

SCHOOL OF ARCHITECTURE, DESIGN AND PLANNING  
UNIVERSITY OF KANSAS

BYLAWS

ARTICLE I	INTRODUCTION
ARTICLE II	FACULTY, STUDENT AND ADMINISTRATIVE CONSTITUENCIES
ARTICLE III	THE SCHOOL ASSEMBLY
ARTICLE IV	FACULTY EVALUATION, PROMOTION AND TENURE, PROGRESS TOWARD TENURE REVIEW, POST-TENURE REVIEW, SABBATICAL LEAVE
ARTICLE V	APPOINTMENT AND REVIEW OF DEANS AND CHAIRS
ARTICLE VI	PROCEDURES
ARTICLE VII	GRIEVANCE PROCEDURE

## **ARTICLE I INTRODUCTION**

1. The School of Architecture, Design and Planning is one of the professional schools of the University of Kansas, and is governed by the State Board of Regents which appoints the Chancellor who is the chief executive officer of the University and the president of the faculty.
2. The School of Architecture, Design and Planning Assembly is responsible for approval of policies for all aspects of the Architecture, Design and Urban Planning curricula, academic standards and degree requirements as outlined in these Bylaws. All requirements, academic standards and curricula so developed are subject to all University rules and regulations, which apply to all schools of the University.
3. The purpose of the School Bylaws is to provide a governance framework that furthers the mission of the School of Architecture, Design and Planning.

## **ARTICLE II FACULTY, STUDENT AND ADMINISTRATIVE CONSTITUENCIES**

### **Section 1 Faculty**

1. The faculty of the School of Architecture, Design and Planning consists of all persons teaching within the School who have all or a portion of their appointment assigned to the School of Architecture, Design and Planning.
2. The voting faculty of the School of Architecture, Design and Planning Assembly shall consist of all full-time faculty of the School, except as otherwise indicated in these Bylaws, all professors of the practice, and any other full-time or part-time faculty whose teaching appointment extends beyond a single semester and is included among the School's permanent, budgeted faculty lines.

### **Section 2 Students**

1. Students shall consist of all individuals who are admitted to and enrolled in any of the degree programs offered in the School of Architecture, Design and Planning.

### **Section 3 Administration**

1. The chief administrative officer of the School of Architecture, Design and Planning is the Dean, appointed in accordance with existing University regulations, currently contained in Section II.A of the *Handbook for Faculty and Other Unclassified Staff* (2010).

2. The Dean is responsible for the exercise of those functions vested in him/her by the State of Kansas Board of Regents and the Chancellor of the University. The Dean is responsible for academic leadership and administrative supervision of academic programs within the School. The Dean shall be the responsible officer in carrying out those administrative policies set forth in the Bylaws of the School and all other policies and procedures of the University of Kansas.

3. The Dean of the School of Architecture, Design and Planning may appoint Associate Deans, Assistant Deans and administrative assistants. Administrators are selected and serve in accordance with existing University regulations.

4. The Dean of the School of Architecture, Design and Planning presides over the Administrative Group which includes Associate Deans, Chairs of Departments and other administrative staff. Meetings are called by the Dean with the purpose of review of any matter pertinent to the administration of the School.

5. The Administrative Group serves as the School's Differential Tuition Advisory Committee. In addition to the members of the Administrative Group, the Differential Tuition Advisory Committee includes student representatives from all three of the School's Departments and any other individuals appointed by the Dean.

6. The responsibilities of the Differential Tuition Advisory Committee include:

A. Solicit requests from faculty, staff and students for appropriate uses of differential tuition funds.

B. Review, evaluate and prioritize such requests and proposals.

C. Review plans for technology/equipment acquisition and development prepared by the staff of the School.

D. Prepare recommendations for the Dean regarding the prioritized expenditure of differential tuition funds.

E. Review the annual expenditure of differential tuition funds.

F. Post an updated list of differential tuition expenditures each year on the School's website.

#### **Section 4 Academic Departments**

1. The School of Architecture, Design and Planning is composed of Departments as recognized by the University administration.

2. Departmental Chairpersons are selected and serve in accordance with existing University regulations, currently contained in Section II.A of the *Handbook for Faculty and Other Unclassified Staff* (2010).

3. Unless specific existing University or School policies and regulations so prohibit, Departments shall be empowered to enact their own policies and procedures, as defined in Departmental Bylaws, and subject to the approval of the School Assembly as specified elsewhere in these Bylaws.

## **ARTICLE III THE SCHOOL ASSEMBLY**

### **Section 1 Membership**

1. The School Assembly shall be composed of all voting faculty in the School of Architecture, Design and Planning and duly elected student representatives as specified by number and qualifications and in accordance with the *University Senate Code*, Article XIX: Student Representation on Committees (2010).

2. An updated list of voting faculty of the School Assembly will be made available by the Office of the Dean at the beginning of each fall semester.

### **Section 2 Officers**

1. The Dean of the School of Architecture, Design and Planning shall be the presiding officer of the School Assembly. The Dean may designate any member of the School Assembly as Acting Chair in his/her absence.

2. There shall be a Secretary and Parliamentarian of the School Assembly. These positions will be filled by members of the Dean's Office. It shall be the duty of the Parliamentarian to render decisions upon the rules of order and procedures of conducting the meetings of the Assembly.

### **Section 3 Meetings and Quorum**

1. The School Assembly shall meet each semester subject to the call of the Dean. All meetings of the School Assembly shall require at least ten days prior notice to the membership. Special meetings of the Assembly may be called by the Dean or by signed petition with signatures of at least 25 percent of the voting members of the Assembly and submission of a proposed agenda. Such meetings shall be convened by the Dean within ten days of the receipt of the call. School Assembly meetings may occur either in person or via electronic media. In the case of an electronic meeting, no new business may be presented and votes may only take place on matters previously identified in the agenda.

2. School-wide items may be placed on the agenda of a regular meeting by any voting member of the Assembly. Such agenda items should be in the hands of the Secretary of the Assembly by 5:00 p.m. of the Monday of the week prior to the scheduled Assembly meeting. The agenda shall be distributed to all members of the Assembly at least three days prior to each meeting. Discussion items may be presented by any member at any non-electronic Assembly meeting, but action will be deferred until the next regular meeting to permit consideration and recommendation by the Assembly, any of the standing Committees, or the Departmental faculties.
3. Business of the School Assembly may be transacted by voice vote, roll call, or by ballot. Ballots may be secret, mail or electronic. A motion shall carry with a favorable vote of a majority of the members voting. A written, secret or electronic ballot may be requested and obtained by any member of the School Assembly upon majority vote approval. Any vote occurring electronically must allow for a minimum of 48 hours for voting members to record their vote.
4. A declaration of “urgent action” for a new business item coming from the floor will require a vote of two-thirds of the members present at the School Assembly meeting at which a quorum is present. “Urgent action” may be introduced and voted upon at any meeting of the School Assembly waiving provisions stated above requiring delays in voting or a period of 10 days between distribution of the meeting agenda and the meeting. The provisions associated with “urgent action” do not apply to electronic meetings.
5. Departmental Chairpersons and Chairpersons of any Assembly Committees shall report to the Assembly at each regular meeting of the Assembly regarding the activities of their Departments or Committees.
6. The Secretary of the Assembly shall see that minutes are recorded for each meeting and are distributed to all members of the Assembly within 10 days after the meeting. A copy of the agenda and minutes of each meeting shall be kept on file in the Office of the Dean.
7. All members of the Assembly and such other persons as the presiding officer may choose to invite may participate in discussion at the meetings of the Assembly. Voting shall be restricted to those members listed by the Secretary of the Assembly as voting members. A motion shall be carried by a vote of a majority of the voting members present, except as otherwise provided in these Bylaws. The presiding officer shall vote only to break ties.
8. A majority of the voting members of the Assembly listed by the Secretary of the Assembly shall constitute a quorum. No action shall be taken by the Assembly without a quorum present.
9. *Roberts Rules of Order* (latest edition) will govern the conduct of Assembly meetings. The parliamentarian shall have full power to render decision upon such rules when so requested by any voting member. A copy of *Roberts Rules of Order* shall be provided by the School.

