

**SCHOOL OF ARCHITECTURE AND
DESIGN UNIVERSITY OF KANSAS**

BYLAWS

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ARTICLE 1. INTRODUCTION: MISSION, VISION, VALUES

Section 1.. The School

The School of Architecture and Design of the University of Kansas is a professional school 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.

Section 2.. Mission, Vision, and Values of the School

1. The KU School of Architecture and Design prepares the next generation of professional architects and designers to navigate, create, and facilitate change that constructively and humanely impacts the world around us. Founded over a century ago and incorporating Departments of Architecture and Design, our combined graduate and undergraduate degree programs in Architecture, Interior Architecture, Visual Communication Design, Industrial Design, Illustration & Animation, Photography, Interaction & User Experience Design, and Design Management & Strategy produce a diverse cohort of thoughtful, interdisciplinary thinkers, problem-solvers and makers.
2. Our vision is to elevate and advance the professional practices of design and architecture. By partnering with business, community and governmental groups, we engage our students in projects that help such groups apply design-led approaches developed to yield valuable and innovative system solutions. In turn, by preparing our students to apply relevant and deeply understood methods and theory, combined with rigorous best practices, we develop a continuing stream of career designers and architects who can ably lead and shape their professions.
3. We embrace a broader global mission to create ways by which humankind can live and prosper yet sustainably live in this complex natural and artificial world. We do this by way of the shared knowledge we profess as architects, designers, makers and educators. We add to this knowledge by means of our research, creative and professional activities. And we apply this knowledge in our service to communities of all scales, from local to global.
4. We are committed to an established code of academic integrity and honesty. Creative design problem-solving is an activity of rigorous thought, visualization and hard work. The work is frequently accomplished in coordination with teammates, clients and those whom our artifacts and environments are intended to benefit. To this end, the School recognizes the need for a healthy work-life balance that incorporates service to family and community. We align ourselves with the university's policies on teaching, research, and service, and we recognize how these interrelated activities advance our mission as a School.
5. We aspire to advance a culture of diversity, equity and inclusion in the School. These values guide our efforts to create a fair and productive learning, teaching and working environment for students, staff and faculty. The promise and impacts of design are only enhanced by respecting individual and cultural differences in settings where ideas are openly shared and people are actively engaged to collaborate in bringing good, ambitious things to pass.
6. These Bylaws of the School of Architecture and Design provide a governance framework that draws upon accepted governance norms of the University and advances the Mission, Vision and Values of the School. In the event that a conflict appears between any Bylaw(s) and other applicable authority, the other authority must take precedence, but only to the extent necessary to eliminate the specific conflict.

ARTICLE II FACULTY, STUDENT AND ADMINISTRATIVE CONSTITUENCIES

Section 1.. Faculty

The faculty of The School of Architecture and Design consists of all persons teaching within the School who have all or a portion of their appointment assigned to The School of Architecture and Design.

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 and Design.

Section 3. Administration

1. The chief administrative officer of The School of Architecture and Design is the Dean, appointed in accordance with existing University regulations.
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 and Design may appoint Associate Deans, Assistant Deans and administrative assistants. Administrators are selected and serve in accordance with existing University regulations.

Section 4. School Council

1. The School Council advises the Dean on strategic and administrative issues and serves as a sounding board for the Dean regarding any planned initiatives and University directives that affect the School
2. The council is composed of faculty, staff and students and meets with the Dean on a monthly basis. Members include the Dean, Departmental Chairs, a minimum of two members of the Dean's Office administrative staff and others, as needed, two tenure-line faculty members from each department (elected by departmental faculty on staggered 3-year terms), and two student representatives from each department (elected by the Student Council to serve one-year terms).
3. The School Council advises the Dean on policy changes affecting the School, governance issues, strategic issues, planning and development of the School and its resources, budgetary issues and other matters related to the administration of the School. The School Council, which is composed of faculty, staff and student members, serves in an advisory role and does not deal with personnel matters. In the case that a vote is taken on a non-personnel issue, student members of the School Council have the same voting privileges as other members.
4. The School Council may recommend the formation of ad hoc sub-committees that deal with issues in the budgetary areas of Facilities and Resources, Student Success, and Outreach and Engagement as well as other areas that might be critical to the overall performance of the School.
5. Faculty serving on the School Council will elect a Chair of the Committee at the beginning of each academic year from one of the four elected faculty members serving three-year terms. With the exception of the first year of the council, candidates for Chair of the School Council must be serving the second or third year of their term.

