

DEPARTMENT OF ARCHITECTURE GOVERNANCE DOCUMENT

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I. PREAMBLE

The Faculty of the Department of Architecture subscribes to the principles of shared governance, as elaborated in the Faculty Senate Constitution, recognizing the central role of cooperation in collegial decision-making among members of the university community. The organization and operations described herein are subordinate to the Governance Document of the College of Design, the Faculty Senate Constitution, the Statutes and By-laws, of Iowa State University of Science and Technology, and the policies of the State Board of Regents as outlined in the Faculty Handbook.

II. DEFINITION OF DEPARTMENTAL GOVERNANCE PROCEDURES AND FUNCTIONS

This section of the document defines the governance functions and procedures of the Department of Architecture faculty; including membership, departmental faculty meetings, and the committees of the department.

A. Membership

Voting faculty are defined as departmental faculty having active appointments (full-time or part-time: tenured, tenure earning, adjunct, lecturers, senior lecturers, clinicians, and faculty on FPDA with pay), except where defined otherwise in the Governance Document. Visiting faculty and instructors, collaborators, affiliates, and faculty members on leave without salary are not members of the **voting faculty** and do not vote.

B. Chairperson: Departmental Executive Officer

The **Departmental Executive Officer** (DEO) is a **Chairperson (Chair)** appointed by the Dean to a term normally of five years. The role of the Chair is described in Appendix B of the College of Design Governance Document. In addition, the Chair assesses the performance of temporary, non-tenure-eligible, adjunct and tenure track faculty and recommends contract renewal following the procedures outlined in Appendix E. The **Director of Graduate Education** and **Coordinators** serve at the pleasure of the Chair.

C. Departmental Faculty Meetings

1. The faculty of the Department shall meet at least monthly each semester, from August through May. Dates of meetings will be published at the beginning of each semester. The number of departmental faculty meetings, their dates, and the agenda will be established by the Chair in response to issues raised by administration, faculty, staff and/or students. Robert's Rules of Order will be invoked, if necessary, in conducting departmental meetings. Decisions taken at meetings of the faculty and departmental committees will follow Robert's Rules of Order unless other specific decision-making procedures have been adopted. Any member of the faculty may demand a secret written ballot on any vote. The Chair, or his or her designate, will preside over regularly scheduled departmental faculty meetings. Taking attendance and minutes (and their distribution) at

departmental faculty meetings will be the responsibility of the departmental administrative support staff.

2. The **purpose** of departmental faculty meetings is to serve as the forum for conducting the business of the faculty, reports and announcements, and decisions on matters of general concern to the architecture faculty.
 - a. Items that *require* **voting faculty** review and action include the following: degree programs; curriculum requirements and content; academic standards and procedures; departmental mission, planning and governance statements; systematic evaluation of departmental offices and officers; policies and procedures regarding the status of faculty regarding appointment, re-appointment, advancement, promotion and tenure; and granting of degrees and honors.
 - 1) Items that *require* **voting faculty** action, shall be presented and put on the floor at one meeting for vote at the next meeting in order to allow ample time for review.
 - b. Items that *may require* **voting faculty** review include those that would have a department-wide impact upon academic programs, faculty, or students; such as the use of physical and budgetary resources, initiatives dealing with outreach, and policies affecting the academic life of students.
 - 1) Items that *may require* **voting faculty** action, may be presented and voted upon at one meeting so long as they were listed on the agenda and distributed to the faculty not fewer than three days prior to the meeting in order to allow adequate time for review.
 - c. Items for **discussion**. The departmental faculty meeting shall also serve as the forum for faculty members to initiate discussion on any subject deemed to be in the interest of the department.
3.
 - a. Motions to be brought before the **voting faculty** may be made by the Chair, committees of the department, or any member of the voting faculty. Motions are required to be seconded for further consideration. A majority of those voting at a departmental faculty meeting may determine if a motion should be put to the voting faculty for consideration.
 - b. Motions requiring a vote of the faculty will, whenever possible, be published in the agenda for departmental faculty meetings. Except for

the decision to put a motion before the **voting faculty**, a quorum made up of a simple majority of **voting faculty** must be present to conduct a vote on a motion. If there is not a quorum present, a ballot will be sent to **voting faculty**. A simple majority of those **voting faculty** casting ballots will be required, in either case, for approval of motions before the faculty. An abstention does not constitute a cast ballot.

