BYLAWS
of the
FACULTY OF THE SCHOOL OF ARCHITECTURE
College of Architecture, Arts &
Humanities Clemson University

The School of Architecture establishes these Bylaws to provide a mechanism for shared governance; peer review; and faculty participation in the formulation, modification, and implementation of the School's policies, procedures, and practices.

In accordance with policies established by the Board of Trustees, the Faculty of the School recognizes and accepts its responsibilities to maintain the educational and professional work of the School, including but not restricted to governance, personnel, and curriculum matters. The Faculty, in conjunction with the School Director, shall establish both standing and ad hoc committees; receive reports from these committees; and review their work at meetings of the School Faculty. The Faculty of the School shall designate representatives to College committees, as the Bylaws of the College require, and to University committees in accordance with the Clemson University Faculty Manual.

These Bylaws shall be consonant in all respects with the Bylaws of the College of Architecture, Arts and Humanities (AAH) and the Clemson University Faculty Manual. When there is a discrepancy between these Bylaws and the College Bylaws or Faculty Manual, the policies stated in the College Bylaws and Faculty Manual shall prevail.

VISION

Clemson University's School of Architecture shall continually strive to be nationally recognized as a premier producer of transformational design and preservation leadership, shaping the built environment of the 21st century for a better future.

MISSION

Clemson's School of Architecture is an interconnected, multidisciplinary, geographically distributed community of teachers and learners in architecture, landscape architecture, historic preservation, and urban design, with the mission to:

- Generate knowledge through design and preservation research, practice and scholarship;

- Advocate for the improvement of the environment through design and preservation activism, environmental stewardship, global engagement, service, and public outreach;

- Educate future designers, scholars, researchers, and preservationists with rigorous and expansive theoretical knowledge and practical abilities.

COMMON GOALS AND PROGRAM SPECIFIC MISSION

The School of Architecture is guided by four common goals including research, engagement, academic core, and live+learn culture. Each Program addresses these goals differently. Therefore, each Program maintains its own Program specific mission and strategic plan. The School of Architecture website shall include these Bylaws and the most recent mission statements and strategic plans for the School and each Program.

STRUCTURE AND ORGANIZATION

The School of Architecture contains the following Programs, degrees, certificates, centers, institutes, off-campus locations, and foundation.

School of Architecture: Programs
- Architecture
    - Bachelor of Arts in Architecture
    - Master of Architecture
    - Master of Architecture + Health
    - Master of Science in Architecture
- Historic preservation
    - Master of Science in Historic Preservation
- Landscape Architecture
    - Bachelor of Landscape Architecture
    - Master of Landscape Architecture
- Urban design
    - Master of Resilient Urban Design (MRUD)

Certificates
- Architecture + Community Build
- Digital Ecologies
- Historic Preservation
- Integrated Project Delivery