Section 5. School Professional Advisory Board and Departmental Professional Advisory Committees

1. The School shall have a Professional Advisory Board with approximately equal representation from Architecture and Design. Members of the Board will be appointed by the Dean with the advice of the School Council.

Section 6. Academic Departments

1. The School of Architecture and Design is composed of Departments as recognized by University administration. The fundamental purpose of the School's Departments is to offer degree programs. The Architecture Department offers the following degrees: Doctor of Philosophy (Ph.D.), Architecture; Master of Arts (M.A.), Architecture; Master of Architecture (M.Arch.); Bachelor of Science (B.S.), Interior Architecture; Bachelor of Arts (B.A.), Architectural Studies. The Design Department offers the following degrees: Master of Arts (M.A.), Design with concentrations in Design Management and Interaction Design; Bachelor of Fine Arts (B.F.A.), Design with concentrations in Illustration and Animation, Industrial Design, Photography, and Visual Communications.
2. Departmental Chairpersons are selected and serve in accordance with existing University regulations. The Chairperson serves as the chief academic and administrative officer of the Department. The duties and responsibilities of the Chairs of the Departments are described in detail in the Departmental Bylaws.
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.
4. New degree programs, cross-departmental undergraduate and graduate degree programs and certificates housed within departments may be developed and offered within the School for subject areas crossing departmental disciplinary boundaries. Such programs must have the faculty approval of the sponsoring Departments as well as the approval of the School Assembly before submission for approval by the Office of the Provost. If approved, the administration of such programs is the responsibility of the Departments.

Section 7. Institutes, Centers and Partnerships

1. The School, upon majority approval of voting faculty, may establish institutes and centers focusing on specific knowledge areas consistent with the mission of the School. These programs are authorized to initiate research, service, and educational activities based on their areas of emphasis. The directors and other chief administrative officers shall be appointed by the Dean for 3-year terms, with the advice of the School Council. Directors and other chief administrative officers of centers or institutes shall be reviewed by the Dean on an annual basis. Membership in institutes and centers shall include faculty selected by the director, and support staff required to implement research and other program initiatives.
2. Funding for the staffing, operation and other support of centers and institutes beyond the basic salary allocation of faculty involved in the center or institute shall be provided through the research, educational or service/outreach activities created by the center or institute unless special funding arrangements are made by the Dean with the advice of the School Council.
3. Publications, communications, events and other products and advertised activities of the centers or institutes shall acknowledge the sponsorship and support of the School of Architecture and Design and the University of Kansas.
4. Each program shall file an annual report by a date specified by the Dean. The financial performance and mission accomplishments of these programs will be evaluated by the Dean and the School Council. Accounting of revenue and expenses for each institute shall be maintained by the school administration and included in the annual report. Institutes and centers may be requested to present

summaries of the annual report to the faculty assembly at calendar dates established by the School Council.

5. The School, upon majority approval of 60 percent of the voting faculty, may dissolve any institute or center if it is determined that the program is not actively pursuing its program mission or if it is taking actions that are significantly inconsistent with the program or School missions.
6. The School and its departments, upon majority approval of the voting faculty, may engage in partnership agreements to sponsor, operate, staff or support centers, institutes and other organizations external to the School and to the University of Kansas, provided that such organizations support the mission of the School.

Section 8. Administrative and Academic Restructuring

1. 1. Neither the School nor any Department shall undertake a significant restructuring of an academic program without taking steps to notify and consult affected students, faculty, and staff. Examples of significant restructuring include but are not limited to: merger or consolidation of departments; transfer of a Department from one School/College to another; transfer of instructional delivery of courses or degree programs from one unit to another. Evidence of such collegial consultation must be part of the notification of restructuring made to the appropriate Dean(s) and Chairperson(s) and the Provost.

ARTICLE III THE SCHOOL ASSEMBLY

Section 1. The School Assembly

2. The Assembly of The School of Architecture and Design is a forum in which we propose, discuss and approve policies involving all aspects of Architecture and Design curricula, academic standards and degree requirements as outlined in these Bylaws. All requirements, standards and curricula so developed are subject to the University rules and regulations applying to all schools of the University.