D. Committees

1. Department faculty appointments to **university and college committees**, unless otherwise specified, will be made by the Dean, after consultation with the College Liaison Committee, the College Councils when appropriate, and the Chair.
2. **Architecture Advisory Council**. The Architecture Advisory Council meets at least twice annually to consider major issues concerning the department. Members of the council are named by the Chair from among graduates and friends of the department. The Academic Affairs Coordinator is a member of the Council.
3. **Departmental committees** are responsible to the faculty and the Chair and play an important role in planning, recommending, and implementing policy related to specific areas of concern. They provide a mechanism whereby faculty, individually and collectively, participate in the policy decisions and actions of the department. Departmental committees consist of standing committees and ad hoc committees. Standing committees have ongoing areas of responsibility as defined in this document. Ad hoc committees have temporary responsibilities for one-time tasks. Ad hoc committees are organized and their responsibilities are defined by the Chair. Departmental committees may include faculty, staff and, where identified, student members.
 - a. Standing Committees of the department are identified and defined in the following listing. Standing Committees may receive specific charges, in addition to their stated responsibilities, from the Chair. Committee members are elected by the faculty or appointed by the Chair, as prescribed herein.
 - b. Elections to committee membership may involve run-off elections in order to assure a majority choice of **voting faculty** casting ballots. Membership to an elected departmental committee will be, unless otherwise noted, for a three-year period. Initial appointment or elected

terms will be staggered to provide for continuity in committee membership.

- c. Given the number of faculty members and the number of elected and appointed committee and representative positions within and beyond the department to be filled, a person may be elected or appointed to more than one position.
- d. There are student members of appointed committees. Student members are appointed by the Chair from nominations received from the AIAS or from the architecture student body at large.
- e. Chairpersons of Standing Committees will be elected by committee members unless by right of office as outlined below.
- f. Standing Committees will provide annual reports to the Chair and to the faculty of the department.

4. The Committees of the Department:

- a. **Curriculum Committee.** Faculty identify primarily with the substantive areas of Design, Communications, Practice, Technologies, or Studies in Architecture and Culture. A representative from each substantive area is elected to the departmental Curriculum Committee by the **voting faculty**. The committee has the responsibility to refine and recommend curricular requirements and policies suggested by the Graduate and Undergraduate Programs Committees, the substantive area committees, and to develop and recommend curricular requirements and policies for approval of the Departmental Faculty. The Curriculum Committee may also appoint ad hoc committees to study particular issues.

1) The Departmental representative to the CoD Academic Affairs Council shall be elected from among and by the members of the Curriculum Committee. If the staggered terms do not match, the departmental Council representative shall remain on the Curriculum committee *ex officio*, without vote until the Collegiate term ends.

2) The substantive area committees may study particular issues and generate curricular suggestions.

- b. **Promotion and Tenure Committee.** The eight members of the departmental Promotion and Tenure Committee, two from each tenure-

track or tenured rank (assistant, associate & full professor), and two from the non-tenure-eligible faculty are elected from among and by the **voting faculty**. The tenure-track and tenured members serve staggered three year terms following the calendar year. The non-tenure-eligible members serve one-year terms following the academic year: August 16 to May 15. The Chair may not stand for election to the Promotion and Tenure Committee. Persons being considered for promotion and/or tenure and persons with a conflict of interest with respect to a candidate may not serve on the committee during the semester of review and recommendations of their case.

1) Committee members from the tenure-track and tenured ranks shall participate in all deliberations, advisory opinions, and votes of the committee regarding promotion, tenure and advancement. Committee members from the non-tenure-eligible ranks may participate in all of the work of the committee, shall vote on advancement, and may participate *ex-officio* without vote regarding promotion and tenure deliberations.

