

# COLLEGE OF ARTS AND ARCHITECTURE

## CONSTITUTION

Adopted April 29, 1987, and as amended  
through April 18, 1991

### PREAMBLE

The purpose of this document is to set forth the operating guidelines for the Faculty Assembly of the College of Arts and Architecture at The Pennsylvania State University. The Faculty Assembly shall serve as the voice of the faculty both within the College and throughout the University. The Faculty Assembly will provide avenues for the faculty to achieve the aims and objectives of the College and to submit proposed actions pertaining to the faculty and to academic programs to the University Faculty Senate and to the College and University administrations. As such, the Faculty Assembly will serve as a forum for the flow of ideas and information and will serve to promote faculty unity and morale. The authority vested in this Constitution has been delegated by the University Faculty Senate.

### Article I FUNCTIONS

#### SECTION 1

The Faculty Assembly shall have the following functions:

- (a) Legislative  
To serve as the legislative body of the College to formulate and recommend to the University Faculty Senate action on all matters that pertain to the educational interests of the College (graduate and undergraduate resident instruction, research, continuing education, and commonwealth programs). The Faculty Assembly shall be charged to recommend legislation on instructional programs, courses and programs of study, academic admissions standards, graduation requirements, and scholarships and honors.
- (b) Advisory and Consultative  
To act as an advisory and consultative body to the Dean on any matter that may affect that attainment of the educational objectives of the College, such as:
  - (1) the establishment, reorganization, or discontinuation of organizational units and areas of instruction or research
  - (2) policies concerning the planning of physical facilities when these may affect the attainment of the educational objectives of the College
  - (3) matters pertaining to the general welfare of the College
  - (4) overall educational policy and planning

- (5) the College calendar
  - (6) faculty affairs
  - (7) student affairs
  - (8) general admissions policy
  - (9) other appropriate matters
- (c) Forensic  
To serve as a forum for the exchange of ideas among members of the College faculty. The Standing Rules of the University Faculty Senate shall serve as the model for the conduct of forensic business.

#### SECTION 2

The Faculty Assembly shall interpret its legislation in all matters within the purview of the College.

#### SECTION 3

The Faculty Assembly shall be empowered to delegate authority in the areas listed in Section 1 according to such procedures as it may establish.

### Article II MEMBERSHIP

The Faculty Assembly shall include as members all individuals at all locations holding full-time academic appointments in the University and who hold rank in the College, including professors at all levels and instructors. Faculty who are degree candidates at The Pennsylvania State University and visiting or part-time appointees shall have the parliamentary, but not the voting, privileges accorded to members. One graduate and one undergraduate student will be appointed annually by the Dean to represent the student body as non-voting members of the Faculty Assembly.

### Article III AMENDMENTS

Amendments of the CONSTITUTION consistent with University policy may be adopted at any meeting of the Faculty Assembly by a two-thirds vote of the members present, provided that the amendment shall have been presented in writing in a preceding regular meeting. Such amendments shall not be in effect until they have been approved by the Dean.

## BYLAWS

### Article I OFFICERS

The officers of the College faculty shall consist of the Dean, the Executive Council, the Faculty Council, and the Secretary. The Dean or his representative shall preside at all meetings of the College faculty. The Dean shall appoint a secretary who shall be responsible for writing and distributing minutes and for such other administrative duties as determined by the Dean.

#### Section 1 Executive Council

(a) Membership

- (1) The Executive Council shall consist of the Dean, the Associate Dean for Undergraduate Studies, the Associate Dean for Research and Graduate Studies, the Assistant Dean for Recruitment and Retention, the Heads/Directors of the academic and arts services units, and the Chairs of the Faculty Council and the Senate Caucus.
- (2) The Dean shall chair the Executive Council

(b) Selection:

All members of the Executive Council are ex officio; that is, membership is by virtue of administrative appointment or election as Chairs of the Faculty Council and Senate Caucus.

(c) Duties:

The Executive Council shall consider academic, procedural, or operational matters which affect the College as a whole and shall advise the Dean on these matters. The Council shall pass on such items of College policy as require administrative or faculty approval. To promote the orderly flow of information concerning the activities and decisions pertaining to the whole College, minutes of Executive Council meetings shall be made available to all members of the faculty.

