UNIVERSITY OF MARYLAND
SCHOOL OF ARCHITECTURE, PLANNING AND PRESERVATION
PLAN OF ORGANIZATION

ADOPTED
March 31, 2014

PREAMBLE

The Plan of Organization for the School of Architecture, Planning, and Preservation establishes the framework for the School to fulfill its mission in an orderly and fair manner with due regard to shared governance, including rights, responsibilities and participation by the entire School community. The Plan addresses specific details of the School's organization and is designed to be consistent with the policies, procedures and regulations of the University of Maryland, College Park. The Plan establishes a structure that is expected to enhance excellence, transparency and collegiality, as well as the efficiency and effectiveness, of the School. It creates a framework for facilitating cooperation and collaboration of the entire School community in advancing the mission of the School.

ARTICLE I
NAME AND DEFINITIONS

1.1 School. The name of the unit shall be the "School of Architecture, Planning, and Preservation" of the University of Maryland College Park, hereinafter referred to as the "School".

1.1.1 The School may adopt a tag line that effectively conveys the scope and purpose of the school.

1.1.2 In all official correspondence, stationary, and promotional literature, the School shall be identified in the following manner: "School of Architecture, Planning, and Preservation." It may be followed by the tag line as provided for in 1.1.1 in all appropriate venues, including correspondence, web signatures, invitations, programs and publications of the School.

1.2 Programs.

1.2.1 The degree and certificate Programs offered by the School are:
1.2.1 Bachelor of Science in Architecture
1.2.2 Master of Architecture
1.2.3 Master of Science in Architecture
1.2.4 Master of Community Planning

1.2.5 Master of Historic Preservation
1.2.6 Master of Real Estate Development
1.2.7 Ph.D. in Urban and Regional Planning and Design
1.2.8 Juris Doctor/Master of Community Planning
1.2.9 Master of Architecture/Master of Community Planning
1.2.10 Master of Architecture /Master of Historic Preservation
1.2.11 Master of Architecture/Master of Real Estate Development
1.2.12 Master of Historic Preservation/Master of Community Planning
1.2.13 Master of Historic Preservation/Master of Real Estate Development
1.2.14 Urban Design Certificate
1.2.15 Historic Preservation Certificate
1.2.16 Certificate of Professional Studies in Real Estate Development

1.3 The following terms as used hereinafter in this Plan have the meanings set forth below when the term is when capitalized in the Plan::

1.3.1 The term “Adjunct Faculty”, when used in this Plan, shall include:

1.3.1.1 Individuals who provide instructional services who are:

(a) Neither tenured nor eligible for tenure;

(b) Appointed to teach specific courses and are compensated by one of the following two methods:

(i) On a course-by-course basis, or

(ii) On a salaried appointment at less than 50% Full Time Equivalent and are ineligible for health benefits; and

(c) Designated as having status as either Adjunct Faculty I or Adjunct Faculty II in accordance with the policies of the University.

1.3.1.2 Adjunct Faculty may hold titles of Lecturer, Senior Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor or such other titles as may be provided for by University policy.

1.3.2 Dean’s Advisory Committees or DACs, refers to the three advisory committees as follows:

1.3.2.1 The Faculty Advisory Committee [Article 4.5],
1.3.2.2 The Student Advisory Committee [Article 6.2], and

1.3.2.3 The Staff Advisory Committee, [Article 3.6].

1.3.3 Dean's Merit Pool Fund or DMPF, is the 50 % of the merit funds distributed by the Dean in accordance with the provisions in Article 8.1.2 merit pool as provided for in Article 8.1.2.1.

1.3.4 The term “Faculty”, when used in this Plan shall include:

1.3.4.1 All Program Directors.

1.3.4.2 All tenure and tenure track faculty with appointments of 50% or greater [herein referenced as TTT Faculty].

1.3.4.3 All non-tenure track faculty with appointments of 50% or greater, with the title Professor of the Practice, Lecturer or any other faculty titles provided by University policy [hereinafter referenced as NTT Faculty].

1.3.4.4 All other non-tenure track faculty with faculty titles but an appointment of less than 50% who do not provide instructional services and are not included within the category of Adjunct Faculty, such as Research faculty.

1.3.5 Programs, when used in the Plan hereinafter is a defined term and refers to the five degree granting programs in the School:

1.3.5.1 Architecture Program (undergraduate and graduate) (ARCH)
1.3.5.2 Urban Studies and Planning Program (graduate) (URSP)
1.3.5.3 Historic Preservation Program (graduate) (HISP)
1.3.5.4 Real Estate Development Program (graduate) RDEV)
1.3.5.5 Urban and Regional Planning and Design (doctoral)(URPD)

1.3.6 The term “School-Wide” when used herein, refers to all Programs administered by the Dean in accordance with the terms herein as part of the School of Architecture, Planning and Preservation.

1.3.7 The term “School-Wide Merit Pay Fund,” or SWMF, is the for the 50% portion of the merit pool distributed by the School-Wide Merit Pay Committee in accordance with Article VIII hereof.

1.3.8 The term “Staff “ includes all administrative personnel, holding full time or part time of 50% or greater appointments to professional and support positions, other than Directors, and who do not otherwise hold teaching or research appointments and are not students. Staff does not include hourly employees or graduate assistants.

1.3.9 The term “Students” shall include all students who are enrolled in the School's academic Programs and are candidates for a degree or certificate.

ARTICLE II
VISION AND MISSION

2.1 The School's mission is to educate Architects, Planners, Preservationists, Developers and the many allied stakeholders whose professional work and scholarship focuses on the quality of the built environment and promotes social justice, cultural value, resource conservation and economic opportunity.

2.2 We take advantage of our unique location in a region that features the nation's capital and the post-industrial City of Baltimore, and links the Appalachian Mountains to the Atlantic Ocean while surrounding the Chesapeake Bay. Maryland's opportunities and challenges are found in its diverse communities, explosive growth and extensive historic resources.

2.3 Our faculty, students and alumni collaboratively advance the School’s vision through research, teaching, colloquia, writing, creative design, planning, policy formation and professional work. Our mission is historically rooted in our land grant mandate and enhanced by our regional and international activities.

ARTICLE III
ADMINISTRATION

3.1 Programs. The School has a programmatic structure, rather than a departmental structure, and a Director heads each Program. The five degree granting programs are:

3.1.1 Architecture Program (undergraduate and graduate) (ARCH)
3.1.2 Urban Studies and Planning Program (graduate) (URSP)
3.1.3 Historic Preservation Program (graduate) (HISP)
3.1.4 Real Estate Development Program (graduate) RDEV)
3.1.5 Urban and Regional Planning and Design (doctoral)(URPD)

3.2 Affiliated Units. Units affiliated with the School include the following:

3.2.1 The National Center for Smart Growth Research and Education, which also is affiliated with three other units at the University, those being the School of

Public Policy, the Clark School of Engineering and the College of Agriculture and Natural Resources. The Center is administratively housed at the School.

3.2.2 The Environmental Finance Center is a sub-unit of the National Center for Smart Growth Research and Education.

3.2.3 The Colvin Institute of Real Estate Development, which engages in research and publications, as well as supporting enhancements of, and professional engagement for, students in the Master of Real Estate Development Program. The Institute is administered and housed at the School.

3.2.4 The Economic Development Administration University Center, which is established by grant from the Economic Development Administration of the US Department of Commerce and provides support for research and technical support for economic development strategies and activities for local jurisdictions in the State of Maryland.

