

1.1 College of Design, Architecture, Art, and Planning Faculty Bylaws

University rule: 50-3-02

- A. Name: the organization for which these Bylaws are established is the Faculty of the College of Design, Architecture, Art, and Planning.
- B. Purpose: the purpose of the organization is to carry out the mission of the College of Design, Architecture, Art, and Planning.

(Mission Statement November 1, 1983, appendix A).
- C. The Faculty of the College:
 - I. The Faculty of the College of Design, Architecture, Art, and Planning shall consist of the President of the University, the senior vice president and Provost for baccalaureate and graduate education, the Dean of the College, current full-time qualified and unqualified Professors, Associate Professors, Assistant Professors, Instructors, Librarian(s), Emeriti of the College and others of academic or administrative rank as may be elected thereto by the Faculty of the College.
 - II. The Graduate Faculty of the College of Design, Architecture, Art, and Planning shall consist of the Vice President and University Dean for Graduate Studies and Research, and all members of the College faculty.
 - III. Responsibilities:
 - a. The Faculty shall be responsible for exercising those functions and powers vested in them by rule 3361:50-3-01.
 - b. The Faculty is responsible for defining and amending these Bylaws for the governance of the college within the framework of (1.01: C-III-a).
 - c. The Faculty shall be the legislative body of the college.
- D. Meetings:
 - I. Meetings of the Faculty shall be held at least once per quarter when the College is in session. Special meetings may be called by the Dean or upon petition of fifteen or more members of the College Faculty.
 - II. All meetings shall be conducted according to *Robert's Rules of Order* (latest edition), except where they are in conflict with these Bylaws. In that case these Bylaws will govern. A quorum of the Faculty for the purpose of conducting business of the College shall be thirty percent of its eligible voting membership. For the purpose of determining a quorum full-time faculty on leave or quarter off shall not be included in the count of total full-time faculty.
 - III. The presiding officer of the meeting shall be the Dean of the College, or a member of the faculty designated by the Dean. The presiding officer shall vote only in cases where that vote will break a tie.

College Structure:
Administrative Officers: Dean

- IV. An agenda and supporting documents for each meeting shall be prepared and distributed at least forty-eight hours prior to each meeting. Proposals raised at any meeting shall be referred to the agenda of the next meeting unless a two-thirds majority of those present and voting shall determine that the proposal is of such immediate importance as to suspend the rules or that it is a continuation of a matter before the body and not a new topic.
- E. College Structure:
 - I. The college shall be divided into four schools offering instruction in the following disciplines:
 - a. School of Design
 - i. Fashion Design/Product Development
 - ii. Communication Design
 - iii. Industrial Design
 - b. School of Architecture and Interior Design
 - i. Architecture
 - ii. Interior Design
 - c. School of Art
 - i. Art Education
 - ii. Art History
 - iii. Fine Arts
 - d. School of Planning
 - i. Urban Studies
 - ii. Urban Planning
 - II. The faculty of each school may, at its own option, organize its programs of instruction into departments or other organizational units. Each school faculty shall develop its own organizational structure and adopt bylaws to govern itself. These Bylaws shall insure equitable representation and support of all units within the School.
 - F. Administrative Officers:

The Administrative Officers of the College shall be the Dean, School Directors, and such other administrators as Associate Deans, Assistant Deans, as are appropriate and consistent with administrative and financial requirements.

 - I. Dean:
 - a. Appointments:
 - i. The Dean of the College of Design, Architecture, Art, and Planning is appointed by the Board of Trustees of the University and serves at its discretion.
 - ii. The initial term of appointment for the Dean of the College of Design, Architecture, Art, and Planning shall be for three to five years.
 - iii. The Dean may be reappointed for additional terms of three to five years if the Dean wishes to continue in office and

receives a favorable review by the Decanal Review
Committee.

