

# UF Department of Urban and Regional Planning By-Laws

(DRAFT # 4, 3/12/10) I – III.3 corrected/changed as of 3/19/10; Revised 4/16/10)

Revised 5/4/10, Revised 8/16/10

## **I. Introduction**

### **II Purpose, Mission and Goals**

A.. The purpose of these by-laws is to establish clear, consistent and fair procedures for the conduct and operation of the Department of Urban and Regional Planning (hereafter the Department) at the University of Florida (hereafter UF). The Department recognizes that it is bound in its actions by University regulations and the 2010 UF-UFF Collective Bargaining Agreement. These By-laws are supplementary to these regulations and conform to the Bargaining Agreement.

B. The Department’s mission statement is found on the Departmental website (<http://www.dcp.ufl.edu/urp>) and is incorporated into these By-laws.

## **II Program Process and Structure**

### **II.1 Core and Voting Faculty Members and Processes**

- A. Core faculty shall be those holding tenure track appointments of at least .50 FTE in the Department. Faculty whose time is bought out by research contracts on a *temporary* basis or who are administrators shall be considered core faculty so long as their initial appointment is at least .50 FTE in the Department. Voting faculty members shall consist of core faculty in addition to non-tenure track faculty on at least a .50 appointment, who have served as URP faculty members for at least one academic year. Voting faculty can be designated or terminated by a majority vote of the core faculty. Voting faculty shall include emeriti faculty.
  
- B. Conflicts or issues shall be settled by consensus procedures if at all possible. In the case of issues concerning Department business that *require* a vote, decisions shall be made by a majority of the voting members of the Department *who are present* with a quorum, defined as 51% or larger of the whole voting members, except in the cases of hiring, tenure and promotion. Hiring decisions require a majority vote of *all* voting faculty. The definition of “present” shall include both

physical and electronic presence whether by telephone, computer or video communication.

- C. Tenure and promotion decisions shall require a two-thirds vote of only core Associate and Full Professors for Assistant Professors, and core Full Professors for Associate Professors. Promotion from Lecturer to Senior Lecturer shall follow DCP and University procedures (see <http://www.aa.ufl.edu/tenure/2009-10/TPGuidelines2009-10.pdf> ), as updated and governed by the UF-UFF Collective Bargaining Agreement.
- D. In the case of ties, the Chair of the Department of Landscape Architecture shall cast the tie breaking vote, so long as he/she has familiarized her/himself with the candidates and the issues.
- E. In the case of votes on new hires, tenure, and promotion, absentee ballots shall be accepted, provided the faculty member voting as an absentee has familiarized her/himself with the candidates and the issues.
- F. The core URP faculty shall be consulted in all cases of URP joint faculty appointments, hiring and promotion where that faculty member's tenure is in another Department.

## **II.2 Advisory Council (AC)**

- A. The Department Advisory Council (AC) shall serve as a consulting body on matters submitted to it by the Department Chair
- B. The AC shall consist of the Department Chair, designated representatives from the UF Foundation, and alumni and friends of the Department (hereafter referred to as ALUMS/FRIENDS). The Student Planning Association (SPA) may send representative(s) to AC meetings.
- C. The AC shall contain an Executive Committee, whose initial composition is appointed by the Department Chair with the consultation of the faculty, but subsequently is elected by the full AC as defined by the Advisory Council Bylaws. The Department Chair shall serve as Executive Director of the AC Executive Council. The Executive Committee shall develop and determine the mission, program, committees, and policies of the AC, draft bylaws and bylaws revisions, nominate the AC Chair and provide advice to the Executive Director among other duties. Department By-Laws are incorporated by reference into AC By-Laws.
- D. AC members shall be nominated by the Development and Membership Committee and elected by the full Advisory Council, with the consent of the Department Chair.
- E. The AC shall contain the following standing committees:

1. Executive - develops and determines mission, program, committees, and plays a leadership role in the URP-AC.
2. Development and Membership - assists in fundraising, reviews and nominates Council members, and develops awards program to recognize students, faculty, supporters, alumni, and individuals.
3. Professional Relationship - promotes the Department within the planning and professional design communities, assists with student internship and mentoring programs, and researches collaborations and alumni relations.
4. Program Advisory - provides advice on curriculum development and revisions, program specializations, and program re-accreditation.
5. Other committees and functions may be established by the AC that are consistent with the Department's By-Laws.