3.3 The Dean

3.3.1 Appointment and Terms. The Dean is the chief executive officer of the School. The Dean is appointed and reviewed in accordance with University policy.

3.3.2 Duties and Responsibilities. The Dean shall:

3.3.2.1 Exercise his or her authority consistent with the powers and responsibilities delegated by the Vice-president for Academic Affairs and Provost.

3.3.2.2 Exercise his or her duties and responsibilities as set forth hereinbelow in consultation with the Directors, and the Dean's Advisory Committees, those being:

(i) The Faculty Advisory Committee [Article 4.5],
(ii) The Student Advisory Committee [Article 6.2], and
(iii) The Staff Advisory Committee [Article 3.6].

3.3.2.3 Formulate, modify, update and otherwise implement in accordance with the governance procedures of this Plan, the Strategic Plan for the School, which shall be updated at least every 5 years on the years ending in 0 and 5.

3.3.2.4 Formulate, recommend and present administrative policies to the Directors and the Dean's Advisory Committees for their advice and recommendations.

3.3.2.5 Administer the educational policies and programs of the School, as proposed and adopted by the Faculty in accordance with the provisions of this Plan of Organization.

3.3.2.6 Report to the Dean's Advisory Committees any actions taken on any of its recommendations or recommendations from other committees relevant to the Committees' duties and responsibilities.

3.3.2.7 Meet at least monthly, or more frequently as necessary, with the Directors and the Dean's Advisory Committees, in order to consult on all of the matters listed above.

3.3.2.8 In consultation with the Dean's Advisory Committees and the Directors, prepare the School's budget.

3.3.2.9 Inform the Faculty in writing, and at a meeting of the Faculty, of:

(a) The proposed annual budget of the School for the upcoming year, and

(b) The expenditures of the prior year by Program and category of expenditures.

3.3.2.10 In consultation with the Dean's Advisory Committees, the Directors and the Committee on Administration (Article 7.5), plan for and oversee, the maintenance and use of the buildings, equipment and spaces assigned to the School.

3.3.2.11 Delegate to each Program Director the responsibility for matters internal to their Program, including the direction, accreditation, administration, management and expenditures of the approved annual budget of his/her respective Program.

3.3.2.12 Annually conduct a Performance Evaluation for each Faculty member in the categories specified in 1.3.4.1 and 1.3.4.2, which shall include a meeting with the Faculty member, and consideration of:

(a) University student Course Evaluation Reports,

(b) Any available Classroom Visitation Reports,

(c) Faculty Activity Reports for those Faculty required to provide the same,

(d) Current Curriculum Vitae, and

(e) The Faculty member's Annual Work Load Distribution Plan

(i) As approved by the Program Director, as well as

(ii) Any disagreement with respect to the approved Work Load Distribution Plan raised by the Faculty member, in which case the Dean may thereafter:

(A) Confirm the Plan,

(B) Return the Plan for further consideration to the Director, or

(C) Modify the Plan after consultation with the Director.

3.3.2.13 In the event a Faculty member receives a negative performance evaluation,

(a) In any given year, the Dean, in consultation with the Director, shall prepare a plan of improvement for the Faculty member that will be reviewed and considered at the next year's annual performance evaluation, or

(b) Over two (2) consecutive years, the Dean will appoint a Faculty committee of at least three (3) members of rank equal to or higher than the Faculty member being evaluated, one of whom shall be named the chair, to conduct an evaluation of the Faculty member's performance, in which case,

(c) The Faculty committee shall:

(i) Solicit the views and recommendations of other Faculty, students, and administrators in the Program and the School who have interaction with the Faculty member, and

(ii) Provide a report to the Dean within three (3) months of the committee's appointment.

3.3.2.14 With respect to merit rankings and merit pool distribution

(a) Receive and implement the ranking and merit increment determinations of the School-Wide Merit Pay Committee (Article VIII) for the 50% portion of the merit pool distributed by the Committee [the SWMF],

(b) Allocate the Dean's special merit pool as provided for in Article 8.1.2.1[the DMPF], after

(i) Taking into account the recommendations of each of the Directors, and

(ii) In any case where the Dean's allocation of the DMPF differs from the recommendation of the Director provide a written explanation of the differences to the Director, and thereafter

(c) Report in writing to each Faculty member the merit ranking and amount of the SWMF as well as the DMPF, if any, as provided for in Article 8.5.

3.3.2.15 Appoint, after receiving recommendations from the Faculty and any search committees as may have been appointed, the appointment or non-reappointment of any Associate Dean or Director.

3.3.2.16 Serve as the conduit of communication for all official business of the School with the Campus administration, the Faculty, the Staff, students, alumni/ae and the public.

3.3.2.17 Represent the School to the University, as well as to professional and scholarly organizations and the public at large.

3.3.2.18 Appoint ad-hoc committees as may be necessary, provided such appointments are made in writing, specifying the duties, chair, size, term, length of service and composition.

3.3.2.19 Seek out third party gifts, donations and non-state funding of all kinds in support of the School's students and Faculty.

3.3.2.20 Provide information to, and otherwise support the work of, the APT Committee as provided in the APT Policies and Procedures as provided for herein in Article V.

3.3.2.21 Appoint one or more Faculty members, of equal or higher rank, to serve as mentor(s) to any Faculty member working toward an appointment as Professor, Associate Professor or Professor of the Practice, taking into account any preferences for a mentor indicated by such faculty member.

3.3.2.22 With respect to lecturers or other instructors that are designated by the University as Adjunct Faculty I or II,

(a) Review any recommendations from a Program Director in accordance with 3.5.4.6 for change in status of a Lecturer from Adjunct Faculty I to Adjunct Faculty II and after review and consideration of the recommendation package;

(b) Confirm where justified that the applicant meets the eligibility criteria, and that there is sufficient documentation that the applicant has met the high-performance criteria contained at 3.5.4.6 (b);

(c) Forward a recommendation to the Provost for review and approval consideration; and

(d) Send a letter of notification from the Dean's Office to any instructor the Provost approves for Adjunct Faculty II status, including any notifications on salary or other policies applicable to such faculty due to their new status as required by USM or University policy.

3.4 Associate Deans

3.4.1 Appointment and Terms. Associate Deans shall be appointed in accordance with applicable University and System Policy after the Dean requests and receives recommendations from the Faculty.

3.4.2 Duties and Responsibilities. The Associate Deans report to the Dean and shall be responsible for all tasks delegated by the Dean. The delegation of such tasks shall be made in writing and in consultation with the Directors and the Faculty Advisory Committee.

3.5 Program Directors

3.5.1 Appointment

3.5.1.1 Each Program shall be administered by a Program Director appointed by the Dean in accordance with applicable University and System Policy and this Plan of Organization.

3.5.1.2 The Dean shall consult with the Faculty of the particular Program prior to the appointment of a Program Director.

3.5.1.3 Program Directors serve at the pleasure of the Dean.

3.5.2 Performance reviews

3.5.2.1 Annual performance reviews of the Program Directors shall be carried out by the Dean after seeking and receiving comments and concerns from the Program Faculty.

