

COLLEGE OF ARCHITECTURE AND DESIGN BYLAWS

Approved by the College of Architecture and Design on March 8th, 2017

Approved by the Provost on March 31, 2017

1. INTRODUCTION

1.1 Purpose

The College of Architecture and Design (CoAD), referred to herein as the “College”, shall operate according to these Bylaws, which set forth its organization and the procedures for conducting its internal affairs as mandated in Section 3.2.1 of the *Faculty Handbook*. This document, together with the *Faculty Handbook* and Professional Staff Association (PSA) Contract, is the official statement of the rights and privileges enjoyed by the College and the obligations imposed upon it in accordance with the system of faculty governance in effect at NJIT.

1.2 Organization

The College is composed of two academic Units, each headed by a Director. The New Jersey School of Architecture (NJSOA) includes all undergraduate and graduate degree programs in architecture, including the Master of Infrastructure Planning Program (MIP) and the Urban Systems PhD, the latter a joint program with Rutgers. The School of Art + Design (SoA+D) includes the Digital Design, Industrial Design, and Interior Design programs.

1.3 Objective

College Bylaws are intended to:

1. Foster and encourage the widest possible degree of faculty participation in the governance of the College.
2. Create an atmosphere of open and collegial discussion of all major issues affecting the daily operation and future development of the College.
3. Provide opportunities for service and professional growth in teaching and research, within the spectrum of the College’s activities, for every faculty member in a fair and equitable way.

1.4 Procedure

Unless otherwise specified in these Bylaws, meetings of the College and its committees shall be conducted according to the rules of procedure in the most recent edition of Roberts’ Rules of Order (Newly Revised.)

2. VOTING MEMBERSHIP

2.1 Membership

The College has long maintained a practice of governance that expanded the definition of faculty and the definition of the voting membership beyond tenured and tenure track faculty. In order to preserve this tradition while remaining in compliance with the *Faculty Handbook*, these Bylaws set forth voting groups essential to the specific governance of the College in increasing spheres of membership. Those groups include:

1. Promotion and Tenure Committee Faculty: herein referred to as the “P&T Committee,” this group alone votes on Promotion and Tenure decisions as set forth in Section 4.5.2 of the *Faculty Handbook*, Department affiliations as set forth in Section 2.4.2 of the *Faculty Handbook* and for Emeriti as set forth in 6.1 of these Bylaws. Subsets of this group also vote on specific matters pertaining to its members.
2. Tenured/Tenure Track Faculty This group, referred to herein as “Faculty” or “the College’s Faculty,” remains as it is defined by Section 2.2.1 of the *Faculty Handbook*. This group alone is responsible for voting on matters related to merit determinations, approval and amendment of College Bylaws, or any other matters regulated by the *Faculty Handbook*, the PSA Agreement, or any other approved University policies. The only faculty members in this group who can vote are those with primary affiliations in the College (as defined in Sections 2.2 and 2.4.2 of the *Faculty Handbook*) exclusive of faculty who hold administrative positions at the level of Dean or above. College Faculty who are on leave may attend meetings and take part fully in College business if they wish to do so, subject to University personnel policies and regulations. However, they have a special status in regard to determining a quorum at meetings, as stated in Section 4.4 below.
3. CoAD Voting Membership. This group, referred to herein as the “Voting Membership,” maintains the historic governance custom of the College. The Voting Membership decides on all matters of College affairs, such as curriculum development and program administration, not restricted by the *Faculty Handbook* or by specific mention in these Bylaws. This group includes all members of the Tenure/Tenure Track Faculty as defined above, as well as all University Lecturers, Senior University Lecturers, Visiting Professors, Research Professors, Research Associates, Post-Doctoral Fellows, Affiliated Faculty Members, Professors of Practice, and vested Adjunct Instructors. Vested Adjuncts Instructors (herein referred to as Vested Adjuncts) are those instructors who satisfy at least one of the following requirements: (a) hold administrative positions in the College, (b) have taught six consecutive studios, or (c) have taught at least one course per year for five consecutive years. Vested adjuncts begin voting upon their appointment to an administrative position or at the beginning of the academic year after they have met the teaching requirements described above. The Recording Secretary at College Faculty Meetings shall maintain a roster of the CoAD Voting Membership for purposes of quota and eligibility to vote.
4. College Community: This group, referred to herein in these Bylaws as the “College Community,” expands the sphere of inclusion beyond the Voting Membership to include all staff essential to the functioning of the College, including unvested adjuncts and administrative, technical and

advising staff. Members of this group are welcome to attend and participate in discussion at all open meetings and activities of the College, but are not eligible to cast ballots in any vote.

