# University of North Carolina at Charlotte
# David R. Ravin School of Architecture Bylaws

(Approved, November, 2023)

**Preamble**

The Faculty of the School of Architecture (SoA or School) at the University of North Carolina at Charlotte (UNC Charlotte or UNCC) subscribes to the principles of shared governance as elaborated in the UNCCharlotte Constitution of the Faculty. These Bylaws provide operating guidelines for the School which is made up of the Director; the Associate Director; the Faculty of the School; all persons who are appointed in academic, administrative or staff positions; and graduate and undergraduate students.

**Article I. Faculty**

1. Composition:

   1.1. The voting faculty consists of all persons holding full-time tenured and tenure track faculty positions.

2. Responsibilities

   2.1. The faculty is responsible for the planning and conduct of the academic programs of instruction and research including but not limited to steering curricular initiatives including the organization and sequencing of course content; the coordination and integration of courses both within a given semester and along the trajectory of successive semesters; and the development and/or elimination of new degree programs and degree paths.

3. Faculty Meetings and Voting

   3.1. The purpose of School faculty meetings is to conduct the business of the faculty, make reports and announcements, discuss pedagogical strategy and content and make decisions on matters of general concern to the faculty.

   3.2. The faculty shall meet at least monthly each semester from August through May. Dates of meetings will be published at the beginning of each semester by the Director. The number of faculty meetings, their dates and their agendas will be established by the Director in response to issues raised by the administration, faculty, staff and/or students. Robert's Rules of Order may be followed in conducting faculty meetings. The Director will preside over regularly scheduled faculty meetings. If the Director is not available, the Associate Director will preside.

   3.3. All faculty and staff members regardless of title or full-time status are welcome at all meetings of the faculty and may participate in all deliberations. Members of the student body or representatives of student organizations may be invited to attend and participate in faculty meetings or portions thereof on an as-needed basis.

3.4. Materials related to items for review and/or action by the voting faculty will be distributed a minimum of five days prior to the faculty meeting. Meeting agendas will be distributed a minimum of three days prior to the faculty meeting.

3.5. The Director will ensure that attendance and minutes are taken at all faculty meetings, and minutes will be distributed a maximum of one week following each meeting.

3.6. Each member of the voting faculty shall have one vote in meetings of the faculty. Visiting faculty, collaborators, affiliates, faculty members on leave without salary, and faculty members with joint appointments whose positions are less than .5 FTE in the School are not members of the voting faculty and do not vote.

3.7. In conducting the business of the School, faculty will review and /or take action on matters of general concern to the faculty.

3.7.1. Items that *require* review and/or action by the voting faculty include changes to or creation of documents related to the following: curricular structure of degree programs; strategic planning; administrative organization and governance documents such as the School Bylaws; and policies and procedures including but not limited to those addressing review, promotion and tenure.

3.7.1.1. Items that require voting faculty review and/or action shall be presented and put on the floor at one meeting for vote at the next meeting in order to allow ample time for review. When necessary, this action can be waived as long as these items were listed on the agenda and associated materials were distributed in advance of the meeting as specified in Article 1.3.4.

3.7.2 Items that *may require* review and/or action by the voting faculty include those that have a school-wide impact upon academic programs, faculty or students. Examples include but are not limited to the use of physical and budgetary resources, general research or outreach initiatives and the School Culture Policy.

3.7.2.1 Items that *may require* review and/or action by the voting faculty may be presented and voted upon at a single meeting as long as they were listed on the agenda and associated materials are distributed in that meeting.

3.7.3 School faculty meetings shall also serve as the forum for faculty members to initiate discussion on any subject deemed to be in the interest of the department.

3.7.4. Motions brought before the voting faculty may be made by the Director, committees of the School or any member of the voting faculty. Motions must be seconded for further consideration. A quorum of 75 percent of the voting faculty must be present to conduct a vote on a motion. If a quorum is not present, the Director may elect to send an electronic ballot to the entire voting faculty in lieu of an in-person vote. A quorum of 75 percent of the voting faculty must respond to the electronic ballot in order to conduct a vote on a motion.

**Article II. Committees**

1. Committee Structure

    1.1. School faculty appointments to University and College committees and councils will be selected by vote or appointment according to the requirements of these groups.