Centers and Institutes
- CR+DC: Community Research & Design Center

- CHFD+T: Center for Health Facilities Design & Testing
- CU-IMSE: Clemson University Institute for Intelligent Materials, Systems, and Environments
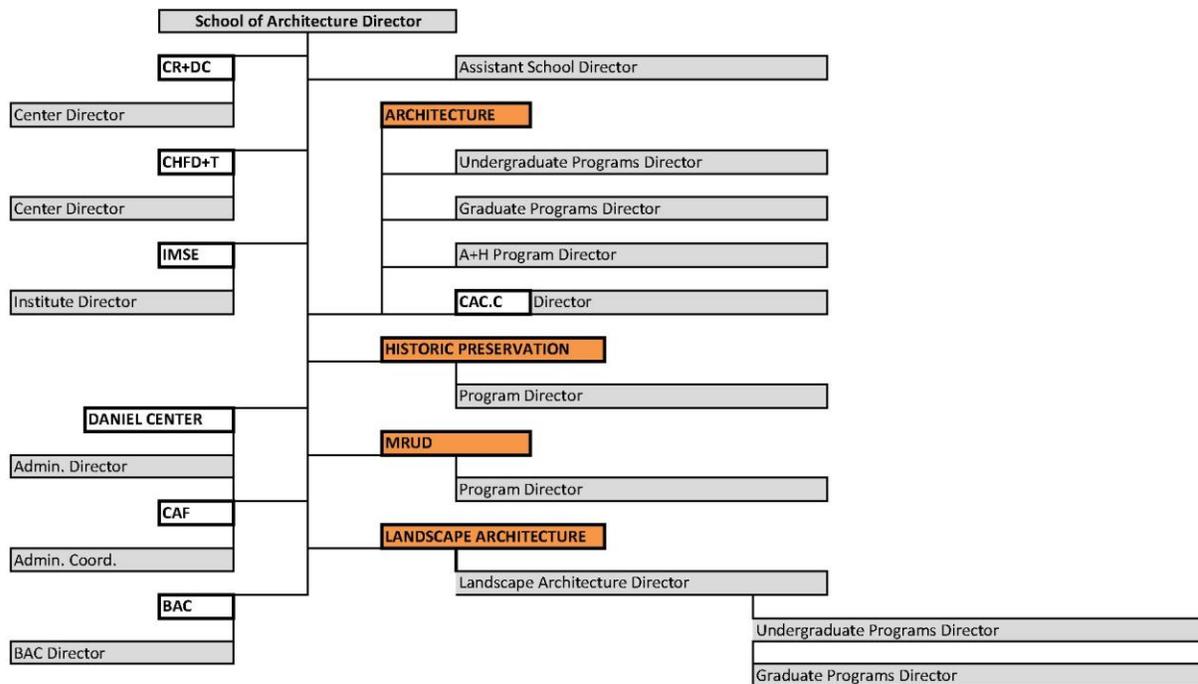- WU+D: Wood Utilization & Design Institute

Off-Campus Locations
- CDC.C: Clemson Design Center in Charleston
- The Charles E. Daniel Center for Building Research and Urban Studies in Genoa, Italy
- BAC: Barcelona Architecture Center

Foundation
- CAF: Clemson Architecture Foundation

The organization of the School of Architecture is shown in the figure below.

The Director of the School of Architecture leads the School of Architecture. The Director of the School also serves as a Program Director. The School has four Programs. A Program, denoted by a capitalized "P", has a faculty that is responsible for delivering one or more degree programs. The Programs include Architecture, Landscape Architecture, Historic Preservation, and Urban Design. Programs are led by Directors/Coordinators in varying structures as shown in the figure above. The Program Directors (aka coordinators) and faculty of each Program maintain significant authority over decisions related to their respective admissions; curriculum; tenure and promotion; budget; and other academic activities, including those required by external accrediting boards. The School of Architecture also contains sub-programs, minors, certificate programs, centers, institutes, and off-campus locations. Each of these also has a

director or coordinator in varying structures.

The organization of the School and Programs provides for effective structure and integration of degree programs, certificate programs, centers, institutes, and fluid campus locations as shown in the figure below:
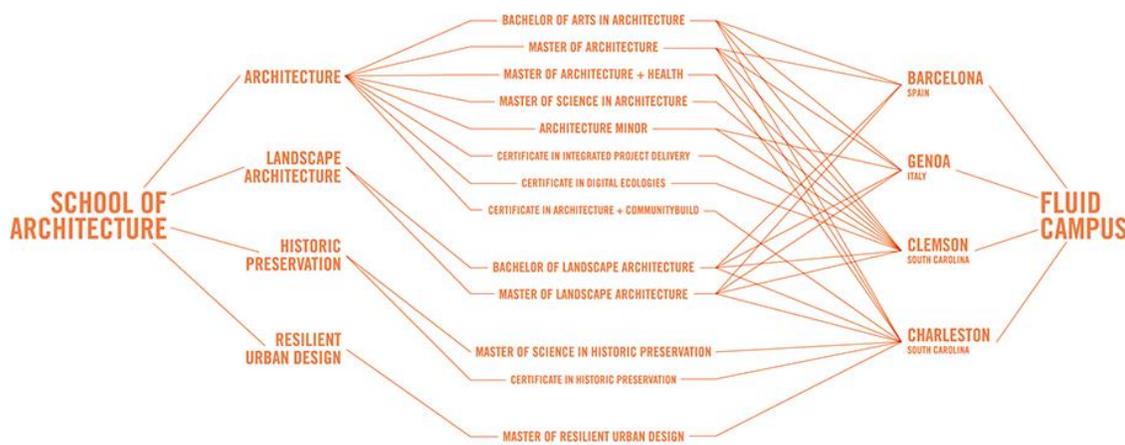
The Appendix includes a description of leadership positions in the School of Architecture and accompanying responsibilities. The School of Architecture website contains the most recent information about each Program, center, institute, and off-campus location including their mission statements, strategic plans, faculties, curricula, and other -specific information.

