

BYLAWS OF THE SCHOOL OF ARCHITECTURE

UNIVERSITY OF TENNESSEE, KNOXVILLE

These bylaws shall conform with the policies and procedures of the University of Tennessee Faculty Handbook and Manual for Faculty Evaluation and are in accordance with the College and University policies and procedures.

ARTICLE I. NAME: SCHOOL OF ARCHITECTURE

ARTICLE II. POWERS AND DUTIES

ARTICLE III. MEMBERSHIP

FACULTY CLASSIFICATIONS follow the University guidelines as outlined in the *UT Faculty Handbook* and *Manual for Faculty Evaluation*.

TENURE AND TENURE-TRACK FACULTY APPOINTMENTS are made at three ranks in the School: Assistant Professor, Associate Professor, or Professor.

THE RANKS OF THE NON-TENURE TRACK FACULTY INCLUDE: Instructor, Lecturer, Senior Lecturer, Distinguished Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor, Instructor of Practice, Assistant Professor of Practice, Associate Professor of Practices, and Professor of Practice.

ARTICLE IV. ORGANIZATION

DIRECTOR OF THE SCHOOL OF ARCHITECTURE

1. The Director will be a member of the faculty who has been assigned the special duty of administering the program with guidance from a variety of official documents such as the *UT Faculty Handbook*, *Undergraduate/Graduate Catalogs*, and *Hilltopics*.
2. The Director of the School of Architecture is the chief administrative officer responsible to the Dean for the wellbeing of the School. The Director has responsibility for providing visionary leadership and management of budget allocations, physical facilities, and personnel within the School. The Director provides reports and other communications to the Dean and School about priorities and resource allocations, including personnel, physical facilities, and monies, that enhance and maintain the academic programs and the infrastructure needed by the School.
3. The Director shall seek recommendations from the faculty or staff on matters involving major decisions of budgetary, personnel or physical facility allocations with the understanding that the Dean is authorized to make the final decisions.
4. The Director implements procedures for resolving faculty grievances as outlined in the *UT Faculty Handbook* and student grievances as outlined in *Hilltopics* and the *Undergraduate/Graduate Catalogs*.
5. The Director shall seek recommendations from faculty in setting priorities for budgetary, personnel, and physical facility allocations that enhance and support academic programs. The Director retains the final decision-making power and seeks the advice of faculty or other groups such as standing committees, advising boards, and ad hoc entities that may be formed for specialized expertise/experience to address a current need within the School of Architecture. The advisory groups have no administrative or management functions. The Director is expected to give the faculty a comprehensive report on the state of the school each academic year.
6. The Director, in consultation with faculty, may appoint a Graduate Studies Chair and an Undergraduate Studies Chair to assist in the administration of the School. The Undergraduate Studies Chair serves as chair of both the Undergraduate Curriculum Committee and the Undergraduate Admissions Committee. The Graduate Studies Chair serves as chair of both the Graduate Curriculum Committee and the Graduate Admissions Committee.

FACULTY OF THE SCHOOL OF ARCHITECTURE

1. Faculty responsibilities and workloads are outlined in the *UT Faculty Handbook and Manual for Faculty Evaluation*.
2. Tenured, tenure-track faculty and non-tenure track faculty follow the guidelines contained in the *UT Faculty Handbook* for faculty development, review, and evaluation.
3. Curriculum matters and development of academic programs are a shared responsibility of the Faculty and the Director.
4. Faculty have the responsibility for making recommendations to the School Director about priorities for budgetary, personnel, and physical facility allocations that enhance and support academic programs offered by the School.
5. Faculty serve on standing and ad hoc committees that draw upon their disciplinary expertise and/or experience needed to achieve the School goals.