    1.2. School committees consist of Standing Committees and Ad hoc Committees. Standing committees have ongoing areas of responsibility as defined in this document. Members are elected by the voting faculty or appointed by the Director. Ad hoc Committees have temporary responsibilities for one-time tasks. They are organized and their responsibilities defined by the Director or by Standing Committees. Faculty are self-selected and/or appointed by the Director. School committees are comprised of voting faculty. They may also include other faculty, administrators, staff and students as ex officio members.

    1.3. Chairs of Standing Committees will be elected by committee members. Chairs of Ad hoc Committees will be appointed by the Director or elected by committee members.

    1.4. If an elected committee member is unable to serve during a portion of their term, a special election shall be held at the latest during the final faculty meeting of the semester prior to the absence. The person elected by the special election shall serve only during the absence, after which the returning committee member will serve out the remainder of their term without change to their end-of-term.

    1.5. If an appointed committee member will be unable to serve during a portion of their term, the Director shall appoint another faculty member to serve during the absence. Upon return, the originally appointed faculty member shall serve out the remainder of their term without change to end-of-term.

2. Standing Committees

    2.1. The School Review Committee (SRC)

    The responsibilities and composition of the School Review Committee are described in the School of Architecture Procedures, Standards and Criteria For Review, Promotion and Tenure.

    2.2. The Curriculum Committee

        2.2.1. Composition

            2.2.1.1. The Curriculum Committee consists of 8 members: 4 Program Directors; 4 at-large faculty members elected from and by the voting faculty. It also includes two ex-officio members: the Associate Director and the Architecture Academic Advisor.

            - Undergraduate Program Director
            - Master of Architecture Graduate Program Director
            - Master of Urban Design Graduate Program Director
            - Master of Science Graduate Program Director

- At-large member from Design Computation
- At-large member from Design Science
- At-large member from History, Theory, & Criticism
- At-large member from the Voting Faculty
- Associate Director (ex officio)
- Architecture Academic Advisor (ex officio)

2.2.1.2. Program Directors shall serve on the Curriculum Committee for the duration of their terms.

2.2.1.3. At-large members shall serve for a term of two years with a maximum of one subsequent term.

2.2.1.4. Committee members shall elect the Chair of the Curriculum Committee at the beginning of the term.

2.2.1.5. Program Directors shall not serve as Chair of the Curriculum Committee, unless all 4 at-large members unanimously agree to allow an exception and the elected program director agrees to the exception.

2.2.1.6. All faculty members regardless of rank, title or full-time status are welcome  at all Curriculum Committee meetings and may participate in all deliberations and procedures, with the exception of voting on Curriculum Committee matters.

2.2.1.7. 100% of the Curriculum Committee shall constitute a quorum for voting purposes.

2.2.1.8. The Director and/or Associate Director may participate in the Curriculum Committee with regard to specific initiatives when so invited by the Committee Chair as per directive of the Committee. When such participation occurs, it shall be on an *ex-officio* basis.

2.2.1.9. In the event of a tie committee vote, the measure shall be brought to a full faculty vote.

2.2.2. Responsibilities & Procedures

2.2.2.1. The Curriculum Committee is both an originating and deliberative body. It can develop curricular initiatives for review and/or action by the faculty as  well as review and deliberate the effectiveness of existing curriculum and  curricular structure.

2.2.2.2. The Curriculum Committee shall ensure that proper procedures are  followed for curricular issues requiring faculty vote and/or other approvals  at College and University levels. A majority vote of the Curriculum Committee shall constitute approval to move an item forward to the faculty.

2.2.2.3. The Curriculum Committee Chair shall communicate the docket of Committee initiatives under evaluation at every faculty meeting, so that interested

faculty are informed of relevant timetables.

2.2.2.4. The Chair of the Curriculum Committee shall publish the agenda and related materials to the Faculty no later than three days prior to Committee meetings.

3. Ad-hoc Committees

3.1. Composition

3.1.1. An Ad-hoc Committee may be formed by the Curriculum Committee, the Director and/or a majority of the voting faculty.

3.1.2. Ad-hoc Committees must include at least two members of the voting faculty. All persons who are appointed in academic positions regardless of rank, title, or full time status may propose the formation of an Ad-hoc committee to the Curriculum Committee, the Director and/or the faculty.

3.1.3. The body that forms the Ad-hoc Committee shall elect a Chair of the Committee.

3.2. Responsibilities & Procedures

3.2.1. Ad-hoc committees include but are not limited to evaluating candidates for faculty and staff positions: strategic planning; accreditation reporting; revisions to the Bylaws; and studying and/or proposing policies and initiatives related to the planning and conduct of the academic programs of instruction and research of the School.