## Section 4 Powers, Duties and Responsibilities of the School Assembly

1. Subject to the provisions of the law and the rules of the Board of Regents and within the limits established by the *University Senate Code* and other University regulations, it is established that the specific duties and decision-making prerogatives of the Assembly shall include the following:

- A. Establish rules for the conduct of its business.
- B. Establish Committees of its choosing and assign functions and responsibilities to such committees.
- C. Approve or disapprove proposals for changes in the School's Bbylaws.
- D. Consider the addition and removal of degree programs within the School of Architecture, Design and Planning.
  - 1) Undergraduate degree programs  
Following review of Department's recommendation to add or remove degree programs, the Undergraduate Studies Committee will recommend its finding to the School Assembly for a vote.
  - 2) Graduate degree programs  
Following review of Department's recommendation to add or remove any graduate degree program, the Graduate Studies and Research Committee will recommend its findings to the School Assembly for a vote.
- E. Consider academic requirements for all degree programs within the School.
  - 1) Undergraduate degree programs
    - (a) Requirements for undergraduate degrees are the primary responsibility of the Department and as such are reported to the Undergraduate Studies Committee for its review.
    - (b) Undergraduate course changes will be made at the Department level; if any change has School-wide or inter-Departmental implications, such changes will be reviewed by the Undergraduate Studies Committee.
  - 2) Graduate degree programs
    - (a) Requirements for graduate degrees are the primary responsibility of the Department and as such are reported to the Graduate Studies and Research Committee for its review.

(b) Graduate course changes will be made at the departmental level. If any change has School-wide or inter-Departmental implications, such changes will be reviewed by the Graduate Studies and Research Committee.

F. Consider academic standards within the School of Architecture, Design and Planning. Academic standards that are primary responsibilities of the Departments include: Procedures for probation, suspension, reinstatement and other measures related to the maintenance of academic standards; requirements for graduation and its verification; establishment of criteria for recognition of excellence. Departmental recommendations for criteria for such academic standards shall be forwarded for review to either the Undergraduate Studies Committee or the Graduate Studies Committee as appropriate.

Should either standing Committee find that any of the academic standards listed have School-wide implications including the recommendation for School-wide consistency, for example, the appropriate Committee will forward such recommendations back to the Department/s for review. Agreed-upon academic standards by the Department/s and the appropriate standing Committee will be forwarded to the School Assembly for vote.

G. Consider criteria for promotion and tenure in accordance with current University policies and regulations.

Approval of promotion and tenure criteria is a primary responsibility of each Department. Any changes to Departmental criteria will be forwarded to the School of Architecture, Design and Planning School Assembly for review and recommendation to the School Assembly for vote.

H. Fulfill duties delegated to the School policy-making bodies by the University of Kansas Senate Code or other University regulations, policies or directives.

## **Section 5 Privilege**

1. It shall be the privilege of the School of Architecture, Design and Planning Assembly to address itself to the faculties, students and staff, to the Dean, to the Provost, to the Chancellor, and to the Board of Regents on any matter relating to the University and its operation.

## **Section 6 Standing Committees of the School Assembly**

1. The following Committees constitute the standing Committees of the School Assembly:

- A. School Promotion and Tenure Committee
- B. School Undergraduate Studies Committee
- C. School Graduate Studies and Research Committee

2. The School Promotion and Tenure Committee (SPTC) shall consist of two tenured voting members from each Department elected by each Department's tenure-line faculty to two-year terms. Tenured faculty elected to serve on the SPTC may not serve on a Departmental Promotion and Tenure Committee or be considered for promotion or tenure during their term of service on the SPTC. Representatives from Architecture and Planning shall be elected in odd-numbered years and from Design in even-numbered years. The Chair of the School Promotion and Tenure Committee shall have a one-year term and shall be elected by the full School Promotion and Tenure Committee

3. The responsibilities of the School Promotion and Tenure Committee include:

A. Receive and review personal documentation and dossiers submitted by Departmental Committees and /or faculty members being considered for promotion and tenure or sabbatical leaves.

B. Coordinate and review documented peer and student evaluation of faculty for purposes of retention, promotion, tenure and sabbatical leaves if not done by Departmental Committees.

C. Advise the Dean on all recommendations for advancement in academic rank and the granting of permanent tenure for members of the School faculty. Such recommendations shall be transmitted to the Dean for forwarding to the University Committee on Promotion and Tenure and shall remain otherwise confidential.

D. Advise the Dean on all appointments conferring tenure.

4. The School Undergraduate Studies Committee shall consist of three voting faculty members from each Department that offers undergraduate degree programs. Initially, each Department must elect three committee members to serve a one-year, two-year and three-year term on the School Undergraduate Studies Committee. In subsequent years, each Department must elect faculty to serve two-year terms. At least one of the faculty members from each Department must also hold membership in his/her Departmental Undergraduate Curriculum Committee. The Chair of the School Undergraduate Studies Committee shall have a one-year term and shall be elected by the full School Undergraduate Studies Committee.

5. The responsibilities of the School Undergraduate Studies Committee include:

A. Review and advise all curricular changes in undergraduate degree programs recommended by Departmental vote.

B. Consider possible curricula and structure to encourage cross-disciplinary activities throughout the School and meet with Departmental representatives to explore such possibilities.

6. The School Graduate Studies and Research Committee shall consist of two tenure-line voting members from each Department elected by each Department's tenure-line faculty to two-year terms. Representatives from Architecture and Planning shall be elected in odd-numbered years and from Design in even-numbered years. The Chair of the School Graduate Studies and Research Committee shall have a one-year term and shall be elected by the full School Graduate Studies and Research Committee.

7. The responsibilities of the School Graduate Studies and Research Committee include:

A. Review and advise all curricular changes in graduate degree programs recommended by Departmental vote.

B. Maintain and annually assess requirements for appointment to the Graduate Faculty and make appropriate recommendations to the Associate Dean of Graduate Studies.

C. Oversee a development program for graduate teaching assistants and a professional development program for all School graduate students.

D. Organize a School-wide research colloquium on a biannual basis.

E. Select and distribute General Research Funds (GRF) in accordance with all University policies and procedures.

F. Coordinate, monitor and evaluate the effectiveness of the use of funds for research support in coordination with the Associate Dean of Graduate Studies.

