

BY-LAWS OF THE RINKER SCHOOL OF BUILDING CONSTRUCTION **Effective August 17, 2012**

The By-Laws of the Rinker School of Building Construction (BCN) are adopted by the faculty for governing and administering the Rinker School. The By-Laws provide descriptions for each of the administrative positions, the duties of standing committees, the conduct of voting, and the hiring process for new faculty. In addressing policies, the By-Laws refer to Rinker School policies and the most recent faculty approved policies.

These By-laws are governed by and subordinate to Florida law, the policies and directives of the Florida Board of Governors and the University Board of Trustees, University of Florida regulations and University Constitution (as applicable), and the Collective Bargaining Agreement between the University of Florida Board of Trustees and the United Faculty of Florida.

All operational policies, procedures, and agreements of the School, College, and University are in effect and are intended to be complementary to these by-laws. Current versions of the by-laws and other policies and procedures of the Rinker School are kept as a paper copy in an accessible location during regular business hours in the main office of the School and as a digital copy at a location that is accessible to the faculty known as the BCN administrative website. Instructions on how to access the digital copy location shall be kept with the hard copy in the School's main office.

1. ADMINISTRATIVE POSITIONS

1.1 The Director

The Director is the chief administrative and academic officer of the School. The Director is a member of the faculty of the School and oversees the faculty as they carry out the Rinker School's mission. The Director appoints the administrators discussed below. The Director is advised in these and other important matters by the Advisory Committee described in 2.1 below.

The Director of the Rinker School has responsibilities in the areas of strategic planning, annual evaluation, promotion and tenure, faculty assignments, and day-to-day operational aspects of the School such as budget, financial and hiring decisions including appointment of graduate assistants, and personnel management. The success of the Rinker School hinges on the ability of the faculty to work together with the Director in a constructive, collegial fashion to allow the Rinker School to achieve its goals, fulfill its strategic plan, and become a truly great institution. The Director's major roles are as described in the following areas.

Quality Control

The Director has overall responsibility for the School's undergraduate and graduate educational programs, the primary reason for the School's existence, which should provide a quality education to students both as future citizens and future employees of construction industry. As part of these duties, he/she, together with the faculty and based upon the mission and resources of the university and the college and the needs of industry, is primarily responsible for developing the school's mission. The Director is responsible for developing and maintaining mechanisms for the School to measure and monitor its performance.

School Interface

The Director is the faculty member that serves as the primary interface between the faculty and the many outside organizations that affect the School: the College of Design, Construction and Planning (DCP); the University administration; the construction industry; and the alumni, friends, and benefactors of the School. The Director serves as the chief spokesperson and fundraiser for the School and coordinates the School's promotional and outreach materials such as web sites, printed materials, and videos. The Director is the School's primary representative on advisory boards for the School and the School's programs. As part of these duties, the Director should attend appropriate regional and national meetings, conferences, and trade shows of the owner, designer, contractor and subcontractor communities.

Joint Effort with Faculty

The Director works with the faculty to develop policy, new programs, changes to curricula, hiring of new faculty, and faculty retention. The Director also works with the faculty to ensure the successful development of a world-class research and scholarly agenda, within the mission of the University and the level of available resources.

Assistance to New Faculty

The Director assists new faculty by helping them understand their obligations with respect to teaching, service, research, and the creation of a scholarly agenda. In particular for tenure-track faculty, the Director should strive to provide equitable teaching and service assignments and, in concert with a faculty's mentors, assists in guiding the development of a scholarly research agenda, and sound mentorship that provide the support for career development

Administration and Management

The Director is responsible for the efficient operation of the School's office and the services it provides to students, faculty, industry, and visitors. The Director also is responsible for developing the budget for the School's academic year and an overall strategy for the School that is most effective in moving the School towards its mission. Budget allocations should be made based upon the needs of the School, availability of resources, the career needs of individual faculty members, past and potential contributions to the School's mission, fund-raising and grant potential, and equitable treatment of faculty.

