

BYLAWS OF THE ILLINOIS SCHOOL OF ARCHITECTURE  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

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**I. AUTHORIZATION, PURPOSE and INCORPORATION OF EXISTING POLICIES**

The name of this organization shall be The Illinois School of Architecture, College of Fine and Applied Arts, University of Illinois at Urbana-Champaign (hereafter referred to as The School). The purpose of these bylaws is to promote self-governance, collegiality, and the orderly conduct of business of The School. These bylaws supplement the *Bylaws of the College of Fine and Applied Arts* and the *Statutes of the University of Illinois*. If they conflict with either the *College Bylaws* or the *University Statutes*, the *College Bylaws* or the *University Statutes* shall prevail. *Robert's Rules of Order* (Scott Foresman, most recent edition) shall apply to the extent that its provisions are not inconsistent with the *University Statutes*, *Bylaws of the College of Fine and Applied Arts*, or these bylaws. Throughout this document, “The College” refers to the College of Fine and Applied Arts unless otherwise noted.

The School documents entitled *Policies and Procedures Manual* (as approved by faculty 05/07/2013 and any subsequent amendments) is hereby incorporated by reference as it currently exists and as it is subsequently amended by a vote of all eligible faculty. These bylaws shall override any contrary policy or procedure of The School but shall not supersede any mandatory provisions of the College of Fine and Applied Arts or University.

**II. MISSION & VISION**

Mission Statement: At Illinois, we are an internationally recognized leader in educating future professionals and scholars in architecture and allied fields. We provide a robust technical and conceptual program that enables students to create and innovate. The depth and breadth of our curriculum enables students to become leaders in a range of disciplinary specialties. Our comprehensive programs prepare students to design and research in a rapidly changing global context from the macro to the micro scale through our bachelors, masters, and doctoral degrees. (Approved by vote of the faculty 11/18/11)

Vision Statement: Learn from the past. Question the present. Shape the future.  
(Approved by vote of the faculty 11/18/11)

### III. FACULTY AND OTHER MEMBERS OF THE SCHOOL

A. Faculty. The faculty comprises those members of the tenure-system or specialized faculty with the rank or title of professor, associate professor, or assistant professor.

#### Responsibilities and Privileges of the Faculty

1. Tenure-system faculty: The primary responsibilities of the tenure-system faculty are to conduct research, to teach and mentor graduate and undergraduate students, and to render service to the academic community and the public in accordance with current campus guidelines for promotion and tenure and in the approximate percentages of a faculty member's FTE as noted in his/her accepted offer of appointment or as later modified by the Director in consultation with the faculty member and the School's Executive Committee. Appointment and promotion of tenure-system faculty is governed by Provost Communications #3 and #9.
2. Specialized Faculty are non-tenure system faculty who hold modified professorial titles such as teaching, research, and clinical professors (assistant, associate and full); visiting unmodified professorial titles (assistant, associate and full); lecturer, senior lecturer; instructor; senior instructor; and teaching, research and clinical associate. Employment, appointment, and promotion of Specialized Faculty are governed by the Provost Communication #25, #26, and #3, respectively. Primary responsibilities of Specialized Faculty are defined by their title (teaching, research and clinical) as well as the any specific agreements stated in the offer letter at the time of their latest appointment.
3. As the responsible body in the teaching and scholarly activities of the School, the faculty has inherent interests and rights in establishing academic policy and governance. Therefore, all faculty members (as defined above) who are not on leave are expected to attend meetings of the School faculty. Each member of the tenure-system faculty as well as each Specialized Faculty with a 0.5 FTE or more has one vote in any and all voting matters that come before the faculty during meetings of the School or that result from meetings of the School. Specialized faculty shall not participate in discussions or voting on matters related to annual review, promotion and tenure of the tenure-system faculty.
4. Specialized Faculty with a 0.5 FTE or more may vote in elections for all of School's elected committees. However, only tenure-system faculty may serve on

the School's Executive Committee and Grievance Committee. Arrangements for temporary appointment of Specialized Faculty to Promotion and Tenure Committee as well as the Grievance Committee are addressed in section VIII.B.d and VII.B.1.e below. Specialized Faculty may serve on standing committees of the School, with full voice and vote, except for Promotion and Tenure Committees as noted above. Additionally, Specialized Faculty may vote in elections for School representatives on College committees.