ARTICLE V. MEETINGS

1. School of Architecture Faculty Meetings

A faculty meeting will be held at least once per semester. Additional meetings may be called as needed by the head of the academic unit or by signed petition to the head of the academic unit. A quorum for meetings is defined as over 50 percent of the voting members in residence in a given semester. Members of the quorum are present in person, by conference call, or by other forms of telecommunication that allow real-time participation for listening and discussion. *Specific guidelines for Tenure and Promotion can be found in Appendix A: Standing School Committees: Promotion and Tenure School Committee.*

2. Agenda

A written agenda will be provided at least three days prior to a School Faculty Meeting - actual meeting times must be announced at least seven days prior. All faculty are invited to place items on the agenda.

3. Voting

- a. Eligibility

Voting membership in the School shall consist of all tenured faculty and all faculty on tenure-track appointments. Non-tenure track faculty shall receive faculty voting privileges in the third academic year of consecutive appointment with an annual teaching load of .75 FTE or greater. Other members of the School faculty are invited to participate in meetings on a nonvoting basis.

ARTICLE VI. COMMITTEE STRUCTURE

1. The School of Architecture shall use a series of committees to perform various tasks. Ad hoc committees shall be formed as needed and be appointed by the Director.
2. The standing committees of the School shall be: (See Appendix A: Committee Definition)
 - a. Undergraduate Curriculum Committee
 - b. Graduate Curriculum Committee
 - c. Undergraduate Admissions Committee
 - d. Graduate Admissions Committee
 - e. Academic Standards Committee
 - f. Director's Advisory Committee
 - g. Fellowship Search Committee
 - h. Scholarships Committee
 - i. Faculty Search Committee
 - j. Promotion and Tenure (P+T) School Committee

3. All faculty shall be eligible for membership on all school committees. Students shall be eligible to serve on designated committees.
4. Committees shall perform designated tasks and serve as data gathering and processing groups that make reports. All meeting minutes shall be made accessible to the faculty. Students may present specific concerns to the appropriate committee chair and may be invited to present these concerns at a meeting of the committee.
5. Only full-time faculty members shall chair standing committees. With the exception of committees that have chairs who are designated or appointed, all chairs shall be elected by the committee members via a ballot prior to October 15th. The role of the committee chairpersons includes:
 - a. Schedule meetings necessary to complete the charge of the committee
 - b. Set agendas
 - c. Review minutes prior to distribution to the committee
 - d. Distribute committee materials required for the meeting (minutes, documentation, etc.) at least one day prior to the meeting
 - e. Monitor progress of sub-committees when appropriate
 - f. Report annually to the School at a designated faculty meeting
6. The Director of the School of Architecture shall be an ex-officio member of all standing committees.
7. Each standing committee shall meet at least once annually unless specified otherwise herein. An agenda for each committee meeting shall be made available one day prior to the meeting. At the beginning of the academic year, each committee chair shall be responsible for orientation of all members and setting the schedule of meetings.

NOTE: Various committees call for ex-officio members who hold the position by virtue of office and are non-voting. The primary role of an ex-officio member of a standing committee is to be a source of communication between the committee and the administrative office or officer he or she represents and between the administrative office or officer and the committee. In addition, the ex-officio member may be able to communicate information or expertise to the committee. However, if the committee is properly to serve its function in university governance, the primary role in formulating policy or reaching other decisions must rest with the regularly appointed faculty, staff, and student members of the committee.

ARTICLE VII. ARCHITECTURE ADVOCACY BOARD (AAB)

1. The Mission of the School of Architecture Advocacy Board (AAB) is to provide professional counsel to the School Director, support for the School, and represent the School at the request of the Director.
2. The AAB, consisting primarily of representative alumni, outstanding practitioners and representatives from related industries, has the general task of providing guidance and advocacy for the advancement the School.
3. Diversity in its membership is a priority. The AAB will strive to be multidisciplinary and inclusive in nature. AAB members will annually provide recommendations to the School Director for new members with new members being selected by and serving at the pleasure of the School Director.
4. AAB members may serve up to 2 consecutive 3-year terms.
5. The ABB can appoint a chair and co-chair to help lead its activities and initiatives.
6. Committees will be established as needed to develop executable ideas to advance the School based on advocacy meeting discussions.