### **III Administration**

#### **III.1 Department Faculty Meetings**

- A. The Department shall have periodic faculty meetings. Other meetings, such as emergency sessions, shall be conducted at the discretion of the Chair in consultation with faculty (if feasible).
- B. Students are encouraged to attend and participate in faculty meetings.
- C. The Department shall conduct at least one Advisory Council meeting per academic year.

#### **III.2 Department Chair**

- A. The Chair's initial term of office and any subsequent reappointment is determined by the DCP Dean in consultation with the URP faculty. Appointment and reappointment shall be made following standard procedures for appointing heads of departments and schools in DCP.
- B. The Chair shall represent the Department to external organizations, departments, programs and administrative offices of the University. The Chair shall consult regularly with the Chair of Landscape Architecture and with the SLA&P Director. The Chair shall attend the periodic DCP Administrative Council meetings and other appropriate meetings that concern or further the best interests of the Department.
- C. The Chair shall set, in a timely fashion, faculty meetings and at least one Advisory Council meeting per academic year, at which s/he will act as presiding officer. It is the responsibility of the Chair to consult with and encourage the

participation of Advisory Council members and to encourage the appropriate participation of URP alumni in Departmental activities, including but not limited to PAB reaccreditations. With the assistance of relevant faculty, staff and students, the Chair shall coordinate official Department events.

D. The Chair shall take central responsibility for the day-to-day administration of the Department and shall perform functions necessary to implement all phases of its operation, including space allocation, equipment procurement, personnel decisions, and the overall functioning of the Department office. Where appropriate and feasible, the Chair shall consult with the faculty relative to these functions.

E. The Chair shall assume responsibility for administering the Department budget, including the fair and responsible allocation of these funds.

F. The Chair shall be responsible for scheduling courses and the preparation of the course timetable, in consultation with the faculty.

G. The Chair is responsible for chairing the Departmental Curriculum Committee.

H. The Chair is responsible for appointing committee chairs and the Graduate and Undergraduate Coordinators, and for working with these individuals to carry out their charges. S/he is an ex-officio member of all standing and ad hoc committees, except that the Chair will not participate in review activities involving evaluation of the Chair.

I. The Chair shall be responsible for coordinating with chairs of departments or schools 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.

J. Relative to joint appointments, the Chair shall consult with other unit heads in the cases of promotion and tenure, and is responsible for ensuring that the faculty member's contributions to the Department are recognized. The Chair shall make available current tenure and promotion criteria for the University, DCP and the Department on a periodic basis although faculty members are expected to acquaint themselves with updated versions of these criteria.

K. The Chair is responsible for advising faculty on the timing of their T&P applications and assisting them, where appropriate, in the preparation phases of their application, especially related to external review.

L. In consultation with the faculty, the Chair shall designate senior faculty members to mentor junior faculty members in preparation for T&P review. The Chair shall designate tenured faculty to serve as members of the three-year review

of tenure-track junior faculty members and is responsible to see that this review is conducted in a fair and timely manner.

M. The Chair shall appoint members of ad hoc Grade Appeals Committees to review student appeals of instructor evaluations. The committee shall consist of a URP faculty member (other than the faculty member who has given the grade), a faculty member from outside the Department and the Chair, who shall serve as Committee chair. The Chair shall be bound by the decision of the Grade Appeals Committee.

1 Relative to Grade Appeals, the Chair shall attempt to resolve disputes by consensual processes. Failing this, the Department shall rely on the processes and procedures established by the University.

N. In the event that the grade appeal involves the Chair, the Director of the School shall serve as the chair of the appeals committee.

O. Academic misconduct issues (such as plagiarism and cheating) shall be handled by the Chair in consultation with the faculty member(s) involved and in agreement with applicable University and DCP rules. The preferred approach should involve informal, consensual processes involving the student and the affected faculty. Failing this, the Department shall rely on processes and procedures established by the University. Students have the right to pursue appropriate University appeals procedures.