5. All Specialized Faculty with a 0.5 FTE or more may voice their views on matters before the faculty, but shall not vote on any such matters. Responsibilities of these academic staff shall be specified in the letter of appointment written by the Director in consultation with the School's Executive Committee. Their appointment letters shall also note percentage of FTE appointment, start and end dates of appointment, and shall identify the method by which the School shall evaluate the individual's performance as well as how any reappointments shall be made.
- B. Other Academic Staff Members of the School. The following shall be known as members of the School for purposes of governance and are granted voice, vote, and other privileges as stipulated below.
1. Emeritus/emerita faculty comprise all former faculty who have been granted emeritus/emerita status. The emeritus/emerita faculty may continue to undertake activities of the School, which shall be negotiated with the Director, in consultation with the School's Executive Committee. Emeritus/emerita faculty are invited to all meetings of the School faculty and shall be accorded voice but no vote at such meetings.
  2. School affiliates comprise faculty in units of the University of Illinois at Urbana-Champaign who hold appointments in units other than the School and who have been recommended by the Director for such an appointment after seeking the advice of the School's Executive Committee. School affiliates are invited to attend meetings of the School faculty and shall be accorded voice but no vote at such meetings.
- C. Academic Professionals are employed by the School to provide a wide variety of administrative, professional, and technical support and services. Academic Professionals comprise all persons employed in the School for fifty percent (50%) or more of full-time service. Academic Professionals are appointed to the School to serve specific purposes defined by the Director in consultation with the School's Executive Committee. Academic professionals are invited to attend all meetings of the School faculty and shall be accorded voice but no vote at such meetings, unless granted voice and vote by virtue of holding a zero-percent Specialized Faculty position (see III.B.2, above).

- D. Non-Academic Staff. Non-academic civil service staff comprises all persons employed in the School for fifty percent (50%) or more of full-time service with off-probationary status or on probation. The duties and responsibilities of the nonacademic staff are specified in the Employment Description developed by the Director and that person's supervisor, reviewed by the executive committee, and approved by the Civil Service System of the State of Illinois.
- E. Graduate Students. Graduate students comprise all students matriculating in the graduate programs that grant the degrees of Master of Architecture, Master of Science in Architectural Studies, Doctor of Philosophy, and non-degree graduate students registered in this capacity. The primary responsibility of graduate students is to make progress toward the degree for which they are matriculating.
- F. Undergraduate Students. Undergraduate students comprise all students working towards the degree of Bachelor of Science in Architectural Studies and non-degree undergraduate students registered in this capacity. The primary responsibility of the undergraduate students is to make progress toward the degree for which they are matriculating.

#### IV. OFFICERS

- A. Director of the School.
  - 1. Title. The chief executive officer of the School shall be a Director.
  - 2. Appointment. The Director shall be appointed annually by the University of Illinois Board of Trustees on the recommendation of the Dean of the College of Fine and Applied Arts, the Chancellor, and the President.
    - a. The faculty of the Illinois School of Architecture shall offer its advice for selection of a new director to the Dean through a search committee.
  - 3. Evaluation and Tenure. The performance of the Director shall be evaluated at least once every five years in a manner to be determined by the faculty of the School in conjunction with The College (*University Statutes* Article II, Section 5b). The Executive Committee can request an additional evaluation of the Director in extra-ordinary circumstances. As one component of any evaluation, views shall be solicited from the entire School faculty (*Statutes*, Article IV, Section 3a) and incorporated into the review commentary.
  - 4. Duties of the Director
    - a. Pursue a vision for the School;
    - b. Work to strengthen the School's national and international reputation;

- c. Serve as the medium of communication for all the official business of the School with The College, the students, and the public;
- d. Work with U of I Foundation on fundraising efforts that benefit the long-term health of The School.
- e. Coordinate communication with the School's Alumni.
- f. Report on the business and work of the School at each meetings of the faculty;
- g. Prepare the budget of the School in consultation with the Executive Committee of the School and present the budget to the faculty annually;
- h. In consultation with Bylaws, Policies & Procedures Committee, formulate and present policies to the faculty for its consideration, but this shall not be interpreted to abridge the right of any member of the faculty to present any bylaws, policy, or procedural matter to the faculty;
- i. In consultation with Executive Committee and Program Chairs, make annual written reports on the work of the School and other interim reports as requested by The College;
- j. Have general oversight of student work within The School through observation and discussion, the annual reports of the Programs, and the minutes of the meetings of the Executive Committee and Curriculum Committee;
- k. Recommend the appointment, reappointment, non-reappointment, and promotion of members of the faculty, academic staff and academic professionals. Regarding such recommendations, the Director shall consult with the School's Executive Committee, who shall provide the Director with the advice of the appropriate committee(s). Regarding recommendations of promotions of members of the academic staff and academic professionals, the Director shall consult with the School's Executive Committee, who shall provide the Director with the advice of the committee. Regarding recommendations of promotions of members of the faculty, the Director shall consult with the School's Promotion and Tenure Committee, who shall provide the Director with the advice of the committee. All such recommendations shall ordinarily originate with the committee(s) in charge of the work concerned, and shall be presented to the Director for transmission with recommendation to the Dean of The College.
- l. Call meetings of the School faculty to consider questions of School governance and educational policy at such times as the Director or the Executive Committee deem necessary, but not less frequently than twice each academic semester;

- m. Be responsible for the care and use of School buildings and rooms assigned to the School, and for the equipment of the School;
  - n. Represent the School at administrative conferences, except that additional representatives may be designated by the Director in some cases;
  - o. Appoint faculty members to the Lectures and Exhibitions Committee and any Ad Hoc Committees or Task Forces identified as necessary by the Director in consultation with the Executive Committee;
  - p. Serve as Chair of the Executive Committee.
5. Administrative Responsibility. In the administration of the office, the Director shall recognize the individual responsibility of other members of the School for the discharge of the duties assigned to them in their appointments.

