

**KATZ SCHOOL OF SCIENCE AND HEALTH
FACULTY GOVERNANCE
(October 2020)**

We strive to be an intimate, dynamic community where faculty and students collaborate across disciplines and industries on the most pressing challenges that impact our world. We draw on a deep sense of curiosity and passion for exploration with creativity, analytic rigor, and commitment at the heart of everything we do. We work both with and in service to our community's intellectual, social, and economic ecosystem.

We lead with values—kindness, honesty, generosity, and justice towards others—and the integrity that ensures our actions enable our commitments. We hope to leave the world a little better than we found it and believe that it is not only the destination that counts but the values we bring to the journey.

General

This document, created in partnership with the Faculty and the Dean of the Katz School of Science and Health (the School) and consistent with the Yeshiva University Faculty Handbook, describes the mechanisms for the Faculty's role in the governance of the academic functions of the School.

The Faculty's primary responsibilities are teaching and research, as well as service to students and the University. The Faculty and Administration are partners in shaping and administering the School, and input from Faculty on the School's mission, strategic planning, curriculum, teaching standards (e.g., execution of instruction, grading, program assessment, and continuous improvement), student admissions, faculty development and support, and student academic support is critical to ensuring an exceptional education and experience at the School.

The Dean serves as the Chief Executive and Academic Officer of the School and has responsibility for the success of the School consistent with its mission. The Dean's role is to ensure overall academic excellence and strong student outcomes; scholarly, economic, and social contributions of the School; and professional support for the Faculty. In addition, the Dean is responsible for administrative functions (such as strategic planning, budgeting, hiring and promotion, procurement, enrollment management, student services, policies, and organizational reporting) and ensuring a collaborative, inclusive, ethical, entrepreneurial, and results-oriented culture.

BYLAWS OF THE KATZ SCHOOL FACULTY

Faculty are expected to assist the Dean (or his/her designees) with the governance of the School and other matters as set forth below.

I. GOVERNANCE

A. Membership, Voting Rights, and Voting Procedures

Faculty Membership: The School's Faculty include all full-time tenured, full-time tenure-track, full-time clinical, and full-time lecturer faculty, as well as "in-residence," adjunct and other part-time faculty. "In-residence", adjunct and other part-time faculty are only eligible for the following: (i) adjunct faculty are eligible to serve on Katz School Standing Committees and Ad Hoc Committees if appointed by the Dean and (ii) adjunct faculty are eligible to vote at Faculty meetings on matters presented for Faculty consideration by any Standing Committee or Ad Hoc Committee on which adjunct faculty serve. "In-residence", adjunct and other part-time faculty do not have voting or other rights herein.

Voting Rights: Full-time Faculty shall elect, by a plurality vote:

- 1.) members of the Katz School Coordinating Committee, a body that represents the Faculty to the Dean (described in Section I.B); and
- 2.) their representatives to the Yeshiva University Faculty Council.

Voting Procedures: Voting by full-time Faculty for members of the Coordinating Committee and representatives to the YU Faculty Council may be by voice, show of hands, or written ballot at a Faculty meeting or electronic ballot sent in advance of Faculty meetings. Exceptions can be made by joint approval of the Dean and the current Coordinating Committee to ensure the broadest participation in voting.

B. Coordinating Committee

(i) Duties of the Coordinating Committee

- The Committee is charged with representing and engaging the Faculty. Its responsibilities include:
- Organizing and leading Faculty meetings;

- Providing recommendations to the Dean that ensure academic quality, student outcomes, and Faculty success; and
- Participating in strategic planning activities.

(ii) Organization

- Full-time Faculty will elect a three-person Coordinating Committee, comprised of a Chair, Vice Chair, and Secretary—referred to as the “Officers.” Individual Faculty shall be nominated or self-nominated to run for specific Officer positions in advance of elections.
- No two Officers shall be from the same program[/department].
- Officers may be asked by the Dean to attend Standing and Ad Hoc Committee meetings as appropriate (and/or serve on them).

