

**Department of Landscape Architecture
University of Illinois, Urbana-Champaign
By-Laws**

I. Purpose

The purpose of these by-laws is to promote self-governance, collegiality, and the orderly conduct of departmental business.

II. Incorporation of Existing Policy

The Department of Landscape Architecture manual, *Policies, Procedures and Other Useful Information*, is hereby incorporated by reference as it currently exists and as it is subsequently amended. These by-laws shall override any contrary policy or procedure of said manual.

III. Academic Staff

The Academic Staff of the Department of Landscape Architecture includes all academic appointments at the rank of Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer, Senior Instructor, Instructor, Research Professor, Teaching Professor, or Clinical Professor.

The Academic Staff also includes academic professional appointments in the Department of Landscape Architecture of at least 60% and who devote at least 50% of that appointment to direct teaching and/or direct support and development of departmental educational objectives and do not hold an academic appointment in another academic unit.

A. Faculty

For governance purposes, the term Faculty as used in these by-laws refers to Academic Staff of the Department of Landscape Architecture with appointments at the rank of Professor, Associate Professor, or Assistant Professor who are tenured or receiving probationary credit toward tenure.

B. Other Academic Staff with Faculty Rights and Privileges

For governance purposes, the Department of Landscape Architecture grants Faculty rights and privileges to non-Faculty Academic Staff who hold an academic appointment in the Department of Landscape Architecture of 30% or more as Specialized Faculty at the rank of Senior Lecturer, Lecturer, Senior Instructor, Instructor, Research Professor, Teaching Professor, or Clinical Professor. Individuals cannot hold another academic appointment in another academic unit greater than 25%, and appointments preceded by "Visiting" or "Adjunct" shall not be included.

C. Voting Faculty

For governance purposes, the term Voting Faculty as used in these by-laws refers to the combined Faculty and other Academic Staff with faculty rights and privileges.

IV. Students

- A. For governance purposes, the term Students used in these by-laws refers to persons who are candidates for a BLA, MLA, or Ph.D. degree and are registered for no fewer than the minimum number of credit hours required by the College of Fine and Applied Arts or the Graduate College, as appropriate, each semester of students seeking those degrees.
- B. The Head shall request the Students to organize and maintain a student chapter of the American Society of Landscape Architects, elect their officers, develop by-laws, and formulate programs. The Department of Landscape Architecture may, upon reasonable requests supported by written proposals, furnish financial support and other aid to the student chapter of the American Society of Landscape Architects. The Head will, after consultation with the officers of the student chapter of the American Society of Landscape Architects, designate a faculty advisor.
- C. At the beginning of each academic year, Students at each level of the undergraduate and graduate programs, except undergraduate freshmen, will elect one Student at their level to represent them on a Student Advisory Committee. Participating levels will include sophomore, junior, and senior undergraduate (3 representatives total); incoming non-BLA (2 1/2- and 3-year), incoming BLA and continuing non-BLA (2-year and year 2 of 2 1/2- or 3-year), and terminal year MLA (3 representatives total); and Ph.D. (1 representative). The freshmen representative will be selected through agreement by the Head, Associate Head, and Assistant Head.
- D. The Student Advisory Committee will meet with the Head to discuss student concerns and plans for the Department. The Head shall call a meeting of the Student Advisory Committee at least once each semester. The Student Advisory Committee may call a meeting with the Head at any time.
- E. At the beginning of each academic year, the Faculty shall select one BLA candidate, one MLA candidate, and one Ph.D. student or candidate to serve as representatives to the Committee of the Department during that academic year.
- F. Students may participate in other committees considered appropriate by the Head and the Academic Staff.
- G. Each Spring semester, the Head will notify all undergraduate and graduate Students of those departmental committees for the following academic year on which they may have representation. This notice will also explain the responsibilities of Student members and the procedure for selecting Student participants.

