Preamble

The College of Arts and Architecture (“CoAA” or “College”) at the University of North Carolina at Charlotte consists of the Dean, the Faculty of the College, all persons who are appointed in academic, administrative or staff positions, and students (both graduate and undergraduate) who are enrolled in educational offerings of the College and who are academically advised by members of the Faculty or by CoAA-approved professional advisors.

The CoAA Bylaws provide operating guidelines for College administrative officers, College Faculty, and College Faculty Governance, including standing committees of the College and provisions for such organizational arrangements and procedures as are necessary for the orderly conduct of the College’s business.

The provisions of the CoAA Bylaws are subject to the approval of the Chancellor, the Provost and the Dean, and are themselves governed by the policies of the Code of the Board of Governors of the University of North Carolina.

Article I. Faculty

1. The Faculty of the College of Arts and Architecture shall consist of all persons holding full-time academic positions in the College including tenured, tenure track and non-tenure track faculty, except as specified below.1

   1.1. A full-time faculty member with a joint appointment in the College whose position is less than .5 FTE shall not be considered Faculty of the College for voting purposes unless they are extended voting privileges by the Dean.

   1.2. Full-time faculty on visiting appointments shall not be considered Faculty of the College for voting purposes.

2. The Faculty shall be responsible for the planning and conduct of the academic programs of instruction and research.

3. Each member of the Faculty shall have the privilege of one vote in meetings of the Faculty as well as in College elections, except in the case of elections to the College Review Committee, where non-tenure track faculty are specifically excluded from voting.

4. The Faculty shall normally exercise responsibilities through the Faculty Council of the College of Arts and Architecture, which includes the Committees of the Faculty Council.

5. The Faculty may, at a regular or special meeting, vote to change any action of the Faculty Council and its Committees, except that it may not overturn actions of the College Review Committee.

6. Meetings.

   6.1. The Faculty shall meet once during the fall semester of each academic year, and at other times upon call of the Chancellor, the Provost, or the Dean, or by vote of a simple majority of the members of the Faculty Council, or by petition containing signatures of at least 25% of the Faculty.

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1 Current examples of full-time non-tenure track faculty positions include Lecturers and Research Faculty.
6.2. At the fall meeting of the Faculty, the Dean shall present the state of the College, and the Faculty Council shall report on its work.

6.3. The Dean shall schedule a meeting of the Faculty within fourteen (14) working days of a legal call and announce the meeting time and agenda to all Faculty members by electronic mail at least seven (7) working days prior to the meeting.

6.4. The Presiding Officer shall be the Chair of the Faculty Council or, in his or her absence, the Vice-Chair.

6.5. Items may be placed on the agenda by the Chancellor, the Provost, the Dean of the College, the Faculty Council, or by petition of 25% of the Faculty.

6.6. 40% of the Faculty shall constitute a quorum for voting purposes.

6.7. Unless otherwise specified, all meetings of the Faculty shall be conducted according to Robert's Rules of Order, Newly Revised.

6.8. The Dean shall schedule a meeting with the faculty of each Department/School at least once per semester and shall announce the meeting time and agenda to all Department/School faculty members by electronic mail at least seven (7) working days prior to the meeting.

Article II. Academic School(s), Departments, Interdisciplinary Programs, and College Research Centers.

1. The Faculty of the College shall be organized in academic School(s), Departments, Interdisciplinary Programs, and Research Centers appropriate to their disciplinary expertise.

2. Composition of Academic School(s) and Departments.

2.1. Academic School(s) and Departments shall be formed at the discretion of the Dean, the Provost, and the Chancellor, according to the disciplinary expertise of their constituent faculty, and shall serve as the local administrative entities responsible for faculty and personnel recruitment, retention, and review, budgetary support, the conduct of academic programs in their respective disciplines, and the support of undergraduate and graduate students in those programs.

2.2. All Faculty holding Professorial Rank shall have academic appointment in at least one School or Department of the College.²

2.3. Each School shall have a Director as its chief administrative officer, who is recommended by the Dean and appointed by the Chancellor, ordinarily for a three to five-year renewable term.

