August 2021

Policy 1-05: College Committees

With the exception of the College Policy Advisory Committee, which is elected as specified in this policy manual, all college committee members and chairs are determined by appointment of the dean. Appointments are usually made at the beginning of the academic year. The dean will coordinate committee assignments with department chairs so as not to overly burden any individual.

Committee chairs will be tenured faculty members or long-term career-line faculty members. Untenured tenure-line faculty members are not eligible to serve as chair of standing committees, but may chair ad hoc committees that are particularly apt to their capabilities.

1. Standing Committees

Leadership Committee. The Leadership Committee is chaired by the dean and consists of the associate deans, the assistant deans, the Chair of the Department of City & Metropolitan Planning, the Chair of the School of Architecture, the Chair of the Division of Multi-Disciplinary Design, and the Chair of the Division of Games, the college Director of Development, and the college Director of Administration. The faculty members of the Leadership Committee serve as the College Curriculum Committee.

Executive Committee. The Executive Committee is chaired by the dean and its members are the members of the Leadership Committee, the college manager of accounting and finance, the college PR specialist, the college IT network senior administrator, and the directors of college research centers. The dean may designate other members from time to time. The charge of the Executive Committee is to coordinate events, activities, budget actions, public relations, development and fund raising, and departmental and faculty activities such as scheduling, travel, FARs, and research. This committee generally does not take official action, but serves a coordinating and advising function for the operations of the College and the dean.

College Policy Advisory Committee. See Policy 1-06 for information about CPAC.

Facilities and Technology Committee. The Fac-Tech Committee members are faculty and staff, including the IT director and the shop manager. The Fac-Tech Committee makes recommendations to the dean regarding facilities, equipment, software, and purchases to serve the technology and facility needs of the college.

College Retention, Promotion, and Tenure Advisory Committee

(a) Definitions. For purposes of this section, “department” includes department, school, and division; “chair” includes chair and director.

(b) Jurisdiction. Consistent with the provisions of College Policy 2-03: Retention, Promotion, and Tenure (RPT) Statement for Tenure-line Faculty, the College Retention, Promotion, and Tenure Advisory Committee (hereinafter “Committee”) shall consider all formal tenure and promotion reviews of tenure-track faculty in the college. The Committee shall also consider formal retention reviews of tenure-line faculty if termination of a candidate is recommended by the department RPT advisory committee or the department chairperson.

(c) Membership. For all cases other than promotions to full professor, membership on the will consist of one elected tenured faculty member from each department of the College. Elections of Committee members will take place in the departments prior to the last scheduled College Council meeting of the spring semester. The term for all members will be two years. There is no limit on the number of terms a member may serve on the Committee.

For promotions to full professor, the Committee shall consist of a minimum of three full professors selected by the Dean in consultation with the College Leadership Committee. Consistent with university policy, the Dean may appoint to the Committee full professors from allied units outside the college to the extent necessary to achieve the required number of committee members.

Pursuant to University Policy 6-303, Committee members may not include those who have other votes on a candidate's case (i.e., department chairs, members of department RPT committees, the Dean). There is otherwise no limitation on Committee members voting on candidates from their department.

The Associate Dean of Academic Affairs will serve as chair of the Committee and will schedule meetings and appoint a primary reviewer for each candidate under the Committee's consideration. If the Associate Dean is not one of the elected members of the Committee, they shall still serve as chair, but in a non-voting, ex-officio capacity.

(d) Review. The Committee shall determine whether the department RPT advisory committee and department chair reasonably applied the college's written standards and procedures to the case and whether the recommendations made by the department RPT advisory committee and department chair are supported by the evidence presented. The Committee shall find recommendations not supported by the evidence only when the recommendations appear to be arbitrary or capricious. Committee members will vote by secret ballot on whether this standard has been met. The primary reviewer shall write a brief report of the Committee's determinations that includes a tally of the voting results. The Committee chair shall provide a copy of the report to the candidate and to the Dean.

