

CONSTITUTION OF THE COLLEGE OF DESIGN, CONSTRUCTION AND PLANNING

UNIVERSITY OF FLORIDA

Article I. Preamble

Believing that education about the built environment is of global significance; and

Believing that our College serves our State and its Citizens through teaching, research and creative scholarship and service on the quality of the built environment;

Believing that shared governance is effective through working relationships between administrators and faculty, and a mutual respect for the participants' differing roles and responsibilities, and mutual trust in the ability and willingness of the various parties to meet their commitments;

We the members of the College of Design, Construction, and Planning do ordain and establish this Constitution.

The provisions of this Constitution are governed by and subordinate to University Policy, which consists of Florida law, the policies and directives of the Florida Board of Governors and the University of Florida Board of Trustees, University of Florida regulations, the Collective Bargaining Agreement between the United Faculty of Florida and the Board of Trustees for those faculty in the bargaining unit, and the University of Florida Constitution and Faculty Senate Bylaws.

Article II. Organization

- A. Schools, Departments, Programs, Centers, and Institutes
 - a. Schools and Departments.
 - i. The school and department shall be the fundamental unit of academic and administrative organization within the College. The four academic units of the College of Design, Construction and Planning are:
 - (1) The School of Architecture,
 - (2) The M.E. Rinker, Sr., School of Building Construction,
 - (3) The Department of Interior Design,
 - (4) The School of Landscape Architecture and Urban Planning.
 - The Department of Landscape Architecture,
 - The Department of Urban and Regional Planning
 - ii. Each college school and department shall have a Director/Chair.
 - b. Programs

i. Degree and non-degree programs may be established as necessary to assist the College in its teaching, service, and research programs within the guidelines of the University. The establishment of a program within the College of Design, Construction and Planning must be approved by the college curriculum committee and the Dean. The abolition or consolidation of a program shall be voted upon and approved by a majority of the Voting Faculty in each of the affected units. The programs of the College of Design, Construction and Planning are:

- (1) College Doctoral Program,
- (2) College Historic Preservation Program,
- (3) College Sustainability Program,
- (4) International Studies.

ii. Each college program shall have a Director.

c. Centers and Institutes

i. Centers and institutes may be established as necessary to assist the College in its teaching, service, and research missions pursuant to University of Florida guidelines. A proposal for the establishment of a center or institute within the College of Design, Construction and Planning must be presented to the Faculty Council and the Administrative Council for study and a recommendation given to the Dean in a timely manner.

d. Procedures for Establishing, Ending, or Consolidating a School or Department

i. The formation of a new school or department shall require the approval of the college Voting Faculty. The abolition of a school or department, or its consolidation with another, shall require the approval of a majority of the Voting Faculty in each of the units involved. The Dean, or any group of 51% or more of the Voting Faculty of each of the affected units, may petition for the establishment, merger, consolidation or abolition of a school or department.

B. The Faculty. The Voting Faculty of the College of Design, Construction and Planning shall consist of persons who are budgeted (partially or fully) in the College and who are defined as faculty in Article III, Section 1, of the University Constitution. Persons holding faculty titles but not included in the definition of faculty in Article III, Section 1, and its implementing Faculty Senate Bylaw, including but not limited to persons holding titles modified by visiting, adjunct, affiliate, courtesy, or emeritus, may be considered faculty members at the discretion of the academic unit in which they are appointed, but they shall not be considered Voting Faculty and shall not have voting privileges under this Constitution.

C. The Dean

a. Responsibilities of the Dean

i. The Dean is the chief executive and administrative officer of the College. The Dean is responsible to the President of the University for the administration of the College and acts as an agent of the faculty for the execution of educational policy. The Dean is to foster and to participate actively in shared governance with the faculty of the College.

ii. The Dean shall appoint associate and assistant deans and other college administrative officers with appropriate consultation with the faculty. Search committees shall be appointed by the Dean consistent with University guidelines..

iii. If necessary, the Dean may appoint an interim chair/director for a department, program, or school. Upon appointment of an interim chair/director, the Dean shall appoint a search committee for the selection of a new chair/director in accordance with the University guidelines. The interim chair/director may be a candidate for the position of acting chair/director.

b. Selection of the Dean

i. The Dean shall be appointed by the Provost and shall serve at the pleasure of the Provost. In appointing the Dean, the Provost shall give consideration to the recommendations of a Special Advisory Committee appointed by the Faculty Council to represent the faculty, with representation from each of the academic units of the College.

