

**BYLAWS**  
**THE SCHOOL OF ARCHITECTURE**  
**College of Architecture, Arts and Humanities**  
**Clemson University**

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The School of Architecture establishes these Bylaws to provide a mechanism for faculty to participate in the formulation, modification, and implementation of the School's policies, procedures, and practices.

#### PREAMBLE School Mission and Vision

Clemson University's School of Architecture will be a premier producer of transformational architectural leadership, shaping the environment of the 21st century for a better future.

Clemson's School of Architecture is an interconnected, geographically distributed community of teachers and learners, dedicated to:

- Educating future architects, through rigorous and expansive design education, with local and global understandings of firmness, commodity and delight;
- Generating knowledge to address the great challenges of the time, like health care, ecology, and an increasingly digital society, through innovative, interdisciplinary research, practice and scholarship;
- Advocating for the improvement of built, natural and social environments, through design activism, public service and public education.

#### ARTICLE I Voting Membership

Full time tenured, tenure-track or non tenure-track members of the School Faculty holding the rank of Full Professor, Associate Professor, Assistant Professor or Senior Lecturer as permitted by the Faculty Manual and the College Bylaws, including those on leave, shall have the right to vote on all matters coming before the School. Any other member of the faculty who seeks voting privileges is subject to majority approval by the regular voting membership. Any such faculty member's voting status is subject to review for his or her voting status on an annual basis. Any member of the Faculty may attend meetings of the School and express an opinion on any issue. Two thirds of the voting membership shall be required for a quorum. Voting shall be based on simple majority of those in attendance. Written proxy statement shall be accepted in lieu of attendance.

The South Carolina Chapter of the American Institute of Architects (SC/AIA) shall have a member appointed by the SC/AIA President to serve as a voting member of the faculty. The term shall be set at one year with a person serving no more than three consecutive terms.

#### ARTICLE II Responsibilities

In accordance with policies established by the Board of Trustees, the Faculty of this 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 Chair, 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.

### ARTICLE III Meetings

There shall be a minimum of two meetings of the Faculty each semester called and presided over by the Chair for the purpose of conducting ordinary and recurring School business, for making special announcements, and for reasons not otherwise indicated in these bylaws. The Chair shall also call meetings at the request of one voting member of the School Faculty. Meetings shall require at least three class days notice. Meetings deemed necessary in response to an emergency can be conducted as per the aforementioned. The Associate Chair shall preside at meetings of the School Faculty in the absence of the School Chair. Robert's Rules shall be used to conduct any meeting where a dispute or a problem needs to be resolved.

### ARTICLE IV Committees

#### Clause 1: Faculty and Student Advisory Committee

The Faculty and Student Advisory Committee shall consist of the following members:

- 4 undergraduate studio faculty members (one from each year level)
- 2 graduate faculty members
- 1 faculty member from each fluid campus location
- 4 undergraduate students (one from each year level)
- 2 graduate students from the general design program
- 1 graduate student from the Architecture + Health program
- 1 graduate student from each certificate program
- 1 graduate student from the M.S. program
- 1 student president of AIAS
- 1 student representative from GASP
- 1 School Chair (Chairperson of the Committee)

The Committee shall advise the School Chair on all significant issues except as otherwise specified in these bylaws. Faculty shall be elected at the first School meeting of the academic year. Students shall be elected by their peers. All members of the committee shall serve for one year, but may be re-elected for additional terms.

#### Clause 2: Teaching Streams

The Teaching Streams shall be responsible for the effective teaching and relationship between courses offered in the graduate and undergraduate program School of Architecture. The three Streams are:

- Design (comprising studio-based courses in Design and courses in Visualization);
- Technology (comprising those courses related to the physical aspects of building construction and the theory of building science); and
- Humanities (comprising those courses related to history, culture, society, ecology, and criticism of architecture, urban design, and the built environment).

These Streams have four main tasks:

- to review, discuss and coordinate all course offerings in the Stream both prior to and following the semester the course is offered;

- to discuss connections between courses to establish expected knowledge outcomes and assumptions of incoming knowledge;
- to identify ways in which teaching might inform, support and/or generate research and public service activities from within the School; and
- to propose, review, and recommend to the School's Curriculum Committee changes in the School's curricula and course offerings.

