University Senate
TRANSMITTAL FORM

Senate Document #:	14-15-38
Title:	Revisions to the School of Architecture, Planning, and Preservation (ARCH) Plan of Organization
Presenter:	Marc Pound, Chair, Senate Elections, Representation, & Governance (ERG) Committee
Date of SEC Review:	April 7, 2017
Date of Senate Review:	April 19, 2017
Voting (highlight one):	1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report 4. For information only
Statement of Issue:	The University Plan of Organization mandates that all Colleges and Schools be governed by a Plan of Organization. These Plans must conform to stipulations and principles set forth in the Plan, the Bylaws of the University Senate, the Policy on Shared Governance in the University System of Maryland, and best practices in shared governance. Revisions to the Plan of Organization of each College, School, and the Library must be reviewed and approved by the University Senate. The Senate Elections, Representation, & Governance (ERG) Committee is the standing committee responsible for conducting these reviews. ARCH submitted changes to its Plan of Organization to the University Senate for review in April 2015.
Relevant Policy # & URL:	University Senate Bylaws
Recommendation:	The ERG Committee recommends that the Senate approve the revised School of Architecture, Planning and Preservation Plan of Organization.
Committee Work:	The ERG Committee began its review of the Plan in May 2015. It identified and shared with ARCH concerns over the lack of staff participation in the Plan's governance structure and the composition of its Plan review committee. ARCH returned another draft with more extensive changes in June 2016. An ERG subcommittee reviewed the revisions, and reported its findings to the full committee in November 2016. It identified missing procedures for the election of University Senators and for the conduct of standing committees. It also expressed concern over the lack of representation for professional track faculty at <50% FTE, and identified numerous instances of ambiguous or confusing language. The ERG Committee shared this feedback with ARCH later that month.

	ARCH submitted a revised draft in February 2017 that fully addressed the committee's concerns. On March 7, 2017, the ERG Committee voted to approve the revised Plan contingent on its approval by the ARCH Assembly. The ARCH Assembly approved the Plan on April 6, 2017.
Alternatives:	The Senate could reject the revised Plan of Organization.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required:	Senate approval, Presidential approval

Senate Elections, Representation, & Governance Committee

Report on Senate Document #14-15-38

Revisions to the School of Architecture, Planning, and Preservation (ARCH) Plan of Organization

April 2017

2016-2017 ERG Committee Members

Marc Pound, Chair
Deidra Adams, Ex-Officio Director of UHR Rep
Kathleen Denz, Ex-Officio VP IRPA Rep
Sabrina Baron, Faculty
Qingbin Cui, Faculty
Toby Egan, Faculty
Andrew Horbal, Faculty
Anne Raugh, Faculty
Ellin Scholnick, Faculty
Holly Ostrout, Exempt Staff
Cliffornia Royals Pryor, Non-Exempt Staff
Navaneeth Bodla, Graduate Student
Christopher Martin, Graduate Student
Ruby Chervin, Undergraduate Student
Talatha Mah'Moud, Undergraduate Student

BACKGROUND

The University Plan of Organization mandates that all Colleges and Schools be governed by a Plan of Organization. These Plans must conform to stipulations and principles set forth in the Plan, the Bylaws of the University Senate, the Policy on Shared Governance in the University System of Maryland, and best practices in shared governance. Revisions to the Plan of Organization of each College, School, and the Library must be reviewed and approved by the University Senate. These reviews are principally conducted by the Senate Elections, Representation, & Governance (ERG) Committee.

The current Plan of Organization for the School of Architecture, Planning and Preservation (ARCH) was approved by the Senate and President in May 2014. On April 8, 2015, ARCH submitted revisions to the committee structure outlined in its Plan.

COMMITTEE WORK

In May 2015, the ERG Committee provided feedback on the proposed revisions to the ARCH Plan. The committee raised concerns about the lack of staff participation on the Committee on Administration (Technology, Communication, and Facilities), the definition of staff (what is meant by "other than Directors"), and the composition of the Plan review committee. In June 2016, the School submitted more extensive revisions to its Plan. An ERG subcommittee reviewed these revisions in September and October 2016, and presented its report to the full committee in October 2016. The ERG Committee reviewed the subcommittee's recommendations, and returned its feedback to ARCH in November 2016.