P. The University of Florida's Honor Code (see <http://regulations.ufl.edu/chapter4/4041-2008.pdf>) is incorporated by reference into these By-Laws. As needed, the Chair shall appoint an ad hoc committee to interpret Honor Code violations and determine fair procedures to involve UF's Dean of Students (<http://www.dso.ufl.edu/studentguide/studentconductcode.php>) in further proceedings as deemed necessary. In all cases, the preferred method of resolution is informal and involves consensual approaches.

### **III.3 Undergraduate Coordinator**

A. The Undergraduate Coordinator is appointed by the Chair in consultation with the faculty. Responsibilities of the Undergraduate Coordinator include coordinating advising duties that fall to the Department relative to undergraduate students, including students in the combined degree program (also known as the 4+1 Program). These duties also include:

- 1 assisting entering Combined Degree students by identifying initial mentors and potential specialization paths.
- 2 advising students seeking an undergraduate minor in URP
- 3 working with the Admissions Secretary to ensure timely response to inquiries from undergraduate students and applicants,

- 4 communication with the Department of Landscape Architecture, with SLA&P and DCP administrators, including attendance at periodic College undergraduate coordinators' meeting
- 5 communication with the relevant undergraduate departments, other colleges and UF administrative offices on announcements and issues important to URP undergraduate students;
- 6 advising undergraduates, including URP minors and Combined Degree students who are still in undergraduate status regarding URP Masters program requirements;
7. directing or recommending undergraduates to the appropriate University personnel for information needed to complete their degrees.
8. obtaining appropriate training relative to the role of the Undergraduate Coordinators

B. The Undergraduate Coordinator shall prepare summaries of undergraduate student statistics (including the combined degree program also known as the 4+1 program) for presentation at periodic faculty meetings.

C. The Undergraduate Coordinator shall receive negotiated release time and/or other incentives to compensate for the added responsibilities described above.

### **III.4 Graduate Coordinator**

A. The Graduate Coordinator is appointed by the Chair in consultation with the faculty for the purpose of managing graduate advising duties that fall to the Department. Responsibilities of the Graduate Coordinator include working with the Admissions Secretary to ensure timely responses to inquiries from prospective URP students and applicants. The Graduate coordinator shall also be responsible for:

1. assisting entering graduate students by identifying initial faculty mentors and potential specialization paths.
2. advising students seeking graduate minors in URP
3. communicating with other College units relative to certificate Programs and University concentrations, with SLA&P administrators, and with the Graduate School on relevant deadlines and announcements;
3. communicating with the undergraduate coordinator relative to the Combined Degree program

4. communicating and/or meeting with prospective URP students and applicants and, as necessary, recommending them to the appropriate University personnel or offices;
5. providing students with information to help them complete the degree from the Department;
6. assisting the preparation of files for Admissions Committee consideration. The Graduate Coordinator shall also serve as a member and Chair of the Department Admissions Committee;
7. Obtaining appropriate training relative to the role of the Graduate Coordinator

B. The Graduate Coordinator shall prepare summaries of applications (numbers, origin – e.g. domestic or foreign -- GPAs and testing statistics) for presentation at periodic faculty meetings. In addition, the Graduate Coordinator shall pay special attention to students who are admitted conditionally to the MAURP program and those who are identified with special problems or issues, and follow through with these students to ensure their successful performance and progress in the program.

C. The Graduate Coordinator shall assist the Chair in collecting and analyzing information necessary for PAB accreditation and periodic PAB-related reports.

D. The Graduate Coordinator shall negotiate appropriate release time and/or other incentives to compensate for the added responsibilities described above.

#### **IV Committees: Standing and Ad Hoc**

- A. The Department's standing committees are the Admissions Committee, the Curriculum Committee and the Awards Committee.
- B. Other, ad-hoc, committees may be formed, as needed, to deal with specific Departmental needs.
- C. With the exception of the Curriculum Committee, the Department Chair shall select Committee members in consultation with the faculty.
- D. The Chair shall ensure that all committee appointments and responsibilities are distributed equitably, although greater responsibility shall be given to senior faculty wherever feasible.
- E. Committee chairs or their designees may periodically report to and consult with the Advisory Council.
  1. Advisory Council members may be members of standing and ad hoc committees but they cannot chair Department Committees.