MEETINGS

School Meetings
School meetings are attended by faculty members from all Programs in the School of Architecture. Faculty and staff of the School's centers, institutes, and off-campus locations shall attend School meetings as needed. School meetings are scheduled for conducting ordinary and recurring business of the School and for special announcements. The Director of the School of Architecture presides over these meetings. The School Director shall prepare an agenda in advance of each meeting. In governing the School, the School Director shall adhere to all duties outlined in the School and College Bylaws and the University Faculty Manual.

In the event that the School Director cannot lead one or more faculty meetings, the School Director, in consultation with the Faculty Advisory Committee, shall appoint a designee. The designee may be appointed as needed, or, if advanced scheduling is possible, at the outset of the academic year. The School Director and faculty must adhere to all procedures outlined in the Faculty Manual should the need for an acting or interim School Director arise.

School-wide Faculty meetings shall be scheduled by the Director of the School of Architecture three times per academic year including: (1) August or September; (2) December or January; and (3) April or May. All efforts must be made to schedule meetings during

normal business hours and at times that do not conflict with the teaching schedules of voting faculty members. Additional School meetings and special faculty meetings may be scheduled as needed by the School Director or at the request of two or more voting faculty members.

Program Meetings

Programs meet on a regular basis to address issues directly related to that Program. These meetings shall be attended by all faculty members of the respective Program including Program Director(s). The Director of the School of Architecture may also attend Program meetings. All Program faculty members with voting rights in the School may vote on Program issues. School of Architecture faculty members with an appointment of less than 51% in the respective Program are welcome to attend Program meetings to offer opinions and counsel, but these faculty members may not vote on Program-specific issues such as admissions, curriculum, budget, faculty search and screening, and other issues specified by that program's external accrediting board.

Regular Program meetings are scheduled by the Director of each Program in consultation with the School of Architecture Director. All efforts must be made to schedule meetings during normal business hours and at times that do not conflict with the teaching schedules of voting faculty members. Additional Program meetings and special faculty meetings may be scheduled as needed by the Program Director or at the request of two or more voting faculty members. The Program Director presides over Program meetings. The Program Director shall prepare an agenda in advance of each meeting. In the event that the Program Director cannot lead one or more faculty meetings then the School of Architecture Director in consultation with the voting members of the Program faculty shall appoint a designee. The Program Director shall adhere to all duties and procedures outlined in the School and College Bylaws and the University Faculty Manual.

Committee Meetings

The School of Architecture and its Programs use numerous committees (standing and ad hoc committees/task forces) to conduct its mission and responsibilities effectively. Each committee/task force shall schedule and conduct meetings in accordance with that committee/task force and its particular needs. Section X of the Bylaws describes the School's current standing committees.

VOTING MEMBERSHIP

All full-time faculty members holding the rank of Full Professor, Associate Professor, Assistant Professor, Instructor, or Senior Lecturer with at least a 51% appointment in the School of Architecture, including those on leave, shall have the right to vote on all matters coming before the School as permitted by the Faculty Manual and the College Bylaws.