The Director develops the semester teaching assignments for all programs. The Director will work with the Coordinator of Undergraduate Programs in developing course assignments for the undergraduate programs. The Director will work with the Graduate Coordinator in developing course assignments for the graduate programs. The objective will be to create a balanced teaching load among the faculty that meets the needs of students and the School, and that reflects other faculty obligations such as advising, preparation of research proposals, conducting externally-funded research, outreach, workshops, and administrative duties that the various faculty may have.

The Director is responsible for scheduling and budgeting for all School events. Under the supervision of the Director, the School's staff coordinates the School's events.

The Director develops agendas for all faculty meetings and provides appropriate notice to faculty members of upcoming meetings, which shall include the agenda for each meeting. The notice of upcoming faculty meetings should include a solicitation of agenda items that a faculty member would like to include. The same general guidelines apply to faculty retreats.

1.2 Director of Undergraduate Programs

Roles and Responsibilities

The primary role of the Director of Undergraduate Programs is to improve and maintain the quality of the Rinker School's undergraduate programs. This includes recruitment, student advising, monitoring course content, textbook orders, textbook revisions, continuity among courses, student relations, overall program updates and revisions through continuous assessments of industry needs and student outcomes.

Recruitment

The Director of Undergraduate Programs shall supervise the overall recruitment of students into the undergraduate program. This effort will include recruitment in high schools, community colleges, and at the University of Florida. Faculty members will support the recruitment effort, which will include recruiting that develops a diverse student body.

The Director of Undergraduate Programs is the liaison to pre-BCN students at the university in order to maintain communication with these students and solicit their participation in select BCN activities.

Outcomes Assessment

The Director of Undergraduate Programs will be responsible for the outcomes assessment of the undergraduate program that determines how well the program is meeting the mission and strategic goals of the School, the needs of the students, and the needs of industry. The outcomes assessment could include annual surveys of students and graduates. The Director of Undergraduate Programs will report the results of these assessments to the faculty and recommend corrective action, such as curriculum changes.

Admissions

The Director of Undergraduate Programs shall revise and maintain an equitable admissions process for the undergraduate programs that is reviewed and approved by the faculty and which may include criteria other than BCN requisite GPA and SAT/ACT scores. This task is performed together with the Undergraduate Committee and the Admissions Registrar Officer of the School and includes coordinating with university officials on matters relating to admissions.

Curriculum

The Director of Undergraduate Programs will be responsible for coordinating the work of course coordinators, coordinating course analysis, and recommending curriculum changes. She/he is responsible for coordinating with college and university committees and officials on matters relating to curriculum.

Student Organizations

The Director of Undergraduate Programs will monitor and report the status of all undergraduate student organizations within the School to the Director. This shall include advising on financial support for activities, creation of new organizations, and closing inactive organizations.

Student Advising

The Director of Undergraduate Programs will supervise the Undergraduate Advisor in providing curriculum advice to the School's undergraduate students. The School's

Admissions Advisor monitors student performance. Students whose GPAs fall below 2.0 are identified and brought to the attention of the Director of Undergraduate Programs, who is responsible for monitoring performance of students on probation.

Honors Students

The Director of Undergraduate Programs will oversee the honors, high honors, and highest honors process for the undergraduate students. This will include notification of eligible students and the coordination of the student presentations.

Perry Crafts Awareness Program

The Director of Undergraduate Programs is responsible for monitoring the progress of the Perry Crafts Awareness Program, which aims to prepare BCN students to work effectively with subcontractors and craftspeople.

New Course Additions

The Director of Undergraduate Programs shall outline the criteria to be followed by any faculty who wishes to introduce a new course into the undergraduate curriculum. At a minimum, these criteria should include: (1) Course Title, (2) Course syllabus with learning outcomes, (3) Purpose and intent of the course, (4) Recommended textbook/course notes, and (5) Time and fiscal requirements for course development.

