

Gibbs College of Architecture Bylaws

1. Purpose

- 1.1 The purpose of these Bylaws is to enable the Gibbs College of Architecture (GCA) to fulfill its responsibilities to the State of Oklahoma, to the professions it serves, to the University of Oklahoma (OU) and to GCA 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its constituents shall be carried out as directed by these Bylaws and the OU Faculty Handbook, except when explicitly superseded by University regulations or State statutes.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 GCA Faculty consists of regular and non-regular faculty who hold the rank of Instructor or higher and have at least .50 F.T.E. appointments at OU in the GCA. Regular faculty are defined as per OU Faculty Handbook Section (3.5.2C)
 - 2.2.1 All regular faculty defined in section 2.2 are eligible to participate in GCA decision-making in accordance with their rank and responsibilities as defined by the Provost.
 - 2.2.2 All regular and non-regular faculty may serve on and chair standing, ad hoc, and/or special committees, and where these committees make official recommendations to the dean as part of their responsibilities. Members of such committees including non-regular faculty may vote as part of their responsibilities to the committee.
- 2.3 **MEETING ATTENDANCE:** All GCA 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:** GCA 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 GCA will serve as the chair of GCA 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.

Adopted by Faculty: 10/17/2023

Approved by Dean: 11/09/2023

Approved by Provost: 12/06/2023

- 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 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 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.
- 4.3 CHANGES: Any proposal to change these Bylaws shall be submitted by the Standards Committee members in full, either in a special all college Faculty meeting or in regular division Faculty meetings. After changes have been presented, faculty have at least two weeks to provide feedback before a Faculty vote. During that time the proposal may be referred back to the Standards Committee for further study or revision. This Standards Committee shall report its recommendations directly to the Faculty prior to the vote. All recommendations for changes to these Bylaws must receive approval of the Dean before adoption as per OU Regents Policy Manual section 3.10 (B) (3) (d).

4.4 BYLAWS SUSPENSION: If a quorum of eligible GCA 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 GCA includes the Divisions of: Architecture; Construction Science; Interior Design; and Planning, Landscape Architecture, and Design (PLAD). College Administration follows the OU Faculty Handbook except that the College, rather than the Division, is the basic budgetary unit. Therefore, the Dean performs some of the department chair's functions related to budget 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 Division Committees A, Graduate Programs Council, Information Technology, Creating/Making Lab, Travel Study, Executive, and Standards.

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 COMMITTEES A: There will be a Committee A for each division within Gibbs College. Each Committee A will typically consist of two tenured or ranked renewable term faculty members other than the director who are elected by the division faculty as specified in paragraph 4.1 Voting above. The members may be elected from tenured and ranked renewable term faculty. A Faculty member from another unit may fill one position if needed but must be elected by the faculty of the division. The Division Director will be the third Division Committee A (DCA) member and chair of the DCA. Elected members of Committee A will normally serve two consecutive years starting the Fall semester after Spring semester election. Terms of the elected members will be staggered such that one member will rotate off the committee each year. For any unexpired term, the Division faculty will conduct a vote to find a successor. Election of the successor will take place in a timely manner. An elected member of Committee A who has completed their term is eligible for re-nomination and a renewed term.

Committees A will perform all of the functions assigned to this group by the OU Faculty Handbook (2.8.2A) and by the Dean in their annual charge to committees.

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- 6.3 AD HOC COMMITTEES, AND TASK FORCES: Either the Faculty, Directors, or the Dean may create ad hoc standing committees or task forces as needed. These committees shall have full-time faculty representation from all College divisions and may include staff and students as needed. For example, an ad-hoc committee may be constituted and tasked with revising College Policies including but not limited to: the Annual Faculty Evaluation Criteria, Promotion and Tenure Guidelines, Third-Year Review or issues not addressed by existing committees.
- 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.
- 6.5 STANDARDS COMMITTEE. The GCA Standards Committee is comprised of the division directors or designated Committee A member. They are responsible for reviewing and upholding College-wide standards and processes for evaluation of teaching, research, and service across the work of division Committees A of the college. They meet annually at the end of each academic year or prior to merit raise decisions to review evaluations, allocations of effort, and teaching loads.
- 6.6 EXECUTIVE COMMITTEE. This committee is advisory to the Dean and consists of the Dean, Associate Deans, Division Directors, and others appointed by the Dean. The Executive Committee's purpose is to take a college-wide perspective in dealing with strategic matters affecting Gibbs College. Among other duties, the Executive Committee is invited to provide feedback to the dean on substantive curricular initiatives such as new programs, new minors, new certificates but does not hold approval authority over curricular matters.
7. SUPPLEMENTARY DOCUMENTS: The following documents relate to processes required by the Provost, OU Faculty Handbook or the GCA 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:
 - OU College of Architecture Annual Faculty Evaluation Process
 - GCA 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
 - GCA Tenure Track Faculty Mentoring Program