ARTICLE VIII. CRITERIA FOR TENURE & PROMOTION

Candidates for promotion and tenure in the School of Architecture will be evaluated in three areas:

- Teaching ability, effectiveness, and curriculum development;
- Research, scholarship, creative work, and/or engaged scholarship;
- Service to the School, College, University, community, and the profession.

TEACHING

The typical teaching load in the School of Architecture may include 12-20 credit hours per year (3-4 courses) plus independent study courses, advising, and supervision of undergraduate and graduate thesis work. Each faculty must be prepared to teach at all levels of the curriculum. This requires the preparation of written syllabi that state clearly the requirements and expectations of each course. Faculty members are expected to participate in curriculum development by designing new courses as well as refining and redefining existing ones.

Effective teaching may take form through activities that include:

- a. preparing a statement of teaching philosophy, attitudes, and goals;
- b. showing evidence of formal curriculum development such as new courses and programs, course revisions, curriculum development grants and awards, and the development of instructional materials;
- c. demonstrating effectiveness in courses taught, guest lectures in other courses, and workshops given in other departments or at separate institutions;
- d. serving on graduate thesis committees;
- e. showing evidence of formal teaching recognition through nominations or awards for teaching, given by the University or national organizations;
- f. receiving awards and other recognitions (from the School, University, or local, national or international organizations) for student work supervised by the candidate;
- g. mentoring of honors students, graduate students, research assistants, or teaching assistants.

RESEARCH, SCHOLARSHIP, CREATIVE WORK & ENGAGED SCHOLARSHIP

Architecture faculty produce a wide variety of research, scholarship, creative work, and engaged scholarship. This is a result of many factors including, perhaps most prominently, the diversity of research paradigms that operate within the project of architecture (e.g., historical, technical, cultural, artistic, professional). Essential to the evaluation of each of these paradigms is an understanding of the contribution that the work makes to the discipline, both to the profession and to academia as well as a precise knowledge of the faculty member's role in the work.

Given the range of modes of production and evaluations, it is not possible to compare those working across the various subfields of the discipline. Architecture faculty are responsible for identifying the field or subfield of their area of expertise; areas include architectural design, building sciences and technology, community engagement, history and theory, allied design and planning fields. The record of achievement in research, scholarship, creative work, or engaged scholarship that is presented in a tenure and promotion dossier is evaluated by external reviewers. Research, scholarship, creative work, and engaged scholarship that merit tenure and promotion is expected to be of high quality, have effectively advanced the state of disciplinary knowledge in the candidate's area of expertise, and have demonstrated a significant reception and influence in the field of architecture. Excellence in scholarship, creative work, and engaged scholarship is assessed and demonstrated through a variety of processes. The standards of excellence set by the discipline and profession apply and processes should reflect rigorous, objective, and independent review. Evidence of this advancement should be documented in a dossier for promotion and/or tenure that particularly recognizes the following types of accomplishments and that documents processes of assessment:

1. Publications including the following types with emphasis on peer reviewed work:
 - a. journal article;
 - b. book or monograph;
 - c. scholarly and/or creative activity published through a refereed journal or electronic venue;
 - d. edited book;
 - e. book chapter
 - f. refereed paper published in conference proceedings
 - g. refereed abstract published in conference proceedings
 - h. articles published in popular press

