

DEPARTMENT of ARCHITECTURE BY LAWS

Approved unanimously (11-0)

5 March 2019

I. Statement of Principles

Effective governance supports structures and practices that help to create a collegial environment and efficient procedures with which to conduct the affairs of the department. Nothing in this document should be construed as contrary to University policies; rather it is intended to facilitate the work of the department as it is outlined in the MSP Collective Bargaining Agreement.

II. Department Chair

The department shall be headed by a chair whom is responsible for ensuring proper procedures are followed at the departmental level. Other roles and responsibilities include: advocating for faculty resources, overseeing allocation of resources, coordinating administrative matters related to personnel actions, keeping faculty informed of their rights and responsibilities, appointment of administrative positions, ensuring compliance with University policies and collective bargaining agreements, evaluation of staff, and developing and maintaining long range planning. *[See also 3.5 and 6.4 of the Redbook]*

A. Selection of Department Chair

The Dean, after consulting with the Department Personnel Committee (DPC) shall appoint a Search Committee that includes a majority of members from the department as well as representatives of closely related departments. The Search Committee presents its recommendation to both the department and the Dean, and if a majority of the department accepts the recommendation and the Dean agrees, then the Dean shall proceed with the appointment with the concurrence of the Provost.

If a majority of the department accepts the recommendation, but the Dean does not, the Dean shall meet with the department to achieve a resolution. If that fails, the matter shall be referred to the Provost for resolution.

If a majority of the department rejects the recommendation, the Dean shall meet with the department and the Search Committee to try to resolve the matter. If no resolution is achieved, the Dean may re-open the search with the same or different search committee or simply refer the matter to the Provost for resolution.*[see Senate document no. 90-029A]*

B. Resignation or Removal of Chair

A chair wishing to resign writes a letter of resignation to both the Dean and the Department. Should the Dean and the Department disagree on its acceptance, the matter shall be referred to the Provost.

If, at any time, the Dean, the Department, or a sizable portion therein, seeks removal of a Chair, it would be of vital importance, and in the interest of harmony, for the Dean to consult prior to making a decision. In the case of disagreement, the matter shall be referred to the Provost. *[see Trustee Doc. 70-62A]*

C Interim Chair Appointments

In an emergency, the Dean, in consultation with the Department Personnel Committee (DPC) shall appoint an acting Chair or Head. The normal term should not exceed one year. The appointing authority may extend the term of office only with the consent of the DPC. *[See Senate Doc. 90-092A, sec. 13]*

The process for determining a “consensus candidate” for the position of interim chair should include nominations and self-nominations to a department appointed search committee or DPC, along with a letter of interest and CV. A list of nominations will be presented at a Department meeting, with nominations from the floor accepted. A secret ballot will be used to determine the successful candidate. The DPC or search committee can determine if a run-off ballot is needed. The successful candidate’s name will be forwarded to the Dean, who upon approval, will make the appointment.

D. Term of Office for Chair

The appointment of a faculty member as Chair should normally be made for a period of at least three but not more than five years. For Chair, the term of office shall be determined by the Dean in consultation with the DPC. Terms for Directors shall be determined by the Dean or Provost in consultation with those individuals within, and affiliated with, the program.

E. Review of Chair

Heads/chairs shall be evaluated during every third year in office in a review process initiated by the Department Personnel Committee. By petition of a majority of the departmental faculty, an evaluation may be requested at any time. *[See Senate Document 82-021 for evaluation procedures]*

III. Other Department Administrators

The Department has two distinct programs—Architecture and Design (which includes historic preservation and other concentrations). Department administrators include: Undergraduate Program Director for Architecture and Design; a Graduate Program Director for Architecture; and Graduate Program Director for Design (including Historic Preservation). These administrators are appointed by the chair, in consultation with the dean. The appointments are for renewable one-year terms.

IV. Department Meetings (Committee of the Whole)

Department meetings, which include all full and part-time faculty members, shall be convened by the chair, or a majority of the voting faculty, for the purpose of sharing information, seeking counsel from members of the department, receiving reports and recommendations from standing committees, and conducting other departmental business. Meetings are generally bi-weekly.

Faculty eligible to vote include all those UMass faculty with 0.5 FTE appointments or more in Architecture. Five College faculty, with appointments of 0.25 FTE or more in Architecture, are also eligible to vote.

V. Department Personnel Committees (DPCs)

The MSP contract mandates that faculty at the department level establish, once a year, a personnel committee in order to exercise the responsibilities described in the collective bargaining agreement. These include: review of AFRs; distribution of merit; reappointments, promotions and tenure; anomaly requests and PMYR processes. The term of service for DPCs should be from Sept. 1 until August 31. *Only* members of the MSP bargaining unit are eligible to serve on and participate in the discussions within the DPC.

A. Election and Constitution of the DPC

The DPC shall consist of 3 full-time faculty, preferably tenured. The DPC shall be elected at the last meeting of the spring semester each year. DPC members shall serve renewable one-year terms

B. Duties of the DPC Chair

The Chair of the DPC should be elected by the members of the committee and should be a full time, tenured faculty member in the department. The Chair will schedule and convene regular meetings, and will communicate committee recommendations/decisions in writing to the affected member

and the Chair in a timely manner. The Chair is also responsible for adhering to the MSP collective bargaining agreement and Red Book policies. The DPC Chair also addresses any apparent conflict interests by voting faculty members who should be recused from particular decisions.

C. DPC Vacancies

Should a member not be able to serve out their elected term, the department may choose to elect another member through their normal departmental voting process.

V. Other Department Committees

Other department committees include “undergraduate program committee”, chaired by the undergraduate program director, and “graduate program committee”, chaired by the graduate program director(s). These committees oversee the recruitment, admission, advising and retention of students; and makes recommendations regarding the appropriate curricula and related matters.

The department chair, in consultation with the faculty and program directors, may determine the need for other ad hoc committees to ensure the smooth management of the department or for special planning and reviews (such as AQADs).

VI. By-law adoption and amendments

By-laws shall be adopted by a vote of at least two-thirds of all faculty in the department, not counting abstentions. Should the by-laws not be approved, the department shall convene a meeting to discuss any disagreements in order to facilitate an amended document and re-vote.

By-laws will be become effective immediately upon the results of voting.

Amendments to the by-laws can be brought by any elected committee or by ten percent of the total faculty members before the last department meeting of the year. The proposed amendment must be circulated for at least ten days before the department meeting. After discussion, and amendment, the proposal must again circulate as a written referendum before a final vote of the department.