

## **BYLAWS OF THE SCHOOL OF ARCHITECTURE UNIVERSITY OF MIAMI**

*Paragraphs in italics are excerpts from the University of Miami Faculty Manual 2010-11 with source references listed after each reference paragraph. Non-italicized paragraphs are specific bylaws of the School of Architecture.*

### **1.0 PREAMBLE**

#### **1.1 CONTEXT**

1.1.1. *A university is a community of scholars contributing, according to their individual talents and interests, to the transmission and advancement of knowledge. Because of its diversity of interests, a university is a complex organization, not quite like any other in its management, which requires the understanding and good faith of people dedicated to a common purpose. A university administration must seek wisely and diligently to advance the common effort, and the strength of a university is greatest when its faculty and administration join for the advancement of common objectives. (A.1.1.)*

1.1.2 The School of Architecture carries out the University's mission by transmitting and advancing knowledge through the profession of architecture and related disciplines.

#### **1.2 DECISION MAKING**

1.2.1 The welfare of the School requires the understanding and good faith of people dedicated to a common purpose. The members of the faculty who hold administrative positions must therefore work harmoniously with all of their colleagues in order to wisely guide and diligently facilitate the common effort. The strength of a school is greatest when clearly stated goals and policies are endorsed by all and when the plurality of academic interests is constructively managed. The attainment of academic excellence is a deliberate and sustained effort requiring enthusiastic participation of the whole School community. These Bylaws are intended to be consistent with the Faculty Manual and not limit the authority and responsibilities of administrative officers of the School.

1.2.2 The desirability of the School faculty's participation in decision making must be reconciled with the need to leave administrative officers with the freedoms for progressive leadership, implementation of existing policies, and meeting the operational needs of the School. Shared

decision-making requires identification of areas of faculty participation and an explicit process for deliberation.

- 1.2.3 The following Bylaws identify significant decision areas, the persons, assemblies and committees that participate in these decisions and the procedures that are followed in making these decisions.

## **2.0 DEFINITIONS**

- 2.1 *The REGULAR FACULTY shall consist of all faculty having tenured or tenure-earning appointments who hold the rank of Professor, Associate Professor, or Assistant Professor (A.2.1c).*
- 2.2 *The RESEARCH FACULTY shall consist of those faculty whose major function is to conduct research in the academic units of the University and who hold the rank of Research Professor, Research Associate Professor, or Research Assistant Professor. Research Faculty shall not hold tenured or tenure-earning Appointments (A.2.1.d).*
- 2.3 *The EDUCATOR FACULTY shall consist of i) INSTRUCTORS and ii) those faculty with professorial titles engaged primarily in professional practice and in teaching associated with that practice<sup>1</sup>. .....School faculties, on the recommendation of the faculty of the department concerned, may also propose to the Faculty Senate the creation of professorial EDUCATOR FACULTY positions..... Proposals to be considered by the Senate shall define these positions by department and shall include for each department the descriptive modified professorial title, the requisite qualifications and duties that identify the professional practice, and a cap on such positions, specified either by number or as a proportion of all UNIVERSITY FACULTY in that department. EDUCATOR FACULTY shall not hold tenured or tenure-earning appointments (A.2.1.e)*
- 2.4 Special to the School shall be Educator Faculty with the titles Professor in Practice, Associate Professor in Practice, or Assistant Professor in Practice. These titles are granted to full-time faculty who choose to concentrate on practice and its use as a teaching tool. Faculty with these titles shall not hold tenured or tenure-earning appointments. The total number of Educator Faculty with the title “in Practice” shall not exceed one-third of the number of Regular Faculty. Qualifications for “in Practice” faculty members are parallel to the tenured and tenure-earning faculty with an emphasis on excellence in professional practice.
- 2.5 *The ASSOCIATED FACULTY are all faculty with professional titles prefixed by “Voluntary”, “Adjunct”, “Visiting”, or “Affiliated” and all Lecturers. Additional titles for Associated Faculty may be created by a special Bylaw defining the title (A.2.1.g).*

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<sup>1</sup> Reference to licensed health practitioners and clinical titles are omitted here.