3.2.2. Chairs of Ad-hoc Committees shall submit curricular initiatives to the Curriculum Committee for evaluation, development, and approval. Other types of initiatives shall be submitted to the Director and/or the faculty according to the instructions provided in writing at time of the committee formation.

**Article III. Administrative Organization**

1. Director

1.1. The SoA Director is recommended by the Dean and appointed by the Chancellor for a three-year renewable term. If the Director is being considered for a renewed term, the faculty will provide input to the Dean prior to the recommendation going forward to the Provost.

1.2. The SoA Director job description is available to the faculty and staff.

2. Associate Director

2.1. The Associate Director is appointed by and serves at the discretion of the SoA Director for a

three-year renewable term. Prior to the renewal of a three-year term, interested candidates will be identified by an open call to the voting faculty soliciting interest in assuming the position of Associate Director.

2.2. The Associate Director job description is available to the faculty and staff.


3. Undergraduate Program Director (UPD)

3.1. The UPD is appointed by and serves at the discretion of the SoA Director for a three-year renewable term. Prior to the renewal of a three-year term, interested candidates will be identified by an open call to the voting faculty soliciting interest in assuming the position of Undergraduate Program Director.

3.2. The UPD must be a member of the voting faculty and must teach at least one course in the undergraduate program.

3.3. The UPD job description is available to the faculty and staff.


4. Graduate Program Director for Architecture (GPD-Arch)

4.1. The GPD-Arch is appointed by and serves at the discretion of the SoA Director for a three year renewable term. Prior to the renewal of the three-year term, interested candidates will be identified by an open call to the voting faculty soliciting interest in assuming the position of Graduate Program Director for Architecture.

4.2. The GPD-Arch must be a member of the voting Faculty and must teach at least one course in the graduate programs.

4.3. The GPD-Arch job description is available to the faculty and staff.


5. Graduate Program Director for Urban Design (GPD-Urban)

5.1. The GPD-Urban is appointed by and serves at the discretion of the SoA Director for a three-year renewable term. Prior to the renewal of the three-year term, interested candidates will be identified by an open call to the voting faculty soliciting interest in assuming the position of Graduate Program Director for Urban Design.

5.2. The GPD-Urban must be a member of the voting Faculty and must teach at least one course in the graduate programs.

5.3. The GPD-Urban job description is available to the faculty and staff.


6. Graduate Degree Coordinators (GDC)

6.1. The MS track in Design Computation and the MS track in Building Science each have a

Graduate Degree Coordinator who works with the Graduate Program Directors (GPD-Arch and GPD-Urban) to provide leadership and structure focused on recruiting and admissions. GDCs are appointed by and serve at the discretion of the SoA Director for a three-year renewable term. Prior to the renewal of a three-year term, interested candidates will be identified by an open call to the voting faculty soliciting interest in assuming the position of Graduate Degree Coordinator.

6.2. The SoA Director will solicit input from the Graduate Program Directors and members of the voting faculty prior to the decision regarding renewal of a Graduate Degree Coordinator's term or the selection of a new Graduate Degree Coordinator.

6.3. The Graduate Degree Coordinators must be members of the voting faculty and must teach at least one course in their program/track.

6.4. The Graduate Degree Coordinator job description is available to the faculty and staff.

## Article IV. Research and Fabrication Labs

1. Composition of Research Labs

   1.1 SoA Research Labs may be formed at the discretion of the SoA Director in consultation with the faculty in order to support research initiatives that depend on the disciplinary expertise of the faculty.

   1.2 Faculty may be affiliated with SoA Research Labs at their discretion but shall not have primary academic appointment in such Labs.

   1.3 Each SoA Research Lab shall have a member of the voting faculty who serves as the Research Lab Coordinator. Research Lab Coordinators are appointed by and report to the SoA Director for a three-year renewable term. At the end of each three-year term, a call to solicit interest in assuming a Research Lab Coordinator position will go out to the entire voting faculty. The Director will solicit input from the voting faculty prior to the decision regarding renewal of the current Coordinator's term or the selection of a new Coordinator.

2. Composition of Fabrication Labs

   2.1 Fabrication Labs may be formed at the discretion of the SoA Director in consultation with the voting faculty and current Fabrication Labs staff in order to support classroom and research initiatives of students and faculty.

   2.2 The Labs are overseen by the Director of Fabrication Labs who is a full-time member of the SoA staff.

   2.3 The Director of Fabrication Labs reports to the SoA Director.