3.5.2.2 In the event of an overall negative review, or substantial concerns by the Dean or Program Faculty, the Dean shall appoint a Faculty committee from the Program of at least three (3) members and name one member as the chair to conduct a full evaluation of the Director's performance, which shall:

(a) Solicit the views and recommendations of the Program's Faculty, other Faculty and Program Directors, students, colleagues on campus who have interaction with the Director, other campus administrators, and alumni of the Program; and

(b) Upon receipt of all information, write a final report and present the report to the Program Faculty for a vote of confidence, with report and vote being transmitted thereafter to the Dean by the committee chair.

3.5.2.3 The Dean may thereafter elect to retain, remove or provide a plan for performance improvement for the Program Director.

3.5.3 Duties and Responsibilities. The Program Directors report to the Dean and are responsible for:

3.5.3.1 Overseeing the academic standards and academic services related to the degree and certificate programs offered in their Program.

3.5.3.2 The administration of their Program, including:

(a) Recruitment,

(b) Admissions processes,

(c) Graduate Assistantships for the Program,

(d) Accreditation processes, if any,

(e) Scheduling of courses,

(f) Administering the annual Program budget and expenditures from the total funds allocated by the School, and

(g) Such other administrative matters as necessary for the Program to operate efficiently and effectively.

3.5.3.3 Calling meetings of the Program Faculty in accordance with this Plan.

3.5.3.4 Supporting the Dean's administrative efforts, both internal and external to the School.

3.5.3.5 Implementing the Strategic Plan of the School as it pertains to the Program administered.

3.5.3.6 With respect to Annual Work Load Distribution Plans:

(a) Requiring from each Program Faculty member, a proposed Work Load Distribution Plan,

(i) Which proposes a distribution of work load among the three standard areas of University faculty work load those being:

(A) Research and Creative Activity (35% - 45%),

(B) Teaching and Advising (45% - 55%), and

(C) Service (5% – 15%), with

(ii) Area distributions that may vary for any standard area from 0% to 95%, except that Service must be at a minimum of 5%, unless,

(iii) An exception to the minimum Service requirement in (ii) above, is required for any non-tenure track Faculty who are funded at 100% level of effort through external support.

(b) Meeting with each Program Faculty member to discuss the proposed Distribution Plan in advance of a final determination,

(d) Approving for each Program Faculty member an individual Work Load Distribution Plan, and

(e) Forwarding the Approved Work Plan to the Dean prior to the Dean's Annual Performance Review, whereafter

(f) Any Faculty member who disagrees with the Work Load Distribution Plan approved by the Director, may raise the issue with the Dean during the Annual Performance review as provided for in Section 3.3.2.13.

3.5.3.7 Preparing and/or collecting Classroom Visitation Reports of each Faculty member other than Adjunct faculty, including

(a) Scheduling the observational reviews and reports by

(i) The Director, or

(ii) A Faculty member, or

(iii) An external reviewer; and

(b) Preparing directly, or accepting from the reviewer, the Classroom Visitation Reports.

(c) Forwarding any Classroom Visitation Reports to the Dean for the Dean's consideration during the Annual Performance Review.

3.5.3.8 In each year, regardless of whether or not merit pay is available, carrying out the provisions of the School's Merit Pay Distribution Plan as set forth in Article VIII of this Plan of Organization.

3.5.3.9 Formulating, in consultation with the Program's Faculty, and implementing a Plan of Organization for the Program and reviewing for revision at least every five (5) years.

3.5.3.10 Preparing for, in consultation with Program's Faculty, Program accreditation, if applicable to the Program, and Program compliance with University accreditation procedures.

3.5.3.11 Organizing the Program's Faculty to assure that there is appropriate Faculty advising for all graduate students in the Program, and a system for undergraduate advising for any Program with undergraduate students.

3.5.3.12 Representing the Program to the University, as well as to professional and scholarly organizations and the public at large.

3.5.3.13 Identifying sources of third-party funds for the Program in support of students and Faculty.

3.5.4 Duties and Responsibilities with Respect to Adjunct Faculty. The duties and responsibilities for the Program Director with regard to Adjunct Faculty, as set forth in the following subsections:

3.5.4.1 Selection and Verification.

(a) Provide to the Dean selection criteria and credentials for appointments, which shall Include:

(i) A terminal professional or academic degree in a relevant area of expertise, or in limited circumstances where experience is an important teaching criteria for a course, experience or expertise may be substituted for a terminal degree,

(ii) Where pertinent, professional licensure in Architecture, Law, Planning, Accounting, etc., and

(iii) Demonstrated teaching potential, and

(iv) Achievement in an area of expertise that will help advance and/or complement the Program's educational mission;

(b) Verify that any proposed appointment meets the School's selection criteria and credentials, and

(c) Confirm that there has been active posting and outreach as an equal opportunity affirmative action employer, to consider nominations and applications from all qualified individuals including women and minorities.

3.5.4.2 Contract Requirements. Provide a written contract or formal letter of appointment at least 45 days, whenever feasible, prior to the beginning of the term, which shall include:

(a) Position title;

(b) Contract term;
(c) Per course compensation;

(d) Description of the course assignment;

(e) Institution benefits, if any;

(f) Information regarding faculty policies and procedures, including performance and evaluation policies;
(g) Notice of the procedure for cancellation of a course before the start date based on changed circumstances in class enrollment, availability of resources or other factors;

(h) Notice that for fall and spring semester classes for which an Adjunct Faculty member has received a contract prior to 30 days from the start of class, cancellation of a class without assignment to an alternative course at the same level of compensation shall result in a cancellation payment equal to 10% of the payment amount specified in the contract or appointment letter for that class; and

(i) Information about eligibility for and benefits associated with designation as Adjunct Faculty II status, if applicable.

3.5.4.3 Provide directly, or through School Staff, Program Directors and Faculty, support for Adjunct Faculty, including the following:

(a) Information on the School and Program policies, requirements, learning outcomes and goals for each course, along with access to examples of past course syllabi (if available);

(b) The official schedule of classes, including the academic calendar and time frames and location of class meetings;

(c) Assistance with setting up course reserves, if planned for the course, as well as textbook selection and ordering as well as completion of the textbook compliance form required by the University;

(d) Obtaining a University ID card, and setting up a University email account along with access to on-campus computing facilities;

(e) For on campus courses, telephone access, as appropriate, office supplies, copying services for course materials, and appropriate space for meeting with students during scheduled office hours;

(f) Access to, and information about, the faculty grievance policy and procedure, which is available to all Adjunct Faculty on the same basis as Faculty generally;

(g) Prior to terminating an Adjunct Faculty member's appointment before the end of the term, offer the Adjunct Faculty member an opportunity to meet and discuss the matter with an Associate Dean, during which process the Adjunct faculty may be removed from the classroom, but shall continue to be paid pending a reasonable opportunity to be heard by an Associate Dean.

3.5.4.4 Information and Training. Provide, for new Adjunct Faculty, introductory information and training as follows:

(a) Campus, School and Program orientation and overview;

(b) Introduction to teaching policies and resources;

(c) Training in using UMEG, TESTUDO, ELMS and other course administration and learning instruction information technology.

3.5.4.5 Professional Development. Provide, to the extent feasible, professional interaction with the School and Program Faculty on campus and when feasible off campus, in the following examples:

(a) Invitations to Program, School, and University events;

(b) On and off campus training opportunities in their substantive areas as well as on campus support for teaching technologies;

(c) Mentoring from senior Faculty;

(e) Attendance at Program Faculty meetings when the agenda addresses issues directly of concern to Adjunct Faculty, and when, feasible, more general topics of curriculum and instructional methods and resources; and

(f) Invitations, and support, if feasible, to attend academic conferences that would enhance the teaching in their field of expertise.

