Bylaws of the Faculty of the CCC Ph.D. Program

PREAMBLE
These bylaws describe ways in which the Faculty can work together cooperatively in a mutually beneficial way for themselves and the CCC Ph.D. Program. Since curricular matters are the exclusive responsibility of the faculty, these bylaws are essential in assuring faculty governance. Faculty governance of a Ph.D. Program includes the full range of creativity, policy development, instruction, mentoring, and coaching carried out by the faculty. Faculty governance requires active, informed participation. It is a privilege to be a member of the CCC Ph.D. Program faculty rather than a right. At the same time that the CCC Ph.D. Program receives support from its partner Schools and participating units, the CCC Ph.D. Program endeavors to support its partner Schools and participating units to enrich other programs and affiliated faculty.

ARTICLE I
Name
The name of the organization constituted herein shall be the Tulane University Faculty of the CCC (City, Culture, and Community) Ph.D. Program.

ARTICLE II
Faculty Membership
The CCC Faculty shall consist of all who are listed in the appendix at the time the Program was approved on May 1, 2010 by the Office of Academic Affairs through the University’s Graduate Council.

A. Period of Initial Membership in the Program is 1 year.

B. Re-appointment of members of the CCC Faculty is for a 3-year period by the Steering Committee with the advice of the Program Director (PD).

C. New Membership is approved by the PD with the advice of the Steering Committee.

ARTICLE III
Faculty Responsibilities
The Faculty has primary responsibility for:

A. Formulation and implementation of academic plans and policies.

B. Its own governance.

C. Election of members of the Faculty to represent them on the Program Steering Committee.

D. Participation in the Program via membership on Program committees, advising students, teaching courses, and collaborating on programs of research with relevance to the Program and its curriculum.

E. Delegation of responsibility for carrying out the will of the Program Faculty:
   1. Admission of students and establishment of academic standards to be met by students.
   2. Setting of requirements for degrees and certifying completion of such requirements.
3. Establishment, abolition, and modification of the curriculum and approval of courses of instruction.

4. Establishment and maintenance of all Program educational and instructional standards and policies, including although not limited to recommending procedures and decisions governing faculty status (e.g., appointment and reappointment); issues of faculty and student discipline, dismissal and grievance pursuant to the Unified Code of Graduate Student Academic Conduct; and Program structure.

5. Development and implementation of admissions criteria for each of the participating units and applying these criteria to applicants. This process should culminate in a detailed list of applicants, rank ordered by qualifications for admittance, to be submitted to the Steering Committee for consideration for admission.

ARTICLE IV
Steering Committee
A. Faculty members will elect two representatives from within their participating unit (i.e., Social Work, Sociology, Urban Studies) to serve a 3-year period as members of the Steering Committee subject to each unit’s election rules and procedures.

B. The Program’s Faculty Steering Committee, in turn, elects the Program Director (PD) who normally serves for a 3-year period to administer the Program.

C. This Committee has responsibility for admissions, financial and evaluative decisions for the students in the CCC Program and for the Program as a whole.

D. Ordinarily a person shall not serve more than two consecutive terms as a Steering Committee member. Exceptions to these rules shall be approved by the PD.

E. Recall of steering committee members is subject to the rules and procedures of the particular participating unit with the added provisos that the CCC Program Director and full steering committee be notified at least 5 working days in advance of any formal action to effectuate and finalize the recall and within 48 hours with respect to the outcome of any such effort.

ARTICLE V
Meetings
A. Regular Meetings
   There shall be at least one regular meeting of the full CCC Faculty during the academic year.

B. Special Meetings
   Special meetings may be initiated by the Program Director (PD), a joint request by three steering committee members, or by written petition signed by at least ten voting members of the faculty. Upon receipt of either non-PD initiated procedure, the PD must convene a meeting within two weeks of presentation of the petition, excluding vacation time.

C. Quorum
   One-fifth of the Faculty shall constitute a quorum.

D. Presiding Officer
   The PD shall preside at faculty meetings, and in his or her absence the most senior
member of the Steering Committee shall preside.

**ARTICLE VI**

**Voting**

A. Voting In the Steering Committee

As the Steering Committee are duly elected representatives of the participating units (i.e., Urban Studies, Sociology, Social Work), all decisions regarding the form and function of the Program will be decided by a vote of the Steering Committee. Every Steering Committee member will have one vote and a motion will pass with a simple majority. In the event of a tie, the Program Director (PD) will break the tie with an additional vote.

B. Electronic Voting

In extenuating circumstances the Steering Committee may authorize teleconferencing and electronic voting but must ensure the validity of the procedure while also ensuring anonymity when it is appropriate.

**ARTICLE VII**

The Program Director

A. Authority

Per ARTICLE IV, the Steering Committee elects among its members the Program Director (PD) for a three-year period. The PD will serve as Chair of the Steering Committee. The PD may be recalled via a two-step procedure consisting of an initiation of a vote of recall by two-thirds of the steering committee and a subsequent vote of "no confidence" by two-thirds of the steering committee to be held not sooner than 3 work days or later than 7 work days following the initial vote to recall.

B. Duties

The PD has ultimate responsibility for the quality, integrity, accountability, and successful completion of Program goals and objectives, within the rules and procedures for doctoral education at Tulane University. Activities during the year may include, for example:

1. Recruit doctoral students.
2. Recruit and support of Program Faculty.
3. Identify and seek funding for the Program, its students, and faculty.
4. Work with administrators to insure that Program faculty are encouraged to participate as advisors or teachers of Program students and to participate a fully as possible in the affairs of the Program.
5. Complete various reports for and maintain a good working relationship with the Office of Academic Affairs, Council of Deans, Graduate Council, other Ph.D. program directors, and other entities that can help facilitate reaching the Program’s mission.

