

BYLAWS

Department of Urban & Regional Planning
College of Fine and Applied Arts
University of Illinois at Urbana-Champaign
Last Revisions Adopted 16 March, 2017

1. PURPOSE

The purpose of these bylaws is to promote excellence in the programs of the Department of Urban and Regional Planning through faculty self governance and pursuit of the ideal of collegiality which should distinguish academia. The Bylaws shall also implement the authority of a “primary unit of education and administration of the University” for the orderly conduct of business of the Department of Urban and Regional Planning at UIUC, which shall be referred to as DURP in this document.

2. INCORPORATION OF EXISTING POLICY

The DURP manual titled Policies and Procedures Handbook is hereby incorporated by reference as it currently exists and as it is subsequently amended. These bylaws shall override any contrary policy or procedure of the department but shall not supersede any mandatory provisions of the College of Fine and Applied Arts or University.

3. FACULTY

For governance purposes the term faculty as used in these bylaws refers to:

- 3.1. Persons who are tenured or receiving probationary credit toward tenure in DURP and holding an academic appointment in DURP greater than 0% time with the rank of professor, associate professor, or assistant professor.
- 3.2. For decisions about curriculum, admissions, and procedural matters pertaining to the PhD Program in Regional Planning, the term faculty shall be defined as persons holding an academic appointment in DURP of at least 0% as assistant professor, associate professor, or professor.
- 3.3. Appointments preceded by “visiting” or “adjunct” and candidates for a degree from this University shall not be included under either 3.1 or 3.2.

4. OTHER ACADEMIC STAFF

- 4.1. Specialized faculty who hold a 50% or greater appointment in DURP as described under Provost’s communication 25 shall not be included under either 3.1 or 3.2, but shall have voice and vote privileges as specified in sections below.
- 4.2. Persons not included in 3.1, 3.2, 3.3 or 4.1 who hold a 50% or greater appointment in DURP and have regular teaching responsibilities are considered other academic staff and shall have voice and vote privileges as specified in sections below.

5. OFFICERS

The presiding officer of DURP shall be the Head. Other administrative officers shall be appointed by the Head after consultation with the Advisory Committee or with the faculty. The Head or the designee of the Head shall chair the faculty meeting.

6. FACULTY MEETINGS

- 6.1. **REGULAR MEETINGS**—The faculty, specialized faculty and other academic staff shall meet on a regular basis to discuss the business of DURP and to vote on such matters as are required. The Head or a designee of the Head shall chair the Faculty meeting. The Head shall distribute a calendar of DURP regular meetings and other events in the first month of the academic year and may modify it as needed.
- 6.2. **AGENDA**—The Head shall provide faculty with an agenda of matters to be considered at the faculty meeting with as much lead time as possible. Items may be placed on the agenda of the faculty meeting by any faculty member and advance notice of such requests should precede the production of the agenda. Items may be added or deleted from the agenda by agreement or by majority vote of the faculty present at the meeting.
- 6.3. **CALLED MEETING**—The Head or the Advisory committee may call a meeting not on the DURP calendar. Notice of such called meeting by phone, letter, notes in DURP mail or other reasonable means shall be given to each faculty.
- 6.4. **QUORUM**—A quorum shall consist of not less than 60% of the faculty and shall include at least two tenured faculty. Specialized faculty and other academic staff shall not be counted in making a quorum.
- 6.5. **CONSENSUS OR VOTING**—Decisions of the faculty on questions or issues shall generally be based on a consensus process. Voting however, shall occur when required by University statutes, at the discretion of the Head or as requested by a faculty member on a particular question. The Head may exercise discretion on any particular vote, by permitting written votes from faculty not present at the meeting. All matters related to hiring faculty members shall be decided by vote on the motion by written secret ballot.
- 6.6. **MEETING TONE**—general decorum and courtesy shall be observed by the faculty. Disruption of the meeting, repeated interruption of discussion by others or failure to yield the floor upon the request of the presiding officer shall be grounds for expulsion from the meeting. Such expulsion shall be upon motion and majority vote. Such motion shall not be debatable.

7. MAKE-UP INFORMATION

The Head shall make reasonable efforts to discuss faculty meeting items with members who are absent.

8. 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 faculty meeting.

