

1 **College of Architecture**

2 **Faculty Bylaws**

3 **FINAL 5/8/2013**

4 **Article I. Faculty participation in University Governance**

5 According to the rules and Regulations of the Board of Regents of The University of Texas  
6 System for Governance of The University of Texas System contains the following provision  
7 concerning faculty shared participation in University governance: "Subject to the authority of  
8 the Board and subject further to the authority that the board has vested in the various  
9 administrative officers and subdivisions of the System, the faculties of the component  
10 institutions regularly offering instruction shall have a major role in the governance of their  
11 respective institutions in the following areas: general academic policies and welfare, student  
12 life and activities, requirement of admission and graduation, hours and scholastic performance  
13 generally, approval of candidates for degrees, and faculty rules of procedure." These bylaws  
14 are an important element in governance, providing the structure for a shared partnership  
15 within the College that makes all parties accountable for their role in College decision-  
16 making.

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18 **Article II. College Faculty Forum**

19 Advisory to the Dean, the purpose of the College Faculty Forum (CFF) is to provide an event  
20 for the sharing of information, discussion of issues pursuant to Article I of this document.

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22 **Article III. Officers**

- 23 1. The CFAC Chair serves as the CFF Chair<sup>1</sup> and shall preside overall all its meetings. The  
24 CFF Chair does not vote, unless in the case of a tie (See article V.4 below).  
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26 2. CFF Secretary shall assist the CFF Chair in meetings by keeping summary minutes and  
27 shall be responsible for seeking nominations and conducting any mail ballot elections or  
28 voting, and membership on all other committees requiring COA elections. The CFF  
29 secretary shall be elected by the CFF membership for a two-year term beginning in the  
30 fall semester. In case of a vacancy in the position of Secretary, the CFF shall conduct a  
31 special election to fill the vacancy for the remainder of the term.  
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33 3. CFF Parliamentarian: The Parliamentarian shall interpret the rules of parliamentary  
34 procedure and shall be appointed by the Secretary on a meeting by meeting basis.  
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36 4. The CFAC shall seek nominations for the position of Secretary and conduct an election  
37 by mail ballot in April of each even numbered year. No one may serve more than two  
38 consecutive terms.

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40 **Article IV. College Faculty Forum Membership**

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<sup>1</sup> If the Chair is absent the Dean may appoint a replacement to preside over CFF meetings

- 41 1. The College Faculty Forum (CFF) shall be comprised of all voting members of the General  
42 Faculty as defined in the Handbook of Operating Procedures (HOP) section 2.1B, who  
43 have appointments in the College of Architecture (COA).  
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- 45 2. Department chairs and persons with teaching positions and administrative  
46 appointments at 50 percent or more at the College level, such as chairs and  
47 associate deans, are voting members of the CFF. The Dean is the only non-voting  
48 member of the CFF.  
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50 **Article V. College Faculty Forum Meetings**

- 51 1. Meetings of the College Faculty Forum (CFF) may be called by the Dean or the CFF Chair  
52 (including upon receipt of written request signed by at least 20% of the members of the  
53 CFF).  
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- 55 2. The meeting agenda shall be set by the CFF Chair in consultation with the Dean.  
56 Members of the CFF may request that items be placed on the agenda. Members of the  
57 CFF should be given notice and a preliminary agenda of meetings of the CFF at least two  
58 weeks prior to a meeting.  
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- 60 3. *Robert's Rules of Order*, 11<sup>th</sup> Edition shall be the standard for parliamentary procedure  
61 at all CFF meetings and a faculty member shall be appointed by the Secretary at each  
62 meeting to serve as a Parliamentarian.  
63
- 64 4. If an issue arises that requires a vote in order to determine a consensus, then a quorum  
65 of at least one-third (1/3) of the total CFF membership will need to be present. Without  
66 a quorum an alternative ballot such as a mail or electronic ballot may be conducted.  
67 Valid voting consists of at least 50% participation of CFF membership in person,  
68 electronic, absentee. Any CFF member may call for the use of ballot procedures rather  
69 than voice vote during any CFF meetings. Absentee votes may be received via electronic  
70 mail the same day in which voting is held in the CFF meeting. In the event of a tie vote  
71 of the membership, the CFF Chair shall cast the tie-breaking vote (See Article III.1  
72 above).  
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74 **Article V. College Committees**

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76 **A. General Provisions**

