

# College of Arts + Architecture

## Bylaws

(Approved October 27, 2009)

(Revised May 20, 2016)

### Preamble

The College of Arts + 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 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 + 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:<sup>1</sup>

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. 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.

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

4. The Faculty shall normally exercise responsibilities through the Faculty Council of the College of Arts + Architecture, and the CoAA standing committees.<sup>2</sup>

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

6. Meetings.

6.1. The Faculty shall meet twice during each academic year (once in the fall and once in the spring semester), and at other times upon call of the Chancellor, the Provost, or the Dean, or by

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<sup>1</sup> Current examples of full-time non-tenure track faculty positions include Lecturers and Research Faculty.

<sup>2</sup> The CoAA standing committees include: the Course and Curriculum Committee, the College Review Committee and the CoAA Diversity Council.

vote of a simple majority of the members of the Faculty Council, or by petition containing signatures of at least 25% of the Faculty.

6.2. 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.

6.3. 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.

6.4. 40% of the Faculty shall constitute a quorum for voting purposes.

6.5. 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 and Units appropriate to their disciplinary expertise and needs of the college.

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.<sup>3</sup> This also applies to faculty whose primary assignment is interdisciplinary teaching, community-engagement, or trans-disciplinary research.

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.

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.

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<sup>3</sup> 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).

3.3. 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.<sup>4</sup>

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.

#### 5. Composition of College Units

5.1 Definition: For the purposes of these Bylaws, college "units" are defined as organized non-departmental entities of the college (such as the Performing Arts Services Unit).

5.2 College Units are organized to meet specific academic and operational needs that span traditional departmental boundaries. Units are distinct from Schools or Departments in that they do not offer degree programs and are not composed of tenure-line faculty.

5.3 Each Unit will have a Director or Associate Dean as its chief administrative officer who reports to the Dean or the Dean's designee.

### **Article III. Faculty Governance**

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

2. Composition, Organization, and Governing Rules.

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

2.1.1. Each School and Department, upon the notification of the Senior 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 Senior Associate Dean of Academic Affairs.

2.1.2. 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.

2.1.3. 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.

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<sup>4</sup> 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. 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.

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.

5.4. 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.<sup>5</sup>

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.

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.<sup>6</sup>

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

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<sup>5</sup> The Faculty Council Chair will receive administrative support from a College staff member designated by the Dean.

<sup>6</sup> 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.

#### **Article IV. Committees.**

1. Committees shall include the *Standing Committees of the College*, which report directly to the Dean or the Dean's designee,
2. The Dean shall have discretion to appoint other standing or ad hoc committees as the conduct of business may require.
3. 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.**

The College Review Committee, the Course and Curriculum Committee, and the CoAA Diversity Council constitute the standing committees of the College.

##### 1. The College Review Committee

###### 1.1 Composition.

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

1.1.2 Only tenured Faculty are eligible to serve on the CRC.

1.1.3 The Dean, Associate Deans, Assistant Deans, Department Chairs and School Directors, and Associate and Assistant Chairs/Directors may not serve on the CRC.

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 CRC.<sup>7</sup>

1.1.5 In the case of an extraordinary number of review cases the Dean may, in consultation with the CRC, department Chairs and school Directors, increase the size the CRC to ensure the timely evaluation of RPT cases.

###### 1.2 Elections.

1.2.1 Only Professorial Rank faculty members of the College faculty are eligible to vote to elect members of the CRC.

###### 1.3 Term of Office.

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

1.3.2. In the event that a member of the CRC 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.

###### 1.4 Responsibilities.

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

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<sup>7</sup> "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).

1.4.2 The CRC shall advise the Dean on any initial appointments that carry permanent tenure.

1.4.3 The CRC shall undertake the annual review of the Dean and the Senior Associate Dean for Academic Affairs and the Associate Dean for Performing Arts.<sup>8</sup>

#### 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 CRC 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 CRC 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 CRC members or those persons whose access to such documents is permitted or required by law.

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

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

## 2. College Course and Curriculum Committee.

### 2.1. Composition.

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

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

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

### 2.2. Responsibilities of the Senior Associate Dean for Academic Affairs

2.2.1. The Senior Associate Dean for Academic Affairs calls the first CCC meeting of each academic year, and provides the committee with a list of proposals that were approved the previous year at the college level, including those that not yet been approved by the Undergraduate Course and Curriculum Committee. This will allow the committee to respond to requests regarding the status of proposals and avoid unnecessary review of proposals resubmitted to the committee. The Senior Associate Dean also, in

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<sup>8</sup> This review process is governed by the *Tenured Faculty Performance Review Policy* of the University of North Carolina at Charlotte.

conjunction with the Chair of the CCC, sends an annual memo each fall to the college units informing them of the timeline for proposal submission.

