

BYLAWS GOVERNING ORGANIZATION AND PROCEDURE

THE COLLEGE OF BUILT ENVIRONMENTS

UNIVERSITY OF WASHINGTON

SEATTLE, WASHINGTON

26 November 2007

**with revisions adopted
25 April 2009**

BACKGROUND

The College of Built Environments (CBE) was established as the College of Architecture and Urban Planning (CAUP) on 22 June 1957 by action of the Board of Regents of the University of Washington. Creation of the College recognizes a long-standing commitment by the University to professional education in design, planning, and construction that began early in the twentieth century.

The College of Built Environments is composed of four departments: Architecture, Construction Management, Landscape Architecture, and Urban Design & Planning.

The Bylaws of the College of Built Environments presented here are based in part on the first such College bylaws, adopted in 1984. Revised Bylaws were developed following discussions in the College Council in 2007 and were adopted by the faculty of the College at the all-College meeting on 17 November 2007; amendments approved by the faculty at that meeting are included in this final text. The Bylaws were approved by Dean Daniel Friedman on 26 November 2007.

The College faculty, at the all-College meeting on 25 April 2009, voted unanimously to change the name of the College as listed in these Bylaws to conform to the name change adopted by the University of Washington Regents in fall 2008 that took effect on 1 January 2009. The change of the College name in the Bylaws from College of Architecture and Urban Planning to College of Built Environments was approved by Dean Daniel Friedman on 25 April 2009 following the unanimous vote of the faculty.

BYLAWS GOVERNING ORGANIZATION AND PROCEDURES

THE COLLEGE OF BUILT ENVIRONMENTS

ARTICLE I. PREAMBLE

In order to exercise the powers granted under the *University of Washington Handbook* (hereafter *University Handbook*) Volume II, Section 23-43, and to advise the Dean as required in *University Handbook*, Volume II, Section 23-43B, in an orderly and expeditious manner, the faculty of the College of Built Environments establishes herewith, under the *University Handbook*, Volume II, Section 23-45A, its organization and rules of procedure. No part of these Bylaws is to be construed as contravening, supplanting, or otherwise negating any provision of the *University Handbook*. In any case of apparent conflict between the two, the *University Handbook* shall govern.

ARTICLE II. PURPOSE, GOVERNANCE, MISSION

Section 1. Purpose. The purpose of the College of Built Environments shall be to provide programs within the larger context of the University of Washington, whose aim and purpose have been established by the State of Washington, RCW, 28 B-20.020 (repeated in the *University Handbook*, Volume I): “The aim and purpose of the University of Washington shall be to provide a liberal education in literature, science, art, law, medicine, military science and such other fields as may be established therein from time to time by the board of regents or by law.”

Section 2. Governing Body. The faculty of the College of Built Environments, University of Washington, is the governing body of the College, as defined in the *University Handbook*, Volume II, Section 23-41.

Section 3. Mission. The governing body of the College may, as appropriate, develop and publish more detailed statements of the mission of the College following procedures defined in these Bylaws.

Section 4. Delegation of Authority. The governing body may delegate control of specific affairs to various councils, committees, and subgroups, as well as to Department faculties, as appropriate to the issues involved, and in accordance with the *University Handbook* and these Bylaws.

ARTICLE III. MEMBERSHIP AND VOTING

Section 1. Voting Membership. Members of the College faculty who are voting members of the University faculty shall be voting members of the College faculty. Members and voting members of the College faculty shall be as defined in the *University Handbook*, Volume II, Sections 21-32 and 23-42.

A. Except as provided in paragraph B of this Section the voting members of the University faculty are those faculty members holding the rank of (tenure, research

track, and, WOT): professor, associate professor, assistant professor, full-time instructor, or full-time lecturer.

B. Notwithstanding the rank held, the following are not voting members of the faculty:

persons serving under acting or visiting appointments;
persons serving under research appointments, holding less than 50% appointments;
persons on leave of absence;
persons serving under clinical or affiliate appointments;
persons of emeritus status unless serving on a part-time basis;
persons serving under adjunct appointments insofar as their adjunct appointments are concerned.

Definitions and voting rights of each of these positions are described in the *University Handbook*, Volume II, Section 13-31, April 16, 1956; S-A 32 May 8, 1967; S-A 37, February 8, 1971; Sections 21-32A, 21-32, March 6, 2001; all with Presidential approval.

Section 2. Quorum. In accordance with the *University Handbook*, Volume II, Sections 23-46A and 23-46B, a quorum for any meeting of the College of Built Environments faculty shall consist of at least half the voting members of the faculty, with all departments represented.

Section 3. Voting Procedures. A proposed action of the College faculty under the authority of the *University Handbook*, Volume II, Sections 23-42 and 23-44, is effective if passed by a quorum majority of its voting members present at a meeting. For voting in a meeting, voting may occur orally, by show of hands, or by ballot.