- 77 1. All elections will be carried out in accordance with these bylaws, the bylaws of the  
78 University Assembly, the bylaws of the Graduate Council, and the UTSA HOP.  
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- 80 2. Unless otherwise stated below, members of standing committees will have a  
81 two-year term which commences at the beginning of an academic year.  
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- 83 3. Chairs of all committees shall be chosen by the voting committee members of  
84 that committee at the first meeting, unless otherwise indicated.  
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86 4. Notice of formal committee meetings should be made in writing or via e-mail at  
87 least two weeks in advance and distributed to all members. Such notices should  
88 include agenda items and may include proposals for action and/or other relevant  
89 information.  
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91 **A. College Faculty Advisory Committee (CFAC)**

92 The CFAC serves as a general consultative committee to the Dean and shall advise the  
93 Dean in academic areas pursuant to Article I of this document. CFAC membership is  
94 composed of one voting member; either is appointed or elected, to represent each of  
95 the academic programs of the College at both the undergraduate and graduate levels.  
96 The CFAC Chair is elected by the CFAC membership and also serves as CFF Chair.  
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98 **B. College Administrators Committee (ACOM)**

99 The ACOM is an advisory committee concerning the coordination of academic programs,  
100 processes, events, opportunities, and needs in unit and in relation to the College as a  
101 whole. Chaired by the Dean, the Committee includes the Dean, associate deans,  
102 department chairs, and academic program coordinators.  
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104 **C. College Executive Committee (EXCOM)**

105 The EXCOM is an advisory committee concerning the coordination of College  
106 operations. Chaired by the Dean, the Committee includes the associate deans,  
107 department chairs, academic program coordinators, the CFAC Chair, and any officers,  
108 the Dean deems necessary.  
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110 **D. College Graduate Programs Committee (CGPC)**

111 Advisory to the Dean, the CGPC concerns the coordination of graduate degree programs  
112 administered by the College. Chaired by the Associate Dean of Graduate Studies, the  
113 Committee includes department chairs, the graduate advisors of record (GAR) for all  
114 graduate programs in the college, and the Chairs of all Departmental GPCs.  
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116 **E. College Research Committee (CRC)**

117 Advisory to the Dean, the CRC concerns the coordination of research efforts, existing  
118 and proposed policy matters and initiatives related to research and research related  
119 funding within the College. Chaired by the Associate Dean for Research and Graduate  
120 Studies, the CRC is composed of one Graduate faculty member, active in research, from  
121 each department in the College.  
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123 **F. College Faculty Review Advisory Committee (CFRAC)**

124 Advisory to the Dean, the CFRAC shall be responsible for reviewing faculty for  
125 promotion and tenure after respective department chairs have forwarded  
126 recommendations<sup>2</sup>. The CFRAC shall be composed of tenured faculty only.

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<sup>2</sup> The CFRAC shall have the roles, duties, rights, and responsibilities in accordance with the HOP and UT System rules

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**G. College Fabrication Lab** (CFL or “Fab Lab”)

Advisory to the Dean, the Fab Lab shall advise the Dean on the facility disposition, use, and procedures of the College shop. The Fab Lab membership is composed of the Shop Director, Department Chairs and at least one tenured or tenure-track faculty (with interest in shop use in the curriculum) from each department.

**H. College Ad Hoc Committees**

The Dean may appoint ad-hoc committees as deemed necessary to promote, develop, or improve the operations of the College of Architecture

**Article VI Amendments and Revisions**

Bylaws for the College of Architecture may be altered, amended, or repealed when at least 50% of the eligible CFF members cast ballots and two-thirds (2/3) of those members vote in favor of the item, issue, or policy in question. Alterations, amendments, or repeal of initiatives must be proposed in writing thirty days prior to the meeting of the College Faculty Forum. Voting in connection with amendments to these bylaws shall require advance notification of at least two (2) weeks and the use of one or more of the ballot procedures outlined in *Article V Section A, General Provisions* of these Bylaws.

**Article VII Elections and Recall of Officers and Replacement**

1. Voting vis-à-vis the CFF Secretary shall require advance notification of at least two (2) weeks and the use of one or more of the ballot procedures outlined in Article V. Section A, General Provisions. Tie votes associated with CFF or Committee membership election vote or shall be resolved by a coin toss or any other method by which the respective group can be reasonably assured of an unbiased outcome.
2. When a vacancy occurs in the office of CFF Secretary an election should be held within thirty (30) days, if the vacancy occurs during the fall or spring semesters, or within the first thirty (30) days of the fall semester if the vacancy occurs during the summer. The election should be conducted in the same manner as the initial election for the office.
3. The faculty member serving as Secretary may be recalled by a majority vote of the CFF. The process shall be initiated by a majority vote at a meeting of the CFF based on the rules set forth above.