- b. Responsibilities:
 - i. The Dean shall be the administrative head and educational leader of the College and charged with the supervision of all its interests and activities.
 - ii. The Dean shall be responsible for exercising those functions vested in the Dean by the Board of Trustees, the President, and Senior Vice President and Provost for Academic Affairs.
- c. Decanal Searches and/or Reviews:
 - i. Candidates for appointment or reappointment to the Deanship shall be recommended by a committee to be constituted as follows:
 1. Chair to be the Senior Vice President and Provost or his/her designee.
 2. Two members of the College Faculty elected by the College Faculty at a College Faculty meeting.
 3. Two members of the College Faculty appointed by the Senior Vice President and Provost for Academic Affairs.
 4. Two full-time students in the College: one undergraduate and one graduate, elected by the respective student bodies of the College.
 5. In case of special need (e.g. to give weight to affirmative action, departmental interests in multi departmental colleges, or to represent off-campus groups) up to two additional members may be added to a search committee by the provost.
 - ii. Early in the fall term of the penultimate year of the Dean's appointment, the decanal review committee shall ascertain if the Dean wishes to serve another term.
 1. If the Dean does wish to serve another term, he/she shall be reviewed by the committee using annual assessments, evaluations of progress in the College, and other new materials prepared for that review, to recommend either reappointment of the incumbent for an additional term or that a successor be appointed.
 2. The Committee shall establish its own procedures.
 3. In the event that the Dean does not wish to continue in office or receives an unfavorable review, a search committee for a successor shall be constituted in the manner prescribed above (1.01: F-I-c).
 - iii. The Search Committees of the College shall be constituted in the same manner as the Review Committee.

Administrative Officers:
School Directors:
Appointments;
Responsibilities;
Searches/Reviews

- II. School Directors:
 - a. Appointments:
 - i. The School Directors are appointed by the Board of Trustees and the nominations are made through the Dean to the Provost to the President. The School Directors serve at the pleasure of the Board of Trustees.
 - ii. The initial term of appointment for School Directors in the College of Design, Architecture, Art, and Planning shall be three to five years.
 - iii. School Directors may be reappointed for additional terms of three to five years if they receive a favorable review.
 - b. Responsibilities:
 - i. The School Director shall be the administrative head and educational leader of the School and charged with the supervision of all its interests and activities.
 - c. Directorial Searches and/or Reviews:
 - i. Candidates for appointment or reappointment as School Director shall be recommended by a committee to be constituted as follows:
 - 1. Chair to be the Dean of the College or his/her designee
 - 2. One faculty member representing each of the disciplines in the School (See E: I: a, b, c, d)
 - 3. Two faculty members, one each from disciplines outside the School in question, elected by the faculty of those disciplines. The two disciplines are to be determined by Faculty of the School whose director is subject to review
 - 4. Two full-time students in the School concerned, including one undergraduate student and one graduate student elected by the respective student bodies of the School
 - ii. Not later than the end of the penultimate year of the School Director's term, the Committee shall ascertain whether the School Director wishes to continue in office, review progress in the School concerned, and recommend to the Dean either reappointment of the incumbent for an additional term or that a successor be appointed. The Committee shall establish its own procedures.
 - iii. If the decision is to seek a successor, a School Director Search Committee may be constituted immediately and if necessary the Dean shall convene the Faculty of the School concerned to recommend to the Dean an Acting Director until the successor has been appointed.
 - iv. The Search Committees of the College shall be constituted in the same manner as the Review Committee.

G. Committees:

I. Standing Committees of the College shall be:

- a. Reappointment, Promotion and Tenure as required by the current AAUP Collective Bargaining Agreement.
- b. Grievance Committee as required by the current AAUP Collective Bargaining Agreement.
- c. Executive Committee shall consist of the Dean and School Directors. The Executive Committee shall carry out executive responsibilities at the Dean's discretion.
- d. All other deemed necessary by the Dean and/or the Faculty of the College of Design, Architecture, Art, and Planning.