- i. articles published in in-house periodicals
 - j. research report
 - k. articles in non-refereed journals
 - l. book review
 - m. building review in the professional press
 - n. manuscripts submitted for publication
2. Practice and design work, including the following, with emphasis on juried recognition, publication, and reviews:
 - a. built work
 - b. competition entry
 - c. exhibition design
 - d. speculative unbuilt work
 - e. invited work or entries
 3. Curation and exhibitions with emphasis on those with a jury or review process; such activities include:
 - a. organizing a conference or symposium
 - b. exhibition
 - c. workshop
 4. Funding and grants, including the following, with emphasis on those that include competitive application processes:
 - a. fellowships or residencies
 - b. external research grants
 - c. internal research grant
 - d. corporate sponsorship
 - e. foundation support
 - f. municipal, governmental, or recognized institution or agency sponsorship
 - g. in-kind donation
 5. Invitations that demonstrate a faculty member's accomplishments in the declared area of expertise are recognized:
 - a. invited critic
 - b. keynote lecture
 - c. invited lecture
 - d. refereed presentation
 - e. session/panel organizer
 - f. invited juror
 - g. invited presentation
 6. Engaged scholarship including the following, with emphasis on impact assessment, dissemination, and funding:
 - a. basic discovery research
 - b. applied or action research
 - c. original events or performances
 - d. applied policy or guidelines
 7. Other evidence of creative accomplishment:
 - a. patents
 - b. new product development
 - c. international or intercultural expertise or experience
 - d. software development

SERVICE

The architecture faculty, through both elected and appointed committees, plays an important role in the administration of the School, as well as the College and the University. While non-tenured faculty are not expected to assume heavy committee assignments, by the time of tenure review they are expected to give some evidence of involvement in

departmental affairs and governance. Senior faculty members are expected to play and demonstrate an active and substantive role in both the administrative and other activities of the School, College, and University.

Service by the faculty member to the community and to the architectural profession is also deemed significant as it gives additional evidence of the candidate's recognized expertise in his or her field. This service may take form in activities that include:

- a. peer reviewer of book manuscripts, scholarly articles, or conference papers
- b. reviewer or referee for grant proposals and publications or participation on professional juries for prizes or competitions
- c. membership on juries, panels, boards or civic and local governmental commission relevant to the candidates' field
- d. participation in national and local professional societies and organizations in the candidate's field or in related fields
- e. technical assistance to or other service for community or civic organizations relevant to the faculty member's expertise and training
- f. invitations to consult by governmental agencies or recognized institutions or organizations
- g. organization of conferences, panel discussions or exhibitions, which are school related

CRITERIA FOR PROMOTION TO FULL PROFESSOR (FROM ASSOCIATE PROFESSOR)

Candidates for promotion to Full Professor with tenure are expected to (01) hold the doctorate or other terminal degree of the discipline, or present equivalent training and experience appropriate to the particular appointment; (02) be accomplished teachers; (03) have achieved and maintained a nationally recognized record in disciplinary research, creative activity, and engaged scholarship; (04) have achieved and maintained a record of significant institutional, disciplinary, and/or professional service or outreach engagement; (05) serve as mentors to junior colleagues; (06) have normally served as an associate professor for at least five years; and (07) have shown beyond doubt that they work well with colleagues and students in performing their university responsibilities.

CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR (FROM ASSISTANT PROFESSOR)

Candidates for promotion to the rank of Associate Professor with tenure are expected to (01) hold the doctorate or other terminal degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment, (02) be good teachers, (03) have achieved and maintained a recognized record in disciplinary research, scholarship, creative activity, and engaged scholarship, (04) have normally served as an assistant professor for at least five years, and (05) have demonstrated that they work well with colleagues and students in performing their university responsibilities.

CRITERIA FOR APPOINTMENT TO ASSISTANT PROFESSOR

Faculty appointed to the rank of Assistant Professor are expected to (01) hold the doctorate or other terminal degree of the discipline, or to present equivalent training and experience as appropriate to the particular appointment; (02) show promise as teachers; (03) show promise of developing a program in disciplinary research, scholarship, and creative activity that is gaining external recognition; (04) have a developing record of institutional, disciplinary, and/or professional service; (05) show evidence that they work well with colleagues and students in performing their university responsibilities.

