

DEPARTMENT OF INTERIOR DESIGN BY-LAWS

The purpose of these by-laws is to establish recognized methods of procedure for the conduct and operation of the Department of Interior Design within the college of Design, Construction and Planning at the University of Florida. 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
- Clear structures and procedures for basic activities of the Department
- Encourage productive engagement with units and programs in the college, university, and with partners and advisors at local to international levels
- Promote the department's vision and strategic indicators

Department Structure

Voting Members

1. Voting members of the Department shall be full time faculty. This includes tenured, tenure-track, and non-tenure track lecturers. Adjuncts do not vote but are encouraged to participate and provide input on departmental issues.
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 faculty 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 to the Dean.
 - B. Tenure reviews at the departmental level shall require a vote by tenured Associate and Full Professors. Promotion to Associate status shall be voted upon by faculty at the Associate and Full Professor levels. Promotion to Full Professor status is voted upon by Full Professors.
 - C. Lecturers will be reviewed according to the DCP tenure and promotion 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 vitae and tenure and promotion dossier.

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 promotion process.

Advisory Board

1. The Department's Advisory Board shall serve as a consulting body on matters submitted to it by the Faculty and Chair.
2. The Board shall consist of invited individuals from outside the University faculty including but not limited to alumni, design practitioners, industry representatives, etc. A diversity of professional engagement, alumni and non-alumni, age and gender, and other factors is recommended. Refer to the Board's By-Laws for terms of service, responsibilities, etc.
3. Refer to the Board's By-Laws for selection of the Chair of the Advisory Council, role of the Chair, role of the membership, operation, etc.

Meetings, Chairship, Graduate and Undergraduate Coordinators, and Committees

1. Meetings

The Department shall be operated with regular program meetings of the core faculty as necessary with at least one faculty retreat and Advisory Board meeting per academic year.

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 constituency groups, and/or organizations that have dealings with the Department.
- C. The Chair shall set, in a timely fashion, regular faculty meetings. An assigned representative of the Department 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 select 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 the oversight of support staff, space allocation, equipment procurement, 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 and assigning graduate teaching assistants in consultation with the Graduate Coordinator and the faculty.
- H. The Chair is responsible for appointing Departmental and College committees. At the department level, the chair will appoint the respective committee 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 and 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.

3. Graduate and Undergraduate Coordinators

- A. The Graduate Coordinator is appointed by the Chair for the purpose of coordinating application, advising, and administrative duties concerning the Master of Interior Design and for input into the 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 degrees from the Department.

- B. The Graduate Coordinator shall coordinate application procedures, admission, advisement, and graduate requirements in consultation with the Chair and graduate faculty. This includes supervising staff to prepare files of student applicants for review by the Graduate Committee.
- C. The Graduate Coordinator shall represent the Department in matters of the College's doctoral 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 on issues relating to undergraduate programs, and advising students.

- A. The Undergraduate Coordinator and Chair coordinate the review process for student admittance into the Upper Division curriculum.
- B. The Undergraduate Coordinator and Chair shall coordinate curriculum revisions
- C. The Undergraduate Coordinator shall coordinate the Design Experience Program.

5. Standing Committee

The Curriculum Committee is the standing committee within the department. Other committees may be formed, as needed, to deal with specific departmental needs (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.
- B. Reporting. Committees shall report and consult to appropriate entities, such as the entire faculty, College committees, etc.

6. Committee Functions and Duties

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. The interior design core faculty shall vote on all curriculum amendments.

Amending the By-Laws

1. The by-laws can be amended by a majority vote of the core interior design faculty, 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.

Revised and Approved December 8, 2011