Lecturers, Professor of Practice, Research Professors, and other members of the faculty seeking voting privileges are granted voting membership by a simple majority approval of the

voting membership at the first School of Architecture meeting of the academic year (August or September). Voting membership for these faculty members must be renewed annually. Additionally, these faculty members may vote on all matters coming before the School as permitted by the College Bylaws and Faculty Manual, which defines the ranks of regular and special faculty and their voting status.

VOTING PROCEDURES

All matters brought before the Faculty during School and Program meetings which require a vote shall be resolved by a simple majority of the eligible voters present, except, as prescribed in the Amendments and Ratification section of these Bylaws, where two-thirds majority is required. Present voters includes those participating via telephone, conference call, and video conference. Votes shall be taken by voice or show of hands, unless a secret ballot is requested.

Faculty members are expected to attend all faculty meetings, both School and their Program, unless teaching, research, or service obligations intervene. A vote by proxy or absentee ballot is allowable for any issue published in the meeting agenda. Faculty members on leave shall be allowed to vote by absentee ballot on any issue published in the meeting agenda. That member's vote shall be registered with the presiding officer prior to the meeting.

QUORUM

Regularly scheduled School and Program meetings during the academic year require a quorum for voting. A quorum is a simple majority of the voting members present, excluding faculty on leave.

Business which cannot be delayed until a regularly scheduled meeting shall be conducted at such a meeting, and all reasonable efforts shall be made to ensure full faculty participation.

RULES OF ORDER

The rules contained in the current edition of *Robert's Rules of Order* shall govern all School, Program, and committee meetings in all cases where they are applicable and consistent with School and College Bylaws and the Faculty Manual.

AMENDMENT AND RATIFICATION OF BYLAWS

Any proposed amendments or additions to these Bylaws shall be announced and circulated in writing to all School of Architecture Faculty members at least five business days in advance of a School meeting. Amendments and additions shall be approved by a two-thirds majority of voting eligible members present and voting. Eligible persons including those on sabbatical or leave may submit written absentee ballots in advance of the meeting. These

faculty members will be considered present and voting.

COMMITTEES

The School of Architecture has both standing and ad hoc committees/task forces. These committees help faculty members and staff conduct the mission and responsibilities of the School of Architecture and its degree-granting programs, centers, institutes, certificate programs, off-campus locations, and other activities.

General Committee Membership
All faculty members of the School of Architecture are eligible for committee membership unless noted otherwise in the School's Bylaws or the Faculty Manual. Staff, students, professionals, and others may serve on School of Architecture committees as appropriate and permitted in these bylaws and the Faculty Manual. Appointment to College and University committees shall be filled in accordance with the College Bylaws and the Clemson University Faculty Manual. All committee members serve a one-year term unless otherwise specified.

Ad Hoc Committees and Task Forces
The Director of the School of Architecture, in conjunction with faculty members, may establish ad-hoc committees and task forces as needed. An ad hoc committee or task force must be established for a specific purpose and can serve no longer than 12 months or until the purpose of the committee/task force is accomplished. An ad hoc committee or task force cannot become a standing committee without a change in the School's Bylaws. In consultation with faculty members, the School Director appoints members to ad hoc committees and task forces in accordance with the stated purpose of each committee/task force. When the committee or task force is charged with a matter of significance to the School's faculty at-large or the direction of the School, the Faculty Advisory Committee will participate in the formation of the committee.

Standing Committees
The School of Architecture has eight (8) standing committees. Some committees operate at both the School and Program levels. The standing committees include: Faculty Advisory Committee; Program and School Curriculum Committees; Graduate Admissions Committee; Faculty Search and Screening Committee; Tenure, Promotion, and Reappointment (TPR) Committee; Post-Tenure Review (PTR) Committee; Honors and Awards Committee; and Building and Technology Committee. The next sub-sections describe the standing committees of the School of Architecture in more detail.

Faculty Advisory Committee
The Faculty Advisory Committee advises the Director of the School of Architecture on matters of concern to the School's faculty and the School at-large. The Faculty Advisory Committee's duties shall include but not be limited to advising the School Director on matters that the Director brings to it as well as issues brought forth by committee members. The school Director sets the meeting agendas in consultation with members of the committee. The Committee shall

meet at least once a semester. All Faculty Advisory Committee practices must be in accordance with the Faculty Manual section pertaining to Standing Faculty Advisory Committees.