The Director of Undergraduate Programs will forward this course request and supporting documentation to the Undergraduate Program Committee and will work with the committee in reviewing and, if necessary, suggesting changes to the proposed course. Once the review is complete, the Undergraduate Program Committee will forward the new course package along with their recommendations to the Director. The Director will add this item to the agenda for the next faculty meeting, where the faculty will discuss and vote on the course.

Additional responsibilities of the Director of Undergraduate Programs include:

- Work closely with the Director to achieve the strategic goals of the School
- Work closely with the Director in promoting the various exchange programs.
- Update promotional materials as needed regarding undergraduate education in the Rinker School
- Compile course outlines for undergraduate BCN classes
- Compile graduation statistics and employment statistics

1.3 Director of the Masters Program

Roles and Responsibilities

The primary role of the Director of the Masters Program is to improve and maintain the quality of the M.E. Rinker Sr. School of Building Construction's Master's programs. The Director of the Masters Program provides innovative and administrative leadership for the coordination of the teaching of master's level course work and research. This includes recruitment, student advising, monitoring course content, textbook orders, textbook revisions, continuity among courses, student relations, overall program updates and revisions through continuous assessments of industry needs and student outcomes.

Recruitment

The Director of the Masters Program shall supervise the overall recruitment of students into the Masters programs. This effort will include recruitment in ASC schools, industry, and at the University of Florida. The recruitment effort will be supported by faculty members.

Admissions

The Director of the Masters Program shall maintain an equitable admissions process reviewed and approved by the faculty to include criteria such as undergraduate major, upper division GPA, and GRE score. The Director of the Masters Program is also responsible for coordinating with University officials on matters relating to admissions.

Student Advising

The Director of the Masters Program is the coordinator for advising the School's Master's students and is responsible for developing a student advising procedure that is reviewed and approved by the faculty.

Curriculum

The Director of the Masters Program will be responsible for coordinating the work of course coordinators and recommending curriculum changes. The Director of the Masters Program is also responsible for coordinating with the University officials on curriculum matters.

Student Organizations

The Director of the Masters Program will encourage Master's student involvement in the Rinker School student organizations and their activities.

Outcomes Assessment

The Director of the Masters Program will be responsible for the outcomes assessment of the Masters Program that determines how well the programs are meeting the mission and strategic goals of the School, and the needs of the students and industry. The outcomes assessment could include annual surveys of students and graduates. The Director of the Masters Program will report the results of these assessments to the faculty and recommend corrective action or curriculum changes as needed.

New Course Additions

The Director of the Masters Program shall outline the criteria to be followed by any faculty members who wish to introduce a new course into the graduate curriculum. At a minimum, these criteria should include; (1) Course Title, (2) Course syllabus with learning outcomes, (3) Purpose and intent of the course, (4) Recommended textbook/course notes, and (5) Time and fiscal requirements for course development. These factors should be embodied in the faculty member's request for the course addition.

The Director of the Masters Program will forward this course request and supporting documentation to the Graduate Program and Research Committee and will work with the committee in reviewing and, if necessary, suggesting changes to the proposed course. Once the review is complete, the Graduate Program and Research Committee will forward the new course package and their recommendations to the Director. The Director will add this item to the agenda for the next faculty meeting, where the faculty will discuss and vote on the course.

Additional responsibilities of the Director of the Masters Program are:

- Work closely with the Director to achieve the strategic goals of the School

- Update promotional materials as needed regarding graduate education in the Rinker School
- Compile course outlines for graduate BCN classes
- Compile graduation statistics and employment statistics

1.4 Coordinator of the PhD Program

Roles and Responsibilities

The primary role of the Coordinator of the PhD Program is to improve and maintain the quality of the PhD Program of the M.E. Rinker Sr. School of Building Construction. The Coordinator of the PhD Program provides innovative and administrative leadership for the program. This includes promotion of the program, recruitment, student advising, monitoring course content, overall program updates and revisions through continuous assessments of needs and student outcomes.