CRITERIA FOR APPOINTMENT TO DISTINGUISHED LECTURER

Candidates for promotion to the rank of Distinguished Lecturer are expected to have (01) served at the rank of senior lecturer, typically for a period of three to five years; (02) exhibit evidence of consistent excellence in teaching, typically of undergraduate courses, as documented by student evaluations, peer evaluations, annual supervisor and departmental evaluations; (03) demonstrated continuing professional development, including some or all of the following activities: attendance at campus, regional, national, or international meetings directed at improving instruction; development of new courses and/or revision of existing courses; incorporation of innovative course materials or instructional techniques; scholarly or creative work in the scholarship of teaching as well as in the discipline; awards or other recognition for teaching; (04) have made outstanding contributions to the university's instructional mission, within the faculty member's assigned role; (05) demonstrated evidence of institutional or disciplinary service, within the faculty member's assigned role, such as advising and mentoring undergraduate students, supervising GTAs, course coordination, or other forms of institutional service, such as serving on committees.

CRITERIA FOR APPOINTMENT TO SENIOR LECTURER

Candidates for promotion to the rank of Senior Lecturer are expected to have (01) served at the rank of lecturer, typically for a minimum of five years; (02) exhibit evidence of excellence in teaching, typically of undergraduate courses, as documented in student evaluations, peer evaluations, annual supervisor and departmental evaluations; (03) demonstrate professional development as evidenced by appropriate activities in support of the expected instructional practices; and (04) have made notable contributions to the university's instructional mission.

ARTICLE IX. IMPLEMENTATION AND AMENDMENTS

PARLIAMENTARY AUTHORITY

1. Rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the School in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the University bylaws, the *UT Faculty Handbook*, or any special rules of order the School may adopt.

APPROVAL, ENDORSEMENT AND AMENDMENTS OF BYLAWS

1. Proposed bylaws changes will be circulated to the faculty at least two (2) weeks before coming to them for a vote.
2. Approval of these bylaws shall be a responsibility of the faculty, as determined by a majority vote unless suspending or modifying a rule of order already adopted or taking away membership of office which requires a 2/3 vote.
3. Final authority for interpretation of these bylaws shall be the responsibility of a majority of the faculty.
4. All members of the School community should abide by these bylaws and it is the responsibility of the Dean and the Director to enforce the provisions of the bylaws.

AMENDMENTS TO THE BYLAWS

1. Faculty may forward proposed bylaw amendments to the Director by utilizing the approved form contained at the end of this document.
2. The proposal will be placed on the agenda for the next scheduled Faculty Meeting.
3. Proposed changes in the bylaws will be distributed in writing or electronically to voting faculty of the School within one week after the bylaws change form is received by the Director, and at least 10 days before an all school faculty meeting is called.
4. An affirmative vote by a majority of the voting faculty shall be required to adopt the proposed amendment. The faculty will be informed in writing or electronically of the amendment when it is enacted.

APPENDIX A. STANDING SCHOOL COMMITTEES

A. UNDERGRADUATE CURRICULUM COMMITTEE

1. The Committee consists of 4 faculty members, 3-year terms staggered, 3 elected and 1 appointed by Director that also serves as Undergraduate Studies Chair if applicable. 1 student representative.
2. To prepare recommendations to the faculty regarding changes in the curriculum of the Bachelor of Architecture program. Proposals for changes in the curriculum including supplemental course descriptions may be initiated by the faculty or the committee. The committee shall respond to all proposals and present the proposals to the faculty in a timely fashion; generally, in the same semester the proposal was initiated. All changes shall go through a first reading prior to final passage by the faculty. If significant changes are made as a result of the first reading, the material must go through a subsequent reading prior to final vote. The committee shall expedite curriculum changes through proper University channels.

B. GRADUATE CURRICULUM COMMITTEE

1. The Committee consists of 4 faculty members, 3-year terms staggered, 3 elected and 1 appointed by Director that also serves as Graduate Studies Chair if applicable. 1 student representative.
2. To prepare recommendations to the faculty regarding changes in the curriculum of the Master of Architecture program. Proposals for changes in the curriculum including supplemental course descriptions may be initiated by the faculty or the committee. The committee shall respond to all proposals and present the proposals to the faculty in a timely fashion; generally, in the same semester the proposal was initiated. All changes shall go through a first reading prior to final passage by the faculty. If significant changes are made as a result of the first reading, the material must go through a subsequent reading prior to final vote. The committee shall expedite curriculum changes through proper University channels.