Section 4. Mail or Electronic Ballots. When votes are taken using mail ballots or using electronic means, actions are approved by a simple majority of those voting, provided that at least half of the voting members have cast ballots. A mail or electronic ballot shall be employed if a resolution favoring a proposed action has been passed by the faculty assembled at a meeting of the faculty for which the agenda has announced consideration of the action, or if a majority of the College Council approves submission of a proposed action for faculty vote. Two weeks shall be allowed for the vote to be completed.

Section 5. Secret Ballots. Balloting shall be secret if requested by any individual faculty member as prescribed by the *University Handbook*, Volume II, Section 23-46F. This provision shall apply to ballots in meetings, ballots by mail and ballots using electronic means.

ARTICLE IV. MEETINGS AND LEGISLATION

Section 1. Calling Meetings. Periodic meetings of the College faculty shall be called jointly by the Dean and the College Council Chair. At least one meeting of the College faculty shall be held during each academic year. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the College Council. Meeting dates will not be changed unless there is a major emergency, with information to the faculty regarding cause for change. Special meetings shall be held when called by the Dean or by a majority of the College Council, or when requested in writing by ten

members of the College voting faculty. The Dean, or the Dean's designated representative, presides at all meetings of the College faculty.

Section 2. Purpose. Meetings of the College faculty may be held for the purposes of hearing reports, discussing matters of interest to the total College faculty, or taking legislative action under the provisions of the *University Handbook*, Volume II, Section 23-43.

Section 3. Agenda. The College Council determines the Order of Business and sets the Agenda for all meetings of the College faculty. The agenda shall be developed by the Council with input from individual faculty members, departments, committees, task forces, and the Dean's Office. Agenda items must be submitted in writing to the Chair of the College Council at least ten days prior to each faculty meeting. A copy of the agenda shall be distributed to faculty at least one week prior to each meeting. Upon written request of ten members of the College faculty, additional items shall be added to the agenda. If time permits, such additions to the agenda shall be distributed to the voting membership prior to the meeting.

Section 4. Absence of a Quorum. If fewer than half the voting members of the College are present at a meeting or one or more departments are not represented, the assembled members may consider and amend a proposed action as if in a committee of the whole, with the Dean or the Dean's designee continuing to preside. Resolutions concerning proposed actions may be passed by those assembled without regard for the presence of a quorum. Such resolutions shall be reported to the College faculty.

Section 5. Meeting Procedures. Unless it conflicts with *the University Handbook* or with these Bylaws, *Robert's Rules of Order Revised* shall govern procedures at meetings of the College faculty. The rules contained in these Bylaws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with rules of order of this University.

Section 6. Written Records. The presiding officer shall designate a recording secretary who shall be responsible for preparing a written or electronic summary of all proceedings including votes and formal recommendations of College faculty meetings. The written or electronic summary shall be part of the permanent record of the College and shall be available, upon request, to any member of the College.

ARTICLE V. THE COLLEGE COUNCIL

Section 1. Responsibilities and Duties. Under provisions of the *University Handbook*, Volume II, Section 23-41, the College faculty establishes the College of Built Environments Council (hereafter College Council). The College Council shall have the following functions:

- a) to advise the Dean on faculty personnel actions for tenure, promotion and new appointments at tenured ranks;
- b) to advise the Dean on matters of educational policy, including curriculum and academic programs;
- c) to advise the Dean on matters of budget, including resource and salary allocations and faculty salary policy;
- d) to advise the Dean on matters of College administrative policy and procedure;

- e) to advise the Dean in appointing standing and special committees of the College faculty;
- f) to form its own standing committees or ad hoc committees to address specific issues in the College; and
- g) to interpret the College *Bylaws governing Organization and Procedure*.

The College Council shall provide governance for the faculty of the College. The Council shall be concerned with all domains of faculty authority and duties of the College faculty and the professional and personnel issues affecting faculty. The College Council is directly accountable to the faculty as a whole, from which it is elected. The College Council may act on behalf of the College faculty and shall be accountable to the College faculty for its actions.

Section 2. Membership. The College Council shall be composed of members of the College Faculty elected from each of the four departments, and the Dean who shall serve as an *ex officio* member (and shall not have a vote). Faculty membership shall be proportional, determined by the number of full-time equivalent faculty in each department; there shall be one elected faculty member per fifteen (15) FTE faculty or fraction thereof exceeding one-half of 15; the minimum membership for each Department shall be one (1).

Only voting members of the faculty who hold the rank of Associate Professor or Professor shall be eligible for election to the College Council. Members of the College Council shall be elected for three-year staggered terms following the procedures of Section 3, below. Administrative appointees such as Chairs and Associate Deans are not eligible for membership on the College Council.