G. Promote research activities in the School of Architecture, Design and Planning.

H. Perform such other functions that the Associate Dean for Graduate Studies, the Dean of the School of Architecture, Design and Planning, or the Dean of Graduate Studies may request.

8. Other Standing Committee Operations

A. Chairpersons of Committees of the School Assembly shall be responsible for the internal operation of the Committee.

B. The Committees may from time to time appoint subcommittees to assist them in carrying out their tasks. Committees may constitute these subcommittees from among the total membership of the Assembly.

C. The Committees may present items for consideration to the Assembly as specified above. Minority reports may be submitted.

D. Committees shall contain student representation as identified above. Memberships on Committees established subsequently by the School Assembly shall include duly elected student representatives as specified by number and qualifications as per *University Senate Code*, Article XIX: Student Representation on Committees.

E. Committee vacancies shall be filled by the appropriate Department Chair. The replacement shall serve until the expiration of the original term.

F. The School of Architecture, Design and Planning Assembly may create by motion, when School-wide needs or issues arise, *ad hoc* committees to perform specifically mandated tasks. The terms of such Committees may be continued by the vote of the Assembly when the specific task assigned has not been completed prior to the end of its original term.

G. The Dean of the School of Architecture, Design and Planning shall serve *ex officio* on all Committees of the Assembly.

## **ARTICLE IV FACULTY EVALUATION, PROMOTION AND TENURE, PROGRESS TOWARD TENURE REVIEW, POST-TENURE REVIEW, SABBATICAL LEAVE**

### **Section 1 Faculty Evaluation**

1. Consistent with the University of Kansas policy on faculty evaluation, the School is committed to the principles of academic freedom and, within those principles, to the system of tenure and quotes from that policy the following: “Tenure is an important part of academic freedom, but does not accord freedom from accountability.” Given this, and consistent with the guidelines in Article VI of the *Faculty Senate Rules and Regulations*, every faculty member’s performance is subject to annual review to determine whether each faculty member has fulfilled his or her duties.

2. Each Department shall adopt by a vote of the faculty a process of annual evaluation consistent with the provisions of University policies pertaining to faculty evaluation.

3. Each unit shall review its evaluation process at least once every three years and any changes shall be adopted by a faculty vote and approved by the Dean and Provost.

### **Section 2 Promotion and Tenure**

1. Each Department shall adopt, by vote of eligible faculty, written criteria and procedures, consistent with the University standards for promotion and tenure (Article VI of the *Faculty Senate Rules and Regulations*), for evaluating each faculty member’s teaching, scholarship and service. At least once every three years, each Department shall review and approve these criteria

and procedures which shall be submitted for review and approval to the University Committee on Standards and Procedures for Promotion and Tenure.

2. Any time a Department approves criteria and/or procedures for promotion and tenure, they shall be submitted to the School Promotion and Tenure Committee for review, recommendation, and to the School Assembly for discussion and approval. No changes in promotion and tenure criteria become effective until reviewed and approved by the Department, the School Promotion and Tenure Committee, the School Assembly and the University Committee on Standards and Procedures for Promotion and Tenure.

3. Responsibility for the initial review in the tenure and/or promotion process lies with the Department in which the candidate has his or her principal appointment. The initial review shall be conducted according to the procedures adopted by the Department pursuant to Section 5 of Article VI of the *Faculty Senate Rules and Regulations*.

4. Responsibility for the intermediate review lies with the School Promotion and Tenure Committee. The intermediate review shall be conducted pursuant to Section 6 of Article VI of the *Faculty Senate Rules and Regulations*.

5. No person shall serve simultaneously on more than one committee (Department, School or University) considering promotion and tenure. Neither the Dean nor Department Chairpersons shall serve as members of the Departmental or School Promotion and Tenure Committees.

### **Section 3 Departmental Procedures for Promotion and Tenure Review**

1. All procedures and guidelines for promotion and tenure established by the School of Architecture, Design and Planning and its Departments shall conform to the standards and procedures described in Article VI of the *Faculty Senate Rules and Regulation*.

2. Consideration and evaluation of a faculty member's entire record is a confidential personnel matter. The record compiled for purposes of evaluation and all recommendations made pursuant to the process shall be treated accordingly.

3. All procedures and guidelines for promotion and tenure described herein have been adopted by majority vote of the eligible faculty in each Department as well as by majority vote of the members of the Assembly of the School of Architecture, Design and Planning.

4. Standards and criteria for promotion and tenure in the School of Architecture, Design and Planning adhere to the standards and guidelines presented in Article VI of the *Faculty Senate Rules and Regulations*. These standards and criteria vary in accordance with the needs and professional emphases in each Department.

Promotion and tenure criteria are reviewed and approved by each Department every three years and are submitted to the School Promotion and Tenure Committee for review and

recommendation as well as to the Faculty Senate Committee on Standards and Procedures for Promotion and Tenure for approval. Full descriptions of the standards and criteria are included in the individual Departmental Faculty Evaluation Plans appended to these Bylaws.

5. Each Department within the School of Architecture, Design and Planning shall establish a Promotion and Tenure Committee comprised of 3 or 5 tenured faculty members at the rank of full or associate professor. When possible, Committee composition should include at least two full professors. This Committee shall conduct the initial review of candidate dossiers in each Department.

6. A faculty member who is a spouse or partner of an individual being considered for tenure and/or promotion shall not serve on a Departmental Promotion and Tenure Committee during the year in which the spouse or partner is being reviewed.

No person shall serve simultaneously on more than one Committee (Departmental, School or University) considering promotion and tenure, except when all faculty holding the necessary rank serve as Committee of the Whole for the Department.

7. A candidate who believes that there is a conflict of interest for a Departmental Committee member may petition to have that person recuse him/herself. If the Committee member does not recuse him/herself, a decision about whether that person has a conflict of interest shall be made by a majority of the other Committee members.

8. No students or untenured faculty members shall serve on or observe any Promotion and Tenure Committee or vote on any recommendation concerning promotion and tenure. Student and broad collegial input is important in the initial review. When this input is sought and considered, it must be done in a way that protects the confidentiality of students and junior faculty.

9. Kansas Board of Regents policy specifies that the probationary period for tenure-track faculty members may not exceed seven years. Under this policy, if a faculty member does not receive tenure, the seventh year becomes the terminal year. Consideration of tenure must therefore occur no later than the sixth year, which constitutes the “mandatory review year.”

In some unusual situations, personal circumstances may qualify the faculty member for certain types of leave or reduction in appointment that extend the tenure clock. The types of leave and circumstances which provide a basis for an application and approval of an extension of the probationary period for one year include: (1) family medical leave under the Family and Medical Leave Act (FMLA) and/or (2) birth, foster placement, or adoption of a child. Other circumstances include (3) non-scholarly leave without pay, (4) a part-time appointment, and (5) other unexpected special and extenuating circumstances that justify an extension of the tenure clock for a maximum of one year.

Before the start of the spring semester of the academic year prior to a mandatory tenure review, the School of Architecture, Design and Planning Dean's Office will obtain from the Provost's Office a list of all candidates whose mandatory review year falls in the next academic year. The Dean's Office will forward those names to the Department Chairs along with procedures for obtaining external letters of evaluation. The Chairs shall notify the candidates that the next academic year represents the mandatory review year and shall discuss and review with each candidate the procedures governing promotion and tenure at the Departmental, School, and University levels.