C. Annual Evaluation

The PD will prepare an annual report of the state of the Program each June 1st, along with a self evaluation of the office of the PD in carrying out the responsibilities of the office in consultation with the Steering Committee, the Council of Deans, and the Office of Academic Affairs. This document will be used by the Steering Committee to make improvements in the Program and the Office of the PD.
ARTICLE VIII
Committees

Faculty governance and leadership is a duty shared by a faculty and should thus be distributed broadly. There shall be standing committees and special committees.

A. Standing Committees

Except where otherwise stipulated, membership on standing committees shall be divided as proportionally as feasible among members of the Steering Committee and Program Faculty drawn from the participating unit’s faculty. Except for ex officio members, no more than two committee members shall be from each participating unit. The chair of each standing committee should be a member of the Program Steering Committee. Although membership on Program committees is voluntary, the PD will appoint the committee members and chair with the advice of the Steering Committee.

B. The Curriculum Committee

1. Composition
   The Committee shall be composed of between 3-5 faculty members. It is strongly suggested that an additional ex officio member be a student selected by fellow Program students.

2. Function
   The Curriculum Committee is responsible for developing, reviewing, and recommending curricular improvements in the Program.

3. Duties
   a. To serve as an advisory committee on curriculum to the PD and Steering Committee.
   b. To receive and act on matters requiring faculty input on curriculum.
   c. To act for the faculty at the direction of the faculty regarding curriculum matters.
   d. Report to the PD and Steering Committee regarding the state of the current curriculum and what steps are underway to improve it and the quality of instruction in the Program.

C. The Program Promotion and Events Committee

1. Composition
   The Committee shall be composed of between 3-5 faculty members. It is strongly suggested that an additional ex officio member be a student selected by fellow Program students.

2. Function
   The Program Promotion and Events Committee is responsible for developing all promotional and outreach material for the CCC. Additionally, this committee is responsible for recruiting and retaining Program Faculty and students.

3. Duties
   a. To serve as an advisory committee on how the Program is promoted, explained, and enhanced through events outside the curriculum.
   b. To receive and act on matters requiring faculty input on promotions and events.
   c. To report to the PD and Steering Committee regarding the state of the current recruitment and retention efforts.
D. The Student Affairs Committee

1. Composition
The Committee shall be composed of between 3-5 faculty members. It is strongly suggested that an additional ex officio member be a student selected by fellow Program students.

2. Function
The Student Affairs Committee is responsible for reviewing and recommending polices related to student retention and satisfaction with the Program.

3. Duties
   a. To serve as an advisory committee to the PD and Steering Committee on all matters associated with student welfare, learning, thriving, and graduating to apply their degree to a worthwhile career.
   b. To receive and act on matters requiring faculty input on student success.
   c. Report to the PD and Steering Committee regarding the state of student satisfaction and what steps are underway to improve Program quality and satisfaction.

E. Ad Hoc Committees

1. Academic Grievance Committee
   a. Composition
   When circumstance warrants (see the CCC Grievance Procedures), an ad hoc committee of three faculty members, preferably one from each of the three Program divisions shall be constituted in accordance with the CCC Grievance Procedures.
   b. Duties and Procedure
   Once constituted, it shall be the duty of the committee to receive student grievances and complaints against Program faculty regarding academic issues, due process, violations of academic freedom or academic responsibility, and similar academic grievances.\(^2\)\(^3\)

2. Other Special Committees
   Special committees may be authorized by the Steering Committee of the Faculty. Upon their completion of their duties, special committees will report to the Steering Committee and/or PD.

ARTICLE IX
Recall

Faculty governance also includes the right to recall the privilege of membership for participating faculty members if warranted. Faculty membership in the CCC Ph.D. Program may be revoked by a majority vote of the Steering Committee, and as a consequence, the faculty member in question would be excluded from the annual roster of Program faculty. The faculty member in question has a right to appeal this decision. All faculty members of committees shall be subject to recall. Recall procedures can be initiated by a written petition of one-third of the Steering Committee members to the PD. Recall requires a majority vote of the Steering Committee. Following a recall, ordinary procedures shall be used to fill the vacancy for the unexpired term as soon as feasible.
ARTICLE X
The Council of Deans

A. Composition
The Council is composed of the Dean of the School of Liberal Arts and the Dean of the School of Social Work.

B. Duties
Provide consultation and support for the Program, its Faculty, its elected leadership, and the elected PD. These duties are carried out in a way that enables the Program courses, faculty, and students to thrive by educating and encouraging faculty and administrators across campus to work cooperatively.

ARTICLE XI
Parliamentary Authority
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the faculty may adopt.

ARTICLE XII
Amendments to the Bylaws
Bylaws can be amended by a vote of two-thirds of Steering Committee members, provided that the amendment has been proposed in writing at least one week before a scheduled meeting. Amendments shall be recommended through the Steering Committee and those amendments approved shall take effect sixty days after their passing.

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Approved by the Program Steering Committee October 27, 2010

1 Initially, however, there will be an interim (founding) director for a period of one year.

2 For courses not taught under the CCC rubric, student academic complaints against faculty must be pursued through the department and/or school of record.

3 Allegations regarding non-academic student misconduct are subject to the rules, procedures, and jurisdiction of the Tulane University Division of Student Affairs (see: http://tulane.edu/studentaffairs/conduct/)