

BYLAWS: Department of Architecture

[Adopted 08-29-2016]

1 **ARTICLE I: FACULTY GOVERNANCE**

2 The faculty in the Department of Architecture participate in the shared governance of the
3 Department consistent with University and Texas System policies, rules, and regulations as
4 reflected in UTSA's Handbook of Operating Procedures (HOP). This is in agreement with the
5 following UT System provision: "Subject to the authority of the Board of Regents and subject further to
6 the authority that the Board has vested in the various administrative officers and subdivisions of the
7 System, the faculties of the institutions regularly offering instruction shall have a major role in the
8 governance of their respective institutions in the following areas: 3.1 General academic policies and
9 welfare; 3.2 Student life and activities; 3.3 Requirements of admission and graduation; 3.4 Honors and
10 scholastic performance; 3.5 Approval of candidates for degrees; 3.6 Faculty rules of procedure." (Rule
11 40101: Faculty Role in Educational Policy Formulation).

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13 **ARTICLE II: FACULTY MEMBERSHIP**

14 The faculty membership of the Department of Architecture shall consist of all full-time, tenured,
15 tenure-track faculty, all part-time faculty (NTT), and all emeritus faculty. In accordance with the By-laws
16 of the Graduate Council, all full-time tenure-track and tenured faculty members are automatically full
17 members of the Graduate Faculty and members of their respective Graduate Program Committees.
18 Part-time and non-tenure track faculty may be granted special membership in the GPC (for a period of
19 three (3) years and renewable) upon recommendation by the Graduate Faculty of the department
20 where they serve and/or the appropriate Graduate Program Committee and approval by the Graduate
21 Council.

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23 **ARTICLE III: VOTING MEMBERSHIP**

24 The voting membership of the Department of Architecture shall consist of all full-time, tenure-track
25 faculty, all part-time faculty who hold at least a 50% appointment, all emeritus faculty who request
26 voting membership, and student representatives of the American Institute of Architects Students and
27 International Interior Design Association Student Chapter.

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29 **ARTICLE IV: DEPARTMENTAL ORGANIZATION**

30 The Department of Architecture has the following leadership/management structure:

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32 **IV.I. Officers:**

- 33 **Department Chair**
34 **Assistant Department Chair:** duties are assigned as needed
35 **Interior Design Program Coordinator:** duties are assigned by the Chair
36 **Graduate Advisor(s) of Record (GAR)** as needed for graduate programs in the department.
37 Duties determined by Graduate Council By-laws.
38 **Professional Liaison** is NCARB Architecture Licensing Advisor, IDP Coordinator
39 **Faculty Senator** will report back to the faculty

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41 **IV.II. Committees (Standing)** (See section VI below for details):

- 42 Department Faculty Committee (DFC)
43 Executive Curriculum Committee (ECC)
44 Graduate Programs Committee(s) (GPC)
45 Curriculum Sub-Committees (CSC)
46 Department Faculty Review Advisory Committee (DFRAC)
47 Annual Performance Review Committee (APRC)

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ARTICLE V: DEPARTMENT CHAIR

The Department Chair is the administrative and operating head of the Department of Architecture, and is its sole official representative in meetings and communications with other departments, and administrators of the University and outside the University except when he or she designates another member of the department to act in this capacity, including Assistant Department Chairs or other temporary designees. The Department Chair is responsible for administering the day-to day operations of the department.

V.I. Responsibilities of the Department Chair

- A. Assign duties to departmental administrative staff
- B. Complete Annual Reviews of departmental administrative staff and faculty appointed to or with teaching responsibilities within the department, in accordance with UT System, University, and College policies and procedures.
- C. Conduct processes associated with periodic reviews of faculty including third year reviews, tenure and promotion reviews, periodic performance evaluations, and other reviews of non-tenured faculty.
- D. Ensure that College and Department policies and procedures are followed and concerns are brought to the attention of the faculty and the Dean.
- E. Develop, coordinate, and maintain programs and accreditation under the jurisdiction of the Department or Architecture.
- F. Schedule and assign courses, course times, and classrooms and studio spaces.
- G. Coordinate development, evaluation, and revision of department strategic and long-range plans.
- H. Recommend appointment of candidates for full-time Tenure-track faculty positions to the Dean in consultation with appropriate departmental search committees and faculty at-large.
- I. Appoint ad-hoc committees as appropriate.
- J. Call, preside over, and set agenda for departmental faculty meetings.
- K. Make committee assignments for committees whose membership or leadership is not elected.
- L. Manage Department Budget and communicate budget to faculty. Formulate and communicate budgetary requests to the dean.