Candidates who apply for promotion and tenure prior to their mandatory review year must inform their Chair before the start of the spring semester prior to the academic year in which they intend for their promotion and tenure dossier to be reviewed. These candidates will be held to the same standards of achievement as those who have completed the full probationary period.

Candidates who wish to apply for promotion to full professor shall inform their Chair and the School of Architecture, Design and Planning Dean's Office before the start of the spring semester prior to the academic year in which they intend for their promotion dossier to be reviewed.

10. In all cases, faculty members who are to be considered for promotion and tenure must submit their completed dossiers compiled in accordance with forms in current use by the University and by deadlines provided by the School of Architecture, Design and Planning Dean's Office in the spring semester prior to the review process.

11. Any person applying for promotion and/or tenure shall submit an appropriate dossier to the Departmental Promotion and Tenure Committee for evaluation. This dossier shall include all the material specified on the form, checklists and guidelines provided through the Office of the Provost along with supporting materials.

The Departmental Promotion and Tenure Committee, with information provided by the Department Chair, shall complete the candidate's position description prior to its review. Following receipt and initial review of the candidate's dossier, the Departmental Promotion and Tenure Committee may solicit from the candidate any additional materials it deems necessary to complete the dossier. The Departmental Promotion and Tenure Committee shall also invite and accept relevant information from others. This information shall include: peer and student reviews of teaching, peer reviews of service and peer and outside reviews of scholarly work and/or professional performance.

12. In the review process, the Departmental Promotion and Tenure Committee attaches considerable weight to external letters from faculty peers. These should represent searching assessments from distinguished scholars in the candidate's field. Emphasis should be placed on selecting reviewers who hold academic rank or a professional position equal to or greater than the rank for which the candidate is being considered. Comments and reviews by six (6) external scholars and/or professionals in the same discipline or performance area should be provided as

part of the material forwarded to subsequent reviewers (Chair, School Promotion and Tenure Committee, Dean and University Committee on Promotion and Tenure). The outside evaluators must not include dissertation advisors, postdoctoral supervisors, former professors, graduate school colleagues, co-authors, KU faculty, personal friends, and one's own former students, etc. Candidate's whose specialized research requires drawing on such persons must make a special case to the Departmental Promotion and Tenure Committee. Those reasons should be transmitted as part of the final documentation to the subsequent reviewers. In cases where fewer than 6 external letters of evaluation are obtained, the Department Chair must provide a written explanation that is included in the dossier.

Additional information for External Reviews is to be found in the "Guidelines on Requirements for External Evaluations" available from the Office of the Provost. Included in this document is the requirement that all letters to potential external reviewers shall include the following statement regarding confidentiality:

"As a part of the promotion and/or tenure review process, we are soliciting assessments of Professor \_\_\_\_\_'s research and/or professional performance contributions from academic colleagues and distinguished professionals. These letters will become part of the candidate's promotion and tenure dossier and are treated as confidential by the University to the extent we are permitted to do so by law."

13. General University guidelines for the process and criteria for promotion and tenure may be found in Article VI of the *Faculty Senate Rules and Regulations* as official policy approved by the Chancellor and University Senate. The Departments of the School of Architecture, Design and Planning ascribe to this policy.

Evidence of faculty performance in each of the three areas of teaching, scholarship and service will be based on evaluations from multiple information sources. The purpose of this diversity of evaluation methods is to ensure a balanced and comprehensive view of the individual's contribution to the mission of the School, the University, and the larger community. Evaluation methods that assess the faculty member from a national perspective, and that rely on recognized authorities in the member's field outside the University and regional professional communities are important. It is also important to measure the effectiveness of the faculty member in the classroom and in his or her service to the immediate professional community.

The criteria shall provide for the evaluation of scholarship, teaching (or professional performance), and service as "excellent," "very good," "good," "marginal," or "poor" defined as follows:

"Excellent" means that the candidate substantially exceeds disciplinary and Departmental expectations for tenure and/or promotion to this rank.

“Very Good” means the candidate exceeds disciplinary and Departmental expectations for tenure and/or promotion to this rank.

“Good” means the candidate meets disciplinary and Departmental expectations for tenure and/or promotion to this rank.

“Marginal” means the candidate falls below disciplinary and Departmental expectations for tenure and/or promotion to this rank.

“Poor” means the candidate falls significantly below disciplinary and Departmental expectations for tenure and/or promotion to this rank.

Absent exceptional circumstances, successful candidates for promotion and tenure shall meet disciplinary expectations in all categories, and strong candidates are likely to exceed normal expectations in one or more categories.

14. Following a full review and discussion of the candidate’s dossier and any other relevant material collected, the Departmental Promotion and Tenure Committee shall, by majority vote, select one of the ratings described above for each of the three areas of teaching, scholarship and service and shall, by majority vote, recommend or not recommend the candidate for promotion and/or tenure.

The Departmental Promotion and Tenure Committee will present its recommendation to the Chair of the Department before forwarding the dossier to the School Promotion and Tenure Committee for its separate review of the candidate, as written in Article VI, Section 1, Item 1.3 of the *Faculty Senate Rules and Regulations*:

“Each level of review, including the initial review, the intermediate review (if one is conducted), and the University level review, conducts an independent evaluation of a candidate’s record of performance and makes independent recommendations to the Chancellor. Later stages of review neither affirm nor reverse earlier recommendations, which remain part of the record for consideration by the Chancellor. It is the responsibility of each person involved in the review process to exercise his or her own judgment to evaluate a faculty member’s teaching (or professional performance), scholarship, and service based upon the entirety of the data and information in the record. No single source of information, such as peer review letters, shall be considered a conclusive indicator of quality.”

15. The Department Chair is responsible for reviewing the recommendation of the Departmental Promotion and Tenure Committee and shall indicate separately in writing to the Dean and Promotion and Tenure Committee of the School of Architecture, Design and Planning whether he or she concurs or disagrees with the recommendations of the Departmental Committee.

16. The Department Chair shall communicate the recommendation of the Departmental Promotion and Tenure Committee to the candidate and provide the candidate with a copy of the corresponding Departmental evaluation summary section of the promotion and tenure form. In the case of a negative recommendation or a recommendation of less than “good” in any category of evaluation, the Chair shall communicate the recommendation to the candidate in a timely fashion after receiving it from the Departmental Promotion and Tenure Committee.

17. Negative recommendations shall be communicated in writing and, if the review will not be forwarded automatically, the Chair of the Department shall inform the candidate that he/she may request that the record be forwarded for further review. Favorable recommendations, together with the record of the initial review, shall be forwarded to the School Promotion and Tenure Committee. Negative recommendations resulting from the Departmental review shall go forward for review at the School level only if it is the candidate’s mandatory review year or if the candidate requests it.

In the event that a candidate withdraws from the non-mandatory promotion process, the following guidelines shall be followed regarding the disposition of external letters of support.