V. Officers

A. Head

1. The Department will be organized with a Head who will be appointed according to University Statutes.
2. The Head is the Executive Officer of the Department and will have such duties, powers, and responsibilities as prescribed by the University Statutes.
3. The Head will preside at all meetings of the Committee of the Department and at meetings of the Department Advisory Committee called by the Head. The Head may vote in meetings of the Committee of the Department only in instances of tie votes.
4. In the execution of his or her duties, it is expected that the Head will seek the advice and counsel of the Committee of the Department and the Department Advisory Committee in matters of major importance to the Department.
5. It will be the responsibility of the Head to report in a timely fashion to the Committee of the Department on general business of the office and major decisions reached in carrying out responsibilities on behalf of the Department.
6. The Head's performance will be evaluated at least once every five years in accordance with the College of Fine and Applied Arts policies and procedures.
7. Other departmental administrative officers shall be appointed by the Head after consultation with the Department Advisory Committee or with the Academic Staff.

B. Associate Head

1. An Associate Head will be appointed by the Head to perform such duties as will assigned by the Head.
2. At the discretion of the Head, the Associate Head will preside at meetings of the Committee of the Department.
3. The Associate Head will assume the duties of Acting Head during the normal or routine absences of the Head.

VI. Committees

A. Committees Not Governed by the Department By-Laws

1. For good reason, new committees may be formed or existing committees modified or dissolved by the Head after consultation with, or upon the recommendation of, the Academic Staff. Examples of such committees include, but are not limited to, the BLA Curriculum Committee, the MLA Curriculum Committee, and the Lecture Committee. The Head, in conjunction with the Academic Staff and, for existing committees, following the Department of Landscape Architecture manual, *Policies, Procedures and Other Useful Information*, shall determine the responsibilities, composition, and terms of office of the membership of all committees as well as modifications to existing committees.
2. The responsibilities and composition of new committees and modifications to the responsibilities and composition of existing committees shall be documented and annually updated in the "Delegation of Responsibilities" section of the Department of Landscape Architecture manual, *Policies, Procedures and Other Useful Information*.
3. At the beginning of each academic year and/or when appropriate, the Head may assign committees more specific duties and tasks.

B. Committees governed by the Department By-Laws

1. The Committee of the Department

The Committee of the Department, composed of the Academic Staff and Student representatives, shall be the principal governing and policy making body of the Department of Landscape Architecture.

- a. **Regular Meetings:** The Academic Staff shall meet on a bi-weekly basis, or with a greater or lesser frequency as voted by a quorum, to discuss the business of the Department of Landscape Architecture and to vote on such matters as are required. The Head or a designee of the Head shall chair the meeting. During each semester, a consistent time and day every two weeks, or at the frequency agreed upon, shall be set aside for meetings of the Academic Staff. The Head shall announce the scheduled time at the beginning of each semester. Meetings shall take place only when there is an agenda. At least two of those meetings each semester will convene the Committee of the Department.
- b. **Agenda:** The Head shall prepare and provide an agenda to participants on matters to be considered at the meeting with as much lead time as possible. Items may be placed on the agenda of the meeting by any Academic Staff or Student representative. Advance notice of such requests should precede the production of the agenda. Items may be added or deleted from the agenda at the beginning of the meeting by agreement of a majority of Academic Staff present.

