

## DEPARTMENT OF LANDSCAPE ARCHITECTURE BY-LAWS

The purpose of these by-laws is to establish recognized methods of procedure for the conduct and operation of the Department of Landscape Architecture within the college of Design, Construction and Planning (hereafter DCP) at the University of Florida (hereafter UF). The Department recognizes that it is bound in its actions by University regulations and that these by-laws are supplementary to these regulations. These by-laws are to be regularly reviewed so as to ensure:

- Efficient and equitable participation and responsibility of all participants
- Transparent and clear structures and procedures for basic activities of the Department
- Encourage appropriate collaboration amongst units and programs of DCP, across the University and with stakeholders and advisors at local to international levels.
- Promotion of the mission of the department

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### Department Structure

#### Voting Members

1. Voting members of the Department shall be full time faculty. This includes tenured, tenure-track, and non-tenure track (such as lecturers and research scientists). Adjuncts do not vote but are encouraged to participate and provide input and advice on topics of concern to them and to the general well-being of the Department.
2. In the case of issues concerning Department business requiring a vote, decisions shall be made by a majority of the voting members of the Department who are present, except in the cases of hiring, tenure and promotion.
  - A. Applicants for positions shall be reviewed and discussed by the Search Committee and brought to the entire faculty for discussion. The results of that discussion shall be forwarded by the Department chair and/or the Search Committee Chair to the Dean.
  - B. Tenure shall require a vote by tenured Associate and Full Professors. Promotion to Associate status shall be voted upon by tenured faculty at the Associate and Full Professor levels. Promotion to Full Professor status is voted upon by tenured Full Professors.
  - C. Lecturers will be reviewed according to the DCP T&P guidelines.
3. In the case of votes on new appointments, tenure, and promotion, absentee ballots shall be accepted, provided the faculty member voting as an absentee has familiarized her/himself with the candidate's experience or T & P package.

4. In cases of joint appointments for faculty with tenure in another department, votes regarding hiring, tenure, and promotion are advisory to the hiring, tenure, and promoting department chair.

#### Advisory Council

1. The Department's Advisory Council (DAC) shall serve as a consulting body on matters submitted to it by the Faculty and Chair.
2. The DAC shall consist of invited individuals from outside the University faculty including but not limited to alumni, practitioners, members of allied and related professions, elected officials, and members of pertinent government agencies, NGO's, etc. A diversity of professional engagement (private and public practice, size and focus of firm, etc.), alumni and non-alumni, age and gender, and other factors is recommended. Refer to DAC's By-Laws for terms of service, responsibilities, etc.
3. Refer to DAC's By-Laws for selection of the Chair of the Advisory Council, role of the Chair, role of the DAC, and formulation of meeting agenda, meeting schedule, and logistics of meeting.

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#### **Meetings, Chairship, Graduate and Undergraduate Coordinators, and Committees**

##### **1. Meetings**

The Department shall be operated with monthly program meetings of the core faculty and at least one Advisory Council meeting per academic year. See Advisory Council By-laws for its purpose and operation.

##### **2. Duties and Functions of the Chair**

- A. Selection and Term of Office. The Dean's selection of the Chair shall be made in consultation with the Department faculty. The Chair's term of office is determined by the Dean of the College of Design, Construction and Planning.
- B. The Chair shall represent the Department in relation to other departments/programs and the administrative offices of the College and University. The Chair shall attend regularly scheduled meetings designated for chairs and directors. The Chair shall represent the Department to other Universities, and/or organizations that have dealings with the Department.
- C. The Chair shall set, in a timely fashion, monthly core faculty meetings. The Chair shall create a record of Faculty meetings in the form of meeting minutes that summarizes

agenda items discussed. Faculty in attendance shall also be duly noted in the meeting minutes.