The committee noted missing procedures for electing University Senators, missing committee provisions (including quorum requirements, term lengths, and frequency of meetings), inconsistent election procedures, and missing provisions for the review of the Plans of Organization of ARCH's individual programs. Additionally, the committee expressed concerns about the lack of representation for faculty at <50% FTE, and the fact that the Staff Advisory Committee was appointed rather than elected. The committee also identified numerous instances of ambiguous or confusing language.

ARCH submitted a revised draft in February 2017 that addressed the committee's concerns. In its response, ARCH clarified that it had a relatively small number of staff who preferred the Staff Advisory Committee function as a committee of the whole, rather than an elected body. Additionally, it noted that at least one of its programs contains only professional track faculty, which addressed the ERG Committee's concern over potentially inadequate professional track faculty representation. ARCH further agreed to expand the definition of the "faculty" constituency to include faculty at <50% FTE. It also added missing committee specifications and clarified ambiguous language. The committee carefully reviewed the proposed revisions, and recommended additional, minor changes, which were accepted by ARCH.

At its meeting on March 7, 2017, the ERG Committee voted unanimously to approve the Plan, pending approval by the ARCH Assembly. The ARCH Assembly approved the revised Plan on April 6, 2017.

RECOMMENDATIONS

The Elections, Representation, & Governance Committee recommends that the Senate approve the revised Plan of Organization for the School of Architecture, Planning and Preservation.

APPENDICES

Appendix — 2014 ARCH Plan of Organization

Proposed ARCH Plan of Organization

The School of Architecture, Planning, and Preservation (ARCH) Plan of Organization

Approved by Vote of School Assembly, April 6, 2017

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 diversity and inclusion and 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 1
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 The following terms used in this Plan have the meanings set forth below when the terms are capitalized in the Plan:

1.2.1 The term "Professional Track Faculty (PTK)" shall include:

1.2.1.1 Professional Track Faculty as defined in the School's Professional Track Faculty (PTK) Policies and Procedures for Appointment, Evaluation, and Promotion.

1.2.1.2 PTK Faculty hold titles as provided for by University of Maryland policy

on Professional Track Faculty – II.1.00(G).

1.2.2 "Dean's Advisory Committees," or DACs, refers to the following: Faculty Advisory Committee [Article 4.4], Student Advisory Committee [Article 6.1], Staff Advisory Committee, [Article 3.5].

1.2.3 The "Dean's Merit Pool Fund" is the 50% of the merit funds distributed by the Dean in accordance with the provisions in Article 8.1.2.2.

1.2.4 The term "Faculty" when used in this Plan shall include: all tenured and tenure track faculty (T/TTK), all professional track faculty (PTK) and all Professors of the Practice.

1.2.5 "Programs" refers to one or more of the five degree granting programs in the School: Architecture Program (ARCH), Urban Studies and Planning Program (URSP), Historic Preservation Program (HISP), Real Estate Development Program (RDEV), and Urban and Regional Planning, and Design Program (URPD).

1.2.6 The term "School-Wide" refers to all Programs administered by the Dean in accordance with the terms herein as part of the School of Architecture, Planning, and Preservation.

1.2.7 The term "Faculty Merit Pay Fund" is the 50% portion of the merit pool distributed by the Faculty Merit Pay Committee in accordance with Article 8 hereof.

1.2.8 The term "Staff" includes all exempt and non-exempt administrative personnel, holding full time or part time appointments to professional and support positions, other than Program Directors, who do not otherwise hold teaching or research appointments and are not Students. Staff does not include hourly employees or graduate assistants.

1.2.9 The term "Students" shall include all graduate and undergraduate students who are enrolled in the School's Programs and are candidates for a degree or certificate.

ARTICLE 2
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 3
ADMINISTRATION

Programs. The School has a programmatic structure, rather than a departmental structure, and a Director heads each Program. See 1.2.5 for a list of the five degree granting programs.

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

3.1.1 The National Center for Smart Growth Research and Education which is also affiliated with 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.

3.1.2 The Environmental Finance Center which is administered and housed at the School.

3.1.3 The Colvin Institute of Real Estate Development which is administered and housed at the School.

3.1.4 The Economic Development Administration University Center which operates under a grant from the Economic Development Administration of the US Department of Commerce and is administered and housed at the School.