Section 2. Membership

1. The School Assembly shall be composed of all voting faculty in the School of Architecture and Design in accordance with the School's Bylaws, and duly elected student representatives as specified by number and qualification and in accordance with the *University Senate Code*, Article XIX: Student Representation on Committees (2010). 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.
2. School Assembly membership categories and their voting eligibility are defined and specified as follows:
 - a. Core Faculty are defined as Tenured Faculty or Tenure-Track Faculty. This category would also include Visiting Professors, Teaching Professors, Professors of Practice, Multi-Term Lecturers and Lecturers who have held a faculty appointment of more than 50% time for more than three consecutive years. Core Faculty hold School Assembly voting privileges.
 - b. Courtesy Faculty are faculty with formal, salaried appointments at the University of Kansas, but not in the Department of Architecture or Department of Design. The positions are designed primarily to facilitate interdisciplinary interactions between faculty with common interests and goals. The initial appointment is subject to approval by the Core Faculty and is for a one-year period with annual review. These positions have no formal duties and they

also carry no voting privileges in the departments, except as members of graduate thesis or dissertation committees. Courtesy faculty members do not hold School Assembly voting privileges.

- c. Adjunct Faculty do not hold formal salaried positions at the University of Kansas. They have no formal service duties and they also carry no departmental voting privileges, except as members of dissertation committees. Adjunct appointments carry no provisions for salary, tenure, or sabbatical leave. The initial appointment is subject to approval by the Core Faculty and is for a one-year period with an annual review. Individuals holding adjunct appointments do not have School Assembly voting privileges.
- d. In recognition of years of service to the School of Architecture and Design, a retired tenured Core Faculty member can be granted *emeritus* status through normal University procedures. Each person who holds the rank of *emeritus* faculty in the School may vote if, on or before August 1 of each calendar year, the person informs the Secretary of the Assembly that they wish to be enrolled as a member of the Assembly.

Section 3. Officers

1. The Presiding Officer of the School Assembly shall be elected from the voting membership of the School Assembly by the School Council. The election will take place at the end of each academic year in preparation for the following year.
 - a. According to Robert's Rules of Order, 11th ed., "The Presiding Officer of an assembly... should be chosen principally for the ability to preside. This person should be well versed in parliamentary law and should be thoroughly familiar with the bylaws and other rules of the organization – even if he or she is to have the assistance of a parliamentarian. ... since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries." Other qualifications, privileges, and duties of the Presiding Officer shall be according to the latest edition of *Robert's Rules of Order*. The Presiding Officer may designate any member of the School Assembly as Acting Presiding Officer in his/her absence.
2. There shall be a Secretary and Parliamentarian of the School Assembly. The qualifications, privileges, and duties of the Secretary, and Parliamentarian shall be according to the latest edition of Robert's Rules of Order.
 - a. In the case of the Parliamentarian, *Robert's Rules of Order*, 11th ed. stipulates (in part), "The Parliamentarian is a consultant, commonly a professional, who advises the president and other officers, committees, and members on matters of parliamentary procedure. The Parliamentarian's role during a meeting is purely an advisory and consultative one – since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries. ... A member of an Assembly who acts as its Parliamentarian has the same duty as the presiding officer to maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote."
 - b. The Presiding Officer of the Assembly shall select the Parliamentarian and Secretary of the Assembly subject to the approval of the School Council

Section 4. Meeting Procedures

1. *Roberts Rules of Order* (latest edition) will govern the conduct of Assembly meetings. A copy of *Roberts Rules of Order* shall be provided by the School
2. The School Assembly shall meet each semester subject to the call of the Presiding Officer. 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 Presiding Officer 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.

3. 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. Business/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.
4. 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.
5. 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.
6. The Dean, Associate Deans, and Departmental Chairpersons shall report to the Assembly at each regular meeting of the Assembly regarding the activities of their organizations. Departmental Committee Chairpersons shall be asked to report if required by an agenda item.
7. 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 and made available on the School's web site.
8. The Presiding Officer of the Assembly and all other members of the Assembly may invite visitors. It is sometimes necessary to have visitors present at certain meetings to provide important input. Such visitors may participate in a discussion of the issues that prompted their invitation, but they do not have the right to vote.
9. The School shall make provisions for the inclusion of a number of students as voting members on all policy-making committees that do not involve personnel matters. Students on these committees shall be non-voting members of the School Assembly.

Section 5. Assembly Voting Procedures

1. A quorum consisting of more than 50% of the voting members must be physically present for any vote held to be binding. A record of attendance at meetings is usually incorporated into the minutes of the meeting, but the number in attendance may change as people come and go. A quorum call may, therefore, be used to determine the actual number of people present at the time a vote is to be taken. Otherwise, the attendance recorded in the minutes shall be binding. If there is no quorum, then anyone who is eligible to vote may request that the vote be conducted via e-mail. The presiding officer shall determine if the vote will be conducted by e-mail.
2. The voting Assembly member is responsible for being aware of the issues being decided. The proxy vote must be submitted in a written manner and explain the reason for the absence. All of

those with voting privileges will have one vote. Faculty members who are unable to attend a meeting in which a vote is taken may vote by proxy. They must contact the Presiding Officer prior to the meeting regarding their choice of a proxy vote.