3.5.4.6 Adjunct Faculty Performance Evaluations. Undertake Adjunct Faculty performance evaluations, using the same criteria for teaching evaluation as used for tenure and tenure-track Faculty, including, among other things:

(a) A review of student evaluations with the instructor after each course offering, including discussion and proposals, if any, for modifications and improvements to the course;

(b) Classroom visitation and observation by the Program Director or Program Faculty designated by the Director

(i) At least once during the first term an instructor teaches a course, and

(ii) Thereafter as may be indicated

(A) Necessary or useful for evaluation and counseling purposes, or

(B) If the student evaluation average rating for the prior teaching of the course was less than the average for the School, or

(C) If the instructor requests an evaluation based on an observational visit.

(c) Maintain a record in a personnel file of all such evaluations and notes from each meeting, which shall be consulted when decisions regarding promotion, compensation and any subsequent appointments are made.

3.5.4.7 Promotion to Adjunct Faculty II. Program Directors shall follow the following procedures and policies when recommending designation of an Adjunct Faculty I instructor to status as Adjunct Faculty II.

(a) Upon receipt of an application in writing from an Adjunct Faculty I instructor, for designation to Adjunct Faculty II status, verify that such instructor has taught at least 36 credits within the last 5 academic years (excluding summer and winter terms);

(b) If eligibility is verified, the Program Director shall conduct a review to determine if the instructor has a record of high-quality teaching performance, which shall be measured by:

(i) Student evaluations for all courses taught in the preceding 3 years, that in sum are at or above the average of the Program Faculty teaching evaluation scores over the same three year period;

(ii) A summary of written student comments that qualitatively show a high level of teaching performance;

(iii) The Program Director's evaluation(s) as to classroom observations are consistently positive with respect to preparation and organization, student engagement, content delivery, and responses to student questions; and

(c) Make a recommendation, whether positive or negative, to the Dean with respect to a change in status to Adjunct Faculty II, provided however, that no absence, or incompleteness of evaluations for each course taught by an Adjunct Faculty I

instructor by a Program Director may be the basis for a recommendation against a designation to Adjunct Faculty II status.

3.6 School Staff

3.6.1 The Dean shall appoint administrative staff, with the advice of the Directors and the Faculty Advisory Committee, as is necessary and beneficial to the effective and efficient operation of the School.

3.6.2 Staff Advisory Committee. The Dean may elect to have the Staff Advisory Committee convene

3.6.2.1 As a Committee of the whole staff, or

3.6.2.2 Otherwise to take nominations for a representative Staff Advisory with recommendations for membership on the Committee provided by the Faculty Advisory Committee, in which case the members of the Staff Advisory Committee shall be appointed for one (1) year terms, which may be renewed up to three (3) times.

3.6.3 Meetings. The Staff Advisory Committee shall meet to advise the Dean at least once each fall and spring term on matters of interest and concern to the School's staff.

ARTICLE IV
FACULTY

4.2 Duties and Responsibilities. The Faculty have the duty and responsibility to:

4.2.1 Formulate curricula and educational policy.

4.2.2 Carry out the teaching, research, professional and creative work, and service activities of the School.

4.2.3 Recommend to the Dean, students for the award of degrees.

4.2.4 Consider and deliberate questions of School governance.

4.2.5 Advise the Dean and/or Directors on formulation and implementation of the Strategic Plan.

4.2.6 Advise graduate students on their courses and curriculum path.

4.2.7 Advise graduate students on thesis, final projects, capstones and dissertations.

4.2.8 Carry out the provisions of the School's Merit Pay Distribution Plan in accordance with Article VIII.

4.2.9 Take responsibility when appointed as a mentor by the Dean in accordance with Section 3.3.2 for:

4.2.9.1 Annual review of a candidate's progress toward tenure or promotion, and

4.2.9.2 Submission to the candidate of a written summary of the annual review, and

4.2.9.3 Written recommendations, as appropriate, for actions for the candidate to take to advance the candidate's appointment,

4.2.9.4 Assuring that the candidate understands that the review and recommendations in no case constitute grounds for a candidate's appeal or grievance in the event that tenure, promotion or appointment is not recommended or awarded,

4.2.10 Submit a proposed Work load Distribution Plan to the Program Director on an annual basis.

4.2.11 Participate from time to time as each Program determines, in conducting Classroom Visitation Reports for other Program faculty members

4.3 Meetings of the Faculty

4.3.1 Meetings of the Faculty may be called by the Dean, two or more Program Directors, two or more Faculty, or the chair of any standing or ad hoc committee.

4.3.2 Meetings of the Faculty may be held upon two weeks written or electronic notice.

4.3.3 An agenda shall be distributed at least one (1) week prior to any such meetings, and where the agenda is of importance or interest to Adjunct Faculty such Adjunct Faculty shall receive notice and the agenda.

4.3.4 Minutes of any actions taken at Faculty meetings shall be distributed for electronic approval within one (1) week of their adjournment.

4.3.5 Chair. The meeting shall be chaired by the person calling the meeting, or such chair as is elected to serve at the meeting.

4.4 University Senate Representation

4.4.1 Upon being notified of a vacancy in University Senate representation of the School, the Dean shall solicit nominations from the Faculty by means of a written memorandum which may be delivered electronically.

4.4.2 Faculty must submit nominations in writing, and may use electronic means to deliver the same, to the Dean no later than fifteen (15) days from the date of the Dean's memorandum.

4.4.3 Faculty shall be responsible to ascertain from any nominees, prior to submitting their names, whether they are willing to serve if elected.

4.4.4 Elections shall take place during the next regularly scheduled Faculty meeting (see Article 4.4), or if none is scheduled within thirty (30) days of the Dean's memorandum, then the Dean shall call a meeting of the School-Wide Faculty.

4.4.5 The School's representative shall be elected by a simple majority; in the event of a tie, a runoff election among the tied candidates shall be held.

4.5 Faculty Advisory Committee

4.5.1 Membership

4.5.1.1 The six (6) member Faculty Advisory Committee shall be elected by the Faculty of each Program to include:

(a) One Faculty member to represent the undergraduate Architecture Program (1),

(b) One Faculty member to represent the graduate Architecture Program (1),

(b) One Faculty member to represent the Historic Preservation Program (1),

(c) One Faculty member to represent the Urban Studies and Planning Program (1),

(d) One Faculty member to represent the Real Estate Development Program (1), and

(e) One Faculty member to represent the Ph.D. Program (1).

4.5.1.2 The Dean shall be an ex officio, non-voting member of the Committee.

4.5.2 Chair. The Chair of the Committee shall be appointed by the members from among the members of the Committee.

4.5.3 Term. Members shall be appointed for one (1) year terms, which may be renewed up to three (3) times, except for Programs where faculty size requires renewal thereafter.

4.5.4 Duties and Responsibilities

4.5.4.1 Meet monthly or more frequently as may be necessary to provide the Dean's consultation with the Committee as required by Article 3.3.2.7 .

4.5.4.2 Receive and review reports from the Dean on any actions taken on the Committee's recommendations or recommendations from other committees relevant to the DAC's duties and responsibilities as required by Article 3.3.2.6

4.5.4.3 Provide consultation to the Dean in the preparation of the School's budget, in accordance with Article 3.3.2.8

4.5.4.5 Receive, review, and provide consultative advice to the Dean on the maintenance and use of the buildings, equipment and spaces assigned to the School, as required by Article 3.3.2.10

4.5.4.6 Serve as a nominating committee for slates of candidates from which the Dean or other University administrators may make appointments:

(a) Faculty for all School committees.