3.2 The Dean

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

3.2.2 Duties and Responsibilities. The Dean shall:

3.2.2.1 Exercise his or her authority consistent with the powers and responsibilities delegated by the Senior Vice President for Academic Affairs and Provost.

3.2.2.2 Exercise his or her duties and responsibilities as set forth herein

below in consultation with the Directors and the Dean's Advisory Committees.

3.2.2.3 Working with Faculty, Staff, and Students, formulate, modify, update and otherwise implement the Strategic Plan for the School in accordance with the governance procedures of this Plan. The Plan shall be updated as needed or at the request of the Provost.

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

3.2.2.5 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.

3.2.2.6 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.

3.2.2.7 Meet monthly, or more frequently as necessary, with the Directors and the Dean's Advisory Committees, in order to consult on all of the matters herein.

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

3.2.2.9 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.

3.2.2.10 In consultation with the Dean's Advisory Committees, the Directors and the Committee on Administration (Article 7.6), plan for and oversee, the maintenance and use of the buildings, equipment and spaces assigned to the School.

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

3.2.2.12 Annually conduct a Performance Evaluation for each faculty member in the categories specified in 1.2.4, which shall include a meeting with the faculty member, and consideration of:

(a) University student Course Evaluation Reports,

(b) Any available peer evaluation of teaching reports per the “Policy and Procedures for Peer Evaluation of Teaching,”

(c) Reports of the activity of the Faculty as specified by the Dean’s Office or as directed by the Provost’s Office, and Current Curriculum Vitae.

3.2.2.13 In the event a faculty member receives a negative performance evaluation,

(a) In any given year, the Dean, in consultation with the Director and faculty member, 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) Confidentially 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.

3.2.2.14 With respect to merit rankings and merit pool distribution

(a) Receive and implement the ranking and merit increment determinations of the Faculty Merit Pay Committee (Article 8) for the 50% portion of the merit pool distributed by the Committee,

(b) Allocate the Dean’s Merit Pool Fund as provided for in Article 8.1.2.2, 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.

(c) Report in writing to each faculty member the merit ranking and amount of the Faculty Merit Pay Fund as well as the Dean's Merit Pay Fund, if any, as provided for in Article 8.7.

3.2.2.15 After receiving recommendations from the Faculty and any search committees appoint any Associate Dean or Director.

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

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

3.2.2.18 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.

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

3.2.2.20 Provide information to, and otherwise support the work of, the APT Committee as provided in the School's APT Policies and Procedures in Article 5.

3.2.2.21 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.

3.2.2.22 With respect to promotions to Adjunct II,

(a) Review any recommendations from a Program Director in accordance with 3.4.3.8 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.

3.3 Associate Deans

3.3.1 Appointment and Terms. Associate Deans shall be appointed and reviewed in accordance with applicable University and System Policy after the Dean requests and receives recommendations from the Faculty. Associate Deans serve at the pleasure of the Dean.

3.3.2 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.

3.4 Program Directors

3.4.1 Appointment. Each Program shall be administered by a Program Director appointed by the Dean. Program Directors shall be appointed and reviewed in accordance with the applicable University and System Policy after the Dean requests and receives recommendations from the Faculty. Program Directors serve at the pleasure of the Dean.

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

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

3.4.2.2 The administration of their Program, including: recruitment; admissions, graduate assistantships, accreditation, scheduling of courses, administering the annual Program budget and expenditures, and such other matters as necessary for the Program to operate efficiently and effectively.

3.4.2.3 Calling meetings of the Program faculty in accordance with this Plan.

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

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

3.4.2.6 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: Research and Creative Activity (35 - 45%), Teaching and Advising (45 - 55%), and Service (5 – 15%), with

(ii) Area distributions that may vary 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 Professional Track faculty members 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,

(c) Approving for each Program faculty member an individual Work Load Distribution Plan, and forwarding the approved Work Plan to the Dean prior to the Dean's Annual Performance Review.

(d) 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.

3.4.2.7 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 8 of this Plan of Organization.

3.4.2.8 In consultation with the Program's faculty, formulating and implementing a Plan of Organization for the Program and reviewing for revision at least every five (5) years.