If the candidate desires that these letters be used in the following year, then the Departmental Promotion and Tenure Committee shall write to the external referees, inform them of the situation, and request permission to retain the letters for use the following year. Under this option, all letters received must be retained for subsequent review and used no later than the following year after receipt of such letters. Only if an external referee is not agreeable to future use may a letter be discarded.

The rule of confidentiality applies to all letters, including those not used, at all stages of the review process.

If the candidate desires new letters, whether from previously or newly selected external referees, the letters should be solicited according to the guidelines described above. “Old letters” shall be destroyed or returned to the external referee by the Office of the Dean.

18. The candidate may submit a written response to a negative recommendation at the Departmental level of review, or to a final rating of research, teaching, or service below the level of “good” included in the evaluation summary section of the recommendation. This written response should be submitted to the School Promotion and Tenure Committee within one week following the due date of the dossier.

19. If a preliminary vote of the School Promotion and Tenure Committee reflects a negative recommendation or a recommendation that differs from the recommendation of the Departmental Promotion and Tenure Committee, a request for information is required. A request for information shall specify the information sought and the reasons for the request. If the request is based upon a negative preliminary vote, it shall so state and describe the reasons for the negative recommendation. The request for information shall be sent to the Department Chair, who shall

immediately provide a copy to the candidate and inform the Departmental Promotion and Tenure Committee. The Department Chair and/or Departmental Promotion and Tenure Committee shall prepare the Department's response in accordance with the Departmental review procedures. If the Departmental Promotion and Tenure Committee receives a request for information from the University Committee on Promotion and Tenure, these same procedures will be followed in preparing a response.

20. The candidate shall be afforded an opportunity to participate in the preparation of the Committee's response to a request for information. The candidate may submit documentation and comment to the Committee for the Committee's use in preparing the response and the candidate may also submit his/her own documentation or comment directly to the Committee that initiated the request for information.

#### **Section 4 School Procedures for Promotion and Tenure Review**

1. The award of tenure and/or promotion in rank are among the most important and far-reaching decisions made by the School of Architecture Design and Planning because an excellent faculty is an essential component of any outstanding institution of higher learning. Promotion and tenure decisions have a profound effect on the lives and careers of faculty.

Recommendations concerning promotion and tenure must be made carefully, based upon a thorough examination of the candidate's record and the impartial application of these criteria and procedures, established in compliance with Article VI of the *Faculty Senate Rules and Regulations*.

2. Consideration and evaluation of a faculty member's record is a confidential personnel matter. Only those persons eligible to vote on promotion and tenure may participate in or observe deliberations or have access to the personnel file (except clerical staff who may assist in the preparation of documents under conditions that assure confidentiality).

The School's confidentiality policy regarding soliciting external reviewers for the promotion and tenure review process is included in all requests for evaluations and is written as follows:

“As part of the promotion and/or tenure process, we are soliciting assessments of Professor \_\_\_\_\_'s research and/or creative activity contributions from academic colleagues and distinguished professionals. These letters will become part of the candidate's promotion and tenure dossier and are treated as confidential by the University to the extent we are permitted to do so by law.”

3. The School of Architecture Design and Planning shall adopt, by vote of eligible faculty, written criteria and procedures, consistent with the University standards for promotion and tenure (Article VI of the *Faculty Senate Rules and Regulations*), for evaluating each faculty member's application for promotion and/or tenure. At least once every three years, the School's voting faculty shall review and approve these criteria and procedures which shall be submitted to

the University Committee on Standards and Procedures for Promotion and Tenure for review and approval.

4. Each faculty member being reviewed for promotion and/or tenure is subject only to the criteria approved for the Department to which the faculty member is appointed. These criteria, which are consistent with the standards for the award of tenure and/or promotion to associate or full professor established in Article VI of the *Faculty Senate Rules and Regulations*, are a part of each Department's Faculty Evaluation Plan and they address the areas of teaching, research/scholarship/creative activity and service. The School Promotion and Tenure Committee (SPTC) shall use these same criteria in its review of each individual candidate for promotion and/or tenure.

5. The SPTC shall consist of two tenured voting members from each Department elected by each Department's tenure-line faculty to two-year terms. Tenured faculty elected to serve on the SPTC may not serve on a Departmental Promotion and Tenure Committee or be considered for promotion during their term of service on the SPTC. Representatives from Architecture and Planning shall be elected in odd-numbered years and from Design in even-numbered years. The Chair of the SPTC shall have a one-year term and shall be elected by the full SPTC.

6. No members of the faculty shall participate in any aspect of the promotion and tenure process concerning a candidate when participation would create a clear conflict of interest or compromise the impartiality of an evaluation or recommendation. A faculty member who is a spouse or partner of an individual being considered for tenure and/or promotion shall not serve on a Departmental Committee, SPTC or the University Committee on Promotion and Tenure during that year.

7. If a candidate believes that there is a conflict of interest, the candidate may petition to have that person recuse him/herself. Procedures at the Department and School levels shall establish a means whereby, if a Committee member does not recuse him/herself, a decision about whether that person has a conflict of interest shall be made by a majority of the other committee members.

8. No students or untenured faculty members, except unclassified academic staff with rank equivalent to or higher than associate professor, shall serve, participate or observe on any Promotion and Tenure Committee or vote on any recommendation concerning promotion and tenure.

9. The candidate may submit a written response to a negative recommendation from the Departmental Committee or to a final rating of teaching, research/scholarship/creative activity or service below the level of "good" included in the evaluation summary of the Departmental Committee's recommendation. This written response should be submitted to the SPTC within one week of the due date of the transmittal of the candidate's dossier to the School Committee.

10. The SPTC shall initiate its review upon receipt of a recommendation and record from the Departmental Committee. The School Committee shall conduct its own, independent evaluation of the candidate on the basis of the entire record compiled during the departmental review.

11. In conducting its own review, however, the School Committee shall evaluate the candidate's teaching, research/scholarship/creative activity and service in light of the written standards of evaluation established by the forwarding Department before making its own recommendations concerning the award of tenure and/or promotion in rank. The School Committee neither affirms nor reverses the recommendations of the Departmental review, which remains part of the record that will be forwarded on to the Chancellor for final decision.

12. No new material may be submitted to the School Committee as part of the record by the candidate unless specifically requested as follows:

If the School Committee determines that additional information would assist it in the evaluation of the candidate's record, the Committee may request additional information from the Department. The candidate and the Department may then provide additional information or materials.

If a preliminary vote of the Committee reflects a negative recommendation or a recommendation that differs from the Departmental recommendation, a request for additional information is required. Such a request shall:

A. Specify in writing the information sought and the reasons for the request. If the request is based upon a negative preliminary vote, it shall state so and describe the reasons for the negative vote.

B. Be sent to the Chair of the Department who shall immediately provide a copy to the candidate and inform the Departmental Committee. The Chair of the Department and/or the Departmental Committee shall prepare the Department's response in accordance with the initial review procedures.

The candidate shall be afforded an opportunity to participate in the preparation of the Department's response and/or to submit his or her own documentation or comments to the School Committee.

13. Upon completion of the School Committee's review and recommendations, the Dean of the School shall make an independent review of the candidate's record and indicate separately in writing whether he or she concurs in or disagrees with the recommendation of the School Committee.