2) The Departmental representative to the CoD Faculty Development Council shall be elected from among and by the members of the Promotion and Tenure Committee. If the staggered terms do not match, the departmental Council representative shall remain on the P&T committee *ex officio*, without vote until the collegiate term ends. By rule of the College of Design Governance Document, the representative shall be a full professor.

3) The departmental Promotion and Tenure Committee conducts evaluations of candidate scholarship, teaching/advising, research/creative activities, extension/professional practice and institutional service performance, and:

a) Conducts comprehensive reviews of faculty candidates being considered for promotion, tenure or advancement and recommends actions related to their promotion and tenure, and advancement as outlined in Appendix D, Procedures and Standards for Promotion, Tenure, and Advancement Review.

b) Reviews faculty annual reports in the preparation of advisory evaluations to the Chair for annual performance reviews and salary adjustments; and preparation of advisory suggestions for future promotion and tenure actions, for reappointments, and for nominations and case development for awards.

c) Conducts comprehensive reviews and prepares advisory evaluations of probationary tenure-track faculty and adjunct faculty

during their third year, lecturers during their third year; and post tenure reviews of tenured faculty, and reviews of continuing adjunct faculty and senior lecturers not less frequently than the university policy for post tenure review of tenured faculty.

4) Special Membership Elections

a) Elections shall be conducted for temporary replacements for persons who step down from service due to conflict of interest with a tenure, promotion or advancement candidate. The duration of the term shall be limited to the fall semester during which the case is being considered. The elected replacement shall serve for all cases being considered during that term.

b) Elections shall be held to elect replacements for persons who are advanced or promoted out of their rank or who are unable to complete their term; or who are on leave; or who resign. In order to maintain staggered terms, the replacement faculty shall be elected to complete the terms of the persons they are replacing in same rank or position.

c) Elections shall be held to elect temporary replacements for members of the committee who are being considered for tenure, promotion or advancement. The duration of the term shall be limited to the fall semester during which the case is being considered. The elected replacement shall serve for all cases being considered during that term.

c. **Faculty Search Committee.** The Faculty Search Committee will include at least four members. The Chair will appoint a diverse panel including persons at the various ranks of assistant, associate, and full professor at the time a search is to be conducted. Searches shall be conducted for both tenure-track and lecturer positions. Responsibilities of the committee include assisting the Chair in the definition of needed positions, the recruiting and interviewing of prospective faculty candidates, and recommending candidates for faculty membership to the Chair. If during the process of the review of search candidates, there is a conflict of interest, the search committee member shall be replaced.

1) The Search Committee for Lecturers, Visiting Faculty or other non-tenure track positions is the Departmental Cabinet as defined in Appendix C, Paragraph L.

a) Summer hiring provision: At times when initial appointments or re-appointments of one-year or less duration to lecturer positions may of necessity be finalized during the summer months, the Chair shall seek the advice of members of the cabinet, and/or other faculty holding summer appointment to the extent as reasonably possible.

- 2) All initial hires for tenure-track faculty and lecturers, appointments or reappointments of more than one year duration at any rank or tenure status, and reappointments of probationary faculty, lecturers, and senior lecturers require the advice of the search committee, the Departmental Cabinet, and/or promotion and tenure committee as appropriate to the situation.
- d. **Academic Standards Committee.** The members of the Academic Standards Committee are appointed by the Chair. Responsibilities of the committee include the review and evaluation of curricular variances and appeals.
- e. **Graduate Programs Committee.** The members of the Graduate Programs Committee are appointed by the Chair. The committee is chaired by the Director of Graduate Education. Responsibilities of the committee include the implementation of the graduate curriculum, program development, recruiting and admissions, and the recommendation of curriculum changes to the departmental curriculum committee and voting faculty.
- f. **Undergraduate Program Committee** The Year Level Coordinators, and additional faculty members as appointed by the Chair constitute the Undergraduate Program Committee. The committee is chaired by the Undergraduate Program Coordinator. Responsibilities of the committee include the implementation of the undergraduate curriculum through the coordination of studio and lecture courses, program development, and the recommendation of curriculum changes to the departmental curriculum committee and voting faculty.
- g. **Research and Outreach Committee.** The members of the committee are appointed by the Chair. The committee is chaired by the Academic Practices Coordinator. Responsibilities of the committee include the review and development of research and outreach opportunities and facilities in coordination with college and university activities.
- h. **Scholarships and Awards Committee.** The members of the committee are appointed by the Chair. The committee is chaired by the Advising Coordinator. The responsibilities of the committee include the development of awards opportunities and to identify the roster of recipient students.
- i. **Faculty & Staff Awards Committee.** The members and committee chair are appointed by the Chair. The committee responsibilities