3.4.2.9 In consultation with Program's faculty, preparing for Program accreditation, if applicable to the Program, and Program compliance with University accreditation procedures.

3.4.2.10 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.

3.4.2.11 Representing the Program to the University, as well as to

professional and scholarly organizations and the public at large.

3.4.2.12 Identifying sources of third-party funds for the Program in support of students and faculty.

3.4.3 Duties and Responsibilities with Respect to PTK Faculty. The duties and responsibilities for the Program Director with regard to PTK faculty members, are:

3.4.3.1 Selection and Verification. Provide to the Dean credentials for appointments and verification of meeting the requisite process for selection as described in the School's Professional Track Faculty (PTK) Policies and Procedures for Appointment, Evaluation, and Promotion.

3.4.3.2 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 PTK 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.

3.4.3.3 Provide directly, or through School staff, Program Directors and faculty members, support for PTK 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 PTK faculty members on the same basis as faculty generally;

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

3.4.3.4 Information and Training. For new PTK faculty members, provide 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 ARES, TESTUDO, ELMS and other course administration and learning instruction information technology.

3.4.3.5 Professional Development. Provide, to the extent feasible, professional opportunities for PTK faculty members on campus and when feasible off campus, among them:

(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; and

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

3.4.3.6 PTK Faculty (<50% FTE) Performance Evaluations. Undertake PTK 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 was less than the average for the School, or

(C) If the instructor requests an evaluation based on a peer teaching 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.

3.4.3.7 Appointment, Evaluation, and Promotion of PTK faculty with appointments 50% or greater. This procedure is described in the School's "Professional Track Faculty (PTK) Policies and Procedures

for Appointment, Evaluation, and Promotion."

3.4.3.8 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 for those PTK faculty engaged in teaching with a less than 50% appointment.

(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 the necessary number of course credits within the last 5 academic years (as established in the University of Maryland Policy on the Employment of Adjunct Faculty);

(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. The lack of or incompleteness of course evaluations for courses taught by an Adjunct Faculty I may not be used as the basis for a recommendation against a designation to Adjunct Faculty II status.

3.5 School Staff

3.5.1 The Dean shall hire administrative staff, in accordance with University of Maryland Human Resources Policies.

3.5.2 The Staff Advisory Committee convenes as a committee of the whole.

3.5.3 Meetings. The Staff Advisory Committee shall meet to advise the Dean monthly on matters of interest and concern to the School's staff. A quorum

consists of at least two-thirds of the members; a positive vote will be based on a simple majority of those present.

ARTICLE 4
FACULTY

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

4.1.1 Formulate curricula and educational policy.

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

4.1.3 Recommend to the Dean students for the award of degrees.

4.1.4 Consider and deliberate questions of School governance.

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

4.1.6 Advise Students on their courses and curriculum path.

4.1.7 Advise Students on theses, final projects, capstones and dissertations.

4.1.8 Carry out the provisions of the School's Merit Pay Distribution Plan in accordance with Article 8.

4.1.9 Serve as a faculty mentor when appointed by the Dean in accordance with Section 3.2.2.21, including:

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

4.1.9.2 Submission to the candidate of a written summary of the annual review,

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

4.1.9.4 Notification to the candidate that the mentor 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.

4.1.10 Submit a proposed Work Load Distribution Plan to the Program Director on an annual basis.

4.1.11 Participate from time to time in conducting Peer Evaluation of Teaching

Reports for other Program faculty members.

4.2 Meetings of the Faculty

4.2.1 Meetings of the Faculty will be held monthly during the fall and spring semesters or may be called by the Dean, two or more Program Directors or two or more faculty members.

4.2.2 A quorum is a simple majority of the members.

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

4.2.4 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 PTK Faculty such PTK Faculty shall receive notice and the agenda.

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

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

4.3 University Senate Representation

4.3.1 Upon being notified of a vacancy in University Senate representation of the School (ARCH is allocated one T/TTK and one PTK Senator), the Faculty Advisory Committee shall solicit nominations from the Faculty by means of a written memorandum which may be delivered electronically. The Faculty Advisory Committee will act as the elections committee in accordance with Article 4.4a of the University Plan. Tenure Track faculty shall nominate candidates for the T/TTK representative and Professional Track faculty shall nominate candidates for the PTK representative.