14. Furthermore, upon completion of the School Committee's review, the Dean shall communicate the Committee's recommendations to the candidate and provide the candidate with a copy of the corresponding evaluation summary section of the promotion and tenure form. The

evaluation summary section shall include the recommendation of the School Committee, its rating of the candidate in the areas of teaching, research/scholarship/creative activity and service, and a statement of the reasons for those ratings. Favorable recommendations, together with the record of Departmental Committee and School Committee review, shall be forwarded to the Provost for consideration by the University Committee on Promotion and Tenure.

15. A negative recommendation shall be communicated in writing and, if the review will not be forwarded automatically, the Dean shall inform the candidate that he or she may request that the record be forwarded for further review.

16. The University Committee on Promotion and Tenure (UCPT) shall evaluate the candidate's teaching, research/scholarship/creative activity on the basis of the record compiled during the Departmental and School reviews, in light of the applicable standards and criteria, and will make recommendations concerning the award of tenure and/or promotion in rank. No new material may be submitted as part of the record except as follows:

A. The candidate may submit a written response to a negative recommendation resulting from the School Committee's review or to a final rating of teaching, research/scholarship/creative activity or service below the level of "good" included in the evaluation summary section.

B. The candidate and the Department may provide additional information or materials in response to a request for information from the UCPT.

If the UCPT determines that additional information would assist it in the evaluation of a candidate's record, the UCPT may request additional information from the Departmental Committee or School Committee. If a preliminary vote of the UCPT reflects a negative recommendation or differs from a recommendation of the School level review, a request for information is required.

A request for information shall be sent to the Dean, who shall immediately provide a copy to the candidate and inform both the Departmental and School Committees. The Dean shall prepare the response in accordance with the applicable procedures. The Department conducting the initial review shall be given an opportunity to participate in the preparation of the response, including the preparation of a separate response if the School Committee's recommendation differs from the Departmental Committee's recommendation.

## **Section 5 School Procedures for Progress Toward Tenure Review**

In accordance with Article 6, Section 4 of the Faculty Senate Rules and Regulations, the School of Architecture, Design and Planning has adopted the following procedures for conducting the Progress Toward Tenure Review (PTTR).

1. Before the end of the first semester following a tenure-line appointment, each department shall provide the faculty member with information concerning the standards and procedures for award of tenure and promotion in rank, including copies of the written criteria and procedures approved by the department and included in the Faculty Evaluation Plan (FEP), and copies of the Provost's guidelines and forms.
2. Working with the faculty member, each department shall, on an ongoing basis, generate and compile the documentation necessary to evaluate teaching, scholarship and service.
3. Approximately midway between a faculty member's appointment and mandatory review year (usually in the third year), under guidelines issued by the Provost, each department and the School shall conduct a formal review of a faculty member's progress toward tenure. The progress toward tenure review is intended to provide faculty members with a meaningful appraisal of their progress toward tenure and orient them toward basic aspects of the tenure process. Neither the record of the review nor its results shall be included in a faculty member's promotion and tenure record and recommendations for or against promotion and tenure should not be influenced by favorable or unfavorable results of the progress toward tenure review. This limitation does not prevent consideration, during the promotion and tenure review, of the same documents and information considered for purposes of the progress toward tenure review.
4. In evaluating the faculty member's PTTR dossier, the departmental or initial review committee examines the faculty member's progress in all three areas of performance including teaching, scholarship and service. Because external reviews of scholarship are not a required component of PTTR, and because the intermediate review is conducted by the School Promotion and Tenure Committee, the majority of whose members are not of the same department as the faculty member being reviewed, it is critically important that the committee conducting the initial review clearly explain how its examination of progress in scholarship aligns with the rating it assigns. The description of procedures for evaluating research/scholarship/creative work should specify the definitions of major and minor scholarship within the department and the criteria that were used to assess the quality of the work. Research and/or scholarly accomplishments must be weighed in terms of the criteria and expectations adopted by the department for promotion and tenure and described in the Faculty Evaluation Plan.
5. The progress toward tenure review may result in one of three outcomes: continuation of the tenure-track appointment; continuation of the tenure-track appointment with a subsequent formal probationary review within one academic year; recommendation for non-reappointment.
6. Prior to tenure, a faculty member is considered to be serving a probationary period and the department or School may decide not to reappoint the faculty member. Non-reappointment may be justified by a faculty member's poor performance of the responsibilities of his or her position; by criteria based upon departmental or School plans for future faculty development; by budgetary considerations; or by a departmental or School decision that its needs should be filled with a different individual. The procedures that are followed in providing notice of non-reappointment are described in Article 6, Section 4 of the Faculty Senate Rules and regulations.

7. Upon completion of the initial review, the PTTR dossier and the Initial Review Composite Evaluation and Recommendations are submitted to the Chair of the department. The Chair may either concur with the committee's evaluation or disagree. If the Chair disagrees with the committee's evaluation, or if the Chair and/or the committee recommend non-reappointment, the Chair must submit a letter explaining the disagreement or the recommendation of non-reappointment.

8. The PTTR dossier, including the Chair's letter if required, is then submitted to the School Promotion and Tenure Committee for intermediate review. The School Promotion and Tenure Committee conducts its own review of the faculty member's performance in the three areas of teaching, scholarship and service. Overall progress as well as progress toward tenure in all three areas is evaluated and a recommendation is made. The intermediate-level evaluation form, intermediate-level evaluation letter if required, and the PTTR dossier are then submitted to the Dean.

9. The Dean reviews the PTTR dossier including the recommendations of the initial and intermediate evaluations and, if necessary, the letter prepared by the Chair of the department. The Dean makes a final overall recommendation that is submitted to the Provost. If the recommendation supports non-reappointment, the rationale for the finding must be included in a letter written by the Dean.

## **Section 6 School Procedures for Post-Tenure Review**

In accordance with the Board of Regents requirements, Article 7, Section 4, of the Faculty Senate Rules and Regulations, and the University Policy on Post-tenure Review, the School of Architecture, Design and Planning has adopted the following expectations and procedures for conducting post-tenure review. Post-tenure review is a process for periodic peer evaluation of faculty performance that provides an opportunity for a long-term assessment of a faculty member's accomplishments and future directions in the areas of teaching, scholarship and service.

Post-tenure review must be conducted in a manner that respects the rights of faculty members involved, including academic freedom, tenure, and due process. In addition, all those involved in the evaluation process must recognize that it is a confidential personnel matter and take appropriate steps to protect confidentiality.

1. Review Period. Faculty members will be reviewed once every seven years following the receipt of tenure with the review occurring in the unit that conducts their annual evaluation. The period is restarted if a faculty member is considered for promotion or awarded a distinguished professorship. The time period when a faculty member is on medical or familial leave or that would otherwise be excluded when computing time in rank does not count toward this period. In addition, time serving as department chair, program director, dean or associate dean, or other administrative position subject to administrative review is excluded. The review may be postponed if it falls in a year when the faculty member is on leave. Faculty members on phased

retirement or whose retirement date has been approved by the university will be exempt from review under this policy.