include nominating faculty & staff members for recognition at the college and university level, for alumni and regents recognitions and other faculty recognitions. The committee also works with the nominees to develop documentation for those recognitions. Ad hoc faculty members may be selected to assist with these activities. Any member of the faculty may propose another faculty member for an award. The chair of the departmental Faculty Awards Committee shall represent the department on the College Awards Committee.

E. Elected Representatives of the Department

The **voting faculty** of the department shall elect representatives conforming to required rank, appointment and term of service by majority vote of the **voting faculty** casting ballots for the following offices, except as otherwise noted. Run-off elections will be held between the top two candidates in a plurality voting result until a majority vote is reached:

1. Departmental representative to the CoD Liaison Council
2. Departmental representative to the CoD Academic Affairs Council shall be elected from among and by the members of the departmental Curriculum Committee.
3. Departmental representative to the CoD Student Affairs Council shall be appointed by the Chair.
4. Departmental representative to the CoD Faculty Development Council shall be elected from among and by the members of the departmental P&T Committee, and shall be a full professor in accordance with the College Governance Document.
5. Departmental representative to the CoD Services and Facilities Council shall be appointed by the Chair.
6. Departmental Senator to the Faculty Senate.
7. The ACSA Councilor is elected by the faculty to represent our department at regional meetings of the Association of the Collegiate Schools of Architecture.

F. Vacancies

Vacancies in unexpired terms may occur in appointed and elective committee and representative positions as a result of resignations, retirements, non-renewals, conflict of interest, FPDA's and other forms of leave.

1. Vacancies to appointed positions shall be filled with new faculty appointed by the Chair.
2. Vacancies to elective positions shall be filled by faculty elections as noted in this document for the position, with the following exceptions:
 - a. Vacancies of up to one academic year for the departmental representative to the Faculty Senate, the CoD Liaison Council and the ACSA Councilor may be filled either by vote of the faculty or appointment by the Chair.
 - b. Vacancies of more than one year are to be filled by faculty elections.

III. STANDARDS AND PROCEDURES FOR FACULTY PROMOTION, TENURE, AND ADVANCEMENT ACTIONS

- A. The department of Architecture has developed standards and procedures for the awarding of promotion, tenure and advancement that have been approved by the faculty, the Dean of the College of Design and the University Provost. These standards and procedures are consistent with college and university promotion, tenure, and advancement policies, but set standards and procedures within the context of faculty and mission of the department. The promotion and tenure standards and procedures are Appendix D of the Department of Architecture Governance Document.
- B. Within six months after arrival of a new faculty member as an assistant or associate professor, the Chair, in consultation with the new faculty member, will ask another faculty member to serve as a **mentor**. If both faculty members agree to the arrangement, the mentor's responsibilities will include introducing the new faculty member to the university and its operations, an annual meeting with the candidate to review and discuss professional activities and growth, and assistance in reviewing and offering suggestions for improving documentation for promotion and/or tenure. It is the responsibility of the new faculty member to seek out the advice of the mentor as needed. If either the mentor or faculty member wishes to end the relationship, the Chair is contacted in writing and a new mentor may be selected.

IV. PRINCIPLES FOR FACULTY APPOINTMENTS, RENEWAL, EVALUATION AND MERIT REVIEW

Principles for faculty appointments, PRS development, contract renewal, evaluation and merit review are outlined in Sections III and IV of the College of Design Governance Document.

