documents necessary to meet the accreditation standard for which the waiver or modification is necessary.

Section 4: Amendment

Substantive amendments of these Bylaws may be proposed in writing by a minimum of ten (10) faculty members to the Executive Committee of a college or School in which the faculty members hold their primary faculty appointment. The Executive Committee of a college or school shall provide a mechanism hold an advisory vote to obtain the input of the voting faculty of the college or school prior to the Executive Committee voting on the proposed amendment. If the college or school Executive Committee approves the proposed amendment, then the dean of the college or school shall present the proposed amendment to the SGC Committee.

Alternatively, any member of the sSGC may initiate proposed substantive amendments of these Bylaws by presenting the proposed amendment to the SGC.

In either case outlined above, if the SGC approves the proposed amendment, then the amendment shall be considered by the Executive Committees of all colleges and schools (excluding the college or school from which the proposed amendment originated in the case of an amendment proposed by faculty members pursuant to the first paragraph of

this section). If the amendment is approved by the Executive Committees of all colleges and schools (after ~~providing a mechanism~~ [each such Executive Committee holds an advisory vote](#) to obtain the input of the voting faculty of the college [or school](#) prior to [the Executive Committee](#) voting on the proposed amendment), the provost shall present the proposed amendment to the TJU Board of Trustees. In the event that the amendment is not approved by the Executive Committees of all colleges and schools, then at the discretion of the provost, the proposed amendment may proceed to the TJU Board of Trustees, in which case the Executive Committees that did not approve the amendment shall be provided no less than 10 days to draft a memorandum outlining their reasons for opposing the amendment, which memorandum shall be presented to the TJU Board of Trustees in connection with its consideration of the proposed amendment.

In all cases, a proposal for substantive amendment to the Bylaws shall be circulated to the faculty of a college at least 30 days before the college's Executive Committee meeting at which the Bylaws amendment will be considered and voted upon.

Nominal, non-substantive changes to or amendments of these Bylaws may be made upon approval by the TJU Board of Trustees without resort to the procedures outlined in this Section. Said TJU Board of Trustees shall be the sole arbiter of whether a proposed change or amendment is nominal and non-substantive. All amendments of these Bylaws must be approved by the TJU Board of Trustees.

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