(b) Faculty to participate in the search, nomination, and review of administrators and units at the University level.

4.5.4.7 Assist the Dean in the preparation and implementation of the School's Strategic Plan.

ARTICLE V
THE ASSEMBLY

5.1 Membership.

5.1.1 All Faculty, Adjunct Faculty, and Staff of the School are members of the Assembly.

5.1.2 Students serving on the Student Advisory Committee (Article 6.3) shall be the student members of the Assembly.

5.2 Quorum. A quorum shall consist of at least 50% of each of the following classes of members:

5.2.1 The Faculty,

5.2.2 The Staff, and

5.2.3 The Dean's Student Advisory Committee.

5.3 Meetings.

5.3.1 The Dean shall call a regular meeting of the Assembly at least once per year. If necessary, the Dean, or two or more members of the Assembly, may call special meetings of the Assembly.

5.3.2 Any meeting of the Assembly, whether regular or special shall,

5.3.2.1 Be preceded by at least three (3) weeks written or notice which may be delivered electronically to all the members, and

5.3.2.2 Include a request for agenda items,

(a) Which items must be received no later than two (2) weeks before the meeting, and

(b) May be submitted by any member of the Assembly.

5.3.3 A written agenda shall be distributed by electronic or surface mail to the membership at least one (1) week prior to any meeting.

5.3.4 The Dean shall chair all meetings of the Assembly. In the Dean's absence, an Associate Dean shall chair the meetings. In the absence of both, the Assembly shall elect a pro-tempore chair from among the Faculty present.

5.3.5 Any proposals that may require a vote shall be presented in writing and shall be submitted to the membership, together with the agenda, one (1) week in advance of the meeting.

5.3.6 Meetings of the Assembly shall be conducted in accordance with Robert's Rules of Order, except as may be otherwise specifically addressed in this Plan.

5.4 Voting.

5.4.1 Proposals are deemed passed if:

5.4.1.1 A quorum as defined in 5.2 is present.

5.4.1.2 A majority of the members present vote in favor.

5.4.2 The votes of all present Adjunct Faculty members will be counted and weighted the same as the votes of all members present.

5.5 Duties and Responsibilities

5.5.1 The Assembly is the primary mechanism for the Dean to communicate important matters to the entire School and provide annually a "State of the School" address.

5.5.2 The Dean may consult with or seek discussion from the School through the Assembly more frequently if he or she deems such to be beneficial to the efficient and effective administration of the School.

5.5.3 The matters on which the Assembly is required to vote are the following:

5.5.3.1 The adoption or amendment of the Strategic Plan for the School (Article IX)

5.5.3.2 The adoption or amendment of the Plan of Organization for the School (Article IX).

ARTICLE VI
STUDENT BODY

6.1 Dean's Student Advisory Committee.

6.1.1 Student members of the Dean's Advisory Committee shall be determined in accordance with each Program's Plan of Organization.

6.1.2 The Dean's Student Advisory Committee shall be composed of six (6) student representatives as follows:

6.1.2.1 One from the Undergraduate Architecture Program

6.1.2.2 One from the Graduate Architecture Program

6.1.2.3 One from the Graduate Urban Studies and Planning Program

6.1.2.4 One from the Graduate Historic Preservation Program

6.1.2.5 One from the Graduate Real Estate Development Program

6.1.2.6 One from the Ph.D. in Urban and Regional Planning and Design Program.

6.1.3 Members of the Committee shall be appointed for one (1) year terms.

6.1.4 The Dean shall meet with the Student Advisory Committee at least once each fall and spring term, and at such additional meetings as deemed necessary by the Dean or two (2) or more student members of the Committee.

6.2 Program Student Advisory Councils

6.2.1 Each Program Director shall meet with a representative group of at least three (3) and no more than seven (7) students from each Program as identified in 6.2.2 above,

6.2.1.1 At least once each fall and spring term, or

6.2.1.2 More frequently as may be useful to the Program, or

6.2.1.3 In the event two or more student members request a meeting. .

6.2.2 The membership of the Program Student Advisory Councils shall be determined in accordance with the Plan of Organization for each Program and may be by appointment of the Director, recommendation of the faculty, a general call for volunteers, or by vote of the Program's student body.

ARTICLE VII
COMMITTEES

7.1 Committees Generally

7.1.1 Any standing or ad-hoc committee may, at its discretion, appoint subcommittees from its membership and/or invite others to participate in its deliberations, as appropriate, including Adjunct Faculty

7.1.2 Standing Committees of the School are the Dean's Advisory Committees as identified in 7.2 below, hereinabove, and the other committees specified in this Article VII below, including the membership, term, and scope of the committee duties and responsibilities
7.1.3 The Dean may appoint such ad hoc committees as the Dean deems efficient or effective for the administration of the School, or that the Assembly, the Faculty, the Directors, or the Faculty Advisory Council may recommend.

7.2 Dean's Advisory Committees. The School has three committees that are Advisory to the Dean:

7.2.1 Faculty Advisory Committee, with membership, duties and responsibilities as set forth in Article 4.5 above:

7.2.2 Student Advisory Committee, with membership, duties and responsibilities as set forth in Article 6.1 and

7.2.3 Staff Advisory Committee, as set forth in Article 3.6.

7.3 Committee on Programs, Courses and Curriculum (PCC)

7.3.1 Membership

7.3.1.1 The Committee shall be composed of eight members.

7.3.1.2 Six (6) PCC members shall be appointed by the Dean, upon receiving nominations from the Faculty Advisory Committee, from among the Faculty to include:

(a) One member to represent the undergraduate Architecture Program (1),

(b) One member to represent the graduate Architecture Program (1),

(c) One from the Historic Preservation Program (1),

(d) One from the Urban Studies and Planning Program (1),

(e) One from the Real Estate Development Program (1), and

(f) One from the Ph.D. Program (1).

7.3.1.2. Two student representatives shall be appointed by the Dean, one undergraduate and one graduate student, from a slate of at least three graduate and three undergraduate students who are in good and regular academic standing and proposed by the Student Advisory Council (2).

7.3.1.3 The Committee shall appoint one of its member's as a Chair.

7.3.1.4 The Chair may invite such additional members of the Staff, Faculty and Adjunct Faculty as non-voting members as may be necessary or effective to address any particular agenda item.

7.3.2 Term. Members shall be appointed for one (1) year terms, which may be renewed up to three (3) times, except for Programs where faculty size requires renewal thereafter.

7.3.3 Duties and Responsibilities

7.3.3.1 Formulate the long-range educational goals and academic policies of the School for recommendation to the Faculty for consideration and vote.

7.3.3.2 Consider and prepare responses to University level curricular proposals and educational policies for recommendation to the Faculty for consideration and vote.

7.3.3.3 Meet with each Program Director at least every five (5) years, to summarize and assess the educational programs and curricula of the School and recommend measures to the Faculty on the most effective use of resources and an appropriate level of coordination among the various programs.

7.3.3.4 Recommend to the Faculty changes in curriculum that are:

(a) Multi-disciplinary or cross-disciplinary between the Programs, such as joint or dual degrees or new courses that are to be cross listed for the Programs or use faculty from more than one Program.