B. Associate and Assistant Directors. The Director may be assisted in the administration of the School by Associate and Assistant Directors, the duties of each are to be determined by the Director in consultation with the Executive Committee. The Associate and Assistant Directors shall be (or become) members of the faculty of the School and shall be accorded faculty meeting voting rights consistent with that classification. The performance of the Associate and Assistant Directors shall be evaluated annually by the Director in consultation with the Executive Committee.

## V. ORGANIZATION OF THE SCHOOL

### A. Academic Programs

1. Definition. Academic Programs (hereafter referred to as Programs) are subunits of the School whose faculty and students share similar research interests, curricular concentrations, and professional goals. Programs comprise specializations that offer coursework to fulfill and augment core curricular content.
2. Duties. Programs are responsible for offering courses that contribute to the required core curricula of the BSAS and MARCH degree programs, as directed and overseen by the Curriculum Committee, as well as elective coursework. Programs may also offer formal or informal concentrations within the School's professional MARCH degree program as well as courses of study and formal concentrations within the MS degree program with the intention that these will enable graduate students to develop acknowledged specializations within both graduate degree programs.
3. Faculty Participation in Programs. Procedures for Program participation are outlined in the School's *Policies and Procedures* Manual.
4. Officers

- a. Title. Each Program is administered by a Program Chair.
- b. Duties of the Program Chair
  - i. In consultation with Program faculty, advise the Director regarding faculty teaching assignments;
  - ii. In consultation with the curriculum committee and the program faculty be responsible for the formulation of courses delivered by the Program;
  - iii. In consultation with Program faculty, provide leadership in the long-term strategic planning of the Program;
  - iv. Represent the Program to other campus units, prospective students and faculty, and others outside the University;
  - v. Create an Annual Program Report for the Director and executive committee on the curriculum, teaching assignments, and delivery of courses in the program;
  - vi. Have general oversight of the work of students in the Program, through advising;
  - vii. Schedule and conduct regular meetings of the Program faculty; viii. Assist in the administrative and budgetary matters of the School. Collaborate with the Executive Committee in the preparation of any requests for new hires in the Program area and with the School's budget and be responsible for the expenditure of any Program funds for the purposes approved by the Executive Committee;
  - ix. Coordinate the individual responsibilities of other participants of the Program for the discharge of the duties assigned to them in their appointments.
  - x. Collaborate with eligible program area faculty to provide guidance to all candidates for promotion and tenure within the program faculty.

## 5. Establishing New Programs

A new program can be established by any faculty member following the process outlined in the School's *Policies and Procedures Manual*.

## 6. Review of Existing Programs

Programs shall be reviewed periodically by the School's Executive Committee to recommend continuation. Program review should be conducted per the process outlined in the School's *Policies and Procedures Manual*

## VI. GENERAL FACULTY MEETINGS

- A. Policy and procedural considerations related to Faculty meetings are established in the School of Architecture's *Policy and Procedures Manual*
- B. Timing and Call
  - 1. There shall be at least two regular general meetings of the School faculty each semester
  - 2. Regular meetings shall be called by the Director.
- C. Presiding Officer. The Director shall be the presiding officer. In the Director's absence, a member of the Executive Committee designated by the Director shall preside.
- D. Quorum. At all regularly scheduled meetings or special meetings of the faculty a quorum shall consist of fifty percent (50%) of the voting faculty of the School. In order for a Faculty Meeting to be considered one of the two regular general meetings of the School faculty each semester, at least fifty percent (50%) of the voting faculty of the School must be present throughout the full length of the meeting.
- E. Agenda and Order of Business
  - 1. Items may be placed on the agenda by the Director, by the Executive Committee, or by any member of the faculty.
  - 2. The order of business for a regular meeting shall be determined by the Director in consultation with the Executive Committee.
- F. Votes at Regular Meetings
  - 1. Right to Vote. The right to vote shall be limited to those present and entitled to vote under Section III of these bylaws.
  - 2. No Proxy or Absentee votes. Resolutions shall be passed and elections determined by the vote of those present and eligible to vote.
  - 3. Majority Requirement. Motions and resolutions shall be passed by a simple majority vote of those present and eligible to vote.
- G. Parliamentary Authority. Disputes regarding procedural matters shall be settled by reference to *Robert's Rules of Order*, except that if those rules are in conflict with these *Bylaws* or with the *University Statutes*, the latter two sources shall prevail.
- H. Minutes
  - 1. Minutes shall be recorded and circulated for all faculty meetings. Minutes of closed meeting shall be edited as necessary to address any confidentiality concerns.



