

# **Bylaws of the Faculty of the City, Culture, and Community (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.

The CCC Program and its faculty depend on the support of the deans of the schools in which its participating units reside. This support enables the Program courses, faculty, and students to thrive through the deans' encouragement of faculty and administrators across campus to work cooperatively. At the same time that the CCC Ph.D. Program receives support from its partner schools and participating units, the Program endeavors in turn to support its partner schools and participating units in order 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 City, Culture, and Community (CCC) Ph.D. Program.

## **ARTICLE II**

### **Faculty Membership**

CCC "core" faculty are the full-time faculty of the participating units: the Department of Sociology, the School of Social Work, and the Urban Studies Program.

CCC "affiliated" faculty are faculty who have indicated a desire to affiliate with the CCC Program and who have been approved by the CCC Steering Committee (SC).

- A.** Re-appointment of the affiliated members of the CCC Faculty is for a 3-year period by the SC with the advice of the Doctoral Program Director (DPD). The appointment is renewable.
- B.** New Membership is approved by the DPD with the advice of the Steering Committee.

Both core and affiliated faculty are expected to mentor CCC students, teach courses in which CCC students enroll, and serve on students' area exam and dissertation committees.

## **ARTICLE III**

### **Steering Committee Membership**

To constitute a body of six members, each participating unit will appoint two members to

the CCC SC to serve renewable 3-year periods by a vote of the core faculty (i.e. tenured and tenure-track faculty) in each unit.

Recall of a SC member from a participating unit is subject to the rules and procedures of that unit, with the added provisos that (1) the CCC DPD and full SC be notified at least 5 working days in advance of any formal action to effectuate and finalize the recall and (2) within 48 hours with respect to the outcome of any such effort.

#### **ARTICLE IV Steering Committee Responsibilities**

The Steering Committee has primary responsibility for:

- A.** Its own governance.
- B.** Election of the Doctoral Program Director (DPD) from its current membership. The DPD serves a renewable 3-year period to administer the Program. Ideally, DPD service will rotate among the participating units.
- C.** Implementing admissions criteria for each of the three Program tracks: Sociology, Social Work, and Urban Studies.
- D.** Formulation and implementation of academic plans and policies.
- E.** Establishment and modification of the curriculum and approval of courses of instruction.
- F.** Establishment of academic requirements and standards to be met by students for admissions, for financial and evaluative decisions concerning the progress of students in the CCC Program, and for certifying the completion of requirements for the doctoral degree.
- G.** Establishment and maintenance of all Program educational and instructional standards and policies, including although not limited to recommending procedures and decisions governing student status (e.g., appointment and reappointment); issues of student discipline, dismissal, and grievance pursuant to the Unified Code of Graduate Student Academic Conduct.<sup>1</sup>

#### **ARTICLE V Meetings**

Ideally, there shall be at least one regular meeting of the full CCC Faculty during the academic year. The SC shall meet on a regular basis, with no fewer than four meetings in each fall and spring semester for a minimum of eight meetings each academic year.

Special meetings may be initiated by the DPD, a joint request by three steering committee members, or by written petition signed by at least ten members of the faculty. Upon receipt of either non-DPD initiated procedure, the DPD must convene a meeting

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<sup>1</sup> For courses not taught under the CCC rubric, student academic complaints against faculty must be pursued through the department and/or school of record.

within two weeks of presentation of the petition, excluding vacation time.

The DPD shall preside at meetings, and in his or her absence the longest-serving member of the SC shall preside.

## **ARTICLE VI**

### **Voting**

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

In extenuating circumstances the SC 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 Doctoral Program Director**

Per ARTICLE IV, the SC elects from its members the DPD for a renewable three-year period. The DPD will serve as Chair of the SC. The DPD may be recalled by a two-step procedure consisting of an initiation of a vote of recall by two-thirds of the SC and a subsequent vote of "no confidence" by two-thirds of the SC, to be held not sooner than three work days or later than seven work days following the initial vote to recall.

- A.** The DPD 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:
  - a. Recruiting doctoral students.
  - b. Recruiting and supporting Program faculty.
  - c. Identifying and seeking funding for the Program, its students, and faculty.
  - d. Working with administrators to insure that Program faculty are encouraged to participate as advisors or teachers of Program students and to participate as fully as possible in the affairs of the Program.
  - e. Completing various reports for and maintaining a good working relationship with the Office of Academic Affairs, the Graduate Council, other Ph.D. program directors, and other entities that can help in achieving the Program's mission.
  
- B.** The DPD will communicate the state of the Program at the end of each academic year, either in an oral or a written report, along with a self evaluation of the office of the DPD in carrying out the responsibilities of the office in consultation with the SC and the Office of Academic Affairs. These communiques will be used by the SC to make improvements in the Program and the activities of the office of the

DPD.

- C.** The CCC Program relies on an administrative assistant, who, ideally, will rotate among units. In concert with the DPD, the CCC Program assistant may perform, for example:
- a. Keeping student records
  - b. Processing of financial reimbursements for recruitment and Program expenses
  - c. Tracking students who have graduated as they move into professional roles in academia and beyond
  - d. Filing reports of student achievement received from directors of area exam and dissertation committees
  - e. Assisting students with student-generated Program activities
  - f. Reporting to the Assistant Dean of Graduate Programs relative to student status pertaining to the annual award of stipends.

### **ARTICLE VIII Committees**

Ad hoc committees may be constituted as needed.

- A.** Academic Grievance Committee
- a. When circumstance warrants, 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. 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.<sup>2</sup>
- B.** Other Special Committees may be authorized by SC. Upon the completion of their duties, special committees will report to the SC and/or DPD.

### **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 roster of Program faculty. The faculty member in question has a right to appeal this decision. Recall procedures can be initiated by a written petition of one-third of the Steering Committee members to the DPD. Following a recall, ordinary procedures shall be used to fill the vacancy for the unexpired term as soon as feasible.

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<sup>2</sup> Allegations regarding non-academic student misconduct are subject to the rules, procedures, and jurisdiction of the Tulane University Division of Student Affairs (<http://tulane.edu/studentaffairs/conduct/>).

## **ARTICLE X**

### **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 XI**

### **Amendments to the Bylaws**

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

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*Approved by the Program Steering Committee August 23, 2019*