3. Faculty on leave retain their full voting rights. This includes those on sabbatical leave or on any other temporary leave. It also includes those who are on leave and are supported by external funds. Faculty members on phased retirement are eligible to vote only during the semester of their KU appointment.

Section 6. 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 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. Consider the addition and removal of degree programs within the School of Architecture and Design.
 - d. Ratify motions brought forth by its established committees.
 - e. Fulfill duties delegated to the School policy-making bodies by the University of Kansas Senate Code or other University regulations, policies, or directives.

Section 7. Privilege

1. It shall be the privilege of The School of Architecture and Design 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 8. Standing Committees of the School Assembly

1. The following Committees constitute the standing committees of the School Assembly:
 - a. School Faculty Affairs Committee
 - b. School Bylaws Committee
 - c. School Diversity, Equity and Inclusion Committee
2. The School Faculty Affairs Committee (SFAC) shall consist of three 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 SFAC may not serve on a Departmental Promotion and Tenure Committee or be considered for promotion or tenure during their term of service on the SFAC. Representatives from Architecture shall be elected in odd-numbered years and from Design in even-numbered years. The Chair of the School Faculty Affairs Committee shall have a one-year term and shall be elected by the full School Faculty Affairs Committee.
3. The responsibilities of the School Faculty Affairs Committee include:
 - a. Receive and review personal documentation and dossiers submitted by Departmental Committees and /or faculty members being considered for promotion and tenure.
 - b. 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.
 - c. Review and award General Research Fund proposals, evaluate sabbatical proposals,

evaluate Post-Tenure Review dossiers, and evaluate recommendations for Distinguished Professorships when submitted by the Department Chairs.

4. The School Bylaws Committee shall consist of three tenured voting members from each Department elected by each Department's voting faculty to two-year terms. They shall also serve on the Department level Bylaws Committee. Representatives from Architecture shall be elected in odd-numbered years and from Design in even-numbered years. The Chair of the School Bylaws Committee shall have a one-year term and shall be elected by the School Bylaws Committee. Other members include:
 - a. Two student members, one appointed from each of the Departmental Chairs, shall serve one-year terms on the School Bylaws Committee. Student members hold voting privileges.
 - b. Two staff members, elected by the staff of the School at the beginning of the academic year, shall serve one-year terms on the School Bylaws Committee. Staff members hold voting privileges.
5. School Bylaws are to be reviewed at the start of each academic year by the School Bylaws Committee to address any content in the Bylaws that has been rendered inaccurate or outdated or to add items that have been requested by the University or that have been deemed appropriate by vote of the School Assembly. The committee shall undertake a formal and comprehensive review of the Bylaws every 5 years beginning in 2025.
6. The committee shall convene following any formal request made to the Chair of the committee by any voting member of the School Assembly regarding disputes pertaining to the Bylaws and governance. Formal requests are to be made during school assembly as a motion, and shall be preceded with written rationale for the proposed review to be published within the posted agenda prior to school assembly.
 - a. A two-thirds majority vote supporting the request will dictate the committee's review. Upon review, the committee shall make recommendations to the School Assembly with supporting rationale and a majority vote within the school assembly shall resolve disputes.
7. The School Diversity, Equity and Inclusion (DEI) Committee shall consist of two voting faculty members from each Department elected by each Department's voting faculty, two students from each Department appointed by the Chair of each Department, and one staff member of the School elected by the School's staff. Initially, each Department must elect two faculty members with one serving a one-year term and the other serving for two years. In subsequent years, each Department must elect a faculty member to serve a two-year term. Staff members will serve two-year terms and student will be appointed to one-year terms. The Chair of the DEI Committee is elected by the Committee's membership and shall serve in that capacity for two years and shall also serve as an active member of the Diversity, Equity and Inclusion Committee of the Office of the Provost.
8. DEI Committee seeks to build and advance a culture of diversity, equity, inclusion and representation within the School of Architecture and Design. The Committee's work is based on the belief that the process of design is elevated when differences are respected, ideas are shared, and people are connected. It works with the other members of the School in a collaborative manner that integrates culturally competent protocols and policies in everyday ideas, thinking and practices. The Committee holds a number of responsibilities that help sustain an inclusive, diverse and equitable learning, teaching and working environment for the community of students, staff and faculty. These include:

- a. Overseeing School-wide DEI strategic initiatives.
- b. Keeping the School's DEI statement and related materials and representations current on the School's website and in any other School media.
- c. Providing coordination with the University's DEI mission and activities,
- d. Making recommendations to the Dean and the School Council regarding DEI protocols and policies.
- e. Organizing and promoting DEI activities, program, and events within the School.
- f. Coordinating, monitoring, and evaluating the effectiveness of the use of funds to support the School's DEI mission and the University's DEI initiatives.