D. Chairs and Directors

i. Searches for academic unit and department directors or chairs, and program or center directors shall be commenced by the Dean through the establishment of a search committee in consultation with the appropriate academic unit, department, program, or center in which the faculty member shall hold academic rank. The Dean shall appoint a search committee of at least three members of the appropriate academic unit, department, program or center. The college's Diversity Specialist, as appointed by the Dean, shall serve as an advisor for all search committees. The search committee shall elect its own chair.

ii. B. After consultation with the appropriate academic unit, department, program, or center faculty, the search committee shall present a list of qualified and acceptable candidates, to the Dean. In the event that the candidates are unacceptable to the Dean, or the candidate declines the offer, the Dean shall

request from the search committee the name(s) of other acceptable candidates and provide a basis or reason for the Dean's request.

E. Faculty Rights

- a. The faculty believes that academic freedom and responsibility are essential to the full development of a university and apply to teaching, research and creativity. Therefore, the faculty must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence.
- b. All the rights granted under the UFF Collective Bargaining Agreement (CBA). In the case of non-renewal of the UFF CBA, the faculty rights under the last ratified agreement shall be retained as the faculty rights under the Constitution of the College of Design, Construction and Planning.
- c. The faculty has a right to assemble to discuss matters of concern to the faculty without limit.
- d. The faculty has the right to actively participate in College governance and shall be consulted, about matters of importance in the College.

F. Faculty Responsibility

- a. The faculty has the responsibility to actively participate in College governance.
- b. College faculty meetings may be called by the Dean, the Administrative Council, or the Faculty Council. At least one meeting shall be held each academic year at which the Dean shall present the State of the College. In every instance, the purpose of a meeting shall be stated in the call.
- c. The Dean or the designee of the Dean will preside at college faculty meetings called by the Dean or by the Administrative Council, and college faculty meetings called by the Faculty Council shall be chaired by the Chair of the Faculty Council.
- d. Any faculty member may suggest items for the agenda of meetings provided that they are submitted in writing and in a timely manner.
- e. The Voting Faculty shall receive notice of meetings and agendas for meetings one week in advance except in the case of an emergency when 48 hours notice may be given.
- f. A quorum for meetings of the faculty shall be 50 percent of the Voting Faculty of the College.

- g. No proxies shall be recognized.
- h. Draft minutes of meetings shall be recorded and posted within 10 days of a faculty meeting.

Article III. College Committees

A. Committees Elected by the Voting Faculty

a. Faculty Council

- i. **Function.** The Faculty Council is the representative body for the faculty of the College of Design, Construction and Planning. In this capacity, the Council serves as a forum for the mutual exchange of ideas between college administrators and the faculty and develops and makes policy recommendations on all matters of concern to the faculties of more than one academic unit for:

1. The educational, research and service missions of the College,
2. Shared governance,
3. Faculty awards,
4. Faculty welfare, the working environment, resource allocation and matters of quality of life,
5. The College strategic Plan.

6. In addition, the Faculty Council shall have the responsibility to undertake or cause to be undertaken the following:

- a. An annual review on matters of concern to members of the college. This review shall be distributed in accordance with University Policy to the faculty, to administrative officers of the College, and to appropriate officers of the University.
- b. A biennial comprehensive review of the performance of the dean with the results distributed to the Dean, the Provost and the President.
- c. In the event that the Faculty Council determines that other entities are adequately performing the above tasks, the Faculty Council may choose to accept those efforts in lieu of actually undertaking said reviews.
- d. The Faculty Council shall be responsible to respect the privacy of all individuals in the conduct of these surveys and reviews and in the dissemination of the result.

7. **Governing Rules of the Faculty Council**

- a. **Membership.** The Faculty Council shall consist of eight elected faculty members apportioned among the academic units on the basis of the number of Voting Faculty in the unit with each unit having at least one member.

8. Faculty Council Chair. The Faculty Council shall elect its own chair from among its members. The term of the chair shall be one academic year. A chair shall be eligible for reelection. The Chair shall serve as the Faculty Council representative on the College Administrative Council.
 9. Faculty Council Meetings. Meetings shall be held at least once each month during the regular academic year. All meetings of the Faculty Council shall be open. Only members of the Faculty Council have access to the floor during meetings, except when permission has been granted by consent of the Council. A majority of the members present shall constitute a quorum. Approved minutes shall be distributed to the faculty and to the Dean within 10 days following the meeting.
 10. Terms of Members. The normal term for members of the Faculty Council is three years. The terms of the members of the Faculty Council shall be staggered so that approximately one-third of the terms will expire each year. Individuals may be re-elected to the Faculty Council.
 - a. When a seat on the Faculty Council becomes vacant, the designated alternate will fill that seat for the remainder of the term. When a designated alternate position becomes vacant, the unit in which the designated alternate was a member will elect another designated alternate.
- ii. College Faculty Committees
1. All College committees, except ad hoc committees, unless otherwise stated in this Constitution, will be composed of one elected or appointed member from each academic unit. Unless specified, all committee memberships shall be for one year. All College committees shall meet during the beginning of the academic year of the College faculty to elect the Chair, if necessary, and to discuss the Committee's meeting schedule and plans for the upcoming year. College committees are expected to meet at least once in each of the Fall and Spring semesters.
 2. College Curriculum Committee. The College Curriculum Committee shall act on behalf of the faculty in matters relating to undergraduate and graduate programs, interdisciplinary curricula and curriculum coordination among academic units (schools, departments and programs). Specific duties include:
 - a. consideration of new courses,
 - b. course changes,
 - c. program changes, and