2.4. Each Department shall have a Chair as its chief administrative officer, who is recommended by the Dean and appointed by the Chancellor, ordinarily for a three to five-year renewable term.

2.5. Each School and Department shall maintain a standing Review Committee (either a School Review Committee or a Departmental Review Committee) in addition to such other committees as the School or Department shall deem necessary to the conduct of its business.

3. Composition of Interdisciplinary Programs.

3.1. Interdisciplinary Programs may be formed at the discretion of the Dean in order to support instructional programs that depend on the disciplinary expertise of faculty from more than one School and/or Department.

² The phrase “Professorial Rank” refers to faculty at the rank of Assistant Professor, Associate Professor, or Professor (Tenure Policies, Regulations and Procedures of the University of the North Carolina at Charlotte, Revised effective April 20, 2007).
3.2. Professorial Rank Faculty shall have affiliate status in Interdisciplinary Programs, at their
discretion and upon approval of the Dean, but shall not have primary academic appointment in
such programs.

3.3. Each Interdisciplinary Program shall have a Coordinator as its chief administrative officer,
who is appointed by the Dean, ordinarily for a three-year renewable term, and who reports to the
Dean or the Dean’s designee.

3.4. Each Interdisciplinary Program shall elect its own Steering Committee to advise the
Coordinator on all matters pertinent to the Program’s business.

4. Composition of College Research Centers.³

4.1. College Research Centers may be formed at the discretion of the Dean in order to support
research initiatives that depend on the disciplinary expertise of School and/or Department faculty.

4.2. Professorial Rank Faculty shall have affiliate status in College Research Centers, at their
discretion and upon approval of the Dean, but shall not have primary academic appointment in
such Centers.

4.3. Each College Research Center shall have a Coordinator as its chief administrative officer,
who is appointed by the Dean, ordinarily for a three-year renewable term, and who reports to the
Dean or the Dean’s designee.

Article III. Faculty Governance

1. The faculty governance of the College of Arts and Architecture is vested in the College Faculty Council.

2. Composition, Organization, and Governing Rules.

2.1 The Faculty Council shall represent the interests of the Faculty on matters pertaining to
academic programs, research programs, faculty development and support, and student services.

2.2. The Faculty Council is comprised of two Professorial Rank Faculty representatives from each
School and Department of the College.

2.2.1. Each School and Department, upon the notification of the Associate Dean of
Academic Affairs, shall elect two Faculty Council representatives and one alternate, and
the School Directors and Department Chairs shall forward the results to the Associate
Dean of Academic Affairs.

2.2.2. A Faculty Council member’s term of office, and also the term of the alternate, shall
be two years. The alternate shall stand in for a Council member whenever that member is
unable to attend a Council meeting.

2.2.3. In the event that a Faculty Council member is unable to complete a term of office,
the Department/School alternate shall complete the term and a new alternate shall be
elected.

3. The Officers of the Faculty Council shall include a Chairperson and a Vice-Chair who shall be elected,
by majority vote of the Council members, at the conclusion of each academic year.

³ Centers which develop into or which are planned from the beginning as University-wide Centers must
follow all appropriate University Policies in their planning, structure, and approval process in accordance
with UNC Charlotte Policy Statement #112.
3.1. The Chairperson prepares the calendar and the agenda of Faculty Council Meetings, and College Faculty Meetings, conducts those meetings, and consults as necessary with the Dean on behalf of the Council.

3.2. The Dean shall designate a College staff member who shall be responsible for preparing minutes of Council meetings, maintaining the archive of Council minutes, and undertaking research of past Council business when necessary.

4. The Dean of the College, or the Dean’s designee, shall be an ex officio, non-voting member of the Faculty Council.

5. Responsibilities.

5.1. The Faculty Council represents, and acts on behalf of, the Faculty regarding all matters of concern and interest to the Faculty except those that come under the purview of the College Review Committee. The Faculty Council also advises the Dean on those matters of College policy and practice that the Dean shall see fit to bring before it. The Faculty Council may also bring to the Dean such matters of policy and practice as its members shall deem appropriate.