(iii) Procedures for Electing the Coordinating Committee

- Coordinating Committee members shall be elected for one-year terms and may serve no more than two consecutive terms; exceptions to the two-term limit may be made with the Dean's approval.
- Elections generally shall take place annually during the Spring semester for the coming academic year (September 1 to August 31).
- At least thirty (30) days before an election, the Coordinating Committee Secretary shall notify the Faculty of the coming election and call for nominations. Faculty may be nominated or self-nominate themselves in writing to the Secretary at least ten (10) days prior to the election. The Secretary will circulate the list of nominees to the Faculty at least seven (7) days prior to the election.
- Should a vacancy occur in any position during the one-year term (whether by death, resignation or removal), the remaining Coordinating Committee members shall appoint a Faculty member to serve the unexpired term; even if the term is less than one year, the newly-appointed member will only be eligible to serve another full term on its expiration.
- Coordinating Committee members must be approved by the Dean, who shall not withhold approval without a valid justification that explains the Dean's opinion on how serving on the Committee may have a negative impact on the individual Faculty member (e.g., risk of tenure completion or risk of non-performance of other responsibilities).
- Coordinating Committee members may be removed by a majority vote of full-time Faculty present at a Faculty meeting or by the Dean with a valid justification as described above.

(iv) Duties and Obligations of Coordinating Committee Officers

The Chair shall:

- Preside at Coordinating Committee meetings;
- Serve as one of the representatives for the School on the YU Faculty Council;
- Communicate to the Faculty and Dean on all relevant matters, in a timely fashion;
- Stay informed about the activities of all Standing and Ad Hoc Committees of the School and, when needed, convene a meeting of the Committee Chairs; and
- Prepare an annual Coordinating Committee report in collaboration with both the Vice Chair and Secretary for presentation first to the Dean and then to the Faculty.

The Vice-Chair shall:

- Perform such duties as the Chair shall delegate; and
- Perform the duties of the Chair should the Chair be temporarily unable to do so.

The Secretary shall:

- Maintain a current version of these Bylaws and any other relevant documents in an electronic repository accessible by the Officers and the Dean;
- Maintain accurate and current rosters of voting and non-voting Faculty members in an electronic repository accessible by the Officers and the Dean;
- Keep minutes of all Faculty meetings and maintain copies in an electronic repository accessible by the Officers and the Dean;
- Keep minutes of all Coordinating Committee meetings and maintain copies in an electronic repository accessible by the Officers and the Dean;
- Maintain electronic copies of all Coordinating Committee reports in an electronic repository accessible to the Officers and the Dean;
- Serve as Parliamentarian for Coordinating Committee meetings and Faculty meetings; and
- Perform any other duties as assigned by the Chair.

C. Faculty Meetings

The Coordinating Committee will organize and lead at least one Faculty meeting each semester (excluding summers). The Secretary will send a notice requesting proposed agenda items to the Dean and the Faculty at least twenty (20) days in advance of the meeting and will provide a detailed agenda to the Dean and the Faculty at least ten (10) days in advance. The Officers have

discretion to determine the agenda items for Faculty meetings but should do so with thoughtful consideration of requests by the Faculty and the Dean. Additional meetings of the Faculty may be called by the Coordinating Committee with at least fifteen (15) days' notice as deemed necessary by the Chair or the Dean. "Day of" emergency meetings may be called judiciously, if determined necessary by the Coordinating Committee or the Dean.

Meetings shall generally be conducted according to Robert's Rules of Order, with minutes taken by the Secretary. Minutes shall include discussions surrounding all agenda items and questions/issues raised by the Faculty and the Dean. The minutes should include all supporting documents presented at the meeting. A draft of the minutes will be sent by the Secretary to all attendees for approval within thirty (30) days of the meeting. An attendee may disagree and suggest changes to the minutes in writing to the Secretary, accompanied by an explanation and rationale for the proposed changes, within fifteen (15) days of the Secretary's sending date. Such changes will be considered and made if so approved by the Coordinating Committee.

The University President, the University Provost, and the School's Dean have the right to attend all meetings of the Faculty and its Committees, to address the Faculty and its Committees in such meetings, and to recommend matters for consideration to the Faculty and its Committees. The President, the Provost, and the Dean do not have voting rights at these meetings.

D. Other Faculty Committees

Standing Committees

Standing Committees are permanent committees of the Faculty and are intended to provide a mechanism for the Faculty to address issues that impact the quality of the School's programs and the overall educational experience for the students. All Standing Committees are expected to provide reports to the Dean using supporting data and are encouraged to work with School administrators and other staff to better understand the needs of each of the School's stakeholders.

The following Standing Committees shall be established by the Dean in consideration of specific noted topic areas; recommendations by the Coordinating Committee of members of these Committees shall be made to Dean. Members serve for one-year terms, and may be removed by the Dean in his/her discretion.

Pedagogy and Instruction Committee: This Committee will make recommendations on enhancements to program evaluation and assessment

processes; and to Faculty development (teaching and learning). Up to 3 Faculty members / 2 meetings per year.

