

BYLAWS OF THE SCHOOL OF LANDSCAPE ARCHITECTURE
THE UNIVERSITY OF TENNESSEE
COLLEGE OF ARCHITECTURE + DESIGN (CoAD)
COLLEGE OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES (CASNR)

PREAMBLE

According to the provisions of the *University of Tennessee Faculty Handbook*, each school or separate unit shall adopt Bylaws describing the organization and governance of the group. These Bylaws will cover faculty governance in which the opinions, advice, or consent of the faculty members are required or essential. These bylaws shall conform with the policies and procedures of the *University of Tennessee Faculty Handbook* and *Manual for Faculty Evaluation* and are in accordance with the College and University policies and procedures. These bylaws must also be kept in alignment with the spirit and specifics of the *Memorandum of Understanding* established between CoAD and CASNR regarding the administration of the School of Landscape Architecture.

ARTICLE I. NAME: SCHOOL OF LANDSCAPE ARCHITECTURE

ARTICLE II. MEMBERSHIP

1. Faculty classifications follow the University guidelines as outlined in the *University Faculty Handbook* and *Manual for Faculty Evaluation*.
 2. Tenure and tenure-track faculty appointments are made at three ranks in the School: Professor, Associate Professor, or Assistant Professor.
 3. The ranks of the non-tenure track faculty include: Instructor, Lecturer, Senior Lecturer, Distinguished Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor, and Professor of Practice.
 4. Definition of the School of Landscape Architecture Faculty.
 - 1) *LA Core Faculty* – full-time faculty (tenured, tenure-track, and non-tenure track) assigned to the School of Landscape Architecture.
 - 2) *LA Affiliate Faculty* – faculty which have full-time or part-time (adjunct) status at the University who are responsible for teaching courses required in the School of Landscape Architecture curriculum that meet its pedagogical goals and accreditation requirements.
- 1) Voting membership in the School shall consist of:
 - a) LA Core Faculty who are tenured or in tenure-track appointments.
 - i) Full-time adjunct faculty shall be eligible to receive voting privileges in the second semester of appointment. These privileges will be decided upon by a vote of School faculty who currently have voting privileges.
 - b) LA Affiliate Faculty with a minimum School of Landscape Architecture teaching load of one, three-credit course in any semester of the current academic year.
 - 2) LA Affiliate Faculty that are not teaching in the school are invited to participate in meetings on a nonvoting basis.

ARTICLE III. ORGANIZATION

Administration

1. The School of Landscape Architecture shall have a Director who is a member of the faculty and is responsible to the Deans of CoAD & CASNR for the wellbeing of the School. The Director shall administer the program with guidance from a variety of official documents such as the *University Faculty Handbook*, *Undergraduate/Graduate Catalogs*, and *Hilltopics*.
2. The Director is responsible for providing strategic leadership and management of budget allocations, physical facilities, and personnel within the School. The Director provides reports and other communications to the Deans and Faculty about priorities and resource allocations, including personnel, physical facilities, and monies, that enhance and maintain the academic programs and the infrastructure needed by the School.
3. The Director shall seek recommendations from the faculty or staff on matters involving major decisions of budgetary, personnel or physical facility allocations with the understanding that the Dean is authorized to make the final decisions.
4. The Director, in consultation with faculty, and as needed due to student numbers or faculty/director teaching loads, may appoint an Assistant Director to assist in the administration of the School. The function of the Assistant Director is to aid the Director in the provision of services that promote the wellbeing of the School.
5. The Director shall seek recommendations from faculty in setting priorities for budgetary, personnel, and physical facility allocations that enhance and support the mission of the School of Landscape Architecture. The advisory groups have no administrative or management functions, and the Director retains the final decision-making power in such instances.

Faculty of the School of Landscape Architecture

1. Faculty responsibilities and workloads are outlined in the *UT Faculty Handbook* and *Manual for Faculty Evaluation*.
2. Tenured, tenure-track, and non-tenure track faculty follow the guidelines contained in the *UT Faculty Handbook* for faculty development, review, and evaluation.
3. Curriculum matters and development of academic programs are a shared responsibility of the Faculty and the Director.
4. Faculty have the responsibility for making recommendations to the Director about priorities for budgetary, personnel, and physical facility allocations that enhance and support academic programs offered by the School.
5. Faculty serve on standing and ad hoc School committees that draw upon their disciplinary expertise and/or experience needed to achieve School goals.