3. COLLEGE ADMINISTRATION

3.1 The Dean

The Dean is a tenured faculty member of the College of Architecture and Design and its Chief Administrative Officer. The College expects the Dean to fulfill all responsibilities in consultation with College Directors, Administrators, Faculty and other Staff members in the best interest of the College and in accordance with these Bylaws and NJIT policy. The Voting Membership shall evaluate the Dean at least once every three years according to Section 7.2 of the *Faculty Handbook*. There shall be an annual evaluation of an acting or interim Dean that begins after one year of service.

The Dean has the responsibility for the following:

1. Appointing, promoting, and hiring of Associate Deans, Assistant Deans, School Directors, Administrative Assistants, Secretaries, and other Instructional and Support Staff.
2. Managing personnel, budget, and resources in the best interest of the College in consultation with all appropriate members.
3. Planning and overseeing of teaching schedules with due regard to College needs, individual preferences of Faculty and Instructional Staff, Faculty intellectual and professional development, all in accordance with the teaching load provisions contained in the PSA contract and with the Teaching Assignment Criteria (TAC) agreed to by the Faculty and the Dean. These efforts are typically made in concert with the Associate Dean and in consultation with School Directors.
4. Interacting with other University officials on behalf of the College and representing the College and University bodies at events; reporting to the College Community on University proceedings and issues.
5. Administering to the assignment of College Faculty and other personnel to all University and College Committees, Standing and Ad Hoc, as set forth in Section 5 of these Bylaws with due regard to College needs and individual preferences.
6. Participating in the College P&T process as defined in the *Faculty Handbook* and recommending to the University administration new tenure and tenure track Faculty appointments upon the recommendation of the College P & T Committee and Faculty Search Committees.
7. Maintaining a liaison with College alumni and with the profession through the formation of the College's Advisory Board and fostering relationships with local practitioners.
8. Coordinating the College Community with the Development Office for College fundraising efforts, and with University Admissions for recruiting, respectively.
9. Conducting a periodic assessment of the College including the College's mission and its implementation, and the smooth and effective functioning of its Faculty, Committees, and Administration.

10. Designating a tenured faculty member to serve as the Dean's representative for a specific period of absence (with intention to return), with such designation to be in writing and confirmed by the Provost.

3.2 Associate Dean

The position of Associate Dean extends the Dean's accountability in specific areas such as academic, administrative, and other affairs. The Dean can create or abolish this position according to need.

3.3 School Directors

School Directors are the Chief Academic Officers of each of the College's Schools and are responsible for working with the Dean and the Associate Dean in matters of student recruitment, staffing, scheduling and administering the curriculum of each school. School Directors appoint Program Directors and Coordinators in each School. Only tenured members of the Faculty are eligible to serve as School Director. School Directors receive compensation in the form of a reduced teaching load and stipend for work during summers. School Directors serve five-year renewable terms with no limitations. By a two-thirds vote, in accordance to the membership and voting procedure as define in Section 2.1.2 of the Bylaws, the Faculty may petition the Dean to not reappoint, or remove, a Director from this position.

3.5 Program Directors and Coordinators

Program Directors and Coordinators are responsible for specific degree programs or school years according to conditions set forth when that individual is hired/appointed, or subsequently amended by mutual consent. Program Directors and Coordinators report to their respective School Director and the Dean. Members of the Voting Membership are eligible to serve in these positions. Program Directors and Coordinators receive compensation in the form of a reduced teaching load for administrative work.

3.6 College Staff

The Dean can create or abolish staff positions according to need in adherence to all University policies and regulations.

4. COLLEGE FACULTY MEETINGS

4.1 Regular Meetings & Reserved Meeting Times

Regular College Faculty Meetings shall be called by the Dean, who presides as chair. The Dean shall announce the reserved dates for regular meetings for the semester prior to its beginning. Generally, the College holds at least two meetings per semester.

4.2 Special Meetings

Special College Faculty Meetings may be called by the Dean or upon the written request of at least 25 percent of the Voting Membership. Special meetings should, when possible, be held within fifteen business days of the request. Due regard shall be given to the purpose for which it is called, the necessity to give proper notice, and the importance of obtaining maximum attendance.

4.3 Notice of Meetings

Each call for a College Faculty Meeting shall include notice of the date, time and place, and an agenda of specific items of discussion, with indication of those items requiring a vote. Except in urgent circumstances, the call for a meeting shall be distributed at least ten business days in advance.

4.4 Quorum

The quorum for College Faculty Meetings is a majority of the Faculty. A faculty member on leave and not in attendance at a meeting shall not be counted in determining a quorum for that meeting. However, a faculty member on leave but in attendance at a meeting shall be counted in determining a quorum for that meeting.