Curriculum and New Programs Committee: The University recognizes and depends on the expertise of Faculty within their disciplines and within the classroom. This Committee will make recommendations on new programs and enhancements to existing programs. This Committee will examine industry needs, competitive programs, curriculum and program content, student qualifications and admissions criteria, and related academic policies. Up to 3 Faculty members / 2 meetings per year.

Student Support Committee: This Committee will make recommendations on student support broadly, including, but not limited to, student affairs, student life, and academic and career support. Up to 3 Faculty members / 2 meetings per year.

Faculty Support and Development Committee: This Committee will make recommendations on overall professional needs of the Faculty, with suggestions for development and supports. This Committee shall develop and maintain a long-term faculty development plan. To ensure the broadest possible participation on the Faculty Support and Development Committee, this Committee excludes issues related to tenure, which require input from tenured Faculty and the Dean. Up to 3 Faculty members / 2 meetings per year.

Impact Committee: This Committee will make recommendations about strategic areas of impact for the School, specifically research, scholarship, economic development and community engagement. Up to 3 Faculty members / 2 meetings per year.

Ad Hoc Committees

In consultation with the Coordinating Committee, the Dean may establish one or more Ad Hoc Committees for a specific task with a specific, well-defined outcome. These Committees will be authorized for up to one year. Authorization must be renewed annually by the Dean. Appointment of members to Ad Hoc Committees shall be determined by the Dean, in consultation with the Coordinating Committee, and shall be for one-year terms, subject to removal by the Dean in his/her discretion. All Ad Hoc Committees are expected to provide reports to the Dean as requested by the Dean.

II. DEPARTMENT CHAIRS AND PROGRAM DIRECTORS

Department Chairs and Program Directors are appointed by the Dean. Both report to the Dean, or his/her designee, and are appointed to the Faculty and will receive appropriate reassigned time for administrative responsibilities as

determined by the Dean. Department Chairs and Program Directors may oversee more than one program. They may also receive reassigned time for specific initiatives that fall outside the bounds of their normal duties as determined by the Dean.

Department Chairs and Program Directors are responsible for the areas below with respect to their program:

Curriculum

- Manage ongoing curriculum development, assessment, and continuous improvement informed by the Faculty and responsive to industry needs;
- Evaluate the program according to program-specific and/or Middle States or other applicable accreditation requirements and processes; and
- Identify and provide recommendations about initiating new programs;

Faculty

- Recruit, hire, and lead full and part-time Faculty;
- Develop the Faculty using best practices in pedagogy, curriculum, and instruction;
- Evaluate the Faculty through yearly peer and student evaluations; and
- Lead regular meetings with full and part-time Faculty each semester;

Students

- Recruit and expand enrollments of highly qualified students;
- Advise students to ensure academic and professional success;
- Establish relationships with employers to provide internship and job opportunities for students; and
- Ensure high student graduation rates, licensure pass rates, internship and clinical placement rates, and job placement rates;

Administration

- Manage day-to-day operations, including course scheduling, teaching assignments, mid-term and post-semester reports, budget and resources, etc.;
- Collaborate with the University's enrollment management department on program marketing, and student recruitment and selection with the expectation of program;
- Develop relationships with industry organizations and practitioners to raise the awareness and visibility for the program;
- Prepare reports for University senior leadership on enrollment, student and Faculty analytics, course and program assessment, and financial performance; and
- Meet regularly with the Dean;

Other

- Other duties as assigned by the Dean or his/her designee.

III. Procedures for Hiring, Annual Evaluations, Promotion, and Tenure

A. Procedures for Hiring New Faculty

The procedure for hiring full-time Faculty is subject to the University's Human Resources department (HR) and related policies. In general, the Dean will create a Search Committee to assist in identifying candidates. The Search Committee is expected to use a fair and structured process for identifying and interviewing a diverse pool of candidates to find the best person for the position. The Committee will submit their recommendation to the Dean for final approval, before sending to the Provost for appointment who may accept or reject the recommendation in his/her discretion.

B. Procedures for Hiring Adjunct Faculty

Adjunct Faculty will be hired according to criteria determined by the Department Chair/Program Director in accordance with HR and related policies. In general, adjunct appointments are offered for one semester with the possibility of re-appointment. In general, those Adjunct Faculty who will not be re-appointed should be given as much advance notice as possible, recognizing that, on occasion, the decision to not offer a course might be made within one day before the start of a semester.