2. Notification by Dean. The Dean of the School of Architecture, Design and Planning will notify faculty members scheduled for post-tenure review no later than March 15 in the spring semester preceding the academic year of review

3. Expectations for Performance. All tenured faculty members must meet academic responsibilities in the areas of teaching, scholarship, and service. Unless otherwise specified by the job description or differential allocation of effort, the ordinary allocation of effort is 40% teaching, 40% scholarship, and 20% service.

The departments within the School of Architecture, Design and Planning have defined standards and expectations for teaching, scholarship and service in their own departmental annual evaluation procedures. The standards that apply to a faculty member undergoing post-tenure review are the standards that have been defined by that faculty member's department. The expectations for post-tenure review are consistent with these standards, with overall productivity commensurate to the seven-year period under review.

4. Review Committee. Each department in the School of Architecture, Design and Planning will adopt procedures that provide for a committee of tenured faculty to conduct the post-tenure review. To prevent conflict of interest, no faculty member scheduled for post-tenure review in a given academic year or whose spouse or partner is scheduled for post-tenure review shall serve as a member of a post-tenure review committee during that year.

If a faculty member who is undergoing post-tenure review believes that there is a conflict of interest, he or she may object to the inclusion of a committee member. If the member declines to withdraw, the remaining committee members shall consider the basis for the alleged conflict and decide the matter. If a committee member withdraws or is removed based on a conflict of interest, the Chair of the department holding the post-tenure candidate's appointment will name a replacement.

5. Post-tenure Review File. The post-tenure review will be conducted on the basis of a file that documents a faculty member's teaching, scholarship, and service. In contrast to evaluation for promotion and tenure, outside reviews of scholarship, copies of publications, and copies of original student evaluations are not required.

The faculty member under review shall provide a brief narrative statement of his or her accomplishments in teaching, scholarship, and service during the review period. The narrative should outline the faculty member's goals for professional development and describe past accomplishments and future objectives specific to these goals. The faculty member may also identify barriers to or necessary resources for the accomplishment of these objectives.

In addition, the faculty member shall submit a current curriculum vitae and a list of additional

relevant activities not included in the curriculum vitae. The Chair shall provide annual evaluations for the relevant six-year period preceding the review.

6. Date for Submitting the File. The post-tenure review file must be submitted to the chair of the committee conducting the initial review no later than 1 February.

7. Committee Review. The committee will review the file and evaluate the faculty member's overall performance and his or her contributions in the areas of teaching, scholarship, and service. Applying the expectations described in the departmental evaluation procedures, the committee will determine whether the faculty member's performance in each area meets expectations, exceeds expectations, or fails to meet expectations. In making its evaluations, the committee must account for an individual faculty member's responsibilities and, when applicable, differential allocation of effort.

The review must recognize that (1) faculty members make many different kinds of essential contributions to the missions of the School of Architecture, Design and Planning and the University; (2) that a faculty member's activities and contributions are likely to vary over time; and (3) that innovative work may take time to reach fruition and may sometimes fail.

The committee will prepare a written report summarizing its evaluation.

8. Committee Report. The post-tenure review committee in each department will prepare a report for inclusion in the post-tenure review file. The committee's report, which will be added to the post-tenure review file, must summarize its findings and assessment (exceeds expectations, meets expectations, fails to meet expectations) regarding the faculty member's productivity and contributions in each area of responsibility during the review period; and include recommendations for acknowledgement of contributions and suggestions for future development of the faculty member.

The committee will provide a copy of the report by March 1 to the faculty member, who may submit a written response for inclusion in the post-tenure review file before it is forwarded to the Chair.

The post-tenure review file including the committee's report and any faculty response must be submitted to the Chair no later than March 15.

9. Review by the Chair. If the Chair agrees with the report, he or she will indicate that agreement in writing to the faculty member and place a copy of the letter in the file.

If the Chair disagrees with the committee's evaluation, he or she may ask the committee for clarification or to reconsider the review. Also, if the Chair disagrees with the committee's evaluation, he or she shall explain the reasons for any disagreement in writing with a copy to the faculty member and the committee. The faculty member may submit a written response for inclusion in the file.

The Chair will discuss the review with the faculty member as part of or in conjunction with the annual evaluation process. This discussion should concentrate on the future professional development of the faculty member with an aim toward enhancing meritorious work and improving less satisfactory performance, including adoption of a performance improvement plan, if necessary. Any action on the review that is within the scope of the Faculty Evaluation Policy must be taken pursuant to that policy. Accordingly, unless the review indicates the failure to satisfy a performance improvement plan that was previously in place and performance that constitutes sustained failure to meet academic responsibilities, a recommendation for dismissal cannot follow from post-tenure review.

The Chair will forward the file by April 15 to the Dean

10. Review by the Dean. If the Dean agrees with the committee's evaluations, he or she will so indicate in writing to the faculty member with a copy to the Chair for placement in the faculty member's post-tenure review file.

If the Dean disagrees with the committee's evaluation of a faculty member, he or she may request that the committee and Chair provide clarification or reconsider the review and may also ask the faculty member to provide clarification. The dean will explain the reasons for any disagreement in writing with a copy to the faculty member and the committee, and the faculty member may submit a written response for inclusion in the file.

The Dean will forward a summary of the post-tenure review results and copies of the files to the Provost by May 1. The post-tenure review file will be placed in the faculty member's personnel file.

11. Appeals. Following the completion of review by the Dean, if a disagreement between the committee and the Chair or Dean cannot be resolved or if the faculty member wishes to appeal an evaluation of "fails to meet expectations" in any category, the matter will be handled as an appeal under the Faculty Evaluation Policy.

## **Section 7 School Procedures for Sabbatical Leave**

1. The general purpose of sabbatical leave is faculty development through the pursuit of advanced study or research, or the securing of appropriate industrial or professional experiences. Included in the scope of sabbatical leave are in-depth or advanced study in one's field of expertise and in related fields of research; development of new teaching materials and concepts; preparation of a manuscript, a book, a play, or other scholarly or creative activity; and participation in professional development activities in one's discipline and in related disciplines. During sabbatical leave a faculty member is expected to carry out the purposes for which the sabbatical is granted.

2. The sabbatical application is submitted by the applicant to the Chair of the departmental committee that reviews sabbatical applications.

3. A faculty member who is the spouse/partner of an individual being considered for sabbatical leave shall not serve on the departmental committee that reviews sabbatical applications.
4. Peer group evaluation of the merit of each sabbatical applicant and his/her proposal is needed by the University Committee on Sabbatical Leaves and, for this reason, sabbatical applications are reviewed by a committee within each department of the School. The departmental committee shall evaluate each sabbatical application in terms of: a) the applicant's contributions to teaching, research and service; b) the value and benefits of the proposed sabbatical activity to the applicant's professional needs and goals and to the department and the University; c) the value and benefits in terms of enhancing the applicant's teaching mission, professional service, or development of interdisciplinary programs; and, d) the applicant's past use of sabbatical leaves.
5. When more than one sabbatical application is reviewed by the departmental committee, the comparative merit of the applications considered should be indicated in the evaluation.
6. Upon completion of its evaluations of sabbatical applications, the departmental committee must submit an evaluation of each application, along with the applications themselves, to the Chair of the department.
7. The Chair of the department shall review the sabbatical applications submitted within the department, evaluate the merits of each application as described by the departmental review committee, and provide a letter evaluating and ranking (no ties) the sabbatical applications submitted by the department's faculty.
8. The full application along with the departmental committee review and the Chair's recommendation is then given to the School Promotion and Tenure Committee for review. The School Promotion and Tenure Committee reviews and ranks the applications submitted by the different departments and submits them with completed evaluation forms and letters to the Dean.
9. The Dean of the School shall prepare a letter and form evaluating and recommending applications to the University Committee on Sabbatical Leave.