4.6 Order of Business

To the extent possible, all reports should be circulated prior to meetings so that College Faculty Meetings can focus on substantive discussions. In general, the order of business at regular College Faculty Meetings shall include, reading and approval of minutes; Dean's report and School Directors' reports; scheduled business items; committee reports; report from PSA and Faculty Senate representatives; unfinished and new business. Scheduled business items may be included on the agenda by the Dean, School Directors, College committees, Faculty Senate, or PSA representative. Specific items may also be placed on the agenda by a majority of the Voting Membership at a previous meeting. Any attendee can raise issues of concern as part of new business. Substantive changes to any aspect of the College coming as recommendations by Standing or Ad Hoc Committees shall come with prior announcement of motion as defined by Section 4.9. of these Bylaws and follow procedure as per Section 5.6.4. The Dean or any member of the Voting Membership may request reports from Standing and AD Hoc Committees as well as from the College representatives to Faculty Senate and University Senate or PSA if such a request is made within ten business days of a meeting. Reports shall be made in writing if requested by a majority vote of the Voting Membership at a previous meeting.

4.7 Voting Procedures

Section 2.1 of these Bylaws designates the groups eligible to vote on specific issues. Unless otherwise specified in these Bylaws or the *Faculty Handbook*, all votes are by a simple majority of the group eligible to vote. Any voting member of a group voting can request a secret ballot during a meeting. Voting by mail-in ballot must be authorized by a majority vote of the voting group in attendance at a prior College Faculty Meeting. Mail-in ballots may be collected electronically and tabulated by the Recording Secretary together with a representative of the Voting Membership. In cases when Voting Membership individuals cannot attend a meeting to vote, the College permits absentee ballots for a specific issue, provided that the absentee voting was authorized by a majority vote of the Voting Membership at a previous meeting. The Dean shall not vote except in case of a tied vote on matters open to the Voting Membership.

4.8 Recording Secretary

The Recording Secretary shall be responsible for preparing a list of business items for each College meeting, maintaining a list of eligible voters, tabulating votes taken during meetings, preparing accurate minutes of such meetings, distributing the minutes to all College members within ten business days prior to the next meeting, maintaining a complete collection of the official records of College Faculty Meetings

(approved minutes), and making them available to the members of the College on request. The Dean appoints a Recording Secretary drawn from the administrative personnel.

4.9 Prior Notice of Motions

Certain motions indicated in various sections of these Bylaws require prior notice, which means that an announcement that the motion will be introduced, precisely indicating its content, must be made by a proponent of the motion at least ten business days in advance of a College Faculty Meeting.

5. COLLEGE COMMITTEES

5.1 Purpose

The College's Faculty have primary responsibility for faculty rank and status including appointment, reappointment, non-reappointment, promotion, tenure, and dismissal. The Faculty work closely with the full Voting Membership to define fundamental areas of the curriculum, its course content, quality and methods of instruction, academic standards, professional conduct, research, and set requirements for degrees, determining when the requirements have been met, and authorizing the President and the Board of Trustees to grant the degrees thus achieved. The collective exercise of these responsibilities by members of College Committees is part of the system of governance at NJIT. By the prudent use of committees, all members can participate effectively in the governance of the College and efficiently accomplish its business.

Committees perform supervisory, supportive, and other tasks, thus contributing to the smooth and transparent functioning of the College. When assigned responsibility to affect particular decisions of the College, a Committee's purview is limited to those specifically assigned to it in order to investigate, deliberate, and make recommendations

5.2 Committee Types

- 1. The College Promotion and Tenure Committee:** The College P&T Committee is a special Standing Committee whose membership and duties are defined in Section 4.5.2 of the *Faculty Handbook*.
- 2. Standing Committees:** Standing Committees perform continuing functions in the governance or operation of the College and require permanence to carry out their charges effectively. Standing Committees have perpetuity and are terminated only by the specific action of the College as defined in Section 5.3 of these Bylaws. The terms of committee members may extend over several years. The College's Standing Committees include a Lecture Committee, Committee on Excellence in Teaching, Committee on Scholarships and Awards, and Curriculum Committees at both Schools.
- 3. Ad Hoc Committees:** Ad Hoc Committees may be formed by the Dean or by a two-thirds vote of the Voting Membership at a College Faculty Meeting, provided that ten business days prior notice of the motion is given. Ad Hoc Committees exist for a specific, limited purpose, and they cease to exist upon the completion of their charge, or at the end of the academic year following the year during which they were constituted, unless renewed by the founding body with a restated mandate.
- 4. Faculty Search Committees:** Section 2.4.1.1.2 of the *Faculty Handbook* governs the creation and function of Faculty Search Committees.