(b) New certificate or degree programs as may be submitted by the PCC Committee, the Faculty, the Directors, other Faculty committees, or the Student Advisory Committee.

7.3.4 Procedures

7.3.4.1 Curricular and course matters internal to any of the Programs of the School,

(a) Shall be approved by the Program Faculty and forwarded to the Chair of the PCC for review and approval by the Chair.

b) The Chair of the PCC shall make a determination as to whether any Program matter submitted from the Program to the Chair for approval under (a) above, should be submitted to the full PCC for action in accordance with 7.3.4.2 and 7.3.4.3 before forwarding to the Dean or Associate Dean.

(c) If no additional review is required in the Chair's determination under (b) above, the internal course and curricular matter submitted under (a) above will be forwarded to the Dean or Associate Dean for Academic Affairs for forwarding to the appropriate University wide committees as may be required.

7.3.4.2 In course and curricular matters that involve more than one Program of the School (such as joint or dual degrees or new certificate or degree programs in accordance with 7.3.3.4 above),

(a) The recommendation of the Program on such matters shall be submitted to the PCC for review and approval.

(b) Matters reviewed and approved by the PCC are forwarded to the Dean or Associate Dean for Academic Affairs for submission to the applicable University-wide committees for review and approval.

7.4 Appointment, Promotion, and Tenure Committee (APT)

7.4.1 Membership. APT membership shall vary as a function of the rank of the individual whose appointment, promotion, tenure award, or post-tenure review is being considered.

7.4.1.1 In the case of appointment, reappointment, non-reappointment, or promotion to the ranks of Professor of the Practice, Assistant, or Associate Professor, membership shall include all tenured Faculty.

7.4.1.2 In the case of appointment or promotion to the rank of Professor, membership shall include all Faculty, other than Professor of the Practice or other NTT Faculty, holding that rank.

7.4.2 Policies and Procedures of the APT Committee shall be adopted by the tenured Faculty and shall conform to all University and system required procedures and policies and such other procedures as the APT Committee finds useful, necessary or appropriate considering the various Programs and Faculty subject to review by the APT Committee.

7.5 Committee on Administration (Technology, Communications, and Facilities)

7.5.1 Membership

7.5.1.1 After recommendations from the School's Advisory Committees, the Dean shall appoint nine (9) members as follows:

(a) Six members of the Faculty to the Committee, one from each of the programs in the School (6),

(b) The Director of the National Center for Smart Growth Research and Education (1),

(c) One Adjunct Faculty member (1), and

(d) One student member of the Student Advisory Committee (1),

7.5.1.2 Ex-officio, non-voting members of the Committee shall be:

(a) The Dean (1),

(b) The Associate Dean for Academic Affairs (1),

(c) The Director of IT services (1),

(d) The Head librarian of the Architecture Branch Library (1), and

(e) The Assistant Dean for Internal Affairs (1).

7.5.1.3 Members shall be appointed for one (1) year terms, which may be renewed up to three (3) times, except for programs where faculty size requires renewal thereafter.

7.5.1.5 The Dean shall appoint the Chair of the Committee.

7.5.2 Meetings

7.6.3.1 The Chair shall call at least one (1) meeting each term, and such additional meetings as the Dean, an Associate Dean, a Director, or a member of the Committee requests.

7.5.3.2 The Chair shall provide written or electronic notice of the meeting at least seven (7) days in advance, along with an agenda. The Dean, Associate Dean, Directors, or members of the Committee may add items to the agenda up to five (5) days prior to the meeting. In such cases, a revised agenda shall be delivered to each Committee member at least three (3) days in advance.

7.5.3 Duties and Responsibilities

7.5.3.1 Formulate goals, plans, and strategic policies for technology, communications, and facilities for the School for recommendation to the Dean, Directors, and Faculty.

7.5.3.2 Consider, review, and recommend to the Dean, the Directors, and the Faculty:

(a) Modifications to the collections and operations of the Library in support of the vision, mission, and goals of the School as expressed herein.

(b) Modifications to the collections and operations of the Visual Resource Center in support of the vision, mission and goals of the School as expressed herein.

(c) Modifications, additions, and deployment of technology in support of the vision, mission and goals of the School as expressed herein.

7.5.3.3 Consider, review, and recommend changes in policy on software or hardware and lab facilities provided to students and/or faculty and staff, and any School or Program technology fees charged to students for the same.

7.5.3.4 Provide advice and counsel to the Director of IT and the Dean as to the acquisition and deployment of technology in support of teaching, research, outreach, and service activities of the School.

7.5.3.5 Provide advice and counsel to the Dean and Directors as to matters of internal and external communications, including policies on posting of announcements, internal video screens, the School's web page, recruitment materials, annual reports, and other means of communication with Faculty, current and prospective students, alumni, and friends of the school.

7.5.3.6 Provide advice and counsel to the Dean and Directors as to matters relating to the use of School and University facilities, including policies on office and classroom assignments or reassignments, as well as the galleries, laboratories, library, the visual resource center, the Great Space, and all common areas currently or in the future primarily assigned by the University for the School's use.

7.6 Committee on Research and Service

7.6.1 Membership

7.6.1.1 There shall be 5 (5) voting members of the Committee. After recommendation of membership from the Faculty Advisory Committee, the Dean shall appoint five members of the Faculty to the Committee, one from each of the Programs in the School (5).

7.6.1.2 The following members serve as ex officio, non-voting members of the Committee:

(a) The Dean (1),

(b) The Associate Dean for Research (1),

(c) The Associate Dean for Academic Affairs (2),

(d) The Program Directors (5), and

(3) The chief Librarian for the Architecture branch library (1).

7.6.1.3 The Chair may invite such additional members of the Staff, Student Body, Faculty or Adjunct Faculty as non-voting members as may be necessary or effective to address any particular agenda item.

7.6.1.4 The Chair shall be the Associate Dean for Research.

7.6.2 Term. Members shall be appointed for one (1) year terms, which may be renewed up to three (3) times, except for Programs where faculty size requires renewal thereafter.

7.6.3 Meetings

7.6.3.1 The Chair shall call at least one (1) meeting each term, and such additional meetings as the Dean, an Associate Dean, a Director, or a member of the Committee requests.

7.6.3.2 The Chair shall provide written or electronic notice of the meeting at least seven (7) days in advance, along with an agenda. The Dean, Associate Dean, Directors, or members of the Committee may add items to the agenda up to five (5) days prior to the meeting. In such cases, a revised agenda shall be delivered to each Committee member at least three (3) days in advance

7.6.4 Duties and Responsibilities

7.6.4.1 With respect to research and service proposals

(i) Consider, review, and recommend to the Dean and the Directors any research or service proposals (including third party funded studio or service projects) which would require School-wide funding support or resources or Faculty serving more than one Program, and

(ii) For all other single Program related studio or service projects review and approval comes through each Program in accordance with the Plan of Organization for the Program.

7.6.4.2 Consider plans, objectives, and strategies, and propose policies and changes in policies governing research and service opportunities and challenges for the School and make recommendations to the Dean, Directors and Faculty.

7.6.4.3 Respond to and prepare recommendations for awards for Faculty, both internal and external to campus. Such recommendation packages may be recommended and prepared by Faculty or staff from outside the Committee membership and forwarded to the Committee for consideration, and then to the Dean for submission, as necessary, for University and System-wide awards.