2. Approval of the minutes of the most recent meeting shall be the first order of business at the following meeting.

#### I. Special Meetings

1. Method of Calling. Special meetings of the faculty may be called between the first and last official day of instruction of the regular academic year on days when classes are in session. Special meetings may be called by:
  - a. The Director;
  - b. The Executive Committee
  - c. Upon receipt by the Director or Chair of the Executive Committee of a written and signed petition of ten or more faculty members eligible to vote.
    - (1) Nature of Petition. Petitions for a special meeting shall include the proposed agenda and/or resolution(s) to be proposed, together with any supporting documentation.

#### J. Open Meetings

1. Faculty meetings shall ordinarily be open to the public. However, a meeting may be closed by a vote of the faculty during discussion of any matter that would be adversely affected by the presence of others. Any meeting closed by a vote of the faculty will be considered a confidential meeting where faculty in attendance are obligated to refrain from discussing the meeting transactions with those not in attendance.
2. Visitors may speak at the pleasure of the faculty eligible to vote as defined in Section III of these bylaws.

## VII. ELECTED COMMITTEES

All Policies and Procedures related to electoral processes for: committee membership, length of term, term limits and concurrent committee membership, are outlined in the School's *Policies and Procedures Manual*.

### A. Executive Committee

#### 1. Membership

- a. The Director is Chair of the Executive Committee and an ex-officio, nonvoting member of the committee.
- b. In addition to the Director, the Executive Committee shall consist of five tenured faculty members elected by a paper ballot of all faculty members eligible to vote.
- c. Any member who misses more than three meetings in any one semester shall be replaced for the remainder of that member's term by the same procedure by which the member was elected.
- d. A member who resigns shall be replaced for the remainder of that term by the same procedure by which the member was elected.

## 2. Officers and their Responsibilities

### a. Chair

- (1) The Chair shall prepare the agenda for each meeting of the Executive Committee as well as all meetings of the general faculty meetings in consultation with members of the Executive Committee.
- (2) The Chair shall provide the Executive Committee with the necessary information and data so that its members may fulfill their statutory obligations.
- (3) The Chair, in consultation with members of the Executive Committee, shall oversee the preparation of ballots for all elected School committees, including the Executive Committee.

### b. Secretary

- (1) In consultation with members of the Executive Committee, the Director shall appoint from the School's civil service or academic professional staff a secretary, whose responsibility it is to maintain minutes of the committee's meetings. Alternatively, the committee, by majority agreement, may appoint one of its members to serve as secretary.
- (2) The Secretary shall record the minutes of each meeting and oversee the dissemination of the minutes to all members of the faculty within two weeks of the meeting. Minutes of closed meeting shall be edited as necessary to address any confidentiality concerns.

## 3. Duties of the Executive Committee

- a. Meet at least four times each academic semester.
- b. Advise the Director on School policy, strategic planning, recommend procedures and committees that encourage faculty participation in formulating policy, and voice suggestions for the good of the School;
- c. Review specific budgetary proposals originating in programs and in the office of the Director, and provide the Director with advice and suggestions concerning the financial priorities of the School;
- d. Serve as the School's Committee on Committees and make nominations for members and chairs of all standing and search committees unless otherwise noted in these Bylaws;
- e. Review and comment on all curricular proposals once forwarded by the School's Curriculum Committee for discussion, revision, and implementation.
- f. Conduct yearly reviews of program area reports.
- g. Review all application and reapplications for Program status by the School's subunits and make a recommendation to the School, forwarded for a ratification vote by all faculty eligible to vote.

- h. Communicate regularly with the faculty of the School on the business of the committee by publication of the minutes of each meeting.
  - i. Respond to Director's request for commentary on the appointment or reappointment of the Assistant or Associate Director, and on the annual performance evaluation of other School administrators.
  - j. Consult with the Director on any negotiated activities of the School undertaken by emeritus/emerita faculty.
  - k. Respond to Director's request for commentary on appointments and performance evaluations of specialized faculty, including those appointed under visiting and adjunct modifiers to their titles.
  - l. Review faculty annual reports of personal teaching, research and service contributions and provide the Director with content for annual faculty reviews.
  - m. In consultation with the Program Chairs, make an annual recommendation to the Director on faculty raises.
  - n. Meet with any member of the faculty on any matter in its purview;
  - o. Coordinate the meeting calendars of the Executive Committee and general faculty meetings.
4. Procedure for Executive Committee Meetings are outlined in the School's *Policies and Procedures Manual*

## B. Faculty Grievance Committee

- 1. Membership.
  - a. Faculty Grievance Committee shall consist of three (3) faculty and one (1) Human Resources (HR) representative appointed by the Director in consultation with the Committee as an *ex-officio* non-voting member.
  - b. The School's Director is not eligible for election to the Faculty Grievance Committee.
  - c. Alternates. If a member of the committee cannot fulfill his or her responsibilities to meet regularly with the committee for any reason, the individual shall be replaced for the remainder of his or her term by election.
  - d. If there is a real or perceived conflict of interest for any committee member, the Faculty Grievance Committee shall appoint a corresponding replacement.
  - e. Committees considering grievances brought forward by a Specialized Faculty member must (whenever possible) have one Specialized Faculty member.
  - f. All members are eligible to vote on issues brought before the committee.
  - g. Election: The electoral process for the Faculty Grievance Committee shall adhere to guidelines outlined in the School's *Policies and Procedures Manual*.