4.3.2 Faculty must submit nominations in writing, and may use electronic means to deliver the same, to the Faculty Advisory Committee no later than fifteen (15) days from the date of the Faculty Advisory Committee's memorandum. The Faculty Advisory Committee will serve as the School's elections committee in accordance with Article 4.4a of the University Plan.

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

4.3.4 Elections shall take place during the next regularly scheduled Faculty meeting (see Article 4.2), or if none is scheduled within thirty (30) days of the Faculty Advisory Committee's memorandum, then the Dean shall call a meeting of the Faculty. Tenure Track faculty shall vote for the T/TTK

representative and Professional Track faculty shall vote for the PTK representative.

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

4.4 Faculty Advisory Committee

4.4.1 Membership

4.4.1.1 The five (5) member Faculty Advisory Committee shall be elected by the Faculty. Each program may nominate candidates to the committee by April 1st of each year. An election will be held 30 (thirty) days after the nomination process. One member must be a PTK faculty member. Nominations to the committee shall not include Program Directors.

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

4.4.2 Chair. The Chair of the Committee shall be elected by and from the members of the Committee.

4.4.3 Members shall be elected for one (1) year terms, which may be renewed up to three (3) times.

4.4.4 Duties and Responsibilities

4.4.4.1 Meet monthly or more frequently as may be necessary and as required by Article 3.2.2.7.

4.4.4.2 Receive and review reports from the Dean on any actions taken on the Committee's recommendations or recommendations from other committees relevant to the Faculty Advisory Committee's duties and responsibilities as required by Article 3.2.2.6

4.4.4.3 Provide consultation to the Dean in the preparation of the School's budget, in accordance with Article 3.2.2.8

4.4.4.4 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 3.2.2.10

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

4.4.4.6 Review the Plan of Organization of each program in the School as

required.

4.4.4.7 Assist the Dean in the preparation and implementation of the School's Strategic Plan, and review at least every 10 years.

4.4.4.8 With respect to research and service proposals

(a) Consider, review and recommend to the Dean and Directors any research or service proposals which would require School-wide funding support or resources or faculty serving more than one Program and

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

4.4.4.9 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.

4.4.4.10 Respond to and prepare recommendations for awards for Faculty, both internal and external to campus. Recommendation packages may be 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.

ARTICLE 5
THE ASSEMBLY

5.1 Membership

5.1.1 Faculty and Staff of the School are members of the Assembly.

5.1.2 Students serving on the Student Advisory Committee (Article 6.1) 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, with 50% FTE or greater;

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.

5.5 Duties and Responsibilities

5.5.1 The Assembly is the primary forum 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 3.2.2.3)

5.5.3.2 The adoption or amendment of the Plan of Organization for the School (Article 9).

ARTICLE 6
STUDENT BODY

6.1 Dean's Student Advisory Committee

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

6.1.2 The Student Advisory Committee shall be composed of 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, and

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

6.1.2.7 Leaders of various student organizations will serve as ex-officio members.

6.1.3 Members of the Committee shall serve 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.

6.1.5 The duties of the Student Advisory Committee are to advise the Dean as to

issues of interest and import to the School's Students.

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 6.1.2 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.

ARTICLE 7
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 PTK faculty.

7.1.2 Standing Committees of the School are the Dean's Advisory Committee as identified in 7.2 below, hereinabove, and the other committees specified in this Article 7 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 Dean's Advisory Committees 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 4.4 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 3.5.

7.3 Committee on Programs, Courses and Curriculum (PCC)

7.3.1 Membership

7.3.1.1 The Committee shall be composed of six (6) members.

7.3.1.2 Four (4) 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 Architecture Program,

(b) One from the Historic Preservation Program,

(c) One from the Urban Studies and Planning Program,

(d) One from the Real Estate Development Program, and

7.3.1.3 Two student representatives shall be appointed by the Dean, one undergraduate and one graduate student, who are in good and regular academic standing and proposed by the Student Advisory Committee.

7.3.1.4 The Chair of the Committee shall be annually elected by the members from among the members of the Committee.

7.3.1.5 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 Faculty and Directors.