Section 3. Election of Members. Each year, the appropriate number of members and an equal number of alternates shall be elected by the separate departmental faculties. Members who have served a three-year term cannot succeed themselves except when no other qualified faculty person is available. The College Council election shall take place early in Spring Quarter. Members shall serve beginning 15 September following their election.

All voting members of the Departments, as described in Article III, are eligible to vote in the election. Before each election, the Dean's Office shall prepare a list of those faculty eligible to vote on the members of the College Council and shall indicate on that list those who are eligible to serve on the College Council. Departments shall elect one member and one alternate from the list and notify the College Council Chair and the Dean's Office.

Section 4. Council Officers. There shall be two College Council officers, a Chair and a Chair-elect. The Chair-elect shall be elected by the members of the College Council and shall serve a term of one year. The following year, the Chair-elect will serve as Chair of the College Council. The Chair and Chair-elect must be members of different Departments of the College.

Section 5. Procedures and Meetings. Subject to the provisions of the *University Handbook* and these Bylaws, the College Council shall determine its own procedures, including appointment of subcommittees as appropriate. The presiding officer at College Council meetings shall be the College Council Chair. Meetings of the College Council

may be called at the request of the Council Chair, the Dean, or by a request of a majority of members. The Council may set its own agenda by majority vote. The Council may meet in executive session when addressing personnel matters or any other matter of a sensitive nature. Voting on any item of business in any meeting of the Council shall be by secret ballot if required by any College Council member. For final approval, an affirmative vote from more than one-half of the voting membership of the Council is required.

Section 6. Written Records. The Chair shall be responsible for preparing a written summary of all College Council proceedings including votes and formal recommendations of the Council which shall be part of the permanent record of the College and shall be available (subject to *University Handbook* provisions and University regulations regarding personnel matters) upon request to any member of the College.

Section 7. Committees formed by the College Council. To advise the College Council in the exercise of its responsibilities, the College Council shall appoint standing and/or ad hoc committees as required to address appropriate issues such as curriculum and academic standards, faculty affairs, and student life. Chairs of these committees shall be members of the College Council but their other faculty members may be drawn from the voting members of the College. Committees formed by the College Council (except those dealing with personnel matters) may include student members.

Section 8. Vacancy in Office. A vacancy in either elected College Council membership or appointed committee membership can occur through such processes as resignation, termination of employment, or failure to attend meetings of any committee without advanced notification. If a vacancy should occur during the term of any office, the College Council shall be empowered either to appoint a replacement to complete the unexpired term or to provide for an election to a new term of office for that position.

ARTICLE VI. COMMITTEES OF THE COLLEGE

The Dean and/or the College faculty may establish standing or special committees, prescribe their powers and duties, and appoint their members.

Standing committees include the following:

Section 1. College Executive Committee

A. *Duties and Responsibilities.* The Executive Committee shall be advisory to the Dean in accordance with the policies established by the governing body of the College. The Executive Committee advises the Dean on the day-to-day and long-term policy issues. It develops statements of common goals, long-range plans, coordinates areas of common interest, reviews facilities requirements, advises on overall budget policies, promotes community relations, and advises on the need for establishment or discharge of College committees.

B. *Membership.* The Executive Committee shall consist of the Dean (who serves as Chair of this Committee), the Chairs of the Department of Architecture, the Department of Construction Management, the Department of Landscape Architecture, and the Department of Urban Design and Planning, the Associate and Assistant Deans of the

College, the College Administrator, the Director of Computing, the Director of Development as voting members and the Assistant to the Dean as support. (The Dean may invite additional individuals to attend, but they shall not have a vote.)

C. Conduct of Business. Subject to the provisions of the *University Handbook* and these Bylaws, the Executive Committee shall determine its own organization and procedure. Summary minutes of the meeting shall be distributed to the members and the College Council by the Assistant to the Dean.

D. College Committees Formed by the Executive Committee. The Executive Committee shall recommend formation of College Committees as it deems appropriate for the operation of the College. Members of such committees shall be appointed by the Dean on the advice of the Executive Committee, and terms of appointment shall vary, depending upon the committees. Such committees may be either standing or ad hoc.

E. General Procedures for Committees. Although each College Committee may set its own internal procedures as appropriate to its task, the following general guidelines shall apply to all College Committees formed by the Executive Committee:

- (1) Election and appointment of the committee members, except students shall be made before the end of Spring Quarter of each year.
- (2) Those persons with joint appointments in two or more College units must declare before each election from which unit they wish to stand for election.
- (3) Nominations of student members shall be made at the beginning of Autumn Quarter. Terms of student members shall be for one year; reappointment is allowed.
- (4) The position of any voting member of a committee who misses three successive meetings without excuse may be declared vacant by the Chair of the committee and the Dean so notified.
- (5) Committee vacancies shall be filled either by election or appointment, depending on the terms of membership of the committee.