ARTICLE IV FACULTY EVALUATION, PROMOTION AND TENURE, PROGRESS TOWARD TENURE REVIEW, POST-TENURE REVIEW AND 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 Faculty Affairs 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 Faculty Affairs 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 primary appointment.
4. Responsibility for the intermediate review lies with the School Faculty Affairs Committee
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 and Design 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 and Design.
4. Standards and criteria for promotion and tenure in The School of Architecture and Design adhere to the standards and guidelines presented in Article VI of the *Faculty Senate Rules and Regulation*.
5. Promotion and tenure criteria are reviewed and approved by each Department every three years and are submitted to the School Faculty Affairs 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.
6. Each Department within The School of Architecture and Design 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.
7. 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.
8. 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.
9. 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.
 - a. 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.
 - b. 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.”

- c. 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.
 - d. Before the start of the spring semester of the academic year prior to a mandatory tenure review, The School of Architecture and Design 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.
 - e. 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.
 - f. Candidates who wish to apply for promotion to full professor shall inform their Chair and The School of Architecture and Design 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.
1. 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 and Design Dean’s Office in the spring semester prior to the review process.
 2. 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 materials specified on the form, checklists and guidelines provided through the Office of the Provost along with supporting materials.
 - a. 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.

3. 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 Faculty Affairs 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.
 - a. 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:
 - b. "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."
4. 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 and Design ascribe to this policy.
 - a. 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.
 - b. 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.

- c. 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.
5. 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 Faculty Affairs Committee for its separate review of the candidate.
6. 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 and Design whether he or she concurs or disagrees with the recommendations of the Departmental Committee.
7. 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.
8. 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 Faculty Affairs 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.
 - a. 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.
 - b. 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.
 - c. Only if an external referee is not agreeable to future use may a letter be discarded.
 - d. The rule of confidentiality applies to all letters, including those not used, at all stages

of the review process.

- e. 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.
9. 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 Faculty Affairs Committee within one week following the due date of the dossier.
 10. If a preliminary vote of the School Faculty Affairs 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 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.
 11. 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 and Design 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).
 - a. 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 and Design 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 Faculty Affairs Committee (SFAC) shall use these same criteria in its review of each individual candidate for promotion and/or tenure.
5. The SFAC 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 SFAC may not serve on a Departmental Promotion and Tenure Committee or be considered for promotion during their term of service on the SFAC. Representatives from Architecture shall be elected in odd-numbered years and from Design in even-numbered years. The Chair of the SFAC shall have a one-year term and shall be elected by the full SFAC.
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, SFAC 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 SFAC within one week of the due date of the transmittal of the candidate's dossier to the School Committee.
10. The SFAC 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:

- a. 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.
- b. 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 request shall:

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.

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, if the Dean disagrees with the recommendation, 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.
- c. 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.
- d. 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 and Design 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 Faculty Affairs 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 Faculty Affairs Committee for intermediate review. The School Faculty Affairs 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 and Design 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 and Design 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.
 - a. The departments within The School of Architecture and Design 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 and Design 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.
 - a. 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.

- a. 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.
 - b. 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.
 - a. The review must recognize that (1) faculty members make many different kinds of essential contributions to the missions of The School of Architecture and Design 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.
 - b. 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.
 - a. 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.
 - b. 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.
 - a. 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.

- b. 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.
 - c. 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.
- a. 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.
 - b. 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 "fail 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 promotion and tenure 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 Faculty Affairs Committee for review. The School Faculty Affairs 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 and Design 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 and Design 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.

Section 3. Appointment and Review of Associate and Assistant Deans

1. The Dean of the School may appoint Associate and Assistant Deans. Associate Deans and Assistant Deans are reviewed in accordance with existing University regulations, currently contained in Article X, Section 4., Item 1 of the Faculty Senate Rules and Regulations.

ARTICLE VI PROCEDURES

Section 1. Amendment

1. The School of Architecture and Design 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 and Design 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 and Design Assembly establishes the following procedure to hear grievances arising within The School of Architecture and Design. 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 event 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 and Design on (date here: 04/10/2020).

A handwritten signature in black ink, appearing to read 'Mahmud J...', with a long horizontal flourish extending to the right.

Interim Dean of the School of Architecture and Design
Date: 04/14/2020