V.II. Selection of the Department Chair

Voting members of the Department Faculty Committee (DFC) will vote to establish two nominees for the position of Department Chair from an initial field of nominees submitted by the voting members of the DFC. Self-nomination is allowed. Nominees may be recruited from outside the University by a search when a faculty position is made available. In the case of three (3) or fewer initial nominees, the names of the two nominees with the most votes will be forwarded to the Dean. In the case of four (4) or more initial nominees, two votes will be taken; the first to narrow the number of nominees to three (3), followed by a second vote as above. The names of at least two nominees will be forwarded to the Dean for review. The Dean will make the appointment. Typically, no Chair can serve more than two successive terms, except by special approval of the Dean, and after performance evaluation of the faculty.

V.III. Evaluation of the Department Chair

Annual Review: The Dean conducts the annual review and evaluation of the Department Chair in conjunction with the APRC who can provide advisory review of performance in any category as directed by the Dean. The Dean’s review and evaluation of the department chair is conducted in accordance with UT System policies, the HOP, and the Provost’s guidelines.

Term Review: During the fall semester of the third year of the initial term, the Dean will institute the process of reviewing the Department Chair, allowing a minimum of thirty (30) days for a response, and he may solicit a formal statement from the Chair, and if so, the statement is to be shared with all faculty in the department. Faculty may respond in writing, and if so, they must outline strengths and weaknesses of the Chair’s record and recommend whether or not the incumbent Chair should continue for another three-year term. The DFC voting membership (with

92 2/3 vote of full membership) may recommend to the dean that a review of the Chair be held in any
93 one -year increment after the first full year of the Chair’s term.

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95 **ARTICLE VI: DEPARTMENTAL COMMITTEES**

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97 **VI.I. Conduct of Meetings:** All committee meetings shall be conducted as determined by the chair of the
98 committee. Any meeting may be conducted under Roberts Rules of Order if requested by a 51%
99 majority of the committee quorum. This request should be made at the start of any meeting (or prior by
100 email), prior to discussion of issues, by way of a motion, second, discussion, and vote.

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102 **VI.II. Meeting Notice and Quorum:** It is recommended that notices for meetings and preliminary
103 meeting agenda shall be circulated no less than three (3) working days prior to meetings. Unless noted
104 below, a quorum shall consist of at least 51% of the eligible voting faculty in attendance in order to
105 officially conduct business. Committee decisions will be made by a simple majority (at least 51%) of
106 those in attendance. Email voting is permitted.

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108 **VI.III. Departmental Committee Descriptions, Membership, and Rules**

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A. Department Faculty Committee (DFC)

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1. **Purpose** - The DFC exists to present information, discuss issues, consider, and make recommendations concerning academic matters within the spirit of “shared governance” of the department. Specific purposes of the DFC include but are not limited to: to receive, hear, discuss, approve or disapprove, or forward recommendations of Department committees, and to hear reports from, and make recommendations to, faculty senators and/or faculty representatives on other College or University-wide committees.
2. **Membership** - The DFC consists of all faculty (Tenured, Tenured Track, and NTT)
3. **Officers:** Department Chair
4. **Meetings:** The Department Chair will convene at least two meetings each semester—preferably one at the beginning of the semester and the other at the end of the semester. Any member of the DFC may submit agenda items to the Chair prior to the meeting.
5. **Special Meetings** - Special meetings of the DFC may be called by the Chair and/or three (3) DFC members may request, in writing, that a special meeting be held to address specific issues. At least seven (7) working days’ notice should be given to all members prior to a special meeting. The specific purpose of the special meeting must be stated in the notification and only the identified special issues may be addressed.
6. **Student Representatives:** student involvement is recommended. The Department Chair will invite participation of students.