## **ARTICLE V APPOINTMENT AND REVIEW OF DEANS AND CHAIRS**

### **Section 1 Appointment and Review of the Dean**

1. Appointment and review of the Dean of the School of Architecture, Design and Planning shall be conducted pursuant to University policy, currently described in Article X of the *Faculty Senate Rules and Regulations*.

## **Section 2 Appointment and Review of Department Chairs**

1. Appointment and review of Department chairs within the School of Architecture, Design and Planning shall be conducted pursuant to University policy currently stated in Article X of the *Faculty Senate Rules and Regulations*. Searches for and reviews of Chairs shall be conducted by Committees appointed by the Dean of the School. These Committees shall include faculty, staff and students drawn from the Department, one representative from each of the other Departments in the School, and at least one appropriate representative from the University at large.

## **ARTICLE VI PROCEDURES**

### **Section 1 Amendment**

1. The School of Architecture, Design and Planning School Assembly may amend these Bylaws by a two-thirds vote of the members present at a regular or special meeting, provided that the call of the meeting shall have included a copy of the proposed amendment together with such explanatory material as may be proper and shall have been delivered to each member at least seven calendar days before the day of the meeting.

### **Section 2 Editorial Changes**

1. When as a result of administrative action changes of reference become necessary in these Bylaws, it shall be the duty of the School of Architecture, Design and Planning administration to cause the appropriate editorial changes to be made in the Bylaws. Such changes will be reported to the School Assembly at its next regularly scheduled meeting.

### **Section 3 Parliamentary Practice**

1. The rules contained in the most recent edition of *Robert's Rules of Order* (latest edition) shall govern the Assembly and its Committees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the special rules of these bodies.

## **ARTICLE VII GRIEVANCE PROCEDURE**

Pursuant to Article XII of the *University Senate Code* and Articles V and VI of the *University Senate Rules and Regulations* (USRR), the School of Architecture, Design and Planning Assembly establishes the following procedure to hear grievances arising within the School of Architecture, Design and Planning. If a subordinate unit has a grievance procedure, grievances arising within the subordinate unit or its sub-units must be heard under the subordinate unit's grievance procedure unless exceptional circumstances, as determined by the Dean, make it more appropriate for those grievances to be heard at the Dean's level. Appeal of a grievance heard at a

subordinate level is to the Judicial Board, not to the Provost. This procedure shall not be used to hear disputes assigned to other hearing bodies under USRR Article VI, Section 4.

For disputes involving alleged academic misconduct or alleged violations of student rights, the initial hearing normally will be at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or either party petitions the Judicial Board Chair to have the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition (USRR 6.4.3.1).

Except as provided in USRR 6.5.4, no person shall be disciplined for using the grievance procedure or assisting another in using the grievance procedure.

The Dean's Office shall provide a copy of this procedure to anyone who requests it.

1. To start the grievance process, the complainant must submit a written grievance to the Office of the Dean. The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the *Faculty Code of Conduct*, *University Senate Code*, the *University Senate Rules and Regulations*, the *Code of Student Rights and Responsibilities*, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied on by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.
2. At the time the complaint is submitted to the Dean, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).
3. Upon receipt of the complaint, the Office of the Dean shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.
4. Pursuant to *University Senate Code* Article XII, a respondent has the privilege of remaining silent and refusing to give evidence in response to a complaint. The respondent also has the right to respond and give evidence in response to the complaint.
5. The respondent shall submit a written response to the Office of the Dean within 14 calendar days of receiving the complaint. The response shall contain the respondent's statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the witnesses or other evidence relied on by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complaining party.
6. Upon receipt of the response, the Office of the Dean shall contact the complaining party to verify that a copy of their response has been provided.

7. Upon receiving the complaint and response, or if the respondent fails to respond within the 14-day time period, the Dean shall appoint a Committee to consider the complaint. The Committee members shall be disinterested parties who have not had previous involvement in the specific situation forming the basis of the complaint.

8. Pursuant to USRR 6.8.4.2, the Chair of the Committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.

9. Time limits. To use this procedure, the complainant must file the written complaint with the Office of the Dean within six months from the action or event that forms the basis of the complaint. The six-month time period shall be calculated using calendar days (including weekends and days during which classes are not in session).

10. Upon receiving the complaint, if the Chair of the Committee determines that if any of the following grounds exist, he or she may recommend to the Dean that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) the Dean lacks jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because he or she has not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.

11. If the Chair of the Committee determines that a grievance on its face properly should be heard by another body, the Chair will recommend that the Dean send the grievance to the appropriate hearing body without further proceedings in the Dean's Office. The Dean will send a copy of the referral to the complainant(s) and any responding parties.

12. Prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.

13. If mediation is successful, the mediator will forward to the Dean, the Committee Chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the Dean. The Dean will notify the mediator, the Committee Chair, and the parties that the recommendation has been accepted, modified, or rejected.

14. If mediation is not successful, the mediator will notify the Dean, the Committee Chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as

determined by the Chair of the Committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.

15. Each party may represent himself or herself or be represented by an advisor or counsel of his or her choice.

16. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.

17. Each party shall be entitled to question the other party's witnesses. The Committee may question all witnesses.

18. Witnesses other than parties shall leave the hearing room when they are not testifying.

19. The Chair of the Committee shall have the right to place reasonable time limits on each party's presentation.

20. The Chair of the Committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.

21. The hearing shall not be governed by the rules of evidence, but the Chair of the Committee may exclude information he or she deems irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.

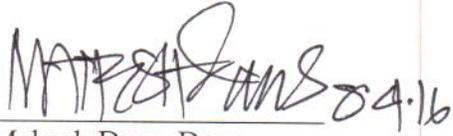
22. The committee will make an audiotape of the hearing but not of the deliberations of the Committee. The audiotape will be available to the parties, their authorized representatives, the Committee and the Dean. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such a copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.

23. After the presentation of evidence and arguments, the Committee will excuse the parties and deliberate. The Committee's decision will be a written recommendation to the Dean. The Committee shall base its recommendations solely upon the information presented at the hearing.

24. The Committee will send its written recommendation to the Dean and the parties as soon as possible and no later than 14 calendar days after the end of the hearing.

25. Within 14 calendar days of receiving the Committee recommendation, the Dean will notify the parties of the acceptance, modification, or rejection of the recommendation. The Dean will advise the parties of the procedure available to appeal the decision.

Approved by vote of the Assembly of the School of Architecture, Design and Planning, December 11, 2015 and as well as editorial changes (updated University Senate Code Article reference number) to the Grievance Procedure in ARTICLE VII made on July 20, 2016.

A handwritten signature in black ink, appearing to read 'MAHESH DAAS 04.16', written over a horizontal line.

Mahesh Daas, Dean