

BYLAWS OF THE SCHOOL OF INTERIOR ARCHITECTURE

UNIVERSITY OF TENNESSEE, KNOXVILLE

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.

ARTICLE I. MAKEUP OF THE SCHOOL

SECTION 1. THE FACULTY

- a) Definition of the Interior Architecture Faculty.
Interior Architecture Faculty – full-time faculty as defined by contract assigned to the School of Interior Design.

Interior Architecture Support Faculty – faculty which have part-time status at the University who are responsible for teaching courses required in the curricula that meet the School’s pedagogical goals and accreditation requirements.
- b) Voting Members
Voting members of the School are full time faculty as defined by contract. This includes as tenured, tenure track, professorships of practice, and all full time non-tenure positions.
- c) Director
The Director will serve at the pleasure of the Dean.
- d) Regular Meetings
All meetings of the faculty shall be called by the Director, by his appointee, or on the request of 20 percent of the voting members of the School. A quorum for meetings is defined as one-half of the voting members in residence.
- e) Bi-Annual Planning Meetings
The School of Interior Architecture will have two academic planning meetings each year. Academic Planning meetings will be facilitated by the School Director with input by the faculty.

Reoccurring Agenda Items:

Faculty recommendations to the Director on Student Cohorts for next academic year.

Projected Course Assignments for the following three consecutive semesters,

- f) Agenda
A written agenda will be provided 24 hours in advance of school faculty meetings. All faculty are invited to place items on the agenda.

ARTICLE II. COMMITTEES

Committee work is expected as part of the regular workload of faculty and administrators. Overall number of committee assignments (School, College, and University) and type and amount of committee work associated with assigned committees may be taken into account with committee appointments to balance the overall effort by the faculty member and to meet the operational needs of the school.

- a) Standing Committees
A faculty member will be appointed to chair to the following committees by the School Director. Appointments are annual and may be renewed.

1. *Curriculum Committee* – facilitates curriculum changes submitted by the faculty. Committee membership is faculty of the whole.
2. *Promotion and Tenure* – facilitates the School promotion and tenure process as outlined in the school, college bylaws and university procedures.
3. *Student Enrichment and Off Campus Study Committee* – Reviews and approves non-college and non-school sponsored off campus study programs, course substitutions and exceptions, and transfer student applications for course substitutions. (Two faculty minimum membership.) Outside of fall and spring terms items must be resolved in two weeks. If the two-week time period is exceeded by the committee the School Director may resolve issues independent of the committee.
4. *Scholarship Committee* – facilitates the awarding of scholarships from the School of Interior Architecture based on the scholarship requirements. (Two faculty minimum membership.)

b) Ad Hoc Committees

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 III - RECOMMENDATIONS FOR NEW APPOINTMENTS

Recommendations for new full-time appointments exceeding one year to the Faculty shall be prepared and forwarded by the Director to the Dean of the College of Architecture and Design when a majority of the voting members of the School concur. No vote on an appointment shall be taken until all voting members of the School have been notified of the candidacy.

ARTICLE IV - FACULTY EVALUATION & REVIEW

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 and Manual for Faculty Evaluation. The director of the school will seek input from the faculty on retaining and advancing full and part time contract faculty.

The Director shall review each faculty member as per their contract responsibilities. 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 *Manual of Faculty Evaluation*, and *system-level policies and procedures*. The Department Head shall make such recommendations after consultation with members of the Faculty. Procedures for cumulative reviews are provided in the Manual for Faculty Evaluation.

RESEARCH AND DISCOVERY

The School of Interior Architecture equally values faculty engagement in a diverse array of research and discovery activities including, creative activity (professional design practice, exhibitions, and competitions), traditional research (journal articles, books, and conference presentations and papers) and engaged scholarship. Outcomes of scholarship used for evaluation, promotion, and tenure are to be based in independently evaluated peer review, professionally curated, scholarly and professional design awards, competitive market selection or curated adoption of a product or product line, or invited venues of scholarly dissemination.

Engaged scholarship must demonstrate community involvement, benefits and outcomes to the community, and advancement of the faculty member’s scholarship agenda.

Collaborative and independent research and discovery is equally valued and supported by the School of Interior Architecture. Collaborative work must be documented with a letter from the collaborators to the role and impact of your participation.

Reach of dissemination of research and discovery activity (regional, national, and international) is essential and is to correspond to rank and promotion with emphasis on national and international venues. Notoriety and reputation of dissemination venues are to be considered in the evaluation.

Grants and funded research and discovery is encouraged and valued by the School of Interior Architecture and is fully realized when they lead to the dissemination of research and discovery activities.

TEACHING AND LEARNING

Ongoing development, improvement, and demonstration of good to accomplished teaching and learning effectiveness is expected of all faculty with instructional assignments. Student course evaluations, reflective teaching statements, submitted examples of student work, and peer teaching reviews when required by university policy makes the core each annual teaching and learning evaluation.