Recruitment

The Coordinator is responsible for the overall recruitment of students into the Rinker School's PhD program. This effort includes recruitment at conferences and meetings, schools, industry, and at the University of Florida. The recruitment effort will be supported by faculty members. Important areas for PhD recruitment include publicizing the faculty's areas of expertise and research interests, accomplishments of graduates of the School's PhD program, available doctoral fellowships and other sources of financial support, potential for interdisciplinary research within the college and university, the School's research centers and their completed/active projects, and information regarding the doctoral program policy and procedures.

Admissions

The Coordinator of the Ph.D. Program shall maintain an equitable admissions process reviewed and approved by the faculty to include criteria such as undergraduate major, graduate major, GPA, and GRE score. The Coordinator of the Ph.D. Program is also responsible for coordinating with University officials on matters relating to admissions.

Outcomes Assessment

The Coordinator of the Ph.D. Program will be responsible for the outcomes assessment of the Ph.D. program that determines how well the programs are meeting the mission and strategic goals of the School, and the needs of the students and industry. The Coordinator of the Ph.D. Program will report the results of these assessments to the faculty and recommend corrective action or curriculum changes as needed.

Appointment of Teaching Assistants

When reviewing the applicants for the Ph.D. program, the Graduate Program and Research Committee will select those applicants who show the greatest promise as candidates for becoming GTAs and recommend them to the Director for appointment as a GTA.

Additional responsibilities of the Director of the Masters Program are:

- Work closely with the Director to achieve the strategic goals of the School

- Update promotional materials as needed regarding Ph.D. education in the Rinker School
- Compile graduation statistics and employment statistics

1.5 Other Program Coordinators

The Director may create coordinator positions for programs in addition to those outlined above when needed. The Coordinator positions should be described in the By-laws using a format similar to those in sections 1.2, 1.3, and 1.4.

2. STANDING COMMITTEES

Standing committees are very important for effective operation of the School. Standing committees meet at least once per semester and the standing committees post minutes of their meetings in a digital format on the BCN administrative website. Standing committee activities and outcomes are reviewed and discussed at faculty meetings. The responsibilities of the standing committees are described in the following paragraphs. Unless otherwise noted, the chair for the committees will be selected annually by majority vote of the committee members at the first meeting.

2.1 Faculty Advisory Committee

Selection of Committee Members

Faculty holding administrative positions are not eligible to serve on the Faculty Advisory Committee. The Faculty Advisory Committee is an elected committee and will be comprised of a Professor, Associate Professor, Assistant Professor and a Lecturer. Members are elected to serve for a two year term. Service on the Faculty Advisory Committee does not impact the eligibility for future service on the committee.

Selection of the committee members will be conducted in the following manner. Each voting Rinker School faculty member will be given a secret ballot with a list of all eligible faculty members at each rank. Each voting faculty member shall vote for one candidate at each rank. The members with the highest number of votes at each rank will be selected to be the members of the Rinker School Faculty Advisory Committee. Ties will be resolved by a suitable revote from among those who were tied. If a person selected to be on the Faculty Advisory Committee withdraws, then the person receiving the next highest number of votes from among those not already selected will be selected to replace the person who withdrew. Votes will be counted in the presence of all the voting faculty members.

Responsibilities of the Committee

The Faculty Advisory Committee provides advice and input to the Director of the School on pertinent matters and is available for faculty members to express concerns regarding leadership of the School. The committee will provide counsel to the Director on the strategic direction of the School, the use of financial resources, the state of industry relations, the evolution of the curriculum, and other issues that affect the performance and reputation of the School. The committee will also act as an interface for communications of faculty input on the performance and strategic direction of the School. The Chair of the committee will communicate the committee's activities to all faculty via minutes of its meetings and at each end of semester faculty meeting. The Director may also assign tasks to the committee that are strategic in nature and are in keeping with the general purpose of the committee.