- 2.6 The title LECTURER is ordinarily assigned to a faculty member who teaches but is not expected to proceed through the professorial promotion sequence. A Lecturer is expected to have appreciable skill in a specialized field. The title SENIOR LECTURER may be awarded to full-time LECTURERS on initial appointment or as a promotion, in either case only after recommendation and approval through an appropriate evaluation process as established within their school. SENIOR LECTURERS are expected to have achieved a measure of distinction as required by their school. Lecturers who teach nine or more credit hours in a semester, or who have equivalent responsibilities, are considered to be full-time for that semester (C.4.6.d).
- 2.7 Special to the School shall be Associated Faculty with the title Research Affiliate. This title is granted for a one, or more, semester long research residency (C.4.6.d).
- 2.8 Regular, Research, Educator, and Associated faculty *may have either full-time or part-time status as established by their contracts with the University* except for Adjunct and Voluntary faculty who shall not be full-time (C.4.2).
- 2.9 The FACULTY ASSEMBLY of the School of Architecture shall consist of the Regular, Research, Educator, and Associated Faculty. Two representatives of the School's Student Council, selected by the Council from among its officers, shall be members of the Assembly.
- 2.10 The SCHOOL COUNCIL shall consist of the Regular Faculty. At its first meeting each Fall Semester the Council may extend membership of the Council for one year to full-time Research and Educator Faculty.
- 2.11 The Student Council is recognized as the representative of the student body of the School.

### **3.0 AUTHORITY AND RESPONSIBILITIES**

#### **3.1 FACULTY ASSEMBLY**

- 3.1.1 The Faculty Assembly shall oversee the educational and research policy and the general welfare of the School, and may participate in the formulation of plans for the future development of the School.
- 3.1.2 The Assembly may make recommendations and the first reading of motions to be referred to the School Council.

#### **3.2 SCHOOL COUNCIL**

- 3.2.1 The authority and responsibilities of the School Faculty as defined in the Faculty Manual shall be vested in the School Council. These are: *to determine its requirements for admission and graduation; to determine the scholastic standards required of its students; to approve those of its students who qualify for degrees; to participate in the determination of teaching loads, responsibilities and duties of its members; to recommend to the appropriate authority action*

*necessary to provide adequate instruction and supervision of its students; to participate in the appointment, retention, promotion and award of tenure and merit salary increases to its members; to participate in the selection and retention of its administrative officers; to promote the educational and research policy and the general welfare of the school; to formulate plans for the future development of school; and to delegate any of its powers and duties to faculties of its several departments. These powers and duties are subject, however, to the authority of the Senate to determine policies which affect the general welfare of the University or which are necessary for the coordination of the various schools and, except when specifically delegated to the faculty, are also subject to the authority of the President. In order to exercise these responsibilities, the faculty of each school is authorized to determine its own organization and rules of procedure. Under this authority the faculty of each school shall establish a Council as its executive agency (A.4.2).*

3.2.2 In addition the School Council shall *have the following duties and responsibilities: It shall act as the committee on academic planning, educational and research policy, and general welfare of the school; it shall elect all committees of the school faculty; it shall act as confidential counsel to the Dean of the school in any matter submitted by the Dean; it or its designee shall set the date and hour and prepare the agenda for all regular meetings of the school faculty; it shall include in the agenda any matter requested in writing by ten percent of the voting members of the school faculty; it may make recommendations to the school faculty concerning proposed actions; it may act for the school faculty, as authorized annually by the school faculty, and report such actions at the next meeting of the school (A.5.1).*

3.2.3 Motions referred to the School Council by the Faculty Assembly shall be considered a second reading.

### 3.3 UNDERGRADUATE AND GRADUATE AREAS OF STUDY

3.3.1 Each area of study, as approved by the School Council, shall be under the guidance of the Undergraduate or Graduate Program Director, with the understanding that the School Council retains the ultimate authority, powers, and responsibilities for any degree programs.

3.3.2 Proposals regarding curriculum matters shall be introduced in the Faculty Assembly (first reading) prior to being acted on by the School Council (second reading).

3.3.3 Proposals to establish or abolish an area of study or to change School-wide degree requirements shall be introduced in the Faculty Assembly (first reading) prior to being acted on by the School Council (second reading).

### 3.4 SCHOOL COMMITTEES

3.4.1 The School Council is empowered to elect committees and to advise and assist the Council on academic matters, resources, etc. In so doing the Council must: 1) Name the committee; 2) Give the charge to the committee; 3) Elect its members; 4) Define the terms of the committee. All committees and their actions shall be reviewed regularly. Each committee shall report to the Council and shall be empowered to establish its own procedures and subcommittees consistent with the charge given.

3.4.2 *The authority of the Council to elect committees of the school faculty in no way limits the authority of the Dean to appoint ad hoc committees from the school faculty to advise the Dean (A.5.1)*

### 3.5 DEAN

3.5.1 The Dean shall participate with the School Council in the development of budgets consistent with the needs and resources of the School, and the strategic plans of the School.

3.5.2 The Dean shall chair the Faculty Assembly and the school Council. The Dean may delegate the chair of the Assembly.

### 3.6 DIRECTORS

3.6.1 The process for the appointment of a Program Director shall begin with an initial recommendation of the School Council which nominates and recommends to the Dean one or more candidates. The Director shall be appointed by the Dean and evaluated by the School Council at an interval of two years.