The Faculty Advisory Committee shall be composed of seven (7) regular faculty members elected to two-year staggered terms. Four members of the committee representing each of the Programs in the School of Architecture are elected by their respective Program faculty. Three additional at-large members are elected by the School of Architecture faculty at the first School meeting of the academic year. When possible, committee membership shall include at least one Assistant, Associate, and full Professor to represent the range of faculty members in the School.

Program and School Curriculum Committees
Each Program in the School of Architecture shall have a Curriculum Committee to accept, initiate, and evaluate proposals for changes in the curricula and advise the Faculty on other curricular matters referred to it.

The purpose of the School committee is to accept, initiate, and evaluate interdisciplinary proposals and other curricula matters that involve multiple degree programs in the School such as joint degree and certificate programs. During these reviews, the School curriculum committee shall involve members of the Program curriculum committees as appropriate. Any curricular or programmatic proposals arising or originating in the School curriculum committee must be approved by the School of Architecture Faculty at a scheduled meeting. The School curriculum committee also reviews Program proposals prior to submitting to the College curriculum committee to ensure proposal readiness.

Each Program's Curriculum Committee shall consist of at least three members of the regular Faculty appointed by the Director of the School of Architecture in consultation with Program Directors and Program faculty. In small programs, the Program faculty, in consultation with the School Director, may elect to have the entire regular faculty serve as the curriculum committee regardless of committee size. Likewise, small programs may propose to combine their committee with the parallel committee of another Program.

Program Directors serve as ex-officio members on their Program's Curriculum Committee. In small Programs with three or fewer faculty members, the Program Director may also serve as an elected or appointed member to the committee. Each Program committee must elect a committee chair who will report on the committee's progress or outcomes. The entire Faculty of a Program, by simple majority, must approve curriculum changes recommended by their respective committees prior to moving a proposal forward to the School and College curriculum committees.

The chairs of each Program's curriculum committee forms the School's curriculum committee. The school committee shall elect a chair or co-chairs to serve as the college representative(s) on the College Curriculum Committee. The School committee chair or co-chairs present Program and school proposals to the College and University committees as needed.

Graduate Admissions Committee

The Graduate Admissions Committees shall establish admissions guidelines, review applications of prospective students, conduct interviews with prospective students as necessary, and recommend financial assistance as available.

Each of the graduate degree programs in the School of Architecture shall have a Graduate Admissions Committee. The program's Graduate Program Director shall serve as chair of the Admissions Committee and works with the School Director and Program faculty members to appoint at least two additional members to the Committee. A Program may choose to combine its admissions committees and elect a chair. In small Programs, with three or fewer faculty members, the entire Program Faculty may comprise the Graduate Admissions Committee regardless of committee size.

Faculty Search and Screening Committee

A Search and Screening Committee shall be convened by the School Director to fill faculty vacancies. The Committee shall consist of at least three faculty members—at least two of whom must be tenured or tenure-track. The majority of the committee membership will be regular Faculty from the Program for which the search is being conducted. In small Programs, with three or fewer faculty members, the Program faculty may select other committee members from Programs within the school, as needed. Students and practitioners may be included on the committee as deemed appropriate by the Program faculty and School Director. The Search and Screening Committee shall elect its own chair and be responsible for conducting searches, reviewing candidates, organizing interviews, soliciting feedback, and recommending suitability for new faculty members. All hiring recommendations shall be approved by the School Director with consultation from relevant Program Directors. Prior to making an offer of appointment, the School Director must receive verification of the existence and sufficiency of the funding supporting the appointment from the appropriate dean or the Provost.

Candidates for appointment to the special faculty ranks, (i.e. research faculty, extension faculty, clinical faculty, professor of practice, lecturer) as defined by the Faculty Manual, shall be recruited and evaluated in accordance with the aforementioned faculty search and screening process. The School Director, in consultation with Program Directors and faculty members, may directly appoint part-time and adjunct faculty members as needs permit.