ARTICLE IV – Recommendations for New Appointments

1. Recommendations for new appointments to the Faculty shall be prepared and forwarded by the Director of the School to the Deans of the College of Architecture and Design (CoAD) and the College of Agricultural Sciences and Natural Resources (CASNR). That recommendation shall include the results of a vote taken by the faculty of the School of Landscape Architecture.

ARTICLE V: FACULTY EVALUATION

1. The Director shall review the teaching, research/scholarship/creative activity, and service of each faculty member of the School on an annual basis.
 - 1) In the case of faculty members whose tenure home is in a school or department other than the School of Landscape Architecture, the Director will coordinate with that school or department's leadership to arrange a joint review of that faculty member.
 - 2) Formal recommendations in matters concerning reappointment, promotion, and tenure shall originate with the Director and shall follow the guidelines of *The University of Tennessee Faculty Handbook*. The Director shall make such recommendations after consultation with members of the Faculty.
2. The School of Landscape Architecture maintains a Promotion & Tenure Evaluation Rubric in a separate document from the School Bylaws. In coordination with the *University of Tennessee Faculty Handbook* and *Manual for Faculty Evaluation*, this document serves as a guide to faculty, administrators, and external evaluators as to the expectations of the School with regard to promotion and tenure.
3. Each faculty member is evaluated annually on his or her performance during the previous three academic years (the Evaluation Period). Tenure-track faculty members undergo the annual retention review process as well as an annual review. Performance expectations are based on rank as delineated in the Promotion & Tenure Evaluation Rubric. This rubric is presented to the faculty member each year and the faculty member fills out the rubric and provides supporting evidence to the Director in preparation for the annual review. Faculty members are required to upload the following documents into the On-Line Faculty Review System:
 - 1) summary of the past year's plans and goals developed at the previous year's annual review and a list of specific plans and goals for the upcoming year
 - 2) a summary of the faculty member's activities and accomplishments during the Evaluation Period in teaching, research/scholarship/creative activity, and service
 - 3) a completed School Evaluation Rubric

ARTICLE VI: MEETINGS

1. A faculty meeting shall be held at least once per semester. Additional meetings may be called as needed by the Director or by signed petition to the Director. A quorum for meetings is defined as over 50 percent of the voting members in residence in a given semester. Members of the quorum are present in person, by conference call, or by other forms of telecommunication that allow real-time participation for listening and discussion.

2. Agenda
 - 4) A written agenda shall be provided at least three days prior to a faculty meeting - actual meeting times must be announced at least seven days prior. All faculty are invited to place items on the agenda.
3. A Secretary of the Faculty shall be appointed by the Director. Duties will include recording the minutes, distributing copies to the faculty, and maintaining a permanent file of minutes in coordination with the Director's administrative assistant.

ARTICLE VII – SCHOOL COMMITTEES

1. The School of Landscape Architecture shall utilize a series of committees to aid the faculty in the execution of its academic and related responsibilities. Except where noted otherwise, the following rules shall hold:
 - 1) The Director shall appoint members of each committee and its chairperson and shall be a member ex-officio of all standing committees.
 - 2) Due to the small size of the School's faculty, the Director may also serve as voting member in any committee as necessary.
 - 3) Each committee shall have a minimum of three faculty members, and the typical appointment of all but ex-officio members shall be two years. Exceptions to the two-year tenure rule will be made in cases where special expertise or interest suggests that longer tenures either as committee member or chair are in the best interests of the School.
 - 4) Regular appointment shall take place by the beginning of the Fall Semester, and terms shall begin at the start of the academic year.
 - 5) Each standing committee shall inform the School of its substantive decisions and recommendations at the end of each academic year.
 - 6) The standing committee chairperson shall be responsible for maintaining a file of minutes of committee meetings.
2. The standing committees of the School shall be:
 - 1) Admissions Committee
 - a) This committee is responsible for the evaluation of all applications of prospective students and advise the Director on the suitability of candidates for admission to the School. The committee will also periodically review the School's admissions procedures and requirements and make recommendations to the Director and faculty about potential changes. The committee shall be composed of three faculty appointed by the Director with staggered two-year terms. A committee Chair shall be elected by the committee members. Meetings will be held as deemed necessary by the committee.
 - 2) Curriculum Committee
 - a) This committee shall propose and/or review curriculum recommendations, including new course proposals developed by individual faculty members. The committee shall also prepare proposed changes for the graduate catalog. The committee may also be charged by the Director to review aspects of the curriculum and provide reports to the faculty as necessary. The committee shall be composed of three members including a Chair. All members will be appointed by the Director.