2.2 Merit Pay Committee

Selection of Committee Members

The Merit Pay Committee is an elected committee and will be comprised of two tenured faculty members and one Lecturer. In the selection process, each voting faculty member will be given a secret ballot with a list of all eligible faculty members. Each voting faculty member shall vote for three candidates. The three members with the highest number of votes will be selected to be the members of the Rinker School Merit Pay Committee. Ties will be resolved by faculty voting on those candidates who were tied in the previous vote until a candidate has or candidates have a majority. Every spring semester there will be an election to form a new Merit Pay Committee. A person can serve two consecutive one-year terms but will not be eligible again until being off the Merit Pay Committee for one year. A former School Director can be on the committee only after at least two academic years have passed since she/ he stepped down as Director.

Responsibilities of the Committee

The Merit Pay Committee will meet with the Director to plan the distribution and allocation of merit pay. This must be in accordance with the Rinker School Merit Pay Policy (see Article 8 of these By-Laws). The three members of the Merit Pay Committee collectively make recommendations to the Director for all faculty excluding the members of the committee. The three members of the Merit Pay Committee are themselves eligible to receive merit pay. The awarding of merit pay for any member of the Merit Pay Committee is to be decided by the Director, possibly with input from the remaining two members.

2.3 Undergraduate Program Committee

Selection of Committee Members

The Undergraduate Program Committee is chaired by the Director of Undergraduate Programs and has six other faculty members appointed by the Rinker School Director.

Responsibilities of the Committee

The committee is responsible for reviewing and proposing changes to the undergraduate program and courses. It also advises the Undergraduate Coordinator on any special issues associated with individual undergraduate students. The committee also reviews all applications for admission to the undergraduate program that are complete and any faculty request for course additions to the curriculum.

2.4 Graduate Program and Research Committee

Selection of Committee Members

This committee consists of at least six faculty members appointed by the Rinker School Director, but the Coordinator of the PhD Program, the Director of the Masters Program and the Director of the Graduate Distance Education Program will automatically be members. The chair of the committee will be appointed by the Director.

Responsibilities of the Committee

The committee is responsible for reviewing and proposing changes to the graduate program (such as graduate courses) and it also advises the Director of the Masters Program on special issues associated with individual graduate students. The committee also reviews all applications for admission to the Masters program that are complete and any faculty requests for the addition of graduate courses to the graduate curriculum.

2.5 Industry Relations Committee

Selection of Committee Members

The Industry Relations committee's members are appointed by the Director.

Responsibilities of the Committee

The committee will coordinate selection of the Distinguished Alumnus and Construction Hall of Fame inductees. The selection of the inductees is described in the Rinker School policies that address this process. In addition, the committee will advise the Director regarding maintaining and enhancing our traditionally strong ties with the School's industry supporters.

2.6 Nancy Perry Teaching Award Committee

The Nancy Perry Teaching Award is awarded annually by a faculty committee for teaching excellence. The procedures for selecting the committee and recipient of this award are described in *Policy for the Nancy Perry Teaching Award*.

2.7 Endowment Committee

The Endowment Committee advises the Director on the administration of portions of the School's endowment income in accordance with the policy: *Rules, Guidelines, and RFP of the Endowment Committee*.

2.8 Computing Committee

Selection of Committee Members

The Computing Committee's members are appointed by the Director with preference given to the faculty that have responsibilities for teaching or research that use computing resources. Staff responsible for information technology is members of this committee.

Responsibilities of the Committee

The computing committee assesses computing needs of the school and advises the Director.

3. AD-HOC COMMITTEES

Ad-hoc committees remain in effect for a limited time period and they are formed to accomplish a specific objective. Examples of such limited-term committees can be a Search Committee or a By-Laws Committee. This listing is not intended to be all inclusive. The Director shall announce the specific purpose of each ad hoc committee and appoint the members to form such ad-hoc committees.