V. POLICY FOR FACULTY EVALUATION OF THE DEPARTMENTAL ADMINISTRATION

- A. The Departmental Chairperson is reviewed by the Dean with the assistance of the departmental faculty, normally in the penultimate year of the contract. The review of Associate Chairpersons and the Director of Graduate Education are conducted by the Chair as part of annual faculty evaluations. Ad hoc committees may be identified by the Dean or the Chair to assist in the evaluation of performance and development.
1. Reviews of the Departmental Chair result in the following outcomes: a self-assessment prepared by the administrator and office; a performance evaluation of the administrator and office by the Dean; and the provision for formal consultation involving the Dean, the Chair and the departmental faculty.
 2. Following this appraisal, the Dean and the Chair discuss the results, thus providing an opportunity for exchange of ideas that would be of benefit to the Chair, the department and the college.

VI. POLICIES AND PROCEDURES FOR AMENDING THE GOVERNANCE DOCUMENT

Proposed amendments to the Departmental Governance Document, including the Appendices, may be requested by the Chair or by five voting members of the faculty.

1. Proposed amendments are submitted to the Chair for inclusion on the agenda of the succeeding departmental faculty meeting. At that meeting, the proposed amendment will be presented to the faculty.
2. At the next departmental meeting, a simple majority of those **voting faculty** present and casting votes shall be required for the proposed amendment to be submitted to the entire **voting faculty** for vote by written ballot.
3. Two thirds of **voting faculty** casting ballots must vote in the affirmative for passage of an amendment to the Governance Document and Appendix D.

4. Amendments to the other Appendices are accomplished through a majority of the **voting faculty** casting ballots.
5. An abstention does not constitute a cast ballot.

VII. APPENDICES

APPENDIX A: MISSION OF THE DEPARTMENT OF ARCHITECTURE

- A. The Department of Architecture is a comprehensive center for teaching, research and public service in architecture. The department is an element of the College of Design and, together with the departments of Landscape Architecture, Art and Design, and Community and Regional Planning, forms a unique and innovative interdisciplinary environment. Although all academic programs are grounded in the requisites of the profession, each is distinctly different. The five year undergraduate program positions architectural design as an armature within a broad-based field of studies. The graduate program is research-based and allows the student to explore special areas of interest in addition to the core curriculum in architectural design. The post-professional graduate program facilitates advanced studies in architecture.

At all levels the department is committed to the study of architecture as a cultural discipline in which issues of practice, of the multiplicity of social formations in which buildings exist, and of environmental effect are enfolded with the subject matter of building design -- construction, space, material, form, and use. The complexity of architectural production is mirrored in an intentionally diverse student body and faculty.

APPENDIX B: GENERAL ORGANIZATION OF THE DEPARTMENT

- A. **Teaching/Advising** The Department of Architecture offers both undergraduate and graduate programs leading to the accredited professional degrees of B. Arch and M. Arch, a Post-professional M. Arch, and the research degree MSAS.
- B. **Research/Creative Activity** The Department of Architecture pursues research opportunities that benefit individual faculty and that foster interdisciplinary design explorations. Applied research addresses questions pertinent to the profession, the academy, and the communities we serve.
- C. **Extension/Professional Practice** The department of Architecture subscribes to the concept of integrated outreach whereby faculty and students undertake design explorations that have the multiple objectives to advance knowledge, educate students and serve the diverse communities of the region.