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 7.3.3.4 and 7.3.4.2 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 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 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 Professional Track Appointment, Evaluation and Promotion Committee (AEP)

7.5.1 Membership, Policies and Procedures. The membership of the AEP Committee and its policies and procedures are established in the School's "Professional Track Faculty Policies and Procedures for Appointment, Evaluation, and Promotion" document (approved 4/27/16).

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

7.6.1 Membership

7.6.1.1 After recommendations from the Dean's Advisory Committees, the Dean shall appoint six (6) members as follows:

(a) Three members of the Faculty selected from the program units (Architecture, Historic Preservation, Urban and Regional Planning, and Real Estate) on a rotating basis and in alphabetical order.

(b) One member from the School's Staff,

(c) One PTK Faculty member, and

(d) One student member of the Student Advisory Committee.

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

(a) The Dean,

(b) The Associate Dean for Academic Affairs,

(c) The Director of IT Services,

(d) The Architecture Branch Library librarian, and

(e) The Assistant Dean for Internal Affairs and Budget.

7.6.1.3 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.

7.6.1.4 The Chair of the Committee shall be annually elected by and from the members of the Committee.

7.6.2 Meetings

7.6.2.1 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.

7.6.2.2 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.

7.6.3 Duties and Responsibilities

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

7.6.3.2 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, additions and deployment of technology in support of the vision, mission and goals of the School as expressed herein.

7.6.3.3 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.

7.6.3.4 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.

7.6.3.5 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 the Faculty, current and prospective students, alumni, and friends of the school.

7.6.3.6 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 Great Space and all common areas currently or in the future primarily assigned by the University for the School's use.

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 six (6) members as follows:

(a) Three (3) members of the Faculty selected from the program units (Architecture, Historic Preservation, Urban and Regional Planning, and Real Estate) on a rotating basis and in alphabetical order,

(b) One member from the Staff Advisory Committee,

(c) Two members from the Student Advisory Committee.

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

(a) The Dean,

(b) The Student Affairs Assistant Director,

(c) The Associate Dean for Academic Affairs, and

(d) The Development Officer.

7.7.1.3 The Chair may invite as non-voting members:

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

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

7.7.1.4 The Chair of the Committee shall be annually elected by and from the members 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, of which one will be a student. This hearing will include 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 of the complaint to the Dean.

7.8 Committee on Diversity and Inclusion

7.8.1 Membership

7.8.1.1 After having received recommendations from the Faculty, Student, and Staff Advisory Committees, the Dean shall appoint:

(a) Two students, one to be a graduate student and one to be an undergraduate student, as nominated by the Student Advisory Committee,

(b) Two faculty members, as nominated by the Faculty Advisory Committee. Nominations to the committee shall not include Program Directors, and

(c) Two staff members, nominated by the Staff Advisory Committee.

7.8.2 Term. Members shall be appointed for a three (3) year term, which may be renewed once, with the first members appointed as follows, so that membership will have continuity from year to year: 2 to a 1-year term, 2 to a 2-year term, and 2 to a 3-year term. The Dean will follow the procedures in 7.8.1.1 when filling vacancies.

7.8.3 Chair

7.8.3.1 The Chair shall be a faculty member elected by and from the members of the Committee.

7.8.3.2 The Chair will also serve as the School's Diversity Officer.

7.8.4 Meetings

7.8.4.1 The Chair shall call at least one (1) meeting each term and such additional meetings may be requested by any two members or the Dean.

7.8.4.2 The Chair shall provide written or electronic notice of the meeting at least seven (7) days in advance, along with an agenda, and a revised agenda at least three (3) days in advance, if additional items are added, pursuant to 7.8.4.3 below.

7.8.4.3 Any member may add items to the agenda up to five (5) days prior to the meeting.

7.8.5 Duties and Responsibilities. The Committee shall:

7.8.5.1 Summarize and celebrate diversity and inclusion activities at the annual School Assembly.

7.8.5.2 At the first meeting of the academic year, identify and plan for a shared activity or focused effort the Committee will undertake in that academic year.

7.8.5.3 On or before the last meeting of the academic year, identify a speaker, topic and date for the annual D&I Lecture for the upcoming academic year.

7.8.5.4 Create an assessment tool and implement on a periodic basis.

7.8.5.5 Develop action items to enhance and support diversity and inclusion in the school, for consideration by the Dean and the Faculty Advisory Committee for implementation.

