

# TISCH SCHOOL OF THE ARTS

## Bylaws of the Tisch Faculty Council

### 1. Preamble

- 1.1 The Tisch Faculty Council (**TFC**) is the elected representative body of the full-time faculty (**Faculty**) composed of all persons holding the rank of Teacher, Assistant Arts Professor, Associate Arts Professor, Arts Professor, Assistant Professor, Associate Professor and Professor at the Tisch School of the Arts (**School**). In this capacity, the TFC is empowered to represent the Faculty and advocate on their behalf on those matters pertaining to the Faculty's rights, privileges, responsibilities and welfare at the School.
- 1.2 The TFC hereby adopts these Bylaws to define its responsibilities and establish rules by which it will operate. The terms of these Bylaws will adhere and remain consistent with core values, terms and principles set forth in [NYU's Principles of Joint Shared Governance](#) and the [TFC Founding Document](#)

### 2. Membership/Composition

- 2.1 Every department and program at the School (**Department**) shall elect one (1) representative and one (1) alternate to serve on the TFC.
- 2.2 All Faculty members are eligible to serve on the TFC after the successful completion of a performance review at the end of the probationary period of full-time faculty service at the School.
- 2.3 TFC members shall serve on the TFC for a term of two (2) years, or until a successor is elected. Every effort shall be made for terms to be staggered so that all members are not elected at the same time.
- 2.4 Nominations and elections will take place in the spring for open seats. TFC members elected in the spring will take office on the first day of the fall semester following the spring election.
- 2.5 In the event that a TFC member resigns before the end of the term, the vacant seat will be filled by the alternate from the same Department.

### **3. Steering Committee**

- 3.1 A five (5) member Steering Committee shall be established to perform the following functions, without limitation: (i) represent the TFC and, subject to prior approval, act on the TFC's behalf concerning matters within its jurisdiction; (ii) communicate regularly with individuals and governance bodies at the School and across New York University ( NYU); (iii) set and distribute the agenda in advance of TFC meetings; (iv) prepare and post copies of TFC meeting minutes; (v) oversee and maintain the TFC's website; (vi) convene special meetings of the TFC when necessary; and (vii) publish a year-end report summarizing the work and actions taken by the TFC during academic year.
- 3.2 New members of the Steering Committee will be elected by TFC members at the first meeting of the academic year. The Steering Committee will elect its own officers which may include a Chair or Co-chairs.

### **4. TFC Powers and Responsibilities**

The TFC shall be organized to:

- 4.1 Consider and take appropriate action on faculty-related questions and concerns brought to its attention by TFC members.
- 4.2 Advocate on behalf of the Faculty in all matters pertaining to the Faculty's rights, responsibilities and welfare at the School;
- 4.3 Serve as the principal forum through which the Faculty participates in decision-making processes at the School
- 4.4 Work collaboratively with the Dean, Associate Deans, academic leadership, committees, councils and individuals, including the School's T-FSC and C-FSC Senators on matters brought to its attention by the Faculty;
- 4.5 Communicate regularly with and report to the Faculty about its actions and proceedings by/through email, face-to-face meetings, town halls, open forum discussions, posting meeting minutes on the TFC's website and by other appropriate methods now or hereafter known.
- 4.6 Initiate studies, formulate responsive actions and make recommendations to the Faculty, the Dean and the School's administration, as needed;
- 4.7 Establish such standing or ad hoc committees as the TFC may deem necessary for the effective and expeditious conduct of its business;

- 4.8 Serve on the Dean's Executive Council and attend meetings convened by the Dean;
- 4.9 Provide strategic oversight for faculty elections at the School;
- 4.10 Recommend priorities and agenda items for TFC action.

## **5. Meetings**

- 5.1 The TFC will meet three (3) times each semester during the academic year. Notice of TFC meeting dates, times and location(s) for the upcoming academic year will be announced before the first day of the fall semester.
- 5.2 The presence of fifty percent (50%) plus one (1) of voting TFC members will constitute a quorum for transacting TFC business. 'Presence' shall mean physical presence or attendance by phone, Skype, FaceTime or similar mode of technology.
- 5.3 TFC meetings shall be open to Faculty, subject to space limitations and the right to move into closed session as needed.
- 5.4 Special meetings of the TFC may be held at the call of the Steering Committee, or by the vote of fifty percent (50%) plus one (1) of TFC members. The agenda for special meetings will be confined to the specific business for which they are called and not to discuss regular business.
- 5.5 Unless otherwise provided for, all TFC meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

## **6. Procedures for Voting**

- 6.1 Every TFC member, or alternate in the absence of the TFC member, shall be entitled to one (1) vote.
- 6.2 Every effort will be made to include motions and resolutions for TFC discussion and vote on the agenda that is distributed to TFC members prior to each meeting.
- 6.3 All motions brought to the floor (and seconded) at TFC meetings may be voted for or against, postponed, referred, objected to, divided, rescinded after approval, amended, withdrawn and/ or reconsidered.

6.4 When email or web-based electronic voting is used in between TFC meetings, TFC members will have forty-eight (48) hours to cast a vote or object . In the event that fifty percent (50%) plus one (1) of TFC members object to such electronic vote, the matter will be taken up at the next scheduled TFC meeting.

## **7. Amendments**

7.1 An amendment to these Bylaws must be made by fifty percent ( 50%) plus one (1) of voting TFC members at a regularly scheduled meeting.