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B. Executive Curriculum Committee (ECC)

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1. **Purpose:** The departmental Executive Curriculum Committee exists to provide guidance, review, catalog revisions, and continual assessment of the curricula particular to each degree program (undergraduate) within the department. The Executive Committee exists to coordinate recommendations made in the CSCs; the ECC will coordinate GPC recommendations with overall departmental goals and considerations
2. **Membership:** The ECC membership consists of CSCs and the Chair of the GPC.
3. **Officers:** The chair of the ECC is the Department Chair.
4. **Meetings:** Meetings of the ECC are called by the Chair at least once per semester and as needed.

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C. Graduate Programs Committee (GPC)

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1. **Purpose:** to provide guidance, review, catalog revisions, and continual assessment of the M. Arch and M.S. curricula, and Certificate Programs. GPC follows charge as established by the Graduate Council, including responsibility for graduate applications review.
2. **Membership:** GPC membership is determined by Graduate Council Bylaws as described in article II.
3. **Officers:** GPC is chaired by an elected GPC member according to Graduate Council By-Laws and serve for a two year term.

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- 144 4. **Meetings:** Meetings are called by the GPC Chair at least once per semester and as
145 needed.
146 5. **Graduate Student Representatives:** Student members will bring to the GPC concerns of
147 graduate students and represent student interests. Student members will report
148 proceedings of the GPC to the graduate student body in the Department of Architecture.
149 The GPC Chair will invite participation of students.

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151 **D. Curriculum Sub-Committees (CSC)**

- 152 1. **Purpose:** The Curriculum Sub-Committees exist to provide guidance, review, catalog
153 revisions, and continual assessment of the curricula particular to each content area, in
154 dialog with other content areas, and with respect to upholding standards and quality of
155 work in each undergraduate degree program within the department. Sub-committee
156 topics are determined by the Department Chair as needed depending on curriculum
157 developments; such as the following: First year Studio, Second year Studio, 3rd and 4th
158 Year Studios; Technology; History; Theory; Digital Technology; Interior Design; Study
159 Abroad, Historic Preservation, etc.
160 2. **Membership:** The membership of each CSC consists of all faculty who teach within the
161 Sub-Committee content area, and any faculty who requests membership.
162 3. **Officers:** the CSC Chair for each Sub-Committee is elected by its members and represents
163 the consensus of the sub-committee to the ECC.
164 4. **Meetings:** Meetings are called by the Chair at least once per semester and as needed
165 5. **Student Representatives:** student involvement is recommended. The CSC Chairs will
166 invite participation of students
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168 **E. Department Faculty Review Advisory Committee (DFRAC)**

- 169 1. **Purpose:** The DFRAC exists to provide reviews and evaluations of faculty for promotion,
170 tenure, and third year performance reviews, in compliance with the UTSA HOP and
171 Provost Guidelines.
172 2. **Membership:** The DFRAC is appointed by the Department Chair, in accordance with UTSA
173 regulations and based on review requirements.
174 3. **Officers:** The DFRAC elects its own Committee Chair who organizes meetings, finalizes
175 communications, and assures that procedures are in accordance with University policy.
176 4. **Meetings:** Meetings of the DFRAC are called by the elected Chair of the DFRAC as needed
177 to complete the work of the committee.
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179 **F. Annual Performance Review Committee (APRC)**

- 180 1. **Purpose:** The APRC is advisory to the Chair and exists to review Departmental Faculty on
181 an annual basis in accordance with the Department's Workload Policy—in effect January
182 1st—for their annual performance in Teaching, Research, and Service as applicable based
183 on the faculty member's appointment.
184 2. **Membership:** The APRC membership is appointed by the Department Chair. Each APRC
185 usually includes one member who served in the previous year.
186 3. **Meetings:** The APRC must meet at least twice during the Annual Performance Appraisal
187 period as mandated by the University. The Department Chair shall meet with the APRC
188 prior to review to outline and develop consensus of procedure among the APRC members.
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190 **ARTICLE VII: AMENDMENTS**

191 Proposals to amend these bylaws must be distributed to the voting members of the DFC at least two
192 weeks prior to any vote or final adoption. These bylaws may be amended or repealed and new bylaws
193 adopted by a two-thirds (2/3) vote of the voting members, subject to the necessary administrative
194 review and approval. These amended bylaws will go into effect at the time of their approval.
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196 **End of Document**