2. Officers and their Responsibilities
  - a. Chair. The Faculty Grievance Committee shall elect its own chair at the first meeting of each academic year. The Chair shall be responsible for setting meeting dates for the following year and setting meeting agendas. The chair shall also receive any and all grievances from the School's faculty and academic staff for the committee's hearing and consideration.
3. Responsibilities of the Committee.
  - a. The Faculty Grievance Committee is the body responsible for hearing and acting upon grievances of any faculty or Academic Professional member of the School.

**VIII. STANDING COMMITTEES** - the following committees are standing committees within the School of Architecture: Curriculum Committee; Promotion and Tenure Committees, Bylaws and Policies and Procedures Committee; International Programs Committee, Awards Committee, Admissions and Recruitment Committee, Student Concerns Committee; Lectures and Exhibitions Committee, PhD Committee

All Policies and Procedures related appointment processes for committee membership, length of term, term limits and concurrent committee membership are outlined in the School's *Policies and Procedures Manual*.

A. Curriculum Committee

1. Membership. The Curriculum Committee shall be composed of all Program Chairs, two (2) "at large" members appointed by the Director, three (3) student members (two undergraduate, one graduate) appointed by the members of the School's Executive Committee. In addition, the School's Director of Graduate Studies (DGS) and Director for Undergraduate Studies (DUS) are *ex-officio* voting members of the committee. All tenured and untenured faculty are eligible to serve on the Curriculum Committee.
2. Alternates. If a member of the committee cannot fulfill his or her responsibilities to meet regularly with the committee for any reason, the individual shall be replaced for the remainder of his or her term through the same means by which he/she was appointed.
3. Officers and their Responsibilities
  - a. Chair. The Curriculum Committee shall elect its own chair at the first meeting of each academic year. The Chair shall be of the rank of Associate or Professor and shall be responsible for setting meeting dates for the following year and setting meeting agendas in collaboration with the Executive Committee Chair. The Chair shall also be responsible for collaborating with the Executive Committee Chair on all curricular proposals.
  - b. Secretary. The Curriculum Committee shall elect its own Secretary at the first meeting of each academic year from among its tenured faculty members at the

first meeting each semester. The Secretary shall record the minutes of each meeting and oversee the dissemination of the minutes to all members of the faculty within one week of the meeting.

#### 5. Committee Responsibilities

- a. Development and review of all undergraduate curriculum and general degree requirements
- b. Development and review of all graduate core curriculum and general degree requirements
- c. Review all graduate concentration proposals for both appropriateness of content and coordination with other approved aspects of core and other concentrations curricula before forwarding to the Executive Committee for presentation and ratification by a vote of all eligible faculty.
- d. Each year review and prepare a written comment on all Annual Program Reports regarding core curricula components for each of the School's degree programs and programs of study and submit to the Executive Committee outlining the potential curricular conflicts.
- e. Propose and approve modifications to the core curricula as necessary and forward to Executive Committee for a ratification vote by all eligible faculty.

#### 6. Meetings

- a. The Curriculum Committee shall meet at least three times each academic semester.
- b. Meetings of the Curriculum Committee shall be open to all faculty.
- c. A quorum shall be a simple majority of voting members.

### B. Promotion and Tenure Committees

There shall be two Promotion and Tenure Committees. The first, P&T 1, shall review, address, and vote on the cases of promotion to the rank of Full Professor. The second, P&T2, shall review, address, and vote, on all other cases of promotion to the rank of Associate Professor and granting of indefinite tenure.

#### 1. Membership.

- a. The Promotion and Tenure Committee P&T1 shall consist of 3 or 5 tenured faculty members (not on leave) with the rank of full professor appointed by the Director in consultation with the Executive Committee.
- b. The Promotion and Tenure Committee P&T2 shall consist of five (5) tenured faculty members of the School appointed by the Director in consultation with the Executive Committee.
- c. When possible, at least one member shall be representative of the candidate's program area.

- d. Committees considering promotion of Specialized Faculty to Specialized Associate Professor or Specialized Professor should include one Specialized Faculty member of the appropriate rank.