2. Ad Hoc Committees

From time to time, additional committees may be formed to deal with timely issues, such as a faculty search, or other ad hoc activities (specific events, space planning, e.g.). These committees are dissolved when their tasks are completed. Ad hoc committees may be formed by the dean or by a department chair, or may be formed at the request of CPAC.

3. Search Committees

Search committees are a form of ad hoc committee appointed by the head of the unit responsible for the position being filled. To the degree possible, a search committee chair will be a member of unit in which the hire is being made. Other committee members will be selected from faculty, staff, and students within the college. In the case of faculty hires, at least one student from the department in which the hire is being made will be included on the committee. Faculty, staff, and students from outside the college may also serve, as deemed appropriate by the dean.

The search committee is charged with being familiar with all university requirements and hiring rules, writing the job notice, recruiting potential candidates, and reviewing all candidate applications. The search committee should make efforts to identify and encourage qualified candidates from a broad range of backgrounds to apply for University positions. The search committee may conduct Skype or other distance interviews before determining a short list of candidates who the committee will recommend for on-campus interviews. This short list must be reviewed and approved by the head of the unit responsible for the position being filled. Campus visits will be hosted by the search committee members and involve all relevant parties, including faculty, students, staff, chairs, and the dean.

For non-faculty hires, the search committee will conclude its work by making a formal report to the head of the unit making the hire containing the committee's recommendations. In the case of faculty hires, the committee will make its report to the relevant department's appointment advisory committee, which will then make a recommendation to the department chair, pursuant to University Policy 6-302. The chair then makes a recommendation to the dean.

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Policy 1-08: College Council

The College of Architecture+ Planning College Council is created and organized to assume the responsibility and exercise the authority provided by University Policy 6-003: College Faculties and Councils and related university regulations.

1. Organization

The College of Architecture + Planning College Council consists of:

- The dean, associate deans, and all members of the college tenure-line and career-line faculty;
- The ASUU Senate Representative for the college;
- Four students representing, respectively, architecture, planning, design, and games who shall be selected by the relevant department chair;
- All members of the college and departmental staff; and
- All adjunct faculty present.

All members have voting privileges unless otherwise required herein.

The dean is chairperson of the council, and is authorized to designate a chairperson pro tempore to serve in the dean's absence.

A simple majority of the members of the tenure-line and career-line faculty of each school/department/division of the college shall constitute a quorum for the transaction of business. All actions of the council shall be approved by majority vote of the members present, unless otherwise required by policy or regulation. Voting shall be by secret ballot if requested by three members of the council.

The council may establish appropriate committees and procedures to aid in the effective performance of its functions.

2. Responsibilities and Powers

The council has responsibility for and authority with respect to all matters properly within the scope of responsibility and authority of the faculty of the College of Architecture + Planning under applicable policies and regulations of the university, with the exception of faculty appointments and staff personnel matters.

The council shall formulate policies and exercise primary authority to make decisions relating to college and department affairs to the extent authorized by university regulations. All actions taken by the council shall be reviewable by the Executive Committee of the Academic Senate in accordance with criteria approved by the senate, and shall be subject to the power of the Academic Senate to establish uniform policies and take final action on all matters of university concern.

The council shall develop policies concerning curriculum and related academic programs to meet the goals and purposes of the university. Any program requiring approval of the State Board of Regents including the establishment of a new department or a new degree must be approved by the council and submitted to the Academic Senate for review.

The council may recommend to the Academic Senate, through the Executive Committee of Academic Senate, new policies or policy modifications in relationship to any aspect of the university operation.

Committees of the faculty established pursuant to university regulations for purposes of considering the tenure, promotion, and retention of faculty constitute committees of the College of Architecture+ Planning and do not serve as committees of the council.

3. Amendment

This policy and Policy 1-05: College Committees may be amended by a majority of the voting members of the council, provided that advance notice of intent to amend the policy is given. Its contents are subject to final approval by the Senate Executive Committee acting with the delegated authority of the Academic Senate, and the approved policy is presented for the Information of the Senate, per Policy 6-003 (Rev.6) and Policy 6-001 (Rev.19).

See also University Policy 6-003

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