#### Section 2 Faculty Council

(a) Membership:

- (1) The Faculty Council shall be comprised of one faculty representative from each academic unit, and the chairperson of the College Faculty Senators.

(2) The Council shall elect annually a Chair who shall represent the Council on the Executive Council.

(b) Selection:

Members of the Faculty Council shall be elected by the faculty of each academic unit. \*Elected term is for two years. The chairperson of the College Faculty Senators is an ex officio member.

(c) Duties:

The Faculty Council shall be considered to be the authoritative voice of the College faculty and shall act as a consultative body both to the faculty as a whole and to the Dean. Its actions shall be advisory on all matters that pertain to the educational interests of the College (graduate and undergraduate resident instruction, research, continuing education, and recruitment/retention), and on all matters that pertain to the welfare of the College faculty.

\* So that the terms of the elected members of the Faculty Council are staggered, a lottery will take place after the first election held under the April 17, 1990 amended bylaws.

## Article II STANDING COMMITTEES

### Section 1

Standing committees are formed for specific purposes to assist in the administration of the College. All committee assignments are tenable for one year unless otherwise specified. No member may serve longer than three consecutive years on a given committee. Exceptions may be granted by the Dean for good and sufficient reason. Standing committees shall file such reports as may be required by the Dean or higher University authority and shall be available for consultation with the Dean upon his call. The Executive Council shall review each standing committee annually to determine whether the purposes for which the committees were formed are still valid and useful.

### Section 2

#### Standing Committees

(a) College Promotion and Tenure Committee

(1) Membership: One faculty representative from the Department of Architecture, the Department of Art History, the Department of Landscape Architecture, the School of Music, the Department of Theatre Arts, and the School of Visual Arts. The Dean may appoint up to two additional members.

(2) Selection: Elected by the faculty of the unit or appointed by the Dean. Members must qualify in accordance with the guidelines set forth in PS-23. Chair to be elected annually by the members.

- (3) Duties: To review departmental/school recommendations for promotion and tenure in accordance with the guidelines set forth in PS-23. The committee shall forward its recommendations to the Dean.
- (b) College Sabbatical Leave Review Committee
- (1) Membership: One faculty representative from each academic unit.
  - (2) Selection: May be elected by the faculty of the unit or appointed by the Head/Director. Chair to be elected annually by the members.
  - (3) Duties: To review departmental/school recommendations for sabbatical leave in accordance with the guidelines set forth in PS-17. The committee shall forward its recommendations to the Dean.
- (c) Committee on Curricular Affairs
- (1) Membership: Associate Dean for Undergraduate Studies, and one faculty representative from each academic unit.
  - (2) Selection: Associate Dean for Undergraduate Studies serves ex officio. Representatives of academic units may be selected by the faculty of the unit or appointed by the unit Head/Director. Chair to be elected annually by the members.
  - (3) Duties: The Committee on Curricular Affairs shall review and evaluate all proposed changes to the undergraduate curriculum, to include the submission of new courses and the cancellation of existing courses, before they are submitted to the University Faculty Senate. The committee may study the existing courses and curricula of the College and make recommendations for changes.
- (d) Committee on Research and Creative Projects
- (1) Membership: Associate Dean for Research and Graduate Studies, and one faculty representative from each academic unit.
  - (2) Selection: Associate Dean for Research and Graduate Studies serves ex officio; other members are appointed by the Dean upon recommendation of respective Heads/Directors. Chair to be elected annually by the members. Term of office for appointed members will be three years.
  - (3) Duties: The committee will support and encourage faculty research within the College. The committee will review and evaluate all research proposals within the College and forward them to the next level of review, where appropriate.

- (e) Committee on Scholarships and Awards
- (1) Membership: One faculty representative from each academic unit and the Associate Dean for Undergraduate Studies.
  - (2) Selection: Associate Dean for Undergraduate Studies serves ex officio; other members appointed by the Dean upon recommendation of the respective Heads/ Directors. Term of appointment will be for two years. Chair to be elected annually by the members.
  - (3) Duties: To solicit nominations and/or applications for student scholarships and awards. To review and evaluate all applications and/or nominations for student scholarships and awards to be awarded by the College, and to make appropriate recommendations to the Dean.
- (f) Committee on Graduate Affairs
- (1) Membership: Associate Dean for Research and Graduate Studies, the program officer for each of the graduate programs, and the College's representatives on the Graduate Council.
  - (2) Selection: All members ex officio. Chair to be elected annually by members.
  - (3) Duties: The Committee on Graduate Affairs shall review and evaluate proposed changes to graduate programs in the College, to include new courses or degree programs as well as the cancellation of existing courses and programs before they are submitted to the Graduate Council. It shall review nominations for membership on the Graduate Faculty and be advisory to the Associate Dean for Research and Graduate Studies as appropriate.
- (g) College Nominating Committee for Faculty Senate Elections
- (1) Membership: One faculty representative from each academic unit.
  - (2) Selection: Appointed by the Faculty Council. Term of office will be for one year. Chair to be elected by the members.
  - (3) Duties: To solicit nominees to fill vacancies of College Faculty Senators whose term is expiring or who can no longer serve on the University Faculty Senate for any other reason. Nominations forwarded by the committee shall be presented at the Spring College Faculty Meeting where additional nominations from the floor may be accepted. In the event that Senate elections precede the Spring College Faculty Meeting, the committee shall prepare a slate of candidates and distribute it in writing to all faculty members along with a request for additional nominations. The committee shall conduct the election and tabulate the results. An election report shall be submitted to the Dean.

Article III  
OTHER COMMITTEES

Section 1

The Dean may appoint such committees as the business of the College may require. The membership and charge of the committees shall be disseminated by the Executive Council.

Section 2

The Chair of the Faculty Council may establish such committees as may be necessary. Membership and charge of the committees shall be disseminated by the Faculty Council.

Article IV  
MEETINGS

General meetings of the faculty shall be scheduled by the Dean twice each academic year. Other meetings may be scheduled on the recommendation of the Executive Council and/or the Faculty Council. Faculty meetings shall be open to all faculty members and to all administrators and staff members. Agenda items may be proposed by any faculty or staff member. However, the Dean shall determine the agenda for faculty meetings on the advice of the Executive Council and the Faculty Council. The agenda for regularly scheduled faculty meetings shall be made available at least one week prior to the meetings.

Article V  
QUORUM

A quorum for the transaction of business shall exist when one third of the College faculty members are present.

Article VI  
RULES OF PROCEDURE

Section 1

The rules of procedure in meetings of the faculty, except where otherwise specified in the Constitution or Bylaws, shall be those of Robert's Rules of Order. All motions, except as may otherwise be specified in these documents, shall be determined by a majority of the votes cast. Roll call votes may be initiated only by the decision of the Dean or by a two-thirds majority of members present and voting.

Section 2

The order of business at each regular meeting of the Faculty shall be as follows:

- (a) Minutes of the preceding meeting
- (b) Comments by the Dean of the College
- (c) Report of the Executive Council
- (d) Report of the Faculty Council of Senators
- (e) Reports of Standing Committees
- (f) Reports of special committees
- (g) Old business

- (h) New business
- (i) Forensic business
- (j) Comments and recommendations for the good of the College

### Section 3

The order of business for regular meetings of the faculty may be changed by the Executive Council prior to the meeting, or at any regular meeting of the faculty by a two-thirds majority of the members present and voting.

### Section 4

The order of business for any special meeting of the Faculty shall be determined by the Dean.

## Article VII OTHER FACULTY ORGANIZATIONS

The Department Head/School Director shall be considered the Chief Academic officer of the respective unit. Faculty organizations may be formed at the department/school level to advise the Head on all matters affecting the unit, to facilitate communication between faculty members and the Head, and for such other purposes as may be determined by the respective Head. Such faculty organizations as may be formed under the provisions of this Article must be open to all the faculty members in the unit. The membership shall be required to elect a slate of officers and to adopt a set of bylaws commensurate with the College Constitution and Bylaws. The proposed bylaws must be submitted to the College Executive Council for approval before such organizations shall be officially sanctioned within the College.

## Article VIII OMBUDSMAN

### Section 1

#### Functions of the Ombudsman

- (a) The Ombudsman shall be concerned with: clarification of misunderstandings; advising faculty and administrators as to appropriate courses of action; assisting in the informal resolution of differences; assuring that the appropriate College procedures are exhausted before referring the case to higher levels; informing the Dean in cases where a particular matter cannot be resolved within the College before the case is referred to higher levels.
- (b) The Ombudsman is specifically enjoined not to: hold hearings; exceed the role of conciliator and advisor; substitute his or her judgment for that of appropriate administrative or faculty bodies; serve as counsel for either party to a complaint before a hearing board.

### Section 2

#### Qualifications for Ombudsman

Any faculty member within the College, except department/school heads/directors and members of the Dean's staff, who is not a member of either the College Committee on Promotion and Tenure or the University Faculty Senate Committee on Faculty Rights and

Responsibilities, is eligible to be nominated for the position of Ombudsman or Alternate Ombudsman. Nominees must have agreed to serve, if elected, before their names may appear on the ballot.

### Section 3

#### Nomination and Election Procedures

- (a) Election of the Ombudsman and Alternate Ombudsman shall be held during the regular faculty meeting in the Spring preceding the end of the term of office for the incumbents, except that special elections, required as a result of the inability of both of the incumbents to complete their term of office, may be conducted as soon as possible after the vacancy occurs.
- (b) Names of at least two qualified faculty members may be placed in nomination by the Chairman of the Faculty Council. The Dean will accept nominations from the floor for either vacancy provided that the nominee is present and consents orally, or that consent is presented in writing by the person making the nomination.
- (c) Voting for the positions of Ombudsman and Alternate Ombudsman will be by secret ballot in writing. Voters shall cast up to two votes on each ballot. The nominee receiving the highest number of votes shall be declared to be the Ombudsman. The nominee receiving the second highest number of votes shall be declared the Alternate Ombudsman. In the event of a tie for the highest number of votes, a run-off election including only those nominees with the highest number of votes will be conducted. The results will be decided as above. In the event of an absolute deadlock, the Chair of the Faculty Council will cast the tie-breaking vote.

### Section 4

#### Terms of Office

- (a) The term of office for the Ombudsman and Alternate Ombudsman shall be for two years, beginning on July 1 following the election.
- (b) Should the Ombudsman be unable to complete his or her term of office for any reason, the Alternate Ombudsman shall become the Ombudsman for the remainder of the term.
- (c) In the event that any conflict of interest should arise in a particular case, the Ombudsman shall request of the Chair of the Faculty Council that the Alternate Ombudsman serve as Ombudsman for the case. A similar procedure will be followed in the case of a prolonged absence of the Ombudsman.
- (d) Term of office for Ombudsmen elected in the case of a special election will be for not less than one nor more than two years, with the terms expiring on June 30.

Article IX  
AMENDMENTS

Amendments to the Bylaws may be adopted at any general meeting of the faculty by a two thirds vote of those present and voting, provided a quorum is present, and provided that the amendment shall have been presented in writing at a preceding regular meeting.

- Amendment 1. Establishment of Committee on Graduate Affairs. Approved by the Faculty Assembly on April 19, 1988.
- Amendment 2. Statement added that the Authority vested in this Constitution is delegated by the University Faculty Senate. Approved by the Faculty Assembly on September 28, 1989.
- Amendment 3. Adding Assistant Dean for Recruitment/Retention and directors of Arts Services to Executive Council. Approved by the Faculty Assembly on April 17, 1990.
- Amendment 4. Adding chairperson of the College Faculty Senators to Faculty Council and changing terms of office to 2 years. Approved by the Faculty Assembly on April 17, 1990.
- Amendment 5. Adding the chairperson of the Senate Caucus to the Executive Council. Approved by the Faculty Assembly on April 18, 1991.
- Amendment 6. Adding an undergraduate and a graduate student, appointed each year by the Dean, as non-voting members of the Faculty Assembly. Approved by the Faculty Assembly on April 18, 1991.