C. Annual Evaluations for Full-time Faculty Members

Full-time Faculty are evaluated on the criteria set forth in these Bylaws, as well as any included in his/her offer letter, the YU Faculty Handbook, or any specific duties assigned in writing by his/her supervisor, Department Chair/Program Director or the Dean.

Each full-time Faculty will be required to submit to his/her Department Chair/Program Director an annual self-evaluation for the previous twelve (12) months. All Faculty self-evaluations should include, but are not limited to, the following areas of a Faculty member's record:

1. Teaching;
2. Scholarship;
3. Student Development and Support;
4. University Service;
5. Professional Service; and
6. Public Service (i.e., non-remunerated service to community, government, and education; not to include political).

The Department Chair/Program Director will review the self-evaluation and draft an annual review and subsequently meet with the Faculty member to discuss the review. Following the discussion, the Faculty member will develop an action plan for continuous improvement for the next academic year subject to approval by the Department Chair/Program Director. A summary of the annual review and action plan will be distributed to the Faculty member, the Department Chair/Program Director, and the Dean for inclusion in the Faculty member's employee file. The Faculty member must sign the annual review to acknowledge receipt, though this signature does not imply agreement with the review.

Faculty members may also be subject to such other reviews as required by HR and related policies.

D. Promotion and Tenure

The School's criteria for and processes governing promotion and tenure are subject to the provisions of the applicable YU Faculty Handbook. In the event of any conflict between these Bylaws (including Appendix A) and the YU Faculty Handbook, the provisions of the YU Faculty Handbook shall govern.

Promotion – Non-Tenure Track Faculty

Promotion of non-tenure track Faculty shall follow the procedures defined in the YU Faculty Handbook.

Promotion – Tenure Track Faculty

Appendix A defines the requirements for each Faculty rank and criteria for promotion in rank, as well as the standards and procedures for the granting of tenure.

IV. Amendments

These Bylaws may be amended, modified or supplemented by the Dean, after consulting with the Faculty (provided that the Dean has the ultimate decision regarding any amendment, modification or supplement).

Appendix A

Tenure and Promotion Policy Katz School of Science and Health Yeshiva University

Criteria for Tenure and Promotion

Tenure: To be awarded tenure, a candidate must meet all criteria for promotion to Associate Professor. In addition, the candidate must have a successful track record in teaching and research and must show evidence of developing a strong reputation within their discipline. Fundamental to the Katz School's educational mission is the shaping of students' scholarly and professional ability. We embrace "*learning-by-doing*" in the classroom, studio, clinic, community, research lab or industry under mentorship of talented and committed faculty. If tenure is being considered after the candidate's promotion to Associate Professor, special attention must be paid to the candidate's contributions and development since the promotion to Associate Professor.

Associate Professor: To qualify for the rank of Associate Professor, a candidate must demonstrate significant depth and breadth of knowledge, and must show potential for making a unique and significant contribution to his/her discipline. This knowledge and potential must be demonstrated both in the candidate's teaching and mentorship, and in his/her scholarship activities.

Evidence of teaching and mentorship quality may include student evaluations of courses and class activities, peer evaluations and classroom observation, development of new courses and pedagogical materials, and quality of student work, as well as publications and conference presentations on pedagogical issues.

The quality of scholarship will be corroborated by letters obtained from qualified non-YU external reviewers to be chosen by the Department Chair/Program Director, a majority of such reviewers to be from the candidate's area. The Dean may also solicit names of reviewers from the candidate and select an external reviewer for the application.

To be promoted to the rank of Associate Professor, a candidate's teaching/mentorship and scholarship must be judged to be at least *very good*. In addition, the candidate must be engaged in important service to the School, the University or the profession.

Full Professor: To qualify for the rank of Professor, a candidate must be an outstanding educator and role model, acknowledged by colleagues both within and outside of the University to have made unique contributions to his/her discipline. Such contributions may include excellence in teaching; significant development of pedagogical materials; significant developments in research methodology, vision of the field or a sustained substantive contribution to his/her field of study; or material contributions to professional practice.

Successful candidates will have published their work and results in scholarly journals and books, will have presented it at leading national and international conferences, and will be recognized authorities in their field as demonstrated by published peer reviews, quantity and quality of citations, and reputation for excellence among professional practitioners, students and colleagues. Quality of scholarly and professional reputation will be documented in letters obtained from qualified non-YU external reviewers to be chosen by the Department Chair/Program Director, a majority of such reviewers to be from the candidate's area. The Dean may also select an external reviewer.