Faculty are to provide scheduled class time for course evaluations in all courses (regardless of enrollment) and they are a required component for every evaluation cycle. Exceptions for low enrollment courses will be made when the enrollment cannot generate the minimum required responses to generate a report per university policy.

The following items are to be submitted annually for evaluation:

- Examples of Student Work that Demonstrate Teaching Effectiveness
- Brief Reflective Teaching Analysis of the Academic Year,
- Syllabi, course handouts, or other relative documents or media with highlighted text to indicate significant changes or innovative classroom approaches to demonstrate course development or improvement.

Additional components to the teaching and learning assessment may include College, University, Regional, National and International teaching or mentoring awards. Awards and scholarships won by student projects directly led under one's own instruction. Creation, approval, and development of new courses or major revisions to existing courses. Leading significant changes to the curriculum or development of new programs (such as international exchange, off campus study, and certificate experiences) and minors. Invitations to sit on juries, conduct workshops, and provide instructional lectures at peer institutions. Teaching Fulbrights, instructional grants, faculty exchanges, and other off campus fulltime invitations at peer institutions are valued methods of increasing instructional effectiveness and demonstration of high quality teaching and learning.

Expectations of teaching effectiveness increase with rank and career classroom experience.

OUTREACH AND ENGAGEMENT

Ongoing contributions to the design profession and community are valued by the school. Activities may include the peer review of books, manuscripts and articles, and conference papers, serving on juries for prizes and competitions, membership on boards and commissions, and participation in disciplinary professional societies and organizations. Invitations to present at non-peer reviewed engagements such as assistance within the community and with government agencies and recognized institutions are part of the outreach and engagement activity.

SERVICE TO THE SCHOOL, COLLEGE AND UNIVERSITY

Service on School, College, and University standing and search committees as well as peer mentoring is expected to maintain the operations of the programs. See Article II for details of committee assignments and membership.

ANNUAL EVALUATIONS

Each faculty member is to use a standard form for annual evaluations. On this form are stated goals and outcomes for the year. The goals and outcomes become the basis for annual evaluations and guideposts for annual evaluations. Goals and Outcomes meetings are to be conducted prior to the end of the academic year and evaluation meetings are conducted per the Faculty Handbook and Faculty Guide for Evaluation.

The Goals and Outcome meetings are to:

1. Establish annual percentage of Research and Discovery, Teaching and Learning, and Outreach and Engagement, and Service Responsibility. Instructional load is based university standards and assigned courses by the school director.

2. Establishing goals and outcomes for scholarship, instruction, and service in conjunction and agreement of the school director. (Tenure track faculty are also to coordinate goals and outcomes with their mentors and annual retention review recommendations.)
3. If the goals change or better opportunities become available the faculty member sets a new meeting with the school director and the new goal and outcome is adopted by amendment to the evaluation form.

ARTICLE V - ADVOCACY BOARD

The School of Interior Architecture is to have an advocacy board comprised of practicing designers and professionals from related disciplines. The purpose of the board is to advise, report and promote the interior design program relative to industry trends, changes, and needs. Board terms are three years and may be renewed. The board is to be comprised of five or more members invited by the Director of the School of Interior Architecture.

ARTICLE VI - AMENDMENTS

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

The School Bylaws must be approved by a two-thirds (2/3) vote of all School voting members, and by the semester prior to their effective date.

SCHOOL OF INTERIOR ARCHITECTURE BYLAWS AMENDMENTS SUBMISSION FORM

Complete each section of the form and submit to the Director of the School of Interior Architecture. The Director will place the proposed changes on the agenda of the next regularly scheduled meeting of the faculty for consideration. Once considered and approved for action, a revised document based on faculty input will be presented for vote at the next scheduled faculty meeting.

NOTE: A separate form must be completed for each proposed change. The form will not be considered unless it is complete in all respects.

FOR OFFICE USE ONLY

Date Received: _____

Action:

- Returned to author for clarification/correction and resubmission
- Referred to Faculty for Action

Faculty Member Name(s): _____

Primary Contact Email: _____

I/we would like to speak at the Faculty Meeting in support of my/our submission:

- Yes
- No

Signature: _____

Date: _____

Indicate the EXACT location of this item in the current edition of the SOA Bylaws.

Page Number: _____

Section Reference: _____

REASON FOR CHANGE/ADDITION:

PROPOSED WORDING OF NEW ITEM/ADDITION: Include any sections that need to be deleted as well. Please ensure that all bylaws that may be affected are included.

Privacy Act 1993: Please note that information on this form and the content of your submission will be made publicly available as part of the decision-making process.

FACULTY ACTION:

Date of Faculty Meeting / Proposed Revision Introduced: _____

Date Proposed Revision Circulated to Faculty: _____

Date of Faculty Meeting / Vote: _____

- Support
- Oppose

COMMENT: