

College of Architecture Bylaws

1. Purpose

- 1.1 The purpose of these Bylaws is to enable the College of Architecture (CoA) to fulfill its responsibilities to the State of Oklahoma, to the professions it serves, to the University of Oklahoma (OU) and to CoA members in as efficient, effective, and fair a manner as possible.

2. Applicability, Membership, Meeting Attendance, and Responsibilities

- 2.1 **APPLICABILITY:** All work and activities of the College and its constituents shall be carried out as directed by these Bylaws and the OU Faculty Handbook, except when explicitly superseded by University regulations or State statutes.
- 2.2 **MEMBERSHIP:** The CoA Faculty consists of those who hold the rank of Instructor or higher and have at least .50 F.T.E. appointments at OU in the CoA.
- 2.2.1 All Faculty defined in section 2.2 are eligible to participate in CoA decision-making in accordance with their rank and responsibilities as defined by the Provost.
- 2.3 **MEETING ATTENDANCE:** All Faculty specified in section 2.2 are expected to attend and participate in College Faculty meetings. The administrative staff of the College and other guests may attend meetings and participate in discussions when invited, but may not vote.
- 2.4 **RESPONSIBILITIES:** CoA Faculty have responsibilities as defined in the OU Faculty Handbook, including a duty to be actively involved in College governance.

3. Faculty Meetings

- 3.1 **CHAIR:** The Dean of the CoA will serve as the chair of College Faculty meetings held in accordance with these Bylaws. When the Dean is unable to attend a meeting or for some other reason believes it appropriate to do so, he/she may designate any voting member of the Faculty or an Associate Dean to chair the meeting.
- 3.2 **SCHEDULED MEETINGS:** The Dean shall, at the beginning of the academic year, schedule required Faculty meetings. There shall be a minimum of one meeting each semester. The Dean may cancel any meeting. The Dean shall notify the Faculty of cancellations as far in advance as possible.
- 3.3 **STATE-OF-THE-COLLEGE REPORT:** At the first regular Faculty meeting of the fall semester, the Dean shall present a state of the college report that includes budget and personnel information.
- 3.4 **MEETING AGENDA:** The Dean shall prepare and distribute an agenda to the Faculty. The Dean shall place on the agenda any appropriate matter submitted by a member of the Faculty. In accordance with these Bylaws and Robert's Rules of Order, the Faculty may consider other matters not specified in the published agenda
- 3.5 **SPECIAL MEETINGS:** Special meetings of the Faculty may be called during the academic year by either the Dean or by at least 25 % of the eligible voting members of the Faculty. The call for a special meeting shall specify the matters to come before the Faculty; and the Faculty shall consider only those

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matters specified. The Dean shall distribute the call for a special meeting at least 48 hours in advance of the meeting. Presence at meetings is mandatory and absence must be approved by the Dean prior to the meeting. Video or voice conferencing is allowed, but must be approved prior to the meeting.

- 3.6 **QUORUM:** For all meetings of the College, a quorum shall consist of at least 50% of the included eligible College Faculty. Those Faculty members voting by absentee ballot shall be considered in attendance, provided that a quorum exists preceding any vote. No official action shall be taken in the absence of a quorum.

4. Procedure

- 4.1 **VOTING:** Unless otherwise specified in these Bylaws, a simple majority of properly cast votes by a quorum shall decide all matters brought before the Faculty.
- 4.1.1 Votes for Faculty assignments to elected positions and votes regarding promotion and tenure shall be by secret ballot. All other votes shall be either by voice, by show of hands, or by absentee ballot. However, a request by any Faculty member for a vote by secret ballot on any proposition shall be honored.
- 4.1.2 The Chair has the same voting rights as all other Faculty.
- 4.1.3 If members of the Faculty are unable to attend a meeting, they may prior to the meeting, give their written absentee vote to the Chair or a designated party to be counted. Such absentee votes must indicate the member's vote on each matter for which it is to be counted. These votes shall be counted only if the matter comes to a vote as originally proposed. Only those in attendance shall decide any amendments or other motions from the floor which shall be voted upon at the meeting during which they are made. Neither a general, nor a discretionary proxy, shall be valid.
- 4.2 **CHANGES:** Any proposal to change these Bylaws shall be submitted by Committee A in full, either in a special Faculty meeting or with the agenda for a scheduled Faculty meeting. After it has been presented, the proposal must be tabled for at least two weeks before a Faculty vote. During that time the proposal may be referred to committee for further study or revision. This committee shall report its recommendations directly to the Faculty prior to the vote.
- 4.3 **MEETING MINUTES:** A party designated by the Chair shall record the minutes of each Faculty meeting. The Dean's office shall distribute the minutes to the Faculty within two weeks or prior to the Faculty meeting that immediately follows the one reported in the minutes, whichever occurs first.
- 4.4 **BYLAWS SUSPENSION:** If a quorum of eligible CoA Faculty exists at a Faculty meeting, the attendees may suspend these Bylaws or any part by unanimous consent.