APPENDIX C: ADMINISTRATIVE ORGANIZATION

- A. The administrative organization outlined here describes the roles and responsibilities of administrators in the Department of Architecture. Faculty are appointed by the Chair, unless otherwise noted, to serve in these administrative capacities in addition to their teaching/advising, research/creative activities, extension/professional practice, and institutional service activities.
1. The Chair shall annually appoint or re-appoint persons to all the positions listed in this Appendix in paragraphs C through L, except: H. Professional Development Coordinator, and K. Professor in Charge. These two positions are variable and episodic in nature depending upon faculty capacity and interest.
 2. The Chair may appoint other faculty members to assist with departmental administration. Examples of these positions are: Intern Development Program Coordinator and Liaison, CORE Journal Advisor, AIAS Advisor. The portfolio of these and similar positions varies as determined by the Chair.
 3. The term of service for these appointments is not fixed nor limited, Appointees serve at the pleasure of the Chair, and may resign or step down at any time with reasonable notice given.
- B. The Chair serves at the pleasure of the Dean. The role of the **Chairperson**, the Department Executive Officer, is described in Appendix B of the College of Design Governance Document. The Chair is responsible for staffing, budget, and program development.
- C. The **Academic Affairs Coordinator** serves on the Departmental Cabinet and works with the department's Architecture Advisory Council.
- D. The **Academic Practices Coordinator** serves on the Departmental Cabinet and leads the development of research and outreach activities in the department; and chairs the Research and Outreach Committee.
- E. The **Undergraduate Program Coordinator** serves on the Departmental Cabinet, chairs the Undergraduate Program Committee, leads the development and implementation of the B. Arch curriculum, and is responsible for assisting with second year admissions, new student orientation, and advising.
- F. The **Director of Graduate Education** serves on the Departmental Cabinet, chairs the Graduate Program Committee, leads the development and

implementation of the three M. Arch and MSAS curricula, and is responsible for assisting with graduate admissions, new student orientation, and advising.

- G. The role of the **Advising Coordinator** is primarily to advise incoming and first year students as well as to coordinate the advising of students in subsequent years of the undergraduate program. The Advising Coordinator also serves on the scholarship and awards committee.
- H. The role of the **Professional Development Coordinator** is to develop and conduct programs for professionals in the state for the maintenance of licensure as architects.
- I. The role of the **Year Level Coordinators** is to develop interrelationships among studio and other courses at each year level including course content, scheduling and field trips.
- J. The role of the **Design Studio Coordinators** is to develop studio experiences appropriate to studio level objectives, coordinate the activities of the several sections at each level including field trips, course syllabi, project types, and coursework review and evaluation. Design Studio Coordinators may also serve as Year Level Coordinators
- K. The role of **Professor in Charge** is to develop and conduct faculty initiated research, teaching and outreach activities.
- L. The **Departmental Cabinet** serves in an advisory capacity to the Chair with respect to his/her roles and responsibilities. The Cabinet assists with staff assignments, scheduling, general development of academic standards, planning, and management of physical facilities, and any other matters of departmental importance that may be requested by the Chair. The Cabinet also specifically serves as the search committee for Lecturers.
 - 1. Membership is comprised of the Coordinators for the Undergraduate Program, Academic Practices, Academic Affairs, and the Director of Graduate Education.
 - 2. The college first-year CORE Director, regardless of departmental appointment, shall be invited to be an *ex officio* member. If that person does not have an architecture department appointment and declines the invitation to serve, the First-year Level Coordinator for the department shall be a member.

APPENDIX D: PROCEDURES AND STANDARDS FOR PROMOTION, TENURE, AND ADVANCEMENT REVIEW

The ISU Faculty handbook, the College of Design Governance Document and the Departmental Procedures and Standards deal with promotion, tenure, and advancement matters. Faculty questions or concerns regarding promotion and tenure standards and procedures should be reviewed with the DEO, faculty mentors, and/or the College of Design Associate Dean for Academic and Student Affairs. Departmental procedures and standards are as described in the departmental document approved May 3, 1999, revised April 29, 2003, and further revised 11/11/08

APPENDIX E: GUIDELINES FOR ANNUAL REVIEW AND MERIT SALARY ALLOCATION

The procedures for annual review and merit salary allocation are outlined in Section IV of the College of Design Governance Document and correlated sections of the ISU Faculty Handbook. The format of the annual Faculty Activity Report will be as specified by the Office of the Dean.

For the Department of Architecture, the Promotion and Tenure Committee provides advisory evaluation based upon review of Annual Reports.

APPENDIX F: FACULTY CONDUCT AND GRIEVANCE PROCEDURES

As outlined in “Section 7. Faculty Conduct Policy” and “Section 9. Faculty Grievance Procedures” of the ISU Faculty Handbook.

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