### 2.3. Responsibilities of the CCC Chair

2.3.1. The Chair of the CCC reviews submitted proposals to ascertain that all necessary documents have been submitted. The Chair fields questions from committee members, and if there are questions she/he cannot answer, the Chair discusses them with the Senior Associate Dean. The Chair also acts as the representative of his/her department and reviews and votes on the proposals.

### 2.4. Responsibilities of CCC Committee Members

2.4.1. Committee members review proposals, ask questions for clarification, respond to questions if they pertain to the committee member's department, request in-person meetings when necessary, and vote on proposals over email by deadlines established by the Chair (or vote in person at scheduled meetings).

### 2.5 Course and Curriculum Approval Process

2.5.1. Departments and Schools submit curriculum proposals to the Chair of the CCC.

2.5.2. The Chair reviews the items submitted to ascertain that all necessary documents have been submitted.

2.5.3. The Chair forwards the proposals to the other members of the CCC for their review.

2.5.4 The Chair shall have the authority to approve minor changes (changes in course numbering, etc.) without asking for CCC approval. If the change is deemed to be minor, the Chair will notify the committee of the proposed change and if no committee member has requested a vote after five working days, the Chair may approve the change and forward it to the Senior Associate Dean.

2.5.5. Any member of the CCC may request a meeting to discuss the proposals and/or may ask questions about the proposals through email communication. When possible, the CCC member who represents the submitting department should attempt to answer questions asked by other CCC members.

2.5.6. In the event that no in-person meeting is necessary, the CCC may vote on the proposals by email communication. All members of the CCC should "reply all" with their vote so the other members can see their comment(s). In the event that an in-person meeting is necessary, the vote will be taken there.

2.5.7. Once proposals have been approved by the CCC, the Chair signs them and forwards them to the Senior Associate Dean.

## 3. CoAA Diversity Council

3.1 The Diversity Council is composed of one member from each of the college's departments, schools and units.<sup>9</sup>

3.2 The Diversity Council is chaired by the CoAA Coordinator of Diversity Initiatives, who is appointed to a two-year, renewable term by the Dean.

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<sup>9</sup> For the purposes of this committee, the college's academic units are defined as follows: School of Architecture, Department of Art & Art History, Department of Dance, Department of Music, Department of Theatre, and the Performing Arts Services Unit.

3.3 The Diversity Council is charged with the implementation of the CoAA Diversity Action Plan and with overseeing all diversity-related issues within the college.

## **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 + 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 (or the Dean's designee) or by a majority vote of the Faculty Council.

4.2. Amendments proposed by the Dean (or the Dean's designee) will be sent to Faculty Council for review and after appropriate consultation, will be forwarded to the full college faculty for a vote (each unit shall vote in a scheduled faculty meeting and forward the result to the Dean's administrative assistant).

4.3 . Amendments proposed by the Faculty Council will be sent to Dean (or the Dean's designee) for review and after appropriate consultation, will be forwarded to the full college faculty for vote.

4.4 Voting may occur in scheduled unit faculty meetings (and the result forwarded to the Dean's administrative assistant) or, with the approval of the CoAA Faculty Council, voting may be done via electronic ballot.

4.5 Approval requires a 2/3 majority vote of tenure line faculty..

5. Amendments to the *CoAA Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure*.

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 and the faculty informed of the required change,

5.3. Amendments to the *CoAA Procedures for Reappointment, Promotion, and Conferral of Permanent Tenure* may also be proposed by the Dean (or the Dean's designee) or by majority vote of the Faculty Council.

5.4 Amendments proposed by the Dean (or the Dean's designee) will be sent to Faculty Council for review and after appropriate consultation, will be forwarded to the full college faculty for vote (each unit shall vote in a scheduled faculty meeting and forward the result to the Dean's administrative assistant).

5.5 Amendments proposed by the Faculty Council will be sent to Dean (or the Dean's designee) for review and after appropriate consultation, will be forwarded to the full college faculty for vote

5.6 Voting may occur in scheduled unit faculty meetings (and the result forwarded to the Dean's administrative assistant) or, with the approval of the CoAA Faculty Council, voting may be done via electronic ballot.

5.7 Approval requires a 2/3 majority vote of tenure line faculty.

#### 6. Amendments to other CoAA policies.

6.1. Amendments to other CoAA policies may be proposed by the Dean (or the Dean's designee) or by a majority vote of the Faculty Council.

6.2. Amendments proposed by the Dean (or the Dean's designee) will be sent to Faculty Council for review and after appropriate consultation, will be forwarded to the full college faculty for a vote (each unit shall vote in a scheduled faculty meeting and forward the result to the Dean's administrative assistant).

6.3. Amendments proposed by the Faculty Council will be sent to Dean (or the Dean's designee) for review and after appropriate consultation, will be forwarded to the full college faculty for vote.

6.4 Voting may occur in scheduled unit faculty meetings (and the result forwarded to the Dean's administrative assistant) or, with the approval of the CoAA Faculty Council, voting may be done via electronic ballot.

6.5 Approval requires a 2/3 majority vote of tenure line faculty.