7.7 Committee on Student and Alumni Affairs

7.7.1 Membership

7.7.1.1 After recommendation of membership from the Advisory Committees the Dean shall appoint:

(a) Five members of the Faculty to the Committee, one from each of the Programs in the School (5),

(b) Two members from the Staff Advisory Committee (2),

(c) Two members from the Student Advisory Committee (2).

7.7.1.2 Ex-Officio, non-voting members of the Committee are:

(a) The Dean (1),

(b) The Directors (5),

(c) The Associate Dean for Research (1),

(d) The Associate Dean for Academic Affairs (1), and

(e) The Assistant Dean for Internal Affairs (1).

7.7.1.3 The Chair may invite as non-voting members:

(a) In the event the topics of discussion would benefit from wider discussion, the entire Staff and Student Advisory Committee members to attend, and

(b) Such additional members of the Staff, Faculty and Adjunct Faculty as may be necessary or effective to address any particular agenda item.

7.7.1.4 The Dean shall appoint the Chair of the Committee.

7.7.2 Term. Members shall be appointed for one (1) year terms, which may be renewed up to three (3) times, except for programs where faculty size requires renewal thereafter.

7.7.3 Meetings

7.7.3.1 The Chair shall call at least one (1) meeting each term and such additional meetings as the Dean, an Associate Dean, a Director, or a member of the Committee requests.

7.7.3.2 The Chair shall provide written or electronic notice of the meeting at least seven (7) days in advance, along with an agenda. The Dean, Associate Deans, Directors, or members of the Committee may add items to the agenda up to five (5) days prior to the meeting. A revised agenda in that case shall be delivered to each Committee member at least three (3) days in advance

7.7.4 Duties and Responsibilities

7.7.4.1 Formulate goals, plans, and strategic policies for recruiting and advising prospective and enrolled students in the School, as well as for methods of ongoing communication and relationships with alumni, retired Faculty, and friends of the School for recommendation to the Dean and Directors.

7.7.4.2 Formulate policies and proposals relating to scholarships, recruitment, job placement, alumni relations, and competitions that involve third party funding sources, University funding, cross-Program funding, or multi-disciplinary Faculty or student support and make recommendations to the Dean and Directors.

7.7.4.3 With respect to student complaints or grievances appealed from any Program level review committee pursuant to a Program's Plan of Organization:

(a) Develop policies and procedures for the Committee to review such student complaints or grievances,

(b) Conduct a hearing with at least three (3) members of the committee present, including written or oral testimony and documents provided by the student and such other members of the School as may be useful to the Committee, and

(c) Recommend a proposed resolution to the Dean of the proposed resolution of the complaint.

ARTICLE VIII
FACULTY MERIT REVIEW COMMITTEE

8.1 Faculty Merit Pay Distribution

8.1.1 Faculty merit ratings and distributions of merit pay must be distributed in accordance with the provisions of this Article VIII of the Plan of Organization that meets the requirements of the University Policy on Faculty Merit Pay Distribution.

8.1.2 Merit Pool Distribution Generally

8.1.2.1 Fifty percent (50%) of the merit pool funds in any given year shall be distributed through the rating and distribution process conducted by the School-Wide Merit Pay Committee [SWMF]. Those monies will be distributed in fixed dollar awards, rather than percentages of salary, in accordance with the provisions herein.

8.1.2.2 The remaining fifty percent (50%) of the merit pool funds will be distributed by the Dean [The Dean's Merit Pool Funds DMPF], taking into account the recommendations of the Program Directors, in

(a) Solving special salary problems (salary equalization, gender balance, minority representation, etc.), or

(b) Rewarding activities that support the School's initiatives.

8.2 Membership

8.2.1 The members of the School-Wide Merit Pay Committee for the School:

8.2.1.1 Shall consist of four (4) representative of any rank, one (1) from each of the four Program faculties (ARCH, URSP, HISP, RDEV), which representatives:

(i) Need not be a member of any Program Merit Pay Subcommittee, and

(ii) May be, at the option of each Program's Faculty, either

(A) Appointed by the Director, or

(B) Elected by a majority of the tenure-track and tenured faculty of the Program in a secret ballot, after receipt of nomination(s).

8.2.1.2 Reflect the gender and racial diversity of the School as well as the breadth of scholarly interests within the School over a period of years.

8.2.2 The terms of the School-wide Merit Pay Committee will be for two (2) years, with Architecture ending in even years, Community Planning in odd years and other smaller programs changing as may be feasible given the size of the faculties of those programs.

8.3 Program Merit Pay Subcommittees. Programs with more than three (3) tenure or tenure-track Faculty may, but are not required to, establish a Merit Pay Sub-Committee which, if established, shall:

8.3.1 Be composed of at least three (3) faculty members of any rank and be appointed or elected by any method determined by the Program's faculty.

8.3.2 Meet at least once each year, with such additional meetings as may be necessary for making fair and informed merit recommendations, even in such years as there is no merit pool to distribute, in order to provide the School-Wide Merit Pay Committee with its ranking recommendations in accordance with the procedures set forth in Article 8.3.3.

8.3.3 Following the ratings of a program's faculty by a Program Merit Pay Subcommittee, the Subcommittee shall deliver the Subcommittee ratings to the Director and meet with the Program Director, at the Subcommittee's option, to discuss its ratings, rankings and recommendations.

8.4 Duties and responsibilities of the Directors.

8.4.1 Forward any Program Subcommittee ratings to the School-Wide Merit Pay Committee;

8.4.2 Conduct his/her own evaluation and ranking of each Program faculty member in accordance with the procedures set forth in Article 8.5 below with verification of the Performance Work Load Distribution Plan approved by the Director and Dean for the year being assessed;

8.4.3 Deliver the Director's rankings and Approved Work Load Distribution Plan for each Program Faculty, to the School-Wide Merit Pay Committee; and
8.4.4 Meet with the Dean and provide recommendations for any special allocation from the Dean's Merit Pay Funds (DMPF), for outstanding service to the Program's Initiatives or correcting other pay and fairness issues noted by the Director.

8.5 Merit Pay Evaluation Procedures

8.5.1 The Program Merit Pay Committee shall, on a timely basis, collect and evaluate:

8.5.1.1 Student evaluations,

8.5.1.2 Reports of classroom visitation and observation conducted, at the option of the Director, by

(a) The Director,

(b) Other designated Faculty, or

(c)) External Reviewers.

8.5.1.3 Faculty Activity Reports for those Faculty required to provide the same,

8.5.1.4 A Current Curriculum Vitae, and

8.5.1.5 The Director approved Faculty Work Load Distribution Plan allocated to one or more of the following categories (provided that Service may not be allocated less than 5% except in cases identified in 8.5.1.6 below):

(a) Research and Creative Activity (0 – 95%)

(b) Teaching and Advising. (0 – 95%), and

(c) Service (5% -100%).

8.5.1.6 An exception to the minimum 5% service requirement may be necessary, and distribution to increase one or both of the categories in (a) and (b) above, in the case of non-tenure track faculty who are funded 100% through external support.

8.5.2 The Committee, or Subcommittee as the case may be, shall evaluate and rate each faculty member on a scale of 0-5, with 5 being the highest rank and 0 being the lowest, with

8.5.2.1 A score for each faculty member in each of the categories identified in 8.3.1.5 above from 0 - 5 which reflects the quality of the effort in that area, whereafter

8.5.2.2 The score for each category shall be adjusted by the weight of the percentage of effort identified in the Faculty member's approved Work Distribution Plan, and thereafter

8.5.2.3 The score for each of the three areas are added to produce a single score (from 0 – 5) for each faculty member for that year.