9. VOTES ON FACULTY SEARCH AND PROMOTION AND TENURE

- 9.1. The faculty in a meeting shall discuss and vote by written secret ballot upon the recommendations of a Faculty Search Committee prior to any recommendation by the Head or DURP to other campus levels.
- 9.2. That part of the faculty permitted by University statutes, regulations or these bylaws to review Promotion & Tenure Committee recommendations shall discuss and vote by written secret ballot upon such recommendations prior to the forwarding of any recommendation by the head to a higher University level. Specialized faculty of sufficient rank shall take part in discussion and voting on promotion decisions for specialized faculty.
- 9.3. All faculty, specialized faculty and other academic staff are eligible to express their opinions with respect to a decision to offer any new faculty appointment in DURP. Only faculty as defined in 3.1 are eligible to vote with respect to a decision to offer any new faculty appointment in DURP.

10. VOTES ON CURRICULUM AND COURSES

Official changes in curriculum requirements, catalogue descriptions, and content of Core courses shall be approved at a faculty meeting by majority vote of faculty.

11. STUDENT PLANNING ORGANIZATION (SPO)

- 11.1. The Head shall request the students to organize a Student Planning Organization, elect their officers, develop bylaws and formulate programs. DURP may, upon reasonable requests supported by written proposals, furnish financial support and other aid to SPO. The Head may after consultation with SPO officers designate a faculty advisor and shall request SPO to name students to serve on committees of DURP.
- 11.2. Students may be full participants in selected committees of DURP, except they shall not vote at the faculty meeting, they shall not participate *in* faculty meeting final discussions of faculty selections, and they shall not participate on faculty evaluation or promotion and tenure committees. Recommendations provided by SPO on excepted matters are to be considered by the appropriate body.

12. ADVISORY COMMITTEE

An Advisory committee consisting of three faculty shall be elected by written secret ballot of the faculty, specialized faculty and other academic staff each year. To assure representation of untenured and tenured faculty, the untenured faculty member and the full professor receiving the highest number of votes shall be elected. The third member shall be the largest

vote recipient regardless of rank. The Committee shall meet and elect its chair. The Head and Associate Head shall meet regularly with the Advisory Committee. The Advisory Committee shall meet at the call of the Head except as otherwise required by university statutes, advise the Head in the formulation of the DURP budget, conduct the periodic evaluation of the Head, and advise the Head on any concerns of the faculty, staff, or students of DURP.

13. FAA EXECUTIVE COMMITTEE

The faculty, specialized faculty and other academic staff shall elect one tenured faculty member to serve as DURP representative on the FAA Executive Committee to advise the Dean and to fulfill the requirement of University statutes and FAA bylaws. The Head and faculty serving in administrative appointments outside the Department shall not be eligible for election to this committee.

14. GRIEVANCES

The Advisory Committee may consider a complaint or grievance on any matter within the jurisdiction of DURP submitted to any member by any faculty, specialized faculty, other academic staff, student, or staff member of the University in accord with the following procedure.

- 14.1. The matter shall be informally discussed with the Advisory Committee member receiving the complaint.
- 14.2. The receiving Advisory Committee member shall inform the grievant of DURP procedures and alternatives and may assist in removing misunderstandings or resolving complaints between the immediate parties. In all informal procedures that full Advisory Committee shall be informed of the matter.
- 14.3. If the matter is not disposed of satisfactorily, the grievant shall be advised of other recourse available to them with the University, as set for in *Code of Policies and Regulations Applying to all Students, August 2006, web-site:*
<http://www.grad.uiuc.edu/grievpolicies/> or
<http://www.ahr.uiuc.edu/ahrhandbook/chap3/Default.htm> for staff.
- 14.4. Any such complaint or grievance shall be held in confidence except as the grievant and the Committee mutually agree to the contrary.

15. AMENDMENTS

Proposals for amendments to these bylaws may be made at any regular or called meeting of the faculty. A vote 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 fourths (3/4) of the entire faculty with the rank of professor, associate professor, or assistant professor. Amendments may be passed at a subsequent meeting by simple majority.

16. ADOPTION AND EFFECTIVE DATE

These bylaws are effective after adoption by vote of the faculty on the date inscribed below as witnessed by the individual designated by such vote.

Effective: 16 March, 2017

Witness: Dustin Janes