2. Committee members may also be selected from the faculty, or from appropriate external agencies or academic units.

F. The chairperson of *any* URP committee shall be a core or non-core member of the URP faculty. He/she may be appointed by the Chair or elected by the committee members.

1. The Department Chair shall select committee members in consultation with the Committee Chair.
2. Committee Chairs or their designees may periodically report to and consult with members of the AC.

## **V Committee Composition and Responsibilities**

### **V.1. Curriculum Committee**

#### **A. Composition**

1. The Departmental Curriculum Committee (CC) shall consist of the faculty as a whole, including core and non-core faculty and they shall select the representatives for the University, College and School Curriculum Committees. The selected representative of the College Curriculum Committee is automatically the Chair of the Departmental Curriculum Working Group (DCWG).
2. The DCWG shall be comprised of the coordinators of all of the specializations. The chair of the DCWG will be the same person who serves as the Department's representative to the College Curriculum Committee.
3. The Departmental CC oversees curricular matters pertaining to the Department.

#### **B. Responsibilities**

1. The DCWG is charged with review and recommendation of changes in the major, minor, and graduate requirements, adoption or revision of joint courses, and other significant modifications of the Department's curriculum. The DCWG shall submit their recommendations for consideration and vote to the Department CC.
2. Through the DCWG chair, the DCWG shall periodically issue a general call for course proposals (new or substantially



modified courses) and for courses taught by adjunct faculty or by graduate teaching assistants.

3. Working with the Department Chair, the Departmental CC shall evaluate course proposals identified in VB2 above, and decide about their inclusion in the URP course schedule.
4. Through its chair, the Departmental CC shall oversee the adequacy of the Department's participation in the University's general education program.
5. The whole faculty, acting as the Departmental CC, is responsible for coordinating the review of adjuncts, affiliate faculty and graduate teaching assistants responsible for teaching Departmental courses. The Departmental CC may delegate all or part of this responsibility to the DCWG Chair or to a subcommittee.
6. The DCWG is responsible to keep the curriculum up-to-date on the Department's website.

## **V.2 Admissions Committee.**

### **A. Composition**

1. The Admissions Committee shall consist of three core faculty members, one of whom shall be the Graduate Coordinator,
2. The Graduate Coordinator shall chair the committee.

### **B. Responsibilities**

1. The Admission Committee is responsible for evaluating graduate applications at the masters level and recommending admission, conditional admission or denial
2. The Admissions Committee shall follow the rules and standards of the UF Graduate School in evaluating applicant submissions.
3. An Admission Committee member may write a recommendation for an applicant. However, that member must then recuse him/herself from reviewing that applicant's materials. In that case, the Department Chair shall substitute for that committee member in helping to determine the admission decision for the applicant.

4. In consultation with the faculty, the Admissions Committee Chair shall make recommendations to the Chair concerning decisions to deny final admission to conditionally admitted students.

### **V. 3 Awards Committee**

#### **A. Composition**

1. The Awards Committee shall consist of three faculty members (core and non-core), with the Chair elected by the committee or appointed by the Department Chair.
2. A member of the Advisory Council may be asked to consult with the Awards Committee.

#### **B. Responsibilities**

1. The Awards Committee shall call for nominations from faculty, students, AC members and friends and alums and will evaluate submissions, including those for scholarships and other awards.
2. This committee is responsible for recommending award recipients, and presenting the candidates to the Department faculty for final decision.
3. The Awards Committee shall coordinate its activities with the Dean's Office and with the DCP Foundation Officer.

### **VI. Emeritus Status**

A. The Department shall follow UF procedures in considering faculty for Emeritus Status. (See "Rules of the University of Florida, Section 8, P 12. <http://regulations.ufl.edu/chapter7/7003.pdf> )

### **VII Amending the By-Laws.**

- a. The adoption of by-laws shall be by a majority vote of members of core faculty in accord with the provisions of Section II B, above in consultation with non-core faculty.
- b. The by-laws can be amended by a majority vote of core faculty in accord with the provisions of Section II B, above. Votes can be cast in person or by electronic means in consultation with non-core faculty.