7.8.5.6 Assess the Diversity and Inclusion Plan every third year beginning in 2018.

7.8.5.7 Monitor the actions and activities of Diversity and Inclusion as implemented in the School.

7.8.5.8 Promote the Diversity and Inclusion agenda for the School.

ARTICLE 8
FACULTY MERIT PAY 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 and the requirements of the University Policy on Faculty Merit Pay Distribution.

8.1.2 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 Faculty Merit Pay Committee. 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], 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 Faculty Merit Pay Committee for the School:

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

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

(b) Are elected by a majority of the T/TTK and PTK (with >50% FTE) faculty of the Program in a secret ballot, after receipt of nomination(s), and

(c) 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 Faculty Merit Pay Committee will be for two (2) years, with Architecture ending in even years, 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) T/TTK or PTK (with >50% FTE) faculty may, but are not required to, establish a Merit Pay Subcommittee 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 Faculty Merit Pay Committee with its ranking recommendations in accordance with the procedures set forth in Article 8.5.

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 each Director.

8.4.1 Forward any Program Subcommittee ratings to the Faculty 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 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 member to the Faculty 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 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 Subcommittee shall, on a timely basis, collect and evaluate:

8.5.1.1 Student evaluations,

8.5.1.2 Reports of peer teaching evaluation (per School policy),

8.5.1.3 Reports of the activities of the Faculty as specified by the Dean's Office or as directed by the Provost's Office.

8.5.1.4 A current Curriculum Vitae, and

8.5.1.5 The Director approved 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 PTK faculty who are funded 100% through external support.

8.5.2 The Faculty Merit Pay Committee, or Program Merit Pay 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 8.5.1.5 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 Load 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 Merit Pay Subcommittees and Faculty Merit Pay 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 Faculty Merit Pay Committee uses a score averaged over three (3) years as required under 8.6.3. below.

8.6 Duties and Responsibilities of the Faculty Merit Pay Committee

8.6.1 The Faculty 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 Faculty Merit Pay Committee shall receive, review and consider:

8.6.2.1 The materials required by Article 8.5.1,

8.6.2.2 All timely received merit ranking recommendations and approved Work Load 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 Article 8.3 hereof and conducted in accordance with Article 8.5 hereof.

8.6.3 The Faculty Merit Pay Committee shall:

8.6.3.1 For faculty members 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 Review and adjust the merit scores received from the Program Merit Pay 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 8.5.2 above, for each faculty member, the Faculty 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 tier, middle tier, and lower tier;

8.6.4.2 Take the total sum of merit pay funds being allocated by the Committee 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 Faculty 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 8.6.3 and 8.6.4, 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 Faculty Merit Pay Committee.

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

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

8.6.6.2 Include an affirmation that the Faculty Merit Pay Committee has followed the provisions herein, or indicate any areas where it has deviated from the provisions and the rationale therefor, and

8.6.6.3 If necessary, a request for a meeting with the Dean to present its 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 Merit Pay Fund to address School-wide initiatives as well as equity and fairness imbalances, taking into account:

8.7.1.1 The Faculty 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 Faculty Merit Pay Committee process, and

(c) Any adjustment, either one time or salary adjustment, from the Dean's Merit Pay Fund as provided for in Article 8.1.2.2.

8.7.2.2 The Faculty 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 8.8.

8.7.3 Annually, the Dean shall review the makeup of the Faculty 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 Faculty Merit Pay Committee that it has followed the provisions herein, or indicate areas where it has 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 Faculty 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. The Plan of Organization shall be reviewed a minimum of every ten years by a committee of three (3) members elected by and from the Faculty, one PTK faculty member elected by and from the PTK Faculty, one staff member elected by and from the Staff, an undergraduate student member elected by and from the undergraduate students, and a graduate student member elected by and from the graduate students.

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

9.1.2 The Student, Staff and Faculty Advisory Committees shall discuss any replacement Plan of Organization and make recommendations prior to its 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 The Plan of Organization may be amended or adopted by the Assembly.

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 University Senate and, depending on the nature of the amendments or replacement Plan, approval of the Provost, the President and the Board of Regents, as may be required by University and System policy.