5. Administration

- 5.1 **COLLEGE ADMINISTRATION:** The CoA includes the Divisions of Architecture, Construction Science, Interior Design, Landscape Architecture, and Regional and City Planning. College Administration follows the OU Faculty Handbook except that the College, rather than the Division, is the basic budgetary unit and there is only a College-level Committee A. Therefore, the Dean performs some of the department chair's functions related to budget and Committee A issues.
- 5.2 **DIVISION ADMINISTRATION:** Divisions listed in section 5.1 are discipline-specific academic sub-units of the College. Their roles are to support the goals of the College and the goals of their academic

disciplines. Division Directors perform the functions defined for Department Heads in the OU Faculty Handbook, except for budget authority.

6. Committees

6.1 **STANDING COLLEGE ADVISORY COMMITTEES:** Standing College Advisory Committees include Committee A, Undergraduate Curriculum, Graduate Research and Curriculum, Information Technology, Creating/Making Lab and International Travel.

6.1.1 Standing committee members are determined annually by the Dean, Division Directors or Faculty as necessary.

6.1.2 The Dean shall provide to all standing committees specific tasks and objectives that outline the minimum committee duties for that year.

6.1.3 Standing committees shall maintain current operating bylaws that have been adopted by the Committee and Directors, and approved by the Dean. Operating bylaw revisions must be made no later than the end of October each year.

6.1.4 A committee chair shall be elected by committee members annually. Once the Committee Chair is elected, names of Committee members and the Chair shall be provided to College administration.

6.2 **COMMITTEE A:** There shall be one Committee A that shall represent all five College Divisions.

6.2.1 Committee A shall consist of one tenured faculty member representing each CoA Division, elected by the Faculty of that Division. Terms of the five members shall be two years and staggered such that two members will rotate off in even years and three members in odd years. For any unexpired term, the Division shall elect a successor in a timely manner at the next regularly scheduled Division Faculty meeting after the vacancy occurs.

6.2.2 Division Directors and other members of the College Administration are not eligible to serve on Committee A. Membership shall represent non-administrative Faculty.

6.2.3 Committee A shall perform appropriate functions assigned to a Departmental Committee A by the OU Faculty Handbook.

6.2.4 A committee chair shall be elected by committee members annually.

6.3 **OTHER STANDING COMMITTEES, AD HOC COMMITTEES, AND TASK FORCES:** Either the Faculty or the Dean may create other standing committees, ad hoc standing committees or task forces as needed. These committees shall have representation from College disciplines and the College student body to promote faculty governance and student engagement as much is reasonably possible.

6.4 **COMMITTEES REQUIRED BY THE UNIVERSITY:** Committees required by the University for either colleges or departments shall function as defined by the University, except that they shall exist at the College level.

7. **SUPPLEMENATARY DOCUMENTS:** The following documents relate to processes required by the Provost, OU Faculty Handbook or the CoA and are intended to supplement these Bylaws.

7.1 Standing College Advisory Committee bylaws per section 6.1.

7.2 Faculty performance documents including:

- Faculty Class Attendance
- Policy on Faculty Teaching Load and Release from Teaching
- College of Architecture Graduate Liaison Duties

7.3 Faculty evaluation documents including:

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- OU College of Architecture Annual Faculty Evaluation Process
- CoA Annual Faculty Review Timeline - Tenured, Tenure-Track and Renewable Term Faculty
- Promotion and Tenure
- Progress Toward Tenure Letter Guidelines
- College of Architecture Tenure-Track Faculty Third Year Review Guidelines
- College of Architecture Tenure-Track Faculty Third Year Review Form
- CoA Tenure Track Faculty Mentoring Program

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