### Clause 3: Curriculum and Assessment Committee

The Curriculum Committee shall consist of three members of the faculty representing the teaching streams, serving three-year staggered terms, the Director of the Undergraduate Program and the Director of the Graduate Program. The committee shall elect a Chairperson and a Secretary from among its members. The Chairperson shall represent the School on the College Curriculum Committee, with the Secretary serving as alternative representative. The Committee shall:

- accept proposals from the teaching streams and individual faculty members;
- coordinate, review, amend and recommend to the College Curriculum Committee any proposed changes to the School's curricula and course offerings;
- circulate its minutes among members of the School; and
- solicit and respond to written comments from the Faculty concerning the recommendations before their submission to the College Curriculum Committee.

Committee members shall serve for three years on staggered terms.

As well, the Committee shall define outcomes, specify indicators and measures, and prepare guidelines for an on-going system of program evaluation for all degree programs in the School of Architecture. The Committee shall seek input from the faculty and present reports at School meetings.

### Clause 4: Honors and Awards Committee

The Honors and Awards committee shall consist of all School faculty members including the School Chair. The Committee shall elect a Chairperson and a Secretary from among its members. The School Chair is not eligible for either position. The Chairperson of the committee shall represent the School on the College Honors and Awards Committee, with the Secretary serving as alternative representative. The Committee shall seek to develop suitable awards and honors in the areas of general design studies, architecture, and research, and shall administer the awards and honors given in the name of the School, including those from national and state sources.

### Clause 5: Search and Screening Committee

The School Chair shall appoint a search and screening committee at any time that a new faculty position is to be filled. The Chair shall make every effort to have wide representation from among the faculty selected for participation. The composition of the committee is as follows: one student shall be selected from the senior class undergraduate; one student shall be selected from the last year of the graduate program; and one member from the profession shall also be designated by the Chair. The School Chair shall provide the committee with guidelines, including a job description, salary range, and any other special considerations that may apply. The committee shall elect a Chairperson. All relevant sections in Part IV Personnel Practices of the Faculty Manual should be observed.

#### Clause 6: Tenure, Promotion and Reappointment [TPR] Committee

The process and the composition of this committee are included under the *Policy and Procedures for Tenure, Promotion and Reappointments* document for the School of Architecture.

#### Clause 7: Post Tenure Review Committee

The post tenure review process and the composition of this committee are included under Article "Personnel Practices" of the Faculty Manual.

#### Clause 8: Other Committees

The Faculty, in conjunction with the School Chair, may establish other committees. The Chair also may establish ad-hoc committees at his or her discretion.

#### Clause 9: Report from Committees

All School committees shall report on the progress or outcome of their activities during each scheduled meeting of the School faculty, and when appropriate, shall distribute meeting agendas, minutes or announcements to all faculty.

### Article V Special Faculty Ranks and Appointments

The Faculty Manual defines Special Faculty Ranks, which includes Lecturers and Senior Lecturers among other special ranks, and their appointments.

#### Joint Appointments:

A Joint Appointment is the appointment of a regular faculty member from one academic unit to one or more additional units. Two types of joint appointments exist: Courtesy Joint Appointment, and Formal Joint Appointment. It is paramount that all parties are keenly aware of which academic unit is functioning as the home unit. For both courtesy and formal joint appointments, the appointment documents shall articulate in precise terms the designation of the primary, or home, department or academic unit in which tenure is held. The home department is defined as the academic unit where the individual holds 51% or greater proportion of his/her academic appointment. The home department maintains primary responsibility for all personnel matters.

#### Clause 1: Courtesy Joint Appointment

A courtesy joint appointment does not involve financial remuneration. A spirit of reciprocity and mutual support is to exist between the School of Architecture and the other academic unit(s) involved in a courtesy joint appointment. Through negotiations between the home and non-home academic units involved in a faculty members appointment, any of the terms of Clause 2 below may apply, with the exception of the financial remuneration stipulation.

#### Clause 2: Formal Joint Appointment

A formal joint appointment, by contrast, typically entails financial commitment on the part of the non-home academic unit(s). For formal joint appointments, the teaching assignments should be coordinated, and possibilities for cross-listed courses should be explored whenever feasible. Service expectations should be clearly articulated and coordinated. A faculty member who holds a

formal joint appointment shall participate in each of the academic units in which he/she holds an appointment. Participation may involve teaching, research, attendance at faculty meetings, acceptance of administrative assignments, and related functions. While the individual's salary is paid by two or more academic units, the faculty member whose home academic unit is not the School of Architecture shall nonetheless have a substantive role in the life of the School of Architecture.

An individual holding a formal joint appointment shall have duties and responsibilities equivalent to a full-time position in only one academic unit.

If a faculty member who holds a formal joint appointment seeks to alter the percentage of time/effort within the units, the faculty member should in all cases initiate discussion of these plans with all academic units with which he or she is affiliated in a timely manner.