C. UNDERGRADUATE ADMISSIONS COMMITTEE

1. The Committee shall consist of 3 faculty members, 2-year staggered terms, appointed by Director. Chaired by Undergraduate Studies Chair.
2. To review incoming applications for admission to the Bachelor of Architecture program, including transfers. To help identify the best possible pool of students for admission into the School. To consult with appropriate faculty, when necessary. To inform applicants of all decisions through liaison with the UT Admissions Office.

D. GRADUATE ADMISSIONS COMMITTEE

1. The Committee shall consist of 3 faculty members, 2-year staggered terms, appointed by Director. Chaired by Graduate Studies Chair.
2. To review incoming applications for admission to the Master of Architecture program, including transfers. To help identify the best possible pool of students for admission into the School. To consult with appropriate faculty, when necessary. To inform applicants of all decisions through liaison with the UT Graduate School.

E. ACADEMIC STANDARDS COMMITTEE

1. The Committee shall consist of 3 faculty members, 3-year staggered terms, appointed by Director.
2. To interpret academic policy and to advise the Director and faculty about academic issues which merit wider faculty attention. To review student academic petitions, substitutions, and transfer credit. To review progression standards. To consult with appropriate faculty, when necessary. To inform students of all decisions. All actions are subject to final review by the Director. Any special problems related to requests that suggest revisions in curriculum will be forwarded to the Undergraduate Curriculum Committee or the Graduate Curriculum Committee for further consideration.

F. DIRECTOR'S ADVISORY COMMITTEE

1. The Committee shall consist of 5 faculty members, 3-year staggered terms, 3 elected and 2 appointed by Director.
2. To advise the Director and communicate with the faculty. To advise the Director regarding significant School issues related to: academic policies; the interrelationship of the School with the College, University, and profession; budget priorities; personnel policies and procedures; School facility policies and procedures; faculty development and workload. To augment and maintain communication within the School of Architecture.

G. FELLOWSHIP SEARCH COMMITTEE

1. The Committee shall consist of 3 faculty members, 1-year terms, appointed by Director.
2. To assist the Director in identifying potential candidates for the Architecture Fellowship position(s). To participate in the preparation of the position advertisement. To ensure compliance with the University's STRIDE initiative towards aggressively pursuing qualified minority and female candidates. To establish a short list of candidates to be interviewed. To organize and host candidates for campus interviews. Once the candidates on the short list have been interviewed by the School and the Fellowship Search Committee, the Search Committee will offer each School member adequate opportunity to provide structured feedback regarding the candidates. To evaluate the strengths and weaknesses of the candidates and convey their judgment to the Director who will make the final selection and offer to be forwarded to the Dean and the Provost's office.

H. SCHOLARSHIPS COMMITTEE

1. The Committee shall consist of 3 faculty members, 3-year staggered terms, appointed by Director.
2. To screen scholarship applicants, identify awardees, arrange for the announcement and distribution of awards, honors and scholarships, and inform the Director and Dean.

I. FACULTY SEARCH COMMITTEE

1. The Committee shall consist of 4 faculty members, 1-year terms, 2 elected and 2 appointed by Director. 1 student representative. Chair elected within committee. Activated when needed.
2. To assist the Director in identifying potential candidates for vacant faculty position(s). To participate in the preparation of the position advertisement. To ensure compliance with the University's STRIDE initiative towards aggressively pursuing qualified minority and female candidates. To establish a short list of candidates to be interviewed. To organize and host candidates for campus interviews. Once the candidates on the short list have been interviewed by the School and the Faculty Search Committee, the Search Committee will offer each School member adequate opportunity to provide structured feedback regarding the candidates. To evaluate the strengths and weaknesses of the candidates and convey their judgment to the Director who will make the final selection and offer to be forwarded to the Dean and the Provost's office.