Section 2. College Visiting Committee. The Dean of the College, at his discretion, may choose to create a Visiting Committee for the College.

The College Visiting Committee shall advise the Dean on the effectiveness of College educational and research programs, on future directions, and on public service and outreach activities. The Visiting Committee shall aid the Dean and the College in furthering College and University concerns. The Visiting Committee may participate in fund-raising and other financial initiatives of the College.

Membership of the Visiting Committee shall be drawn from the community outside the University and in such a way that there is a reasonable balance of College-wide interests, and representations of the primary professional communities addressed by the College departments.

Should the Dean activate the Visiting Committee, he shall periodically inform the College Council regarding the Committee's membership and activities.

ARTICLE VII. RESEARCH CENTERS OF THE COLLEGE

Section 1. Creation and Management. The *University Handbook*, Volume II, Part I, Chapter 12, “the Provost,” allocates authority to create and manage research centers to the Provost. The Provost delegates responsibility for research centers in each college to the Dean in accordance with policies and procedures published by the University of Washington Office of Research (see: <http://www.washington.edu/research/center>).

Section 2. Notification of College Council. Although research centers are primarily focused on research, research centers may serve as sites of instruction, and will typically involve faculty activities. Therefore, the Dean shall notify the College Council when a research center is to be created and shall provide to the College Council an outline of the Center’s proposed participants, responsibilities, funding sources, and similar information. The Dean shall also notify the Council every time there is a change in the mission, status, or director of a center.

Section 3. Review. In accordance with policies of the Office of Research, each college center shall be reviewed no less often than once every ten years. The Dean shall notify the College Council when a review is to be conducted and shall provide to the College Council a summary of the results of such reviews insofar as they intersect with those college activities (instruction, faculty life, etc.) which are subject to shared governance under the *University Handbook* and these Bylaws governing Organization and Procedure.

ARTICLE VIII. DELEGATION OF POWER TO DEPARTMENT FACULTIES

Section 1. Departments of the College. The College of Built Environments is divided into four departments: Department of Architecture, Department of Construction Management, Department of Landscape Architecture, and Department of Urban Design & Planning.

Section 2. Delegation of Authority. Under the provisions of the *University Handbook*, Volume II, Section 23-42C, the College faculty delegates certain powers to each of its academic department faculties. The faculty of each department may:

1. determine its requirements for admission to its courses and course programs for graduation,
2. determine its curriculum and academic programs,
3. determine the scholastic standards to be required of its major students,
4. recommend to the Dean those of its students deemed qualified for University degrees, and
5. exercise and additional powers necessary to provide adequate instruction and supervision of the students.

Section 3. Standards. In exercising the authority granted in Article VII, Section 2, individual Departments may not set standards lower than those established by the

College, nor may a unit take action when is contrary to academic or research policies adopted by the College through its governing body. The College faculty reserves the right to reject or modify any departmental action taken under Article VII, Section 2.

Section 4. *University Handbook Governs.* In exercising powers delegated by the College faculty, departmental faculties shall note that they are bound by the provisions of the *University Handbook*, Volume II, Sections 13-21, 13-22, 13-23, 13-24, 13-31, 23-43, 23-45, 23-46, 23-47, and 23-48, and that their actions must conform with all applicable rules set forth in the *University Handbook*.

Section 5. *Personnel.* The faculty of each department shall make recommendations affecting personnel to the Dean of the College in accordance with the *University Handbook*, Volume II, Chapter 24 and Section 25-41.

ARTICLE IX. AMENDMENTS TO THESE BYLAWS

Section 1. *Proposing Amendments.* Amendments to these Bylaws may be proposed by the College Council, or by the Executive Committee, or by written request signed by at least 15 members of the College faculty, or by action taken at a meeting of the College faculty when a quorum is not present.

Section 2. *Approving Amendments at Meetings of the Faculty.* These Bylaws may be amended at any regularly scheduled College faculty meeting by two-thirds (66.7%) vote of those present (plus written or electronic proxies received prior to the meeting) provided notice of intent is given at the previous regular meeting or when submitted in writing to all faculty at least two (2) week(s) prior to the meeting at which action is taken, and provided that a quorum of the College (as defined in Article III, Section 2) is present.

Section 3. *Amendments by Mail or Electronic Ballot.* These Bylaws may be amended by secret ballot (by mail or by electronic ballot) by two-thirds (66.6%) of those voting providing that the requirements for a quorum (established in Article III Section 2) have been met in the ballots returned and that the proposed changes and rationale have been circulated to all voting faculty at least two (2) week(s) prior to the date on which the ballots will be tallied.