4. VOTING POLICY

In this document, a VOTING FACULTY MEMBER is defined as a full-time tenured or tenure track faculty member or a full-time lecturer appointed to and budgeted to BCN. Voting faculty members vote on issues related to the School, including curriculum and School policies. When discussing issues (e.g. undergraduate or graduate), particular attention should be paid to the concerns and opinions of the faculty who work directly in that subject area. Questions of voting on particular issues are resolved by the Director. Votes may be taken by secret ballot if requested by a voting faculty member and the outcome of the vote (including the number of votes for each of the choices) shall be announced. Absentee votes must be received by the Director prior to the actual voting.

5. HIRING POLICY

For all open faculty positions, the hiring process commences with the Director appointing a Search Committee, which in turn elects its chair. The Search Committee will be responsible for advertising the position, screening the applicants, arranging the interview, and making

recommendations to the faculty and the Director. All faculty (Assistant, Associate, Full Professors, and Lecturers) vote on hiring of all faculty positions in the School. Note that candidates for tenure track positions should show strong potential for becoming tenured faculty members in the School.

6. PROMOTIONS AND SUSTAINED PERFORMANCE EVALUATION

Long term sustained high performance by tenured faculty is important to the success of the Rinker School. Faculty are promoted based on University, College, and School policy. The School's implementing policy for promotion is *BCN Policy for Selection, Retention, Tenure and Promotion*. The University requires a periodic evaluation of tenured faculty through a *Sustained Performance Evaluation Policy*. Both policies can be found on the School's digital and hard copy policy archives.

7. MENTORING POLICY

New faculty are assigned mentors by the Director for the purpose of providing advice and guidance to help them navigate the University's Tenure and Promotion process. The policy for appointing mentors and mentor duties are in the *BCN Faculty Mentor Policy*.

8. RINKER SCHOOL GRADE APPEAL POLICY

In the event a student wishes to appeal a grade awarded for a BCN course, the *Rinker School Grade Appeal Policy* shall be followed.

9. NAMED PROFESSORSHIP COMPETITION AND AWARD POLICY

The Rinker School awards professorships to its faculty to reward faculty performance and to assist new faculty when joining the School. The *BCN Named Professorship Competition and Award Policy* governs selecting faculty for these awards.

10. ACADEMIC DISHONESTY POLICY

In the event of evidence of academic dishonesty by students taking Rinker School courses, faculty will follow the applicable provisions of University of Florida regulations. .

11. CLASS CANCELLATION POLICY

The School policy for class cancellation by faculty is *Faculty Substitution and Class Cancellation Policy*.

12. MERIT PAY POLICY, CRITERIA AND METHODS OF EVALUATION

Merit pay is normally awarded to faculty on an annual basis and the policy and procedures for evaluating faculty for merit pay are in the *Merit Pay Evaluation Procedure and Criteria* policy.

13. JOINT FACULTY APPOINTMENTS

In special circumstances, a faculty member's academic appointment can be shared between the Rinker School and another department, not necessarily in the same college and not necessarily in equal proportions. Each academic unit provides the faculty member's remuneration according to the appointment proportion which reflects assigned responsibilities. A faculty member on a joint appointment shall have full voting rights in the Rinker School in accordance with her or his rank and/or tenure status.

14. AFFILIATE FACULTY

A candidate for Affiliate Faculty status must:

- have a well-documented record of prior involvement with the Rinker School,
- give a seminar in the School on a research area that led to the request for affiliation, and receive a 2/3^{rds} majority vote by the voting members of the Rinker School to be granted Affiliate Faculty Status.

An Affiliate Faculty member is expected to participate in the graduate program on a regular basis, and to have a program of research related to Rinker School research. The viewpoints of Affiliate Faculty members on academic matters are welcome and valued but such members of the School are not permitted to participate in any School vote.