J. PROMOTION AND TENURE (P+T) SCHOOL COMMITTEE

1. The Committee shall be comprised of all faculty above the rank of the candidate. Quorum for the promotion and tenure committee shall be met when 75% of those serving at that rank are present. The Director serves as the chair of the committee. However, since the Director must write an independent review, he/she shall not participate in the discussion except to clarify issues and assure that proper procedure is followed.
2. To debate and discuss a candidate for tenure based on criteria set forth in the *UT Faculty Handbook* and *Manual for Faculty Evaluation* and the School of Architecture bylaws. The candidate may elect to appear before the faculty to make a brief statement and/or to answer questions.

3. To provide a formal vote on whether the candidate should be recommended for tenure. The ballot must contain space for written comments on strengths and weaknesses along with space for recording a faculty member's vote. A positive recommendation to tenure and/or promote the candidate requires a two-thirds (2/3) affirmative vote of the group participating including abstentions and denials. Votes will not be accepted by proxy or by later individual polling of those absent.
4. To provide a formal record of the vote. A faculty representative of the promotion and tenure committee, selected by a simple majority vote of the committee, shall summarize a candidate's positive and negative considerations for tenure and present a written recommendation recording the vote to the Director. Members of the committee may suggest alterations to the summary in writing within no more than 3 business days of its publication to the members. Faculty casting a "no" vote must put reasons in writing within 3 business days of the vote and present to the Director. The final version of the summary must be made available to the candidate and to the committee so that faculty may (if they wish) prepare a dissenting statement. This recommendation, the vote, and any dissenting statements become part of the dossier.
5. The tenure vote is typically a vote also for promotion from the rank of assistant professor to associate professor. For faculty holding associate rank but not tenured, a tenure vote typically is for tenure and an affirmation of the associate rank. In special cases where an associate professor is seeking both tenure and a promotion to full professor, the committee shall determine if separate votes are needed; one to determine tenure, the other for promotion.
6. The departmental review of candidates for promotion to Senior Lecturer or Distinguished Lecturer occurs in conjunction with the submission of a dossier by the candidate. Quorum for the committee shall be met when 75% of those serving at the prescribed rank are present. All faculty above the rank of the candidate will meet and generate a letter to the Director that records the vote and evaluates the candidate.
7. The report is advisory to the College Review Committee and the Director of the School of Architecture.

SCHOOL OF ARCHITECTURE BYLAWS AMENDMENTS SUBMISSION FORM

Complete each section of the form and submit to the Director of the School of Architecture. The Director will place the proposed changes on the agenda of the next regularly scheduled meeting of the faculty for consideration. Once considered and approved for action, a revised document based on faculty input will be presented for vote at the next scheduled faculty meeting.

NOTE: A separate form must be completed for each proposed change. The form will not be considered unless it is complete in all respects.

FOR OFFICE USE ONLY

Date Received: _____

Action:

- Returned to author for clarification/correction and resubmission
 Referred to Faculty for Action
-

Faculty Member Name(s): _____

Primary Contact Email: _____

I/we would like to speak at the Faculty Meeting in support of my/our submission:

- Yes No

Signature: _____

Date: _____

Indicate the EXACT location of this item in the current edition of the SOA Bylaws.

Page Number: _____

Section Reference: _____

REASON FOR CHANGE/ADDITION:

PROPOSED WORDING OF NEW ITEM/ADDITION: Include any sections that need to be deleted as well. Please ensure that all bylaws that may be affected are included.

Privacy Act 1993: Please note that information on this form and the content of your submission will be made publicly available as part of the decision-making process.

FACULTY ACTION:

Date of Faculty Meeting / Proposed Revision Introduced: _____

Date Proposed Revision Circulated to Faculty: _____

Date of Faculty Meeting / Vote: _____

- Support
 Oppose

COMMENT: