

BYLAWS OF THE SCHOOL OF ARCHITECTURE UNIVERSITY OF MIAMI

Paragraphs in italics are excerpts from the University of Miami Faculty Manual with source references listed after each reference paragraph.

Non-italicized paragraphs are specific bylaws of the School of Architecture.

1.0 PREAMBLE

1.1 CONTEXT

1.1.1. *A university is a community of scholars contributing, according to their individual talents and interests, to the transmission and advancement of knowledge. Because of its diversity of interests, a university is a complex organization, not quite like any other in its management, which requires the understanding and good faith of people dedicated to a common purpose. A university administration must seek wisely and diligently to advance the common effort, and the strength of a university is greatest when its faculty and administration join for the advancement of common objectives. (A1.1.)*

1.1.2 The School of Architecture carries out the University's mission by transmitting and advancing knowledge through the profession of architecture and related disciplines.

1.2 DECISION MAKING

1.2.1 The welfare of the School requires the understanding and good faith of people dedicated to a common purpose. The members of the faculty who hold administrative positions must therefore work harmoniously with all of their colleagues in order to wisely guide and diligently facilitate the common effort. The strength of a school is greatest when clearly stated goals and policies are endorsed by all and when the plurality of academic interests is constructively managed. The attainment of academic excellence is a deliberate and sustained effort requiring enthusiastic participation of the whole School community. These Bylaws are intended to be consistent with the Faculty Manual and not limit the authority and responsibilities of administrative officers of the School.

1.2.2 The desirability of the School faculty's participation in decision making must be reconciled with the need to leave administrative officers with the freedoms for progressive leadership, implementation of existing policies, and meeting the operational needs of the School. Shared decision-making requires identification of areas of faculty participation and an explicit process for deliberation.

- 1.2.3 The following Bylaws identify significant decision areas, the persons, assemblies and committees that participate in these decisions and the procedures that are followed in making these decisions.

2.0 DEFINITIONS

- 2.1 *The REGULAR FACULTY shall consist of all faculty having tenured or tenure-earning appointments who hold the rank of Professor, Associate Professor, or Assistant Professor (A2.1c).*
- 2.1.2 The TENURED FACULTY consists of those members of the Regular Faculty at the rank of Associate Professor or above, who hold tenured appointments approved by the University of Miami Board of Trustees.
- 2.2 *The RESEARCH FACULTY shall consist of those faculty whose major function is to conduct research in the academic units of the University and who hold the rank of Research Professor, Research Associate Professor, or Research Assistant Professor. Research Faculty shall not hold tenured or tenure-earning Appointments (A2.1.d).*
- 2.3 *The EDUCATOR FACULTY shall consist of i) INSTRUCTORS appointed before June 1, 2013¹2013 and ii) those faculty with professorial titles engaged primarily in professional practice and in teaching associated with that practice². The REGULAR FACULTY of a School may vote to propose to the Faculty Senate the creation of other professorial EDUCATOR FACULTY positions in addition to those already authorized by the Senate. It may do so for any of its Departments on the recommendation of the faculty of the department concerned, including at least half of that department's Regular Faculty, or for the School as a whole. Proposals to be considered by the Senate shall define these positions by department and shall include for each department the descriptive modified professorial title, the requisite qualifications and duties that identify the professional practice, and a cap on such positions, specified by number. Educator Faculty shall not hold tenured or tenure-earning appointments.³ ⁴ (A2.1.e)*

¹ [#2011-37\(A\)](#) – Effective June 1, 2013 as approved by the Board of Trustees and a vote of the REGULAR FACULTY of the University.

² Reference to licensed health practitioners and clinical titles are omitted here.

³ [#99026\(A\)](#)

⁴ [#2011-37\(A\)](#) – Effective June 1, 2013 as approved by the Board of Trustees and a vote of the REGULAR FACULTY of the University.

- 2.4 Special to the School shall be Educator Faculty with the titles Professor in Practice, Associate Professor in Practice, or Assistant Professor in Practice. These titles are granted to full-time faculty who choose to concentrate on practice and its use as a teaching tool. Faculty with these titles shall not hold tenured or tenure-earning appointments. The total number of Educator Faculty with the title “in Practice” shall not exceed one-third of the number of Regular Faculty. Qualifications for “in Practice” faculty members are parallel to the tenured and tenure-earning faculty with an emphasis on excellence in professional practice.
- 2.5 *The ASSOCIATED FACULTY are all faculty with authorized professorial titles prefixed by “Voluntary”, “Adjunct”, “Visiting”, or “Affiliated”, Instructors appointed on or after June 1, 2013, and all Lecturers. Additional titles for Associated Faculty may be created by a special Bylaw defining the title (A2.1.g).*
- 2.6 *The title LECTURER is ordinarily assigned to a faculty member who teaches but is not expected to proceed through the professorial promotion sequence. A Lecturer is expected to have appreciable skill in a specialized field. The title SENIOR LECTURER may be awarded to full-time LECTURERS on initial appointment or as a promotion, in either case only after recommendation and approval through an appropriate evaluation process as established within their school. SENIOR LECTURERS are expected to have achieved a measure of distinction as required by their school. Lecturers who teach nine or more credit hours in a semester, or who have equivalent responsibilities, are considered to be full-time for that semester. (C2.4.d).*
- 2.7 Special to the School shall be Associated Faculty with the title Research Affiliate. This title is granted for a one, or more, semester long research residency.
- 2.8 Regular, Research, Educator, and Associated faculty *may have either full-time or part-time status as established by their contracts with the University* except for Adjunct and Voluntary faculty who shall not be full-time (C4.2).
- 2.9 The FACULTY ASSEMBLY of the School of Architecture shall consist of the Regular, Research, Educator, and Associated Faculty. Two representatives of the School’s Student Council, selected by the Council from among its officers, shall be members of the Assembly.
- 2.10 Research & Educator Faculty have the right to vote on the matters listed in Section A3.1 (b, c) of the Faculty Manual. They are considered members of the Voting Faculty.
- 2.10.1 The SCHOOL COUNCIL shall consist of the Voting Faculty.

2.11 The Student Council is recognized as the representative of the student body of the School.

3.0 AUTHORITY AND RESPONSIBILITIES

3.1 FACULTY ASSEMBLY

3.1.1 The Faculty Assembly shall oversee the educational and research policy and the general welfare of the School, and may participate in the formulation of plans for the future development of the School.

3.1.2 The Assembly may make recommendations and the first reading of motions to be referred to the School Council.

3.2 SCHOOL COUNCIL

3.2.1 The authority and responsibilities of the School Faculty as defined in the Faculty Manual shall be vested in the School Council. These are: *to determine its requirements for admission and graduation; to determine the scholastic standards required of its students; to approve those of its students who qualify for degrees; to participate in the determination of teaching loads, responsibilities and duties of its members; to recommend to the appropriate authority action necessary to provide adequate instruction and supervision of its students; to participate in the appointment, retention, promotion and award of tenure and merit salary increases of its members; to participate in the selection and retention of its administrative officers; to promote the educational and research policy and the general welfare of the school; to formulate plans for the future development of the school; and to delegate any of its powers and duties to the faculties of its several departments. These powers and duties are subject, however, to the authority of the Senate to determine policies that the general welfare of the University or that are necessary for the coordination of the various schools and, except when specifically delegated to the faculty, are also subject to the authority of the President. In order to exercise these responsibilities, the faculty of each school is authorized to determine its own organization and rules of procedure. Under this authority the faculty of each school shall establish a Council as its executive agency (A4.2). The Dean of the school will serve as a non-voting ex officio member of the Council except as may be necessary to break a tie vote. The Dean will attend at least one meeting each semester. (A5.3)*

3.2.1.1 In preparation for the start of a new academic year, the prior year's Council Speaker will prepare an agenda including any ongoing Council business from the prior year and schedule the first Council meeting of the new academic year. As its first order of business, *the School Council shall yearly elect one of its members to be the Speaker of the Council to preside at meetings of the*

Council; to represent the wishes of the faculty; to provide advice or recommendation to the dean; and to administer the activities of the Council. (A5.3) All members of the School Council (as determined per section 2.10 and 2.10.1 above) are eligible to be nominated and serve as Council Speaker. Up to two Vice Speakers may be elected to assist the Speaker in all administrative duties and will assume the duties of the Speaker in his or her absence. (A5.3) The newly elected Speaker will then conduct the remainder of this first Council meeting and all others throughout the academic year, and remain in service until the beginning of the next academic year.

3.2.2 The School Council shall act as the committee on academic planning, educational and research policy, and general welfare of the school; it shall elect all committees of the school faculty; it shall act as confidential counsel to the dean of the school in any matter submitted by the dean; it or its designee shall set the date and hour and prepare the agenda for all regular meetings of the school faculty; it shall include in the agenda any matter requested in writing by ten percent of the voting members of the school faculty; it may make recommendations to the school faculty concerning proposed actions; it may act for the school faculty, as authorized annually by the school faculty, and report such actions at the next meeting of the school faculty. The authority of the Council to elect committees of the school faculty in no way limits the authority of the dean to appoint ad hoc committees from the school faculty to advise the dean (A5.1).

3.2.3 Motions referred to the School Council by the Faculty Assembly shall be considered a second reading.

3.3 UNDERGRADUATE AND GRADUATE AREAS OF STUDY

3.3.1 Each area of study, as approved by the School Council, shall be under the guidance of the Undergraduate or Graduate Program Director, with the understanding that the School Council retains the ultimate authority, powers, and responsibilities for any degree programs.

3.3.2 Proposals regarding curriculum matters shall be introduced in the Faculty Assembly (first reading) prior to being acted on by the School Council (second reading).

3.3.3 Proposals to establish or abolish an area of study or to change School-wide degree requirements shall be introduced in the Faculty Assembly (first reading) prior to being acted on by the School Council (second reading).

3.4 SCHOOL COMMITTEES

3.4.1 The School Council is empowered to elect committees and to advise and assist the Council on academic matters, resources, etc. In so doing the Council must: 1) Name the committee; 2) Give the charge to the committee; 3) Elect its members; 4) Define the terms of the committee. All committees and their actions shall be reviewed regularly. Each committee shall report to the

Council and shall be empowered to establish its own procedures and subcommittees consistent with the charge given.

3.5 DEAN

- 3.5.1 The Dean shall participate with the School Council in the development of budgets consistent with the needs and resources of the School, and the strategic plans of the School.
- 3.5.2 The Dean shall chair the Faculty Assembly. The Dean may delegate the chair of the Assembly.

3.6 PROGRAM DIRECTORS and PROGRAM EVALUATION

- 3.6.1 The Program Directors are responsible to the School Faculty and the Dean for study area policy and administration, advising, and instruction of students. The Directors shall report to the Dean.
- 3.6.2 The process for the appointment of a Program Director shall begin with the School Council recommendation of one or more candidates to the Dean. The Director shall be appointed by the Dean and evaluated by the School Council at an interval of three years.
- 3.6.3 The process for the reappointment of a Program Director shall begin with a faculty review of the program as follows:
 - 3.6.3.1 The Director shall produce a short description of their duties and responsibilities, and a summary of program initiatives and performance that may be annotated by the Dean;
 - 3.6.3.2 The Director shall report to the School Council on the program's initiatives and performance over the preceding three-year term;
 - 3.6.3.3 The School Council shall complete and submit an anonymous evaluation survey designed by the School of Architecture School Council by a given deadline. The survey will include a focus on program evaluation and enhancement.
 - 3.6.3.4 The Dean reviews the responses of the survey and written comments, shares the complete results in private with the Program Director, and reports the Dean's conclusion to the School Council.
 - 3.6.3.5 Faculty who have a personal or professional (remunerated) relationship with the Program Director shall disclose that a relationship exists, and either choose to participate or recuse themselves from the evaluation, including the survey, voting, and discussion.

4.0 PROCEDURES

4.1 VOTING

- 4.1.1 The voting rights of faculty are defined in section A3 of the Faculty Manual

- 4.1.2 A majority of the unexcused Regular Faculty is required to be present when votes are taken on any policy or action items in meetings of the Faculty Assembly or School Council.
- 4.1.3 A majority of the unexcused Voting Faculty is required to be present when votes are taken on any policy or action items in meetings of the Faculty Assembly or School Council.
- 4.1.4 Absentee voting shall be allowed to the extent provided in the Faculty Manual.
- 4.1.5 School Council meetings may be restricted to Council members for special discussions and/or voting.

4.2 FACULTY ASSEMBLY AND SCHOOL COUNCIL: MEETING, AGENDA, NOTICE AND MINUTES

- 4.2.1 The Faculty Assembly and School Council shall each hold a minimum of one meeting each semester.
- 4.2.2 Meetings of the Faculty Assembly and School Council shall be open to all members of the School community.
- 4.2.3 For each scheduled meeting the Dean or Speaker (in the case of the Council) shall distribute a notice, the agenda, and supporting documents to the School faculty at least one week prior to the date of the meeting. Minutes will be distributed not more than one week after the meeting.
- 4.2.4 Special faculty meetings may be called by the School Council, by vote of the faculty in a regularly scheduled meeting, or by written request of ten percent of the voting members of the Council, for the due and proper execution of the business of the School.

4.3 AMENDMENT OF BYLAWS

- 4.3.1 These Bylaws may be amended by a majority of the School Council provided that notice of an intention to amend has been included on the published agenda and that the amendment has been reviewed and recommended by the School Council in a first reading.

4.4 PARLIAMENTARY AUTHORITY

- 4.4.1 Robert's Rules of Order Newly Revised (latest edition) will be the authority for parliamentary procedure governing the conduct of all meetings of the Faculty Assembly, the School Council, School committees, and areas of study, except as otherwise specifically established herein.

SUMMARY OF REVISIONS AND AMENDMENTS

April 25, 2011 version

Amendments approved by SOA School Council on April 25, 2011

May 5, 2017 version

Per the April 21, 2017 minutes, the proposed revisions and amendments were presented by Council Speaker Richard John to address “minor ways that our bylaws are no longer consistent with the faculty manual. They were last revised in 2011 by Nick Patricios. Not proposing whole revision, just want to try to bring into consistency and Bylaws state they should be consistent with Faculty Manual.” Revisions and amendments were approved by the Council on May 5, 2017.

May 6, 2019 version

Amendments limited to items 2.1.2, 2.10, 2.10.1, 3.2.1.1 These amendments clarified the procedures and the order of operations to consider the extension of faculty voting rights, form the Council and elect the Speaker at the beginning of each academic year. Each of these amendments are consistent with the 2018-19 Faculty Manual (Updated 03/25/19).

Council Speaker’s summary of the amendments by topic:

- 2.1.2 DEFINITION. This definition was added to provide clarity regarding which members of the Regular Faculty vote on the extension of voting rights, which had been incorrectly identified as the “Regular Faculty” (including both tenured and tenure-track faculty) in the 5-May-2017v of the SoA bylaws. Per the Faculty Manual, only tenured faculty can vote to extend voting rights.
- 2.10 VOTING RIGHTS. Procedure for determining which faculty other than tenured and tenure-track faculty, if any, have voting rights for the academic year.
- 2.10.1 COUNCIL MEMBERSHIP. Establishes that the School Council consists of the voting faculty (as determined by 2.10)
- 3.2.1.1 ELECTION OF SPEAKER. Procedures for election of the Council Speaker and to ensure continuity of the Council’s business from one year to the next.

January 22, 2020 version

- School Bylaws updated to be consistent with the University Faculty Manual (July 19, 2019v).
- The Bylaws Committee noted that “Faculty Assembly,” as used in the SoA Bylaws, appears nowhere in the Faculty Manual. The Council clarified that this is understood to mean the full SoA faculty, particularly for purposes of first readings.

December 10, 2021 version

- The “Directors” section was updated to clarify the process for the appointment and reappointment of program directors, and the evaluation of programs.

January 27, 2022 version

- The Council voted to amend 2.10 giving Research & Educator Faculty the right to vote on matters consistent with Section A3.1 (b, c) of the Faculty Manual.

May 9, 2022 version

- The Council approved edits and amendments as follows: edits to clarify process outlined in Section 3.6 for Program Directors and Program Evaluation; edits to streamline Section 4.1 to maintain consistency with the definition of voting rights as outlined in the Faculty Manual; addition of an amendment defining a quorum requirement for Voting Faculty.