## 2. Eligibility

- a. Members of the Promotion and Tenure Committee shall be tenured faculty with the rank of Associate Professor or Professor.
- b. Full-time faculty with multi-year contracts and holding Specialized Associate Professor and Specialized Professor may serve on P&T1 or P&T2 as appropriate only when such committees are considering promotion of a Specialized Assistant Professor or a Specialized Associate Professor.
- c. Faculty with rank of Professor are eligible to serve simultaneously on both P&T1 and P&T2 committees.
- d. Votes by Associate Professors. Members of the Promotion and Tenure Committee with the rank of Associate Professor shall not vote on candidates nominated for promotion to the rank of Professor.
- e. The Director serves as an *ex-officio* non-voting member of the committee.
- f. Alternates. If a member of the committee cannot fulfill his or her responsibilities to meet regularly with the committee for any reason, that individual shall be replaced for the remainder of his or her term by the same procedure by which the member was appointed.

## 3. Officers and their Responsibilities

- a. Chair - The Promotion and Tenure Committees shall elect their own chairs at the first meeting of each academic year. The Chair of P&T1 shall be of the rank of Professor; the Chair of P&T 2 shall be of the rank of Professor or Associate.
  - i. The Chairs shall be responsible for confirming deadlines with the School and College administration and informing candidates of those dates.
  - ii. Setting meeting dates for the year and setting meeting agendas.

## 4. Committee Responsibilities

- a. Advise the Faculty and Director on procedures that assure all members of the Faculty are evaluated fairly and that no one is denied promotion or tenure within the School except for valid academic reasons.
- b. The P&T 1 Committee shall vote on cases for those individuals being considered for promotion to the rank of full professor, and also complete the written review of research, teaching, service and future potential, review the assemblage of all relevant recommendations, evaluations, and documents for submission to the Director and the College of Fine and Applied Arts Promotion and Tenure Committee.

- c. The P&T 2 Committee shall vote on cases for those individuals being considered for promotion to the rank of associate professor, and also complete the written review of research, teaching, service and future potential, review the assemblage of all relevant recommendations, evaluations, and documents for submission to the Director and the College of Fine and Applied Arts Promotion and Tenure Committee.
- d. The committee shall also hear all appeals relating to advancement in rank and tenure that deal with questions concerning content but not procedure.

#### C. Program Chairs Committee

1. Membership. The Program Chairs Committee will consist of all current elected chairs of the programs in The School and the History Area Coordinator. The School Director and Associate Director for Graduate Studies will serve as ex-officio non-voting members of the Program Chairs Committee.
2. Alternates. If a member of the committee cannot fulfill his or her responsibilities to meet regularly with the committee for any reason, the individual shall be replaced for the remainder of his or her term by another faculty member of the Program elected at a meeting of the Program Faculty.
3. Officers and their Responsibilities  
Chair –The Program Chairs Committee shall elect a member to serve as the Chair of the Committee for a period of one year.
4. Responsibilities of the Program Chair Committee
  - a. Consider issues of common interest among all Programs (e.g. scheduling of courses, hiring faculty, etc.) and make recommendations to the School Director.
5. Meetings
  - a. The Program Chairs Committee shall meet at least two times during each semester. Additional meetings may be called by at least two members of the Committee.
  - b. The agenda and supporting material for a Program Chairs Committee meeting shall be sent to the members at least one week prior to the scheduled meeting.
  - c. A quorum shall be at least three voting members of the Committee.

#### D. Bylaws, Policies and Procedures Committee

1. Membership. The Bylaws and Policies and Procedures Committee shall consist of three (3) faculty members. Members shall serve two-year terms.
2. Alternates. If a member of the committee cannot fulfill his or her responsibilities to meet regularly with the committee for any reason, the individual shall be replaced for the remainder of his or her term by an Executive Committee appointment.

### 3. Officers and their Responsibilities

Chair –The Bylaws and Policies and Procedures Committee shall elect its own chair at the first meeting of each academic year. The Chair shall be responsible for setting meeting dates for the following year and setting meeting agendas in collaboration with the Executive Committee Chair. The Chair shall also be responsible for collaborating with the Executive Committee Chair on all Bylaws and Policy and Procedure concerns brought to the Executive Committee.

### 4. Responsibilities of the Bylaws and Policies and Procedures Committee

- a. Review the School’s Bylaws and Policies and Procedures Manual at the first meeting of each academic year and identify areas needing in depth review for the year.
- b. Ensure compliance of the School’s Bylaws and Policies and Procedures with the governing documents of the College of FAA, Graduate College, and University.
- c. Review all Bylaws and Policies and Procedures concerns forwarded to the Chair by the Executive Committee.
- d. Make recommendations to the Executive Committee for revisions to the Bylaws and Policies and Procedures Manual to be forwarded to the full faculty for ratification.

### 5. Meetings

- a. The Bylaws, Policies and Procedures Committee shall meet at least once each academic semester, but may meet as many times as is necessary to complete the business of the committee.
- b. Meetings of the Bylaws and Policies and Procedures Committee shall be open to all faculty members.
- c. A quorum shall be at least two members.