- d. participation in accreditation procedures when requested by an academic unit.
 - i. Membership shall be one representative from each academic unit with a term of two (2) years.
 - ii. The committee shall meet as needed to act on new degrees or programs and changes, additions or deletions to existing courses and programs.
3. College Tenure and Promotion Committee. The College Tenure and Promotion Committee shall consider all matters relating to faculty promotion and tenure. All members of the committee shall hold tenure and hold the rank of associate professor or higher. The Dean, associate and assistant deans, department chairs and school directors shall not be eligible to serve on the Tenure and Promotion Committee. The duties of this committee shall include the review of all faculty candidates for appointment at ranks of associate professor or higher or appointment with tenure and the providing of recommendations on those appointments to the dean. After reviewing candidates for tenure and/or promotion, the committee shall meet with the Dean to provide their assessments. Membership shall be one representative from each academic unit and two college-wide (elected) at-large members. The terms of membership shall be two (2) years for unit representatives and three (3) years for at-large members. Academic unit representatives shall be elected by members of that academic unit pursuant to University Policy. At-large members shall be full professors elected by all members of the College Faculty pursuant to University Policy. The committee shall annually elect its own chair. When a committee member has to leave the committee for sabbatical, research, or other reasons, the unit Voting faculty shall elect a temporary member pursuant to University Policy. When an at large member has to leave the Committee for sabbatical, research, or other reasons, the Dean shall appoint the temporary member.
4. College Ph.D. Committee. The College Ph.D. Committee shall review and make recommendations about policies and procedures for the College Ph.D. Program, make decisions about student admissions and awards, serve as a liaison between the Program and schools and departments, help the Director of the Ph.D. Program organize at least one Doctoral Faculty meeting every semester and provide the Dean and Director of the Ph.D. program with general advice on Ph.D. issues. The Committee shall meet as needed to assist the Director of the Ph.D. program and to keep other academic units informed. Membership of this committee shall be the Director of

the Ph.D. Program and one representative from each academic unit, and the Assistant/Associate Dean for Research (ex-officio). The committee chair shall be the Director of the Ph.D. Program.

5. College Computer and Technology Committee. This committee shall propose, review and recommend policies regarding the purchase and use of computers, software, and technology for instructional and research purposes. This review shall include matters of privacy, format and protocol. The membership of this committee shall include one representative from each academic unit. The Dean may appoint one or more persons knowledgeable about college computer and technology matters, who need not be members of the faculty. The committee shall elect its own chair.
6. College Ad Hoc Committees. The Dean may create ad hoc committees to achieve specific tasks not assigned to other committees by the Constitution. The Dean shall solicit participation from the faculty and appoint an ad hoc committee to study and report on any issue of concern to the faculty. The Dean shall maintain and annually publish a list of ad hoc committees and their memberships.

iii. College Representative to the Faculty Senate

1. Election of Senators. A slate of potential candidates for the Faculty Senate shall be developed by contacting all faculty members to verify their willingness and availability to serve. The number and terms of Senators representing the College is prescribed by the Constitution of the University of Florida.
2. Responsibilities of Senators. In addition to representing the College in the Faculty Senate, it shall be the responsibility of Faculty Senators to:
 - a. Designate one Faculty Senator to serve as a liaison with the Faculty Council by providing them with agendas and minutes of the Faculty Senate meetings in a timely manner;
 - b. Designate one Faculty Senator to sit on the Administrative Council.

B. Other

a. Committees Appointed by the Dean

i. DCP Administrative Council

1. All members other than the DCP Faculty Council Chair are appointed by the Dean.

Article IV. Amendments

This Constitution may be amended by a two-thirds vote of those Voting Faculty present and voting at any meeting of the College faculty provided that written notice and text of proposed amendments are received by the Voting Faculty at least two weeks prior to the meeting at which action on the amendments is to be taken.

Amendments shall be effective upon written notice of adopted changes which are to be sent by the Faculty Council to all Faculty members within two weeks of their adoption.

Article V. Effective Date

This Constitution shall become effective upon approval by the College Voting Faculty.