- D. With the assistance of staff and relevant faculty, the Chair shall coordinate official Department events, such as receptions, guest lectures, and symposia.
- E. The Chair shall take central responsibility for the day-to-day running of the Department and shall perform the functions necessary to implement all phases of its operation, including space allocation, equipment procurement, secretarial staff, personnel decisions, and the overall functioning of the office.
- F. The Chair shall assume responsibility for administering the Department budget and communicating budget issues and decisions to the faculty.
- G. The Chair shall be responsible for scheduling courses.
- H. The Chair is responsible for appointing Departmental committees and their respective chairs, and Graduate and Undergraduate Coordinators. The chair will work with these appointees to affect their charges. S/he is an ex-officio member of all standing and ad hoc committees, except for participating in activities involving evaluation of the Chair.
- I. The Chair shall be responsible for coordinating with chairs/directors of units which have joint appointments in the Department to ensure that percentage allocation of faculty service, teaching and research time is congruent with the faculty member's percentage FTE appointment. The Chair shall consult with relevant administrators in cases of promotion and tenure, and is responsible for ensuring that the faculty member's contributions to this Department are recognized. Tenure and promotion criteria and procedures are set out in Appendix A, "DCP Tenure and Promotion Guidelines" (see attached)

### **3. Graduate and Undergraduate Graduate Coordinator**

- A. The Graduate Coordinator is appointed by the Chair for the purpose of coordinating application, advising, and administrative duties concerning the Master of Landscape Architecture and for input into the DCP PHD program. This includes working with staff to ensure timely response to inquiries from students and applicants, communication with the Graduate School on relevant deadlines and announcements, attending college meetings relating to Graduate Coordinators, speaking with students or applicants and/or recommending them to the appropriate University personnel for information to help them complete certificates and degrees from the Department.

- B. The Graduate Coordinator shall coordinate application procedures with staff assistance. This includes supervising staff to prepare files of student applicants for review by the Graduate Committee.
- C. The Graduate Coordinator and/or Chair shall represent the Department in matters of the College of DCP's PHD Program.

#### **4. Undergraduate Coordinator**

The Undergraduate Coordinator is appointed by the Chair for the purpose of coordinating advising and admissions duties that fall to the Department. This includes working with staff to ensure timely response to inquiries from students and applicants, communication with the College of DCP on relevant deadlines and announcements, attending college meetings relating to Undergraduate Coordinators, advising students regarding their major or minor in Landscape Architecture and/or recommending them to the appropriate University personnel for information needed to complete their degree.

- A. The Undergraduate Coordinator and Chair coordinate the review process for student admittance into the Upper Division curriculum.

#### **5. Standing Committees**

The standing committees of the Department are the Curriculum Committee, Graduate Admissions Committee and Undergraduate Admissions Committee. Other committees may be formed, as needed, to deal with specific departmental needs as needed. (accreditation, searches, etc.)

- A. Chairperson. The chairperson of standing and other committees shall be a member of the core faculty. Exceptions may be made in cases of searches, third year T&P reviews, and other situations when a disinterested outside opinion or leadership is needed.
- B. Membership. Members may be selected from the core faculty, the Advisory Board, students, alumni, faculty from other units, or other appropriate outside members.
- C. Reporting. Committees shall report and consult to appropriate entities, such as the entire faculty, College committees, etc.

#### **6. Committee Functions and Duties.**

- A. Curriculum Committee. The Curriculum Committee shall oversee curricular matters pertaining to the Department. It is charged with review and recommendation of changes in the major, minor, and graduate coursework or requirements, adoption or revision of

joint courses, and other modifications of the Department's curriculum. This committee shall oversee the adequacy of the Department's participation in the general education program of the College of DCP, as well as coordinating the Department's curriculum design with the College of DCP's goals and programs.

- B. Undergraduate Admissions Committee. The Undergraduate Committee, in concert with the Chair, shall review second-year students for acceptance into Upper Division. Recommendations for acceptance, denial, conditional acceptance, etc. will be made to the Chair and communicated to the rest of the faculty. Communication of the results to students will be through the chair.
  
- C. Graduate Admissions Committee. The Graduate Admissions committee, in concert with the Chair, reviews candidates' applications for master's level degrees and the PhD.

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### **Amending the By-Laws**

1. The by-laws can be amended by a majority vote, which can take place at a meeting or by mail ballot.
  
2. The adoption of this set of by-laws shall be by a majority vote of members of the Core Faculty. In the event that these by-laws are adopted, future amendments to the by-laws will be proposed and adopted by the voting members of the faculty with a two-thirds vote.

*Approved August 19, 2009 at the retreat, revisions made according to comments made during the retreat and input/feedback received in e-mail correspondence from Kay, Peggy, and Tina*