5.2. The Council will advise the Dean on operations and strategic planning, including: long-range College goals and objectives, academic programs, instructional services, the evaluation of instruction, research programs, technology needs, faculty development, student advising and related student services, appropriate budgetary issues, and any other matters that are appropriate for the Council’s attention.

5.3. The Council, acting for the Faculty, will review and recommend appropriate action on all proposals involving College degree requirements, new departments, new degree or certificate programs, and changes in existing programs.

5.4. The Council shall report periodically to the Faculty of the College, including an annual report of the activities of its Committees.

6. Procedures.

6.1. The Faculty Council will follow Robert’s Rules of Order, Newly Revised in the conduct of its meetings.

6.2. The Faculty Council will conduct no fewer than two regular meetings during each fall and each spring semester of the academic year and shall otherwise meet as often as it deems necessary.

6.3 The Chairperson shall be responsible for supplying each Council member with the agenda, time, and place of each Council meeting at least five (5) working days prior to the date of the meeting.4

6.4. Any member of the Faculty Council shall have the right to introduce an item to the agenda, provided that the Chairperson receives notice of the item at least two (2) days in advance of the meeting.

6.5. Meetings may be requested by the Dean or by a simple majority of the Council members.

6.6. The Chairperson or, in the Chairperson’s absence, the Vice-Chair, shall preside at Council meetings.

6.7. The minutes of each meeting will be provided by the Dean’s designee to each School and Department not later than seven (7) working days after each meeting.

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4 The Faculty Council Chair will receive administrative support from a College staff member designated by the Dean.
6.8. A simple majority of Faculty Council members shall constitute a quorum for voting purposes; however a successful motion will require the affirmative vote of the entire simple majority present.5

6.9. The meetings of the Council shall be open to all College faculty.

Article IV. Committees.

1. Committees shall include Standing Committees of the College, which report directly to the Dean or the Dean’s designee, Standing Committees of the Faculty Council, which report directly to the Faculty Council, and such ad hoc committees of the College or the Faculty Council as the conduct of business may require.

2. In addition to the Standing Committees of the College described in Article V of the CoAA Bylaws, the Dean shall appoint other standing or ad hoc committees as the conduct of business may require.

3. In addition to Standing Committees of the Faculty Council described in Article VI of the CoAA Bylaws, the Faculty Council shall have discretion, in consultation with the Dean, to appoint such other standing or ad hoc committees as the conduct of business may require.

Article V. Standing Committees of the College.

1. The College Review Committee constitutes the only standing committee of the College.

1.1 Composition.

1.1.1 The College Review Committee shall consist of one faculty member elected from each School and Department.

1.1.2 Only tenured Faculty are eligible to serve on the College Review Committee.

1.1.3 The Dean, Associate Deans, Assistant Deans, Department Chairs and School Directors may not serve on the College Review Committee.

1.1.4 A Faculty Member may not participate in the same case as a member of both a Departmental/School Review Committee and the College Review Committee.6

1.2 Elections.

1.2.1 Only Professorial Rank faculty members of the College Faculty are eligible to vote to elect members of the College Review Committee.

1.3 Term of Office.

1.3.1 The term of office of each Faculty member elected to the College Review Committee shall be two years, effective on July 1 immediately following election.

1.3.2. In the event that a member of the College Review Committee vacates his or her office prior to the end of his or her term, the School or Department represented by that committee member shall elect a member who will complete the term of the vacating member.

5 Example: If at least six (6) members are present the Council may conduct business and vote on matters before the Council however, a successful vote would require that all six (6) members vote for the motion.