## E. International Programs Committee

1. Membership. International Programs Committee shall consist of three (3) faculty members. Members shall serve three-year terms, staggered so that no more than one member rotates off the committee each year. Members shall serve not more than two consecutive terms.
2. Alternates. If a member of the committee cannot fulfill his or her responsibilities to meet regularly with the committee for any reason, the individual shall be replaced for the remainder of his or her term by an Executive Committee appointment.
3. Officers and their Responsibilities

Chair – International Programs Committee shall elect its own chair at the first meeting of each academic year. The Chair shall be elected from among the members of the Committee who served in the prior year. The Chair shall be



responsible for setting meeting dates for the following year and setting meeting agendas in collaboration with the DGS. The Chair shall also be responsible for collaborating with the DGS on all International Programs policies, procedures and administration.

#### 4. Committee Responsibilities

- a. Oversee, coordinate and administer all international student and faculty exchange programs of the School of Architecture.
- b. Review and oversee line-item budgets for all international exchange programs.
- c. Set criteria for student participation in all international exchange programs.
- d. Solicit interest and select students to participate in all international exchange programs
- e. Solicit statements of interest from faculty for international exchange opportunities. And select faculty participants from amongst interested faculty.
- f. Oversee and approve all exchange credit as to whether it fulfills core or elective credit requirements for the undergraduate and graduate degree programs, including BSAS, MARCH and MS.
- g. In consultation with the Curriculum Committee review and oversee integration of all international programs into the into the overall curriculum
- h. The Chair or his/her designate shall make periodic visits to confer and discuss student and faculty exchanges with international exchange partner schools.

#### 5. Meetings

- a. The International Programs Committee shall meet regularly at a time mutually agreed upon by all committee members at the beginning of each semester. The committee shall meet no less than four times each semester and as many times as is necessary to complete the business of the committee.

#### F. Awards Committee

1. Membership. The Awards Committee shall consist of three (3) faculty members in addition to both the DGS and Administrator for Undergraduate Student Services. Members shall serve one-year terms.
2. Alternates. If a member of the committee cannot fulfill his or her responsibilities to meet regularly with the committee for any reason, the individual shall be replaced for the remainder of his or her term by an Executive Committee appointment.
3. Officers and their Responsibilities  
The committee members shall elect a chair at the first meeting of the academic year.
4. Responsibilities of the Awards Committee

The committee is responsible for soliciting nominations for the various annual awards given by the School and for deciding awardees from among nominees. 5. Meetings

The Chair of the Committee will set a meeting agenda in consultation with the members of the committee to carry out the responsibilities of the committee in a timely manner.

#### G. Admissions and Recruitment Committee

1. Membership. Admissions and Recruitment Committee shall consist of three (3) faculty members in addition to both the DGS and Administrator for Undergraduate Student Services. Members shall serve one-year terms.
2. Alternates. If a member of the committee cannot fulfill his or her responsibilities to meet regularly with the committee for any reason, the individual shall be replaced for the remainder of his or her term by an Executive Committee appointment.
3. Officers and their Responsibilities

Chair – The DGS shall serve as the chair of the Admissions and Recruitment Committee.

4. Responsibilities of the Admissions and Recruitment Committee
  - a. Review, articulate and execute the strategic recruitment plan for the undergraduate and graduate programs of the School of Architecture, including the BSAS, MARCH and MS degree programs.
  - b. Review and recommend applicants for admission to the MARCH and MS programs each year with input of program area chairs and/or faculty
5. Meetings
  - a. The Admissions and Recruitment Committee shall meet regularly at a time mutually agreed upon by all committee members at the beginning of each semester. The committee shall meet as many times as is necessary to complete the business of the committee, as determined by the Chair.

#### H. Student Concerns Committee

1. Membership.
  - a. The Student Concerns Committee shall consist of three (3) faculty members and one (1) graduate student, one (1) undergraduate student all appointed for a one-year term and also the DGS (Director of Graduate Studies) and DUS (Director of Undergraduate Studies). The student members on the hearing committees shall be of the same status as the respondent(s) (undergraduate or graduate). In matters involving both undergraduate and graduate students, both an undergraduate and a graduate student shall serve on the hearing committee. The undergraduate committee member shall vote on the undergraduate respondent(s) and the graduate committee member shall vote on the graduate respondent(s).

- b. In cases when there may be a potential conflict of interest, a student or faculty member of the Student Concerns Committee may be replaced following the regular method of appointment of members to this committee.
- c. The School's Director is not eligible for appointment to the Student Concerns Committee.
- d. Alternates. If a member of the committee cannot fulfill his or her responsibilities to meet regularly with the committee for any reason, the individual shall be replaced for the remainder of his or her term by an Executive Committee appointment.