To be promoted to the rank of Professor, a candidate must be rated as *excellent* in either teaching or research, and *very good* in the other, and must show evidence of having a national or international reputation as a scholar or educator. In addition, the candidate must be engaged in significant and important service to the School, the University or the profession.

Tenure and Promotion Process and Timetable

April 30: A candidate must notify his/her Department Chair/Program Director of his/her intention to be evaluated for promotion or tenure during the following academic year.

May 31: The candidate should meet with the Department Chair/Program Director to discuss the tenure and promotion process and to begin preparation of his/her Tenure/Promotion Dossier (see attached checklist). The candidate should provide a list of at least 6 possible qualified non-YU external reviewers (a majority of such reviewers to be from the candidate's area) who may be contacted by the Department Chair/Program Director for a confidential evaluation of the candidate.

July 31: The candidate must provide the Department Chair/Program Director with 4 copies of the completed Dossier.

October 31: Deadline for receipt of external reviewers' letters of recommendation. Department Chair/Program Director will submit

completed Dossiers, including external reviewers' letters, to the Katz School Tenure Committee. A Tenure Committee will be formed for each candidate being considered for promotion or tenure. The Committee will include all tenured faculty members of the Katz School. The Committee will select a Chair from among its members.

January 15: Recommendations of the Katz School Tenure Committee on all candidates for promotion and tenure are due to the Department Chair/Program Director.

February 15: Department Chair's/Program Director's personal recommendation and complete documentation (Dossier, including letters of recommendation at all levels and any additional material submitted) are due to the Dean.

March 15: Dean submits completed dossier and all supporting materials to the Office of the Provost for final review.

On or about June 30: Faculty will be notified of tenure decisions by the Provost's Office.

TENURE/PROMOTION DOSSIER CHECKLIST

CANDIDATE _____

PROGRAM _____

General:

- Copy of the Katz School's written criteria and process used to evaluate the candidate.
- Katz School Tenure Committee recommendation.
- Department Chair's/Program Director's personal recommendation including a summary evaluation of teaching and mentorship, research/creative activities, and quality of service to internal and external communities.
- Candidate's c.v.
- Candidate's own statement on teaching, research and/or creative activities, and service.
- List of at least 6 possible qualified non-YU external reviewers supplied by candidate (a majority of such reviewers to be from the candidate's area), including reviewer qualifications and relationship to candidate (if any).
- List of any additional external reviewers supplied by the Department Chair/Program Director or Dean, including reviewer qualifications and relationship to candidate (if any).
- Sample of letter written by the Department Chair/Program Director to solicit external reviews.
- Letters from at least 6 qualified non-YU external reviewers (a majority of such reviewers to be from the candidate's area) selected by Department Chair/Program Director or Dean (which may or may not include the external reviewers supplied by the candidate). These letters should come from knowledgeable full professors or at least tenured faculty members at institutions whose program in the candidate's discipline ranks among the very best nationally.

Teaching and Mentorship:

- Courses taught each semester; number of students enrolled.
- Titles (and abstracts where relevant) of theses and student research for undergraduate faculty and doctoral/masters dissertations/research for graduate faculty.
- Copies of any textbooks written.
- Evidence of any curricula development.
- Evidence of quality of teaching.

- Summary of student evaluations forms
- Write-ups of student interviews done by unit.
- Letters from former students (solicited by someone other than the candidate).
- Evaluation by YU colleagues, preferably first-hand (e.g. team teaching, symposia, visitation by colleagues.)

Research, Scholarship, and Creative Activities:

- YU colleague evaluation of research, scholarship or creative activities.
- Evaluation by Department Chair/Program Director or Dean of stature of (1) journals in which publications appear, or (2) museums in which showings have been presented, performances, and so forth.
- Copies of pedagogically/professionally relevant publications.
and/or
- Copies of creative work, reviews of creative performances and exhibitions
and /or
- Copies of research papers and developmental projects.
- Documentation of external grant and fellowship activity. Include all grants applied for and, where appropriate, the outcome. If no grant activity - particularly in the sciences and in the graduate and professional schools, please explain the reasons.

Service:

- Summary of activities (program, School or other University service; local, state or national service; community engagement, professional or other service activities).
- Evaluation by professional colleagues (or other knowledgeable individuals) of the quality and impact of the service activities.

I have given a completed copy of this checklist to the candidate and included a copy in the Dossier.

Signature of Department Chair/
Program Director

Date

Acknowledged:

Signature of Candidate

Date