6 “Colleges shall have procedures ensuring that no Faculty Member participates in the same case as a member of both the DRC and the CRC in reviewing or providing recommendations about reappointment, promotion, or the conferral of Permanent Tenure.” The Tenure Policies, Regulations and Procedures of the University of North Carolina at Charlotte (Section 5, Subsection 5.4).
1.4 Responsibilities.

1.4.1 The College Review Committee shall advise the Dean on all recommendations for reappointment, promotion, and conferral of permanent tenure that are duly brought before it.

1.4.2 The College Review Committee shall advise the Dean on any initial appointments that carry permanent tenure.

1.4.3 The College Review Committee shall undertake the annual review of the Dean and the Associate Dean for Academic Affairs.7

1.5 Procedures.

1.5.1 The Dean or the Dean’s designee shall call the first meeting of the College Review Committee, at which meeting the members shall elect a Chair.

1.5.2 The College Review Committee shall conduct its reviews of cases for reappointment, promotion, and conferral of permanent tenure according to the provisions of the Code of the Board of Governors of the University of North Carolina, the Tenure Policies, Regulations and Procedures of the University of North Carolina at Charlotte, and the College of Arts and Architecture Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure.

1.5.3 College Review Committee members and administrators required to participate in reappointment, promotion, and tenure reviews shall treat as confidential all documents submitted or created in connection with the process of review for reappointment, promotion, or the conferral of permanent tenure, and the information contained therein, as well as information derived from any discussions that are part of the formal review process.

1.5.4 Confidential records and information shall not be disclosed to or discussed with any person except College Review Committee members or those persons whose access to such documents is permitted or required by law.

1.5.5 All meetings of the College Review Committee are closed except to those persons whom the College Review Committee deems necessary to its deliberations.

1.5.6 The College Review Committee is considered to be assembled and may conduct business only when at least four of its members are present at a meeting.

Article VI. Standing Committees of the Faculty Council.

1. The College Course and Curriculum Committee and the Reassignment of Duties Committee constitute the standing committees of the Faculty Council.

2. College Course and Curriculum Committee.

2.1. Composition.

2.1.1. The Course and Curriculum Committee shall consist of one Faculty member elected from each School and Department.

2.1.2. The CoAA Associate Dean for Academic Affairs shall serve as an ex officio, non-voting member of the Committee.

7 This review process is governed by the Tenured Faculty Performance Review Policy of the University of North Carolina at Charlotte.
2.1.3. Committee members shall serve two-year terms, and no person may serve more than two consecutive terms.

2.2. Responsibilities.

2.2.1. The Committee shall act on behalf of the Faculty Council to review and recommend appropriate action on all proposals involving College degree requirements, new departments, new degree or certificate programs, and changes in existing programs when those changes either require additional funds or are opposed by other programs.

2.3. Procedures.

2.3.1. The CoAA Associate Dean for Academic Affairs shall call the first meeting of the College Course and Curriculum Committee, at which meeting the members shall elect a Chair.

2.3.2. The Committee shall take one of three courses of action on any course and curriculum proposal: recommend its approval to the Faculty Council; return it to the originating unit for revisions; or recommend its rejection and transmit an explanation in writing to the originating unit and to the Chair of the Faculty Council.

2.3.3. Ordinarily, the Committee will take action as specified above within four weeks of the receipt of a proposal.

2.3.4. The Chair of the Committee shall inform all School Directors and Department Chairs of the proposals on the agenda, and provide a brief description of each, at least one week prior to every meeting.

2.3.5. A simple majority of Committee members shall constitute a quorum for voting purposes; however a successful motion will require the affirmative vote of the entire simple majority present.

2.3.6. Meetings of the Committee shall be open to both faculty members and students.

2.3.7. The Chair of the Committee, or a member designated by the Chair, shall be present at meetings of the Faculty Council when curriculum proposals are considered.

3. Reassignment of Duties Committee.

3.1. Composition.

3.1.1. The Committee shall consist of one faculty member elected from each School and Department.

3.1.2. The CoAA Associate Dean for Academic Affairs shall serve as an ex officio, non-voting member of the Committee.

3.1.3. Committee members shall serve two-year terms, and no person may serve more than two consecutive terms.

3.1.4. Only tenured faculty members are eligible to serve on the Committee.

3.1.5. Only Professorial Rank faculty members of the College Faculty are eligible to vote to elect members of the Committee.