Affiliate faculty status will be reviewed by the Rinker School regularly and such appointments may be terminated at any time, by a simple majority vote of the faculty.

15. COURTESY FACULTY

An individual who is not an employee of the University of Florida and who has the following qualifications can be appointed as a Courtesy Faculty member:

- has expertise in the field of construction,
- is a strong expounder of the mission of the Rinker School, and
- has been involved with the Rinker School through substantial educational, research, or financial contributions,

The viewpoints of Courtesy Faculty members on academic matters are welcome and valued but they are not voting faculty members.

A candidate for Courtesy Faculty must give a seminar and receive a 2/3 majority vote by the voting members of the Rinker School to be granted Courtesy Faculty status. Courtesy Faculty status will be reviewed by the Rinker School regularly and such appointments can be terminated at anytime, by a simple majority vote of the faculty.

16. GRADUATE FACULTY

Faculty members of the Rinker School (including Affiliate and Courtesy Faculty) holding a doctorate in their field can be considered for Graduate Faculty Status by the Graduate School.

The School recommends faculty for Graduate Faculty status to the Graduate School. A candidate for Graduate Faculty status must receive a 2/3^{rds} majority vote by the voting members of the Rinker School holding Graduate Faculty status to be recommended to the Graduate School for Graduate Research Faculty status. Lecturers are not eligible for Graduate Faculty status.

A tenured or tenure-track faculty member at the rank of assistant, associate and full professor who is approved for Graduate Research Faculty Status may:

- serve on Masters or PhD. thesis committees in the Rinker School
- direct masters theses in the Rinker School
- co-chair a Ph.D. Committee in the Rinker School along with a regular Rinker School faculty member holding Doctoral Research Faculty Status
- chair a Ph.D. committee in the Rinker School, if they have also been granted Doctoral Research Faculty status by the College of Design, Construction, and Planning.

A Regular Rinker School faculty member at the rank of lecturer (including senior or master lecturer) who is approved for Graduate Faculty Status may serve on masters or PhD committees in the Rinker School and masters or PhD committees in other academic units

An Affiliate or Courtesy Rinker School faculty member who is approved for Graduate Faculty Status may:

- serve on masters or Ph.D. Committees in the Rinker School
- direct masters theses in the Rinker School
- co-chair a Ph.D. Committee in the Rinker School along with a regular Rinker School faculty member holding Doctoral Research Faculty Status

The Graduate Faculty Status of all Rinker School faculty (Regular, Affiliate, and Courtesy) will be reviewed regularly by the voting members of the Rinker School holding Graduate Faculty Status and the faculty member's Graduate Faculty Status may be terminated at any time by a simple majority vote.

17. VISITING FACULTY

Visiting Faculty are individuals with a faculty appointment at another university who visit for up to two years. Visiting Faculty may participate in the teaching and research missions of the Rinker School. Visiting Faculty members are highly valued members of the Rinker School in that they contribute a fresh perspective and new ideas on numerous academic/research matters. The viewpoints of Visiting Faculty members on academic matters are welcome and valued but such Visiting Faculty of the Rinker School are not permitted to participate in School governance. Visiting faculty appointments may be made at the discretion of the Director without having an official vote of the faculty. Nevertheless, it is expected that there will be a formal introduction of the Visiting Faculty to the Rinker faculty prior to the offering of any visiting position.

18. RETIRED FACULTY

Retired faculty represent an important and valuable extension of the School and are strongly encouraged to involve themselves with School matters and share their expertise as nonvoting participants. Arrangements should be made to make them feel very welcome and connected to the Rinker School. This can be accomplished by providing, for example, office space for their exclusive use (if available), a computer account, secretarial help (if available) for academic activities, and setting up of a web page listing their areas of research, years of service at UF, and any other pertinent information. Retired faculty that distinguish themselves in research, teaching, or service to the Rinker School or to the profession during their retirement should be suitably recognized.