All relevant sections of the Faculty Manual pertaining to Personnel Practices must be observed for all search and screening committees and processes.

Tenure, Promotion, and Reappointment (TPR) Committee

The School has established and utilizes written procedures and committee structures with defined membership in order to facilitate peer evaluation. The regular Faculty of the School of Architecture determine the expectations for tenure, promotion and reappointment, as well as procedures for electing the TPR committee and the procedures the committee must follow

beyond those stipulated in the Faculty Manual. These standards and procedures are stipulated in the School's TPR document that is distinct from these bylaws.

Conditions of appointment and evaluation for those in special faculty ranks shall be described in the letter of appointment including the appointment rank; the Program, center, or institute to which the academic appointment applies; and any remuneration to be paid to the special faculty member. The review, promotion, and reappointment of lecturers and senior lectures is specified and conducted in accordance with the School's TPR document. Special faculty appointments are not tenurable and do not carry any expectation of renewal, although appointments may be renewed. Appointment of an individual with a special faculty rank to a regular faculty rank must follow the personnel practices and procedures for appointment described in the Faculty Manual.

Specific requirements for the recruitment, appointment, evaluation, reappointment, and promotion of faculty members including regular, special, part-time, and adjunct faculty members, is specified in the School's TPR document. All relevant sections of the Faculty Manual must be observed for decisions pertaining to tenure, promotion, and reappointment.

Post-Tenure Review (PTR) Committee
A Post-Tenure Review (PTR) committee, separate from the regular Tenure, Promotion, and Reappointment committee, will be constituted whenever a faculty member is scheduled for regular review or in a period of PTR remediation. Only tenured regular faculty members are eligible for election to the PTR committee. The PTR process is described in the Faculty Manual. Faculty members subject to Part II of PTR will be recused from participating in the second stage process.

The PTR committee shall have three members. Two committee members shall come from the Program associated with the faculty member under review. These two committee members are elected by the tenured regular faculty members of the Program Faculty. The School's TPR committee shall elect one additional regular faculty member from another Program in the School to serve on the PTR committee. In cases where a Program cannot elect two tenured regular faculty members then the School's TPR committee will elect additional members as necessary. The PTR committee will elect its own chair. External letters and other School and Program specific PTR requirements are outlined in the TPR document.

Honors and Awards Committee

The Honors and Awards Committee shall review, administer, and develop suitable awards and honors related to Programs, degree programs, the School, University, and profession. The committee is responsible for creating review processes and following necessary timelines including those set by organizations outside the school. The Honors and Awards committee shall consist of a representative group of school faculty members including the School Director or Chair. The Committee shall elect representatives or co-representatives

from each of the School's Programs. The committee representatives will elect a chair or preferably co-chairs from among its members. The School of Architecture Director shall not serve as committee chair. The chair/co-chairs shall represent the School on the College Honors and Awards Committee.

Committee members representing Programs located off-campus may hold separate sub-committee meetings to address their particular honors and awards. Off-campus sub-committee meetings shall include local, eligible faculty members, students, and other stakeholders as appropriate. Sub-committees shall report their progress and outcomes to the Honors and Awards Committee.

Building and Technology Committee
The Building and Technology Committee shall advise the School's faculty and the School Director on policies, status, and the direction of School facilities and technology. The Committee shall consist of at least five members elected to two-year staggered terms. The committee is comprised of four faculty members, one from each Program, elected by their respective faculty; and one staff member elected by the staff. The School Director, Manager of the Digital Design Shop and Materials Lab, and Building Security Coordinator serve as ex-officio members of the committee.

Committee members representing Programs located off-campus may hold separate sub-committee meetings to address their particular needs. Off-campus sub-committee meetings shall include local, eligible faculty members, students, and other stakeholders as appropriate. Sub-committees shall report their progress and outcomes to the Building and Technology Committee.