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8 Example: If at least three (3) members are present the Committee may conduct business and vote on matters before the Committee however a successful vote would require that all three (3) members voted for the motion.
3.2. Responsibilities. 

3.2.1. The Committee shall review Reassignment of Duties proposals during the spring semester of each academic year and make appropriate recommendations to the Dean.

3.3. Procedures.

3.3.1. The CoAA Associate Dean for Academic Affairs shall call the first meeting of the Reassignment of Duties Committee, at which meeting the members shall elect a Chair.

3.3.2. The Committee shall act upon all Reassignment of Duties proposals, forwarded from academic Schools or Departments through the Dean’s Office, and providing such rank-ordering or other recommendations, as the Dean shall request.

3.3.3. Should a Reassignment of Duties recipient become ineligible to carry out the Reassignment of Duties, the Dean may request that the Committee submit the name of an alternate recipient from the same candidate pool.

Article VII. College Procedure and Policy Documents

1. The Dean, the Faculty Council, the Standing Committees of the College, and the Standing Committees of the Faculty Council shall maintain and promulgate such procedures and policy documents as are required by University statute, or as are otherwise deemed necessary, for the orderly conduct of business.

2. Policy and procedure documents shall include, but are not limited to, the College of Arts and Architecture Bylaws, Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure, Mission Statement, Strategic Plan, Reassignment of Duties Policy, Workload Policy, and Lecturer Policy.

3. Policy and procedure documents shall be archived in hard copy in the College Office and will be electronically archived on the College website.

4. Amendments to the CoAA Bylaws.

4.1. Amendments to the CoAA Bylaws may be proposed by the Dean, by majority vote of the Faculty Council, or by a petition signed by at least 25% of the Faculty.

4.2. Amendments duly proposed for consideration by the Faculty Council are eligible for Faculty vote after such amendments have been listed by title on two Council agendas for discussion.

4.3 Amendments duly proposed for consideration by written petition of the College Faculty shall be discussed in a special meeting of the Faculty in accordance with Article I of these Bylaws; a majority vote of the Faculty present at such meeting is required for any proposed amendment to be eligible for Faculty vote.

4.4. If an amendment is deemed to be merely editorial, or a matter of routine updating, then by unanimous vote of the Faculty Council at a regular meeting for which there is a quorum, the amendment shall be placed on the agenda by title for the next Faculty Council meeting. If this initial vote fails, the proposed amendment cannot be introduced again to the Faculty Council as an editorial amendment.

4.5. If such an editorial amendment is approved by unanimous vote at the subsequent meeting, it shall be proposed to the Dean, but if it fails, the proposed amendment cannot be introduced again as an editorial amendment.

4.6. Amendments passed by the Faculty in the College shall be considered recommendations to the Dean, whose approval will cause the amendments to become effective.
5. The Faculty Council shall initiate the process of amending the CoAA Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure only at the direction of the Dean.

5.1. Proposed amendments to the CoAA Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure are governed by the provisions of the Code of the Board of Governors of the University of North Carolina, and the Tenure Policies, Regulations and Procedures of the University of North Carolina at Charlotte.

5.2. When an amendment is necessitated in response to statutory requirement, as specified in the Code of the Board of Governors of the University of North Carolina or the Tenure Policies, Regulations and Procedures of the University of North Carolina at Charlotte, the amendment shall be ratified by the Dean.

5.3. For amendments other than those specified in Section 5.2 above, a majority vote of the Faculty present at a meeting of the College for which there is a quorum shall be required to place an amendment on a written ballot, and a two-thirds majority of votes by written ballot shall then be required to propose the amendment to the Dean.

6. Review and revision of all other College policies shall be undertaken only at the direction of the Dean.