II. Membership

- a. All voting members of Standing Committees shall be full-time faculty and elected students in the College of Design, Architecture, Art, and Planning.
- b. Each committee, except the Reappointment, Promotion and Tenure Committee, the Grievance Committee, and the Executive Committee shall select two students, one graduate and one undergraduate, as voting members of the committee.

III. Rules

Except for the Reappointment, Promotion and Tenure Committee, each committee shall determine and publish its own rules for Faculty approval.

IV. Procedures

Recommendations of all committees shall be determined only at meetings of the committee through a formal vote.

V. Ad hoc committee

Ad hoc committees may be formed by the Dean or the College Faculty to address current problems as they arise.

H. Standing Rules which identify specific guidelines and procedures for carrying out the College mission shall be established to complement these Bylaws.

I. Amendments to the Bylaws:

Amendments to these Bylaws must be presented in writing at a meeting of the Faculty. Voting shall be by secret ballot distributed to the Faculty. Approval shall be by a simple majority of the voting Faculty. Amendments shall not be acted upon during Summer Quarter.

J. In the event anything contained in these Bylaws contradicts any provision of the Administrative Code or the AAUP Collective Bargaining Agreement shall prevail.

Committees; Membership; Rules; Procedures; Ad Hoc; Standing Rules; Amendments;
Contradictions

Mission Statement of the College

Appendix A

The College of Design, Architecture, Art, and Planning at the University of Cincinnati is charged with undergraduate and graduate education in design, environmental, and art disciplines. It is committed to responsible change and development in those disciplines. The College is committed to excellence in teaching and learning, research, teaching and learning, research, and creative works. It is committed to share the benefits of these activities with the University, the allied professions, and the general community. The College shares the universal concerns of higher education: the discovery, identification, preservation and dissemination of knowledge; the education of people in search of a rich and meaningful existence; and the creation, study, integration and interpretation of design and art. These concerns are implemented through works and studies which are academically rigorous, aesthetically superior, technically sound, and socially responsible.

The College is unique in this country. Since the turn of the century, programs have grown in quality and diversity. Today the excellence and range of curriculum, the professional practice (co-op) experiences, the quality of students, and the scholarly and creative achievements of faculty are, and will continue to be, the College's major strengths.

Graduate degrees are offered in Design, Architecture, Art Education, Art History, Fine Arts, Community Planning, and Regional Development Planning. Undergraduate degrees are offered in Digital Design, Fashion Design, Graphic Design, Industrial Design, Architecture, Interior Design, Art History, Fine Arts, Urban Planning, and Urban Studies. The College anticipates, identifies, and catalyzes change in areas of special concern to the professions with which it is allied. Participation in local, regional, national, and international forums provides an agenda to structure the substantive aspects of teaching, research, and creative endeavors in the College of Design, Architecture, Art, and Planning.

November 1, 1983

Degree updates: 2002

Faculties of Colleges and Divisions

- A. Each college and division faculty shall consist of the president of the university, the senior vice president and provost for baccalaureate and graduate education or senior vice president and provost for health affairs, as appropriate, the dean, professors, associate professors, assistant professors, instructors, and others of academic or administrative rank as may be elected thereto by the respective faculty with the approval of the dean.
- B. Each faculty may meet at stated times agreed upon by itself and the dean or upon call of the president or dean and shall determine the academic or other qualifications prerequisite for voting at its meetings.
- C. Subject to the approval of the board, each faculty shall make its own regulations governing the admission and exclusion of students, the courses of instruction to be offered, grading policy, recommendations for degrees, honors, and prizes, and such other matters as may be within its jurisdiction. A copy of such regulations shall be maintained and made available for review in the office of the dean or other head of the college or division and the appropriate provost.

Effective: December 16, 1999

CERTIFICATION: Virginia L. Steiner
Executive Secretary and Clerk, Board of
Trustees November 24, 1999

Promulgated under:	R.C. Section
111.15 Rule amplifies:	R.C. 3361.03; R.C. 1713.02; R.C. 3345.06; R.C. 3333.07
Amended:	March 16, 1978*; June 10, 1990