## 2. Officers and their Responsibilities

- a. Chair. The Student Concerns Committee shall elect its own chair from among its faculty members at the first meeting of each academic year. The Chair shall be responsible for setting meeting dates for the following year and setting meeting agendas. The chair shall also receive any and all grievances, including student capricious grading concerns, and student disciplinary issues from the School's students, faculty and staff for the committee's hearing and consideration.

## 3. Responsibilities of the Committee.

- a. The Student Concerns Committee is responsible for hearing and adjudicating all student grievances at the graduate and undergraduate level.
- b. Student Concerns Committee is responsible for hearing and adjudicating all capricious grading concerns at the graduate and undergraduate level.
- c. The Student Concerns Committee is responsible for hearing and adjudicating all student disciplinary issues at the graduate and undergraduate level.

## 4. Confidentiality. The confidentiality of all information derived from individual hearings of the Student Concerns Committee shall be strictly preserved, both during and after all member's terms of service.

## I. Lectures and Exhibitions Committee

### 1. Membership.

- a. The Lectures and Exhibitions Committee shall consist of three (3) faculty members.

### 2. Responsibilities of the Committee.

- a. Propose and coordinate and lectures and exhibitions in consultation with the Director.
- b. Contact, schedule and confirm lecturers and dates
- c. Contact, schedule and confirm exhibitions and dates
- d. Coordinate schedule lectures and exhibitions with School of Architecture master calendar.

- e. Plan and coordinate all lecture dinners including reservations and invitation for faculty participation.

J. Ph.D. Committee

This committee is jointly constituted by the Architecture and Landscape Architecture units with a chair who is jointly appointed by the two units. The position of Chair of the PhD Program and Committee rotates between the Architecture and Landscape Architecture units on roughly a three-year cycle. (Agreement on the specific duties of the chair and the committee as well as the make up of this committee must be jointly agreed upon by the two units. An earned Ph.D. degree is a requirement of membership on this committee.)

K. Other Committees

1. The Director, in consultation with the Executive Committee of the School, may create ad hoc committees for matters outside the scope of the committees established above.
2. The Director, in consultation with the Executive Committee of the School, may appoint student representatives to Standing Committees.
  - a. The Director in consultation with the chair of any of the above standing committees may require student representatives to recuse themselves from any discussions as determined by the chair.

**IX. COLLEGE EXECUTIVE COMMITTEE REPRESENTATION**

- A. Two tenured or tenure-track faculty members represent the School on the Executive Committee of the College of Fine and Applied Arts. The representatives will be elected to staggered two-year terms and may not serve more than two consecutive terms. Members of the faculty and all other members of the school whom the faculty have accorded voice and vote may vote in elections for college executive committee representation.
- B. The election procedure shall follow guidelines in the School's Policies and Procedures manual for School Executive Committee elections.
- C. Faculty members may serve concurrently on the School Executive Committee and the College Executive Committee.

**X. AMENDMENTS OR ADDITIONS TO BYLAWS**

- A. Proposals for amendments or additions may be made by any member of the School by submitting the proposed change to the Director or the Executive Committee.

Procedure for the amendment of the Bylaws:

1. Petition required – In order to revise the Bylaws, a petition, including the exact wording of the proposed change, and signed by five (5) members of the faculty must be submitted to the Director of the School.

2. Meeting to Discuss Petition – The Director shall then schedule a meeting of the faculty of the School to consider and act upon the proposed amendments specified in the petition.

Notice of meeting – There shall be one week’s notice of the meeting and the notice shall include the exact wording of the proposed amendments.

Discussion – At the meeting, the proposed amendment(s) shall be presented as a formal motion that will be open for discussion from the floor.

3. Adoption of Amendments – The motion will require a majority affirmative vote for passage, providing a quorum of fifty (50%) percent of eligible voting faculty members are present and submit ballots.

- B. The Bylaws will be reviewed annually by the faculty at the last faculty meeting of the academic year.

## **XI. AMENDMENTS OR ADDITIONS TO THE POLICIES AND PROCEDURES MANUAL**

- A. Proposals for amendments or additions may be made by any member of the School by submitting the proposed change to the Director or the Executive Committee.

Procedure for the amendment of the Policies and Procedures Manual:

1. Petition required – In order to revise the School’s policies and procedures, a petition, including the exact wording of the proposed change, and signed by five (5) members of the faculty must be submitted to the Director of the School.
2. Meeting to Discuss Petition – The Director shall then schedule a meeting of the faculty of the School to consider and act upon the proposed change specified in the petition.

Notice of meeting – There shall be one week’s notice of the meeting and the notice shall include the exact wording of the proposed amendments.

Discussion – At the meeting, the proposed change(s) shall be presented as a formal motion that will be open for discussion from the floor.

3. Adoption of Changes – The motion will require a majority affirmative vote for passage, providing a quorum of fifty (50%) percent of eligible voting faculty members are present and submit ballots.