Faculty members retiring from the Rinker School can request to be considered for Emeritus status pursuant to University Regulations.

All faculty at the rank of Lecturer or above are eligible to vote, and generally the candidate should receive a majority of voting faculty members to be recommended for Emeritus status.

19. FACULTY CODE OF PRACTICE

Professionalism

Faculty members in the Rinker School are professionals and they should always use good judgment in the discharge of their duties. To maintain this status, faculty members are to treat one another as professionals, i.e., all faculty members are to be treated with courtesy and respect. Each faculty member is to be treated as a professional by all those associated with the Rinker School. All faculty members should be active in fostering self-governance and transparency.

Faculty-Student Relationship

Faculty shall present their students with the best scholarly standards of their discipline. They should demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. They should make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They should avoid any exploitation, harassment, or discriminatory treatment of students.

The faculty-student relationship vests considerable trust in the faculty member, who, in turn, bears authority and accountability as mentor, educator, and evaluator. Whenever a faculty member is responsible for academic supervision of a student, a personal relationship between them of a romantic or sexual nature, even if consensual, is inappropriate. Any such relationship jeopardizes the integrity of the educational process.

Teaching

- 1) Faculty members are to always recognize that teaching is a key mission of the Rinker School. The School educates students so they will be proficient and successful in their careers. This is to be reflected in the actions of all Rinker School faculty members in the classroom and in all other activities. When teaching, Rinker School faculty members serve as role models for students.
- 2) Faculty members should always be conscious of their faculty status and act accordingly when accompanying or mingling with Rinker School students.
- 3) Faculty members are expected to be properly prepared and punctual in attendance for all of the classes to which they are assigned, i.e., faculty members should avoid being late for class.
- 4) Faculty members are to ensure that every class is properly delivered and presented. When faculty members must be absent, they are to notify the Director. In general faculty should avoid missing more than two weeks (cumulative) of a class in any given semester.
- 5) Faculty members are to evaluate student work in a timely fashion and by criteria listed in the course syllabus.
- 6) Faculty members are to ensure that any GTAs under their supervision fully comply with this teaching section.

Research and Scholarly Work

- 7) All tenure-track and tenured faculty members are to always recognize that research and scholarly work is a key mission of the Rinker School. The tenure-track and tenured faculty conduct peer-reviewed scholarly research and disseminate the research through publications, meetings, presentations, and other means. All tenure-track faculty members are expected to show a level of effort in research and scholarly work such that the mission and goals of the School are met. When engaging in research and scholarly work, Rinker School faculty serve as role models for students.
- 8) Tenure-track and tenured faculty are expected to seek external funding for research and scholarly work. Peer-reviewed research proposals should be submitted at a rate that allows for the development and support of a recognized body of research for the faculty member.
- 9) Faculty members are to ensure that any graduate research assistants under their supervision conduct quality research at a level that is accepted by the academic community through peer review.

Service

- 10) All faculty members are expected to be active in service activities for the Rinker School, the College of Design, Construction, and Planning, and the University of Florida, national and international professional organizations, and editorial boards. The service requirements of untenured tenure-track faculty members are to be at a reduced level to permit them to focus more heavily on teaching and research in order to strengthen their tenure package.
- 11) Regardless of status, all faculty members are expected to be active participants in Rinker School functions such as welcome receptions, BCN career fair activities, SLX functions, seminars, graduation banquets, and faculty meetings.

Outside Activities

- 12) Potential conflicts of interest are to be avoided, such as in the hiring of students to work on consulting activities. Consulting work is not to compromise the quality of effort of faculty members when performing their regular assigned duties at the university. An Outside Activity Report (OAR) must be submitted by each faculty annually for each outside activity in which they are engaged. Each OAR must be kept current and updated during the course of each year as outside activities change.

20. MODIFICATIONS/AMENDMENTS TO THE BY-LAWS

These By-Laws can be modified or amended by a vote of at least two-thirds of the voting faculty members.