- c. Called Meetings: A non-scheduled meeting of the Academic Staff or Committee of the Department may be called by the Head or at the request of the Academic Staff. Notice of such called meetings by phone, electronic mail, or other reasonable means shall be given to the Academic Staff and, when appropriate, the Student representatives.
 - d. Quorum: A quorum shall consist of not less than 60% of the Voting Faculty.
 - e. Consensus or Voting: Decisions on questions or issues shall generally be based on a consensus building process. Voting, however, shall occur when required by the University Statutes, College By-Laws, and Departmental By-Laws and Policies, or at the discretion of the Head, or as requested by Academic Staff members on a particular question, and shall be the responsibility of Voting Faculty. The Head may exercise discretion on any particular vote by permitting written votes from eligible members of the Voting Faculty not present at the meeting. Voting not required by University Statutes, College By-Laws, and/or Departmental By-Laws shall be non-binding and advisory to the Head.
 - f. Minutes: The Head shall have minutes prepared and distributed on a timely basis that reflect the nature of discussion and any decisions made or announced at the meeting.
 - g. Executive Session: At the discretion of the Head, or upon the recommendation of the Academic Staff, Student representatives shall be excused from some meetings or portions of meetings of the Committee of the Department when sensitive matters must be discussed by the Academic Staff.
2. Promotion and Tenure Advisory Committee

The Department of Landscape Architecture shall have a standing committee for promotion and tenure called the Promotion and Tenure Advisory Committee. In addition to reviewing candidates for promotion and tenure, the Promotion and Tenure Advisory Committee will assist with Faculty and Specialized Faculty development.

The Promotion and Tenure Advisory Committee shall consist of all tenured Faculty of the department. The Chairperson shall be selected by the Committee from among the full Professor member(s) for a term of three years.

In cases of Faculty candidates being considered for promotion, the Promotion and Tenure Advisory Committee will evaluate the case and advise the Head whether or not to put the candidate forward for consideration by the College Promotion and Tenure Committee. Final decision on Departmental recommendations rests with the Head.

Decisions about when or whether to propose a candidate for review by the Department Promotion and Tenure Advisory Committee are the responsibility of the Head in consultation with candidate. Preparation of 1) promotion and

tenure papers in compliance with *Provost Communication No. 9: Promotion and Tenure*, for Faculty, or 2) promotion papers in compliance with *Provost Communication No. 26: Promotion to Teaching, Research, or Clinical Associate or Full Professor Titles*, for Specialized Faculty, is the joint responsibility of the candidate, the committee, and the Head.

When an individual is considered for promotion to full Professor, it will be necessary to establish an *ad hoc* committee to consider the case. The *ad hoc* committee shall consist of all full Professor members of the Promotion and Tenure Advisory Committee. If there are not at least three full Professors on the *ad hoc* Committee, the Head shall solicit nominations from other heads of units on campus that have faculty with similar expertise. The tenured and tenure-track Faculty shall vote on the nominees put forth by the Head.

Department procedures for promotion of Specialized Faculty follow those described above for Faculty, except that 1) the committee should include at least one successfully promoted Specialized Faculty and 2) promotions from Lecturer to Senior Lecturer do not require external letters or a Department vote and are referred to the Head and Department Advisory Committee for action.

The Head will provide all new Faculty, at the beginning of their appointment, with all available information about the promotion and tenure process and will request that new Faculty prepare a statement of goals and objectives for their teaching and research, including scholarly and creative production and dissemination.

Other tasks of the Head pertaining to promotion and tenure include the following:

- a. Meet with new Faculty during their first year to explain and discuss the information provided by the Head, including general and specific policies and criteria for promotion and tenure, procedures and schedule for promotion and tenure, and the format for preparing and maintaining papers.
- b. Assign to each new Faculty member a mentor from among the tenured Faculty. Mentors should meet with tenure-track Faculty members at least twice per semester to discuss and offer advice concerning progress towards promotion and tenure.
- c. At the end of each academic year, solicit and evaluate Faculty statements of goals and objectives for teaching and research, including scholarly and creative production and dissemination, that may make the candidate eligible for consideration by the Department for promotion.
- d. At the end of each academic year, review and evaluate Faculty progress towards fulfilling the criteria outlined in the "Departmental Policies, Criteria and Procedures for Academic Promotion and Tenure" and the goals and objectives agreed upon for promotion and tenure as outlined in b. above. The head shall meet with each Faculty member to discuss

progress. When meeting with each tenure-track Faculty member, that person's mentor should be present at the discussion.