- 3) Program Committee
 - a) This committee shall be responsible for aiding the Director in the development and administration of the School's degree programs. The Committee shall be composed of a Chair and at least two other members appointed by the Director. Committee tasks and considerations will vary but may include:
 - (1) Degree requirements
 - (2) Graduate student recruiting
 - (3) Comprehensive Exams/Final Reviews
 - (4) Graduate Handbook updates
 - (5) Review of policies for admission of graduate students
 - (6) Recommendations for graduate student support such as Graduate Research Assistantships, Scholarships, etc.

3. Faculty shall be eligible for membership on all committees. Students shall be eligible to serve on those committees the faculty believe would benefit from their input.

4. The establishment of Search Committees shall follow the guidelines set forth by the Faculty Handbook whenever a tenure/tenure-track vacancy exists and approval for a search has been authorized by the Deans of CoAD and CASNR.

5. With the exception of committees that have University designated or appointed membership, such as Promotion and Tenure, and committees that specifically call for elected positions, members shall be appointed by the Director of the School of Landscape Architecture.

6. Committees shall perform designated tasks and serve as data gathering and processing groups that make reports to the Director and faculty. All meeting minutes shall be made accessible to the faculty. Students may present specific concerns to the appropriate committee chair and may be invited to present these concerns at a meeting of the committee.

7. Only full-time faculty members shall chair standing committees. With the exception of committees that have chairs who are designated or appointed, all chairs shall be elected by the committee members via a ballot prior to September 1. The role of the committee chairpersons includes:
 - 1) Schedule meetings necessary to complete the charge of the committee
 - 2) Set agendas in collaboration with the Director of the School
 - 3) Review minutes prior to distribution to the committee
 - 4) Distribute committee materials required for the meeting (minutes, documentation, etc.) at least one day prior to the meeting
 - 5) Monitor progress of sub-committees when appropriate
 - 6) Report annually to the School at a designated faculty meeting.

8. Ad Hoc Committees
 - 1) The Director may appoint ad hoc committees as the need arises. The responsibilities and membership of these committees shall be established at the time of their creation.

ARTICLE VIII – Advocacy Board

1. The mission of the School of Landscape Architecture Advocacy Board (SLAAB) is to provide counsel to the Director, support for the School, and represent the School at the request of the Director.
2. The SLAAB, consisting primarily of representative alumni, outstanding practitioners and representatives from related industries, has the general task of providing guidance and advocacy for the advancement the School.
3. Diversity in its membership is a priority. The SLAAB will strive to be multidisciplinary and inclusive in nature. LAAB members will annually provide recommendations to the Director for new members with new members being selected by and serving at the pleasure of the Director.
4. SLAAB members may serve up to 2 consecutive 3-year terms.
5. The SLAAB can appoint a chair and co-chair to help lead its activities and initiatives.
6. Committees will be established as needed to develop executable ideas to advance the School based on advocacy meeting discussions.

ARTICLE IX – Amendments

1. No more than three years after adoption of these bylaws, the Director shall appoint a committee to review them and submit to the Faculty for its approval any amendments it deems advisable. A vote of two-thirds of the voting members of the School shall be required to amend these Bylaws. Any proposed amendments to the Bylaws shall be circulated to the Faculty no less than ten days before the meeting at which it is to be introduced. No amendments shall be voted on at the meeting at which they are introduced.

ARTICLE X - ADOPTION AND EFFECTIVE DATE

1. The School Bylaws must be approved by a two-thirds (2/3) vote of all School tenured and tenure-track faculty members prior to their effective date.
2. These Bylaws shall become effective when approved by the faculty.