8.5.3 In years when merit funds are not made available, the Program Sub Committees and School-Wide Merit Committee shall meet and conduct the merit review procedure as a matter of record to provide ratings that will be used in subsequent years when funding is made available, as the School-Wide Merit Pay Committee uses a score averaged over 3 years as required under 8.4 below.

8.6 Duties and Responsibilities of the School-wide Merit Pay Committee

8.6.1 The School-wide Merit Pay Committee shall meet at least once each year, whether or not there are funds to allocate through the Merit Pay process, and make ranking determinations and present a report to each Program Director and the Dean each year. These rankings shall be used in averaging merit rankings in those years when merit pay distributions are available.

8.6.2 The School-Wide Committee shall receive, review and consider:

8.6.2.1 The materials required by Article 8.3.1,

8.6.2.2 All timely received merit ranking recommendations and Approved Work Distribution Plans from the Program Directors, and

8.6.2.3 All timely received reports of annual faculty merit scores from any Program Merit Pay Sub-Committees as may have been established in accordance with Section 8.3 hereof and conducted in accordance with section 8.5 hereof.

8.6.3 The School-Wide Committee shall:8.6.3.1 For Faculty where no Subcommittee report is received, review the appropriate materials and assign a score for such Faculty in accordance with the procedures set forth in 8.5 above,

8.6.3.2 Modify some or all of the merit scores received from the Program Subcommittees and Directors after consideration of the appropriate materials

8.6.3.3 Assign a final annual score for each Faculty member for the year, and

8.6.3.4 Average the Faculty member's annual score with scores from the two preceding years, where applicable, to obtain a 3-year average score for each faculty member

8.6.4 Using the single score obtained in accordance with 8.4.3 above, for each Faculty member, the School-wide Merit Pay Committee shall:

8.6.4.1 Rank the Program Faculty from highest to lowest scores, and divide them into thirds with an upper third tier, middle third tier, and lower third tier;

8.6.4.2 Take the total sum of merit pay funds being allocated by the Committee [the SWMF] and divide that amount by six (6) and allocate:

(a) 3/6th to the upper third,

(b) 2/6th to the middle third, and

(c) 1/6th to the lower third.

8.6.4.3 Allocate proportionally and equally to every faculty with a 100% appointment in a tier, the funds allocated to that tier.

(a) For Faculty with less than a 100% appointment, apply the percentage of the appointment to the amount allocated for that tier, to determine the proportional amount, and

(b) For Faculty with appointments partially in the School and partially at the National Center for Smart Growth Research and Education or elsewhere on campus, the percentage applied is the percentage of their teaching appointment in the School.

8.6.5 The School-wide Merit Pay Committee shall prepare a report each year of:

8.6.5.1 The final rating and ranking of each faculty member for that year as described in Article 8.4, and

8.6.5.2 In years when merit pay is available,

(a) The average of the current year ranking and the two prior years ranking and rating of each faculty member, and

(b) An allocation determination of merit funding in dollar increments for each faculty member for the 50% of the merit pay to be distributed by the Merit Pay Committee [SWMP].

8.6.6 Upon completion of its written report and establishment of final rankings and funding distribution, the School Wide Merit Pay Committee shall

8.6.6.1 Deliver its report and distribution of the [SWMP] funds to the Dean,

8.6.6.2 Including an affirmation that the School-Wide Merit Pay Committee has followed the provisions herein, or indicating any areas

where they have deviated from the provisions and the rationale therefor, and

8.6.6.3 Any request for a meeting with the Dean to present their report to:

(a) Discuss the faculty rankings and increment allocation determinations,

(b) The process followed or deviations therefrom, and

(c) Any recommendations for improving the procedures implementing the merit provisions herein.

8.7 The Dean's Duties and Responsibilities

8.7.1 The Dean shall, allocate the Dean's special merit pay pool [DMPF] to address School wide initiatives as well as equity and fairness imbalances, and taking into account:

8.7.1.1 The School-Wide Merit Pay Committee rankings,

8.7.1.2 The Directors' rankings, as well as

8.7.1.3 Consultation with each Program Director as to Faculty and Program initiatives completed or proposed, as well as pay equity or fairness imbalances that the Director believes needs to be addressed.

8.7.2 The Dean shall send a letter to each Faculty member containing:

8.7.2.1 The Faculty member's new salary and showing the adjustments in salary due to:

(a) Across the board cost of living adjustments,

(b) Any merit based salary increase (or one-time payments) allocated by the School-wide Merit Pay Committee process (SWMP], and
(c) Any adjustment, either one time or salary adjustment, from the Dean's special fund as provided for in Article 8.1.2.1 [DMPF].

8.7.2.2 The School-Wide Merit Pay Committee's evaluation of the faculty member, including the faculty member's merit rating score and ranking.

8.7.2.3 Notification of the right to:

(a) Request a meeting with the Dean, and

(b) Appeal in accordance with the provisions of Article 8.6.

8.7.3 Annually, the Dean shall review the makeup of the School-Wide Merit Pay Committee over the previous five (5) years to assure that a reasonable representation of faculty diversity has been achieved and, if it has not, the Dean will take appropriate action to rectify the situation.

8.7.4 Annually, evaluate the salary structure of the School and consult with the appropriate administrators to address salary compression or salary inequities that have developed in the Units of the School.

8.7.5 Obtain certification from the School-Wide Merit Pay Committee that they have followed the provisions herein, or indicate areas where they have deviated from the provisions with a rationale.

8.8 Appeal Procedure

8.8.1 Within ten (10) days of receiving the notification of his or her pay allocation, any faculty member who has a question about his or her award or ranking in any year, may request an appeal of the merit allocation by submitting a letter to the Dean.

8.8.2 The letter must specify the faculty member's basis for appealing.

8.8.3 The appeal will be reviewed by the Dean, the Program Director, the School-Wide Merit Pay Committee, and one additional faculty member.

8.8.4 A decision will be rendered by a majority of the reviewers, which shall be delivered to the faculty member in writing.

ARTICLE IX
AMENDMENTS

9.1 Review and Replacement

9.1.1 The Plan of Organization shall be reviewed every fifth year (on years ending in 0 and 5) by a committee elected by the Faculty.

9.1.2 A new Plan of Organization may be drafted at any time upon the vote of 40% of the Assembly.

9.1.3 The Student, Staff and Faculty Advisory Committees shall discuss any replacement Plan of Organization and make recommendations prior to it's presentation for a vote of the Assembly.

9.2 Amendments

9.2.1 Amendments may be proposed by any member of the Assembly.

9.2.2 The Faculty, Staff and Student Advisory Committees shall discuss any proposed amendment and make recommendations back to the Assembly as to the amendment and a vote thereon.

9.3 Adoption of Plan and Amendments

9.3.1 A Plan of Organization may be amended or adopted if approved by the Faculty and forwarded to the Assembly for Discussion and Vote.

9.3.2 Amendments or a new Plan shall be adopted upon the vote of a majority of a quorum of the Assembly in attendance.

9.3.3 A new Plan or approved amendments are subject to the approval of the Dean, the Campus Senate and, depending on the nature of the amendments or replacement Plan, approved by the Provost, the President and the Board of Regents, as may be required by University and System policy.