5.3 Establishing and Retiring College Committees

1. Standing Committees may be created according to need through either formal announcement by the Dean, or by a two-thirds vote of the Voting Membership at a College Faculty Meeting, provided that ten business days prior notice of the motion is given. Standing Committees may also be retired by a two-thirds vote of the Voting Membership at any College Faculty Meeting, provided that ten business days prior notice of the motion is given.
2. An Ad Hoc Committee shall not form following a charge that falls within the assigned function of a Standing Committee.
3. An announcement or motion to establish a committee shall include: the committee name; its charge; frequency of meetings; and the number, eligibility criteria, terms of service, and method of appointment of committee members, including the chair. This information shall become Committee Bylaws of that body and be attached to and considered part of these College Bylaws.
4. The Dean shall periodically review existing Standing Committees. An Ad Hoc Committee may be formed to conduct such review and report to the College with recommendations to create, retire, merge or reform Standing Committees.

5.4 Committee Membership

1. Members of Standing Committees shall be chosen to include Voting Membership with a strong interest or experience in matters within the Committee's province. Broad College representation is mandated in Committees of a principally academic nature, such as those concerned with the implementation and supervision of curricula, degree programs and academic standards, professional development of faculty, research facilities, and those which deliberate and make recommendations to the College for its consideration. A Committee Chair shall have demonstrated concern for, and whenever feasible, experience in, matters which are in the province of the committee.
2. The College expects Faculty, at a minimum, to serve on two Standing Committees at the College and University levels combined, or as Chair at least one Standing Committee. All other members of the College are not required to serve on Committees, although they are invited to submit their name to the Dean for appointment or for nomination by election to eligible College or School Committees.
3. The method of appointment, nomination or election to a Standing Committee, including that of selecting a Committee Chair, shall be stipulated in the Committee Bylaws drafted upon formation as per 5.3.3 of these Bylaws. Any member of the Voting Membership may nominate anyone eligible for committee membership. The College shall fill any Committee vacancies at the first Faculty Meeting of the Academic based on the information provided when formed.
4. The members of each Ad Hoc Committee shall be chosen at the time the committee is established. Additional members may be appointed by the Dean or by motion as defined in 5.3.1 as need arises. Ad Hoc Committees chosen to implement an order of the College should be limited to those individuals focused on that action. Ad Hoc Committee charged with deliberation or investigation should include diverging points of view in the College so that its recommendation will carry maximum weight.
5. Each of the College's Schools maintains its own Curriculum Committees which continues the pedagogical effectiveness of each school. The Curriculum Committees may include members from

either school, but where possible should be made up of a majority who regularly have teaching or administrative assignments within the School with which the Committee is affiliated.

5.6 Committee Requirements

1. **Schedule:** The Dean's Administrative Assistant shall maintain a schedule of Committee meeting times and locations to be posted on the College website and provided on request. Committee meetings must be scheduled at a time when a quorum may be obtained.
2. **Attendance:** The College Community is welcome at all Committee meetings, except when Committee members reserve the right to deliberate on specific matters in private. Meetings of the College P & T Committee and Faculty Search Committees are closed except when permission is given to open a session.
3. **Chairs:** Committee Chairs shall keep minutes of all public deliberations, decisions, actions, and committee correspondence and are responsible for passing records on to their successors. Chairs shall be prepared to describe Committee activities on request at College Faculty Meetings and in writing if requested within ten business days.
4. **Recommendations:** Committee recommendations to the College shall be in writing and distributed to the members of the College ten business days before the meeting at which they will be offered for approval.

6. EMERITI STATUS

6.1. Recommendations and Voting

A retired Faculty member shall be eligible to be considered for Emeriti status by the College P&T Committee at any time before the end of the semester following the official retirement date. If the College P&T Committee votes in favor by a majority vote, the Chair shall send the Dean a recommendation for awarding the title of Professor Emeritus or Professor Emerita. The College generally follows Section 2.3.3 of the *Faculty Handbook* with regard to awarding Professor Emeritus or Professor Emerita status to retired Faculty members "who have served the University with distinction."

7. COLLEGE BYLAWS

7.1 Approval and Amendment

Bylaws and amendments to Bylaws may be adopted at any regular College Faculty Meeting if circulated in writing to the Voting Membership of the College at least ten business days prior. Any member of the College Community as defined in Section 2.1.4 of these Bylaws can participate in discussions and drafting language for College Bylaws, although approval of College Bylaws requires a two-thirds vote of the Faculty following voting procedures in accordance with Section 3.2.3 of the *Faculty Handbook*. College Bylaws and any amendments are subject to review by the Faculty Senate and approval by the Provost.