3.6.2 The Program Directors are responsible to the School Faculty and the Dean, for study area policy and administration, advising, and instruction of students. The Directors shall report to the Dean.

## 4.0 PROCEDURES

### 4.1 VOTING

4.1.1 The Regular Faculty have the right to vote on any matter for which they are qualified by rank and tenure status, including each new appointment, evaluation of the Dean, evaluation of the Executive Vice President and Provost, and ratification of amendments to the Faculty Government Charter. They may also vote on matters of tenure and promotion for which they have the appropriate rank and tenure status as specified in the Faculty Manual Part A14 (A.3.1.a).

4.1.2 *The RESEARCH FACULTY are entitled to vote on all matters for which they are qualified with the exception of appointment, reappointment, promotion, the award of tenure, evaluation of the chair or the dean, and ratification of amendments to the Faculty Government Charter. A school*

*may, by majority vote of its tenured REGULAR FACULTY, extend voting rights to RESEARCH FACULTY in any or all of the following matters:*

- (1) Reappointment of RESEARCH FACULTY of lower rank;*
- (2) Promotion of RESEARCH FACULTY of lower rank;*
- (3) Evaluation of the department chair, and*
- (4) Evaluation of the dean*

*Extension of voting rights to RESEARCH FACULTY apply only in that school. The tenured Regular Faculty must vote annually on whether to renew any extension of voting rights to RESEARCH FACULTY*

4.1.3 *The EDUCATOR FACULTY are entitled to vote on all matters for which they are qualified with the exception of appointment, reappointment, promotion, the award of tenure, evaluation of the chair or the dean, and ratification of amendments to the Faculty Government Charter. A school may, by majority vote of its tenured REGULAR FACULTY, extend voting rights to EDUCATOR FACULTY with professorial titles in any or all of the following matters:*

- (1) Reappointment of EDUCATOR FACULTY of lower rank;*
- (2) Promotion of EDUCATOR FACULTY of lower rank;*
- (3) Evaluation of the department chair; and*
- (4) Evaluation of the dean*

*Extension of voting rights to EDUCATOR FACULTY apply only in that school. The tenured REGULAR FACULTY must vote annually on whether to renew any extension of voting rights to EDUCATOR FACULTY with professorial titles (A.3.1.a.b.c.)*

4.1.4 *Voting rights of RESEARCH FACULTY or EDUCATOR FACULTY may not be extended to any matter pertaining to charter amendments, the rights and privileges of the tenured REGULAR FACULTY, or to the reappointment, promotion or tenure of members of the REGULAR FACULTY (A.3.1.f).*

4.1.5 *A majority of the unexcused Regular Faculty is required to be present when votes are taken on any policy or action items in meetings of the Faculty Assembly or School Council.*

4.1.6 *School Council meetings may be restricted to Council members for special discussions and/or voting.*

4.1.7 *The holder of a joint appointment shall be entitled to vote in each unit as set out in the agreement. The agreement shall specify the unit, which must be a school or department, through which voting rights on university matters shall be exercised. The faculty member shall not be entitled to vote twice on the same question (C.4.4.d).*

4.2 FACULTY ASSEMBLY AND SCHOOL COUNCIL: MEETING, AGENDA, NOTICE  
AND MINUTES

- 4.2.1 The Faculty Assembly and School Council shall each hold a minimum of one meeting each semester.
- 4.2.2 Meetings of the Faculty Assembly and School Council shall be open to all members of the School community.
- 4.2.3 Absentee voting shall be allowed to the extent provided in the Faculty Manual.
- 4.2.4 For each scheduled meeting the Dean shall distribute a notice, the agenda, and supporting documents to the School faculty at least one week prior to the date of the meeting. Minutes will be distributed not more than one week after the meeting.
- 4.2.5 Special faculty meetings may be called by the School Council, by vote of the faculty in a regularly scheduled meeting, or by written request of ten percent of the voting members of the Council, for the due and proper execution of the business of the School.

4.3 AMENDMENT OF BYLAWS

- 4.3.1 These Bylaws may be amended by a majority of the School Council provided that notice of an intention to amend has been included on the published agenda and that the amendment has been reviewed and recommended by the School Council in a first reading.

4.4 PARLIAMENTARY AUTHORITY

- 4.4.1 Robert's Rules of Order Newly Revised (latest edition) will be the authority for parliamentary procedure governing the conduct of all meetings of the Faculty Assembly, the School Council, School committees, and areas of study, except as otherwise specifically established herein.