- e. In the case of new tenure-track Faculty, a more formal review, including a draft of promotion and tenure papers following Provost's Communication 9, will take place after the completion of the second year, in keeping with policy of the College of Fine and Applied Arts. The Head or the candidate may request other reviews.

3. Department Advisory Committee

The purpose of the Department Advisory Committee, in addition to that outlined by the University Statutes, shall be to advise the Head on major policy decisions which may include special budget situations, such as reductions, and/or major shifts in categories, sensitive personnel issues, and, when appropriate, to mediate grievances.

This advice may be requested by the Head or offered by the Committee when it feels it is appropriate. Academic Staff, Students, and other staff of the Department of Landscape Architecture may request a meeting with the Department Advisory Committee on any matter that they feel may be within the purview of the Committee.

At the end of each academic year, the Department Advisory Committee will assist the Head in reviewing and evaluating Faculty statements of goals and objectives for research, including scholarly and creative production and dissemination.

The Department Advisory Committee will consist of three members of the Faculty elected for a one-year term by the Academic Staff. At least one tenured member of the Faculty must be elected to the committee and will serve as Chair. If more than one tenured member of the Faculty is elected, the committee shall select a Chair through vote. The Head will not be a member of the committee but will meet with the committee at its request.

The Department Advisory Committee shall meet with the Head at the call of the Head except as otherwise required by University Statutes. The Head will preside at Department Advisory Committee meetings called by the Head. At the discretion of the Head and for good reason, the Head may invite other Academic Staff to attend and participate in the deliberation of Department Advisory Committee meetings called by the Head.

4. Grievance Committee

There shall be a standing Grievance Committee to address complaints from Academic Staff concerning actions and policies of the Department, its officers, committees, and members. The Grievance Committee will include three members elected by and from the Academic Staff. The Committee shall be advisory to the unit executive officer. Only Faculty may hear grievances from Faculty. In the event that a Grievance Committee member cannot, for whatever

reason, render an impartial opinion on a grievance, that individual will be replaced by another elected member of the Academic Staff.

Before filing a formal grievance with the Grievance Committee, the aggrieved Academic Staff should first try to resolve the problem informally with the individual(s) against whom the grievance is being made. In the event that informal resolution is not achieved, the grievance should be explicitly stated in writing and presented to the Grievance Committee, including the facts relating to the matter and the resolution sought by the grievant. The committee will inform, in writing, the individual(s) against whom the grievance is made of the matter under dispute, including the identity of the grievant. The respondent(s) will then be given the opportunity to reply in writing to the written grievance, followed by a written reply to the respondent's rejoinder from the grievant.

The Grievance Committee will convene to address the grievance and to solicit whatever information it deems appropriate to consider; all deliberations of the committee will be kept in strictest confidence. The findings of the committee will be communicated in writing to the grievant and to the respondent(s), including any further avenue of appeal. All grievance investigations will function in a timely manner, specifying reasonable time frames for each step in the process, and a known point at which the process shall be considered complete.

5. College of Fine and Applied Arts Executive Committee
 - a. The Department of Landscape Architecture representative to the College of Fine and Applied Arts Executive Committee will consist of one member of the Faculty elected by the Faculty for a one-year term. The election process shall be conducted by secret written ballot.
 - b. Faculty who hold appointments in more than one unit must select the unit in which they will vote.
 - c. Members may not serve more than two consecutive terms.

VII. Amendments

Proposals for amendments to these by-laws may be made at any regular or called meeting of the Academic Staff. Votes on amendments may not be held at the meeting at which an amendment is first proposed unless the rule is waived by an affirmative vote of three-quarters (3/4) of the Voting Faculty. Amendments may be passed at subsequent meetings by a quorum.

VIII. Adoption and Effective Date

These by-laws are effective after adoption by a vote of the Faculty on the date inscribed below as witnessed by the individuals designated by such vote.

Rev. Sept. 9, 2019