

SCHOOL OF LANDSCAPE ARCHITECTURE AND PLANNING BY-LAWS

The purpose of these by-laws is to establish clear, consistent and fair procedures for the conduct and operation of the School of Landscape Architecture and Planning (hereafter SLA&P) at the University of Florida (hereafter UF). The School is comprised of two individual and distinct departments – the Department of Landscape Architecture (hereafter DLA) and the Department of Urban and Regional Planning (hereafter DURP). These by-laws have been developed and ratified by their joint faculties to support both DLA and DURP and to provide for their individual and collective success. The School recognizes that it is bound in its actions by University regulations and that these by-laws are supplementary to these regulations and the UF-UFF Collective Bargaining Agreement. These by-laws are to be regularly reviewed so as to ensure:

- Efficient and equitable participation and responsibility of all participants.
- Transparent and clear structures and procedures for basic activities of the School.
- Encouragement of appropriate collaboration amongst units and programs of DCP, across the University and with stakeholders and advisors at local to international levels.
- Promotion of the mission of the School.

SCHOOL STRUCTURE

Governing Structure

The governing structure for SLA&P has been created following the College of Design, Construction and Planning (hereafter DCP) governance structure. DCP's governance structure has been developed to embrace the University of Florida's goal of shared governance.

It consists of the:

SLA&P Director

SLA&P Administrative Council

SLA&P Committees

SLA&P Director: Duties and Functions of the School Director shall include:

A. New Initiatives. The Director shall develop DCP and campus collaborations including cross-faculty collaborations (both within and beyond SLA&P), and shall develop incentives for such activities where feasible. The Director shall also oversee the SLA&P curricula, including the implementation and coordination of the MEAD degree; the development of additional joint

certificate and degree programs; and the exploration of the potential for synergy between existing curricula and courses.

B. Strategic Planning for the School.

C. General Administration. The Director shall oversee the general administration of the SLA&P, including policy development and adoption; the development and adoption of by-laws for SLA&P that address shared governance; staff supervision and annual evaluations; annual evaluations of department chairs; joint appointments; at minimum 1 monthly meeting with each department Chair; at minimum 1 meeting each semester with the SLA&P administrative council and with the SLA&P faculty; and the creation of an annual SLA&P report.

D. Grants Administration. The Director shall oversee SPA review and grant approval; IDC management for SLA&P consultation with chairs and PIs; and shall monitor grant opportunities/encourage joint applications across disciplines.

E. Faculty Affairs. The Director shall coordinate sabbaticals in conjunction with the Dean and department chairs; oversee letters for promotion and tenure with department chairs; appoint chairs of faculty search committees; recruit minority faculty; and participate in faculty searches for other academic units.

F. Fiscal. The Director shall oversee overall budget management for both the School and department budgets (in conjunction with the budgets submitted by the department chairs), including for equipment, the annual operating expense of the School, staff salaries (in conjunction with the Dean and department chairs), and SLA&P foundation accounts (should they be created).

G. Student Affairs. The Director shall support recruitment and admissions for SLA&P programs.

H. Space Allocation. The Director shall coordinate space allocation (studios and offices) in conjunction with the Department Chairs and the appropriate person from the Dean's Office.

I. Public Relations. The Director shall oversee the maintenance of the SLA&P website; School news releases; shall increase visibility of landscape architecture and urban planning; shall promote events in conjunction with Department Chairs, faculty and students; and shall represent units at the College- and University-levels, as well as at external functions and events.

J. Liaison. The Director, along with the Department Chairs, shall act as a liaison with professional and educational communities, and shall attend appropriate conferences, advisory council meetings, and alumni functions as necessary.

K. Development. The Director, along with SLA&P faculty, shall oversee general fundraising for the School, special events and projects, and lecture series.

L. International Affairs. The Director shall embrace internationalization by facilitating collaborative international programs; supporting visiting scholars with staff and faculty assistance; and developing appropriate international and SUS/private exchanges and MOUs in conjunction with the Dean and Department Chairs.

M. Other. The Director shall have assigned teaching, research, and service responsibilities. The Director shall also have any ombudsman role vis-à-vis the faculty as they relate to each other, to the Department Chairs, or to the Dean's Office.

SLA&P Administrative Council: The Director of SLA&P, the Chairs of DLA and DURP, and the Graduate and Undergraduate Coordinators for DLA and DURP shall comprise the Administrative Council. The SLA&P Administrative Council shall advise the Director regarding management of the School, including By-Laws and the Strategic Plan, as well as educational policy.

SLA&P Committees:

1. All School committees, except ad hoc committees, unless otherwise stated in these By-Laws, shall be composed of two elected or appointed members each from DLA and DURP. Unless specified, all committee memberships shall be for a three-year term with possibility of renewal. All SLA&P committees shall meet during the beginning of the academic year to elect the Chair, if necessary, and to discuss the Committee's meeting schedule and plans for the upcoming year. School committees are expected to meet at least once in each of the Fall and Spring semesters.
2. SLA&P Curriculum Committee. The School Curriculum Committee shall act on behalf of the faculty in matters relating to undergraduate and graduate programs, interdisciplinary curricula, and curriculum coordination among the two academic programs. Specific duties include:
 - a. Consideration of new courses,
 - b. Course changes,
 - c. Program changes, and
 - d. Participation in accreditation procedures when requested by an academic unit.
 - i. Membership shall be two representatives from each academic program with a term of three (3) years.
 - ii. The committee shall meet as needed to act on new degrees or programs and changes, additions or deletions to existing courses and programs.
3. SLA&P Ad Hoc Committees. The Director may create ad hoc committees to achieve specific tasks not assigned to other committees by these By-Laws. The Director shall solicit participation from the faculty and appoint an ad hoc committee to study and report on any issue of concern to the faculty. The Director shall maintain and annually publish a list of ad hoc committees and their memberships.

Voting Members of the School of Landscape Architecture and Planning

1. Voting faculty members in SLA&P shall consist of tenured, tenure-track, and non-tenured faculty (such as lecturers and research scientists) in the School, DLA, or DURP on at least a .50 appointment. Voting Faculty shall exclude emeriti faculty. Adjuncts do not vote but are encouraged to participate and provide input and advice on topics of concern to them and to the general well-being of the School.
2. A quorum for meetings of the faculty shall be 50 percent of the Voting Faculty of the School. Conflicts or issues shall be settled by consensus if at all possible. In the case of issues concerning SLA&P business that require a vote, decisions shall be made by a majority of participating voting members , except in the cases of hiring, tenure and promotion.
 - A. Applicants for faculty positions shall be reviewed and discussed by the DLA or DURP Search Committee as appropriate and brought to the entire department faculty for discussion. The results of that discussion shall be forwarded by the relevant Department Chair and/or the Search Committee Chair to the School Director who will forward both the Search Committees' recommendation and the Director's recommendation to the Dean.
 - B. Membership in the DLA T&P Committee is the tenured Associate and Full Professors in DLA with one Full Professor from DURP. Recommendations for tenure and/or promotion shall require a vote by the DLA T&P committee using a secret ballot in accordance with adopted guidelines of the DLA. Associate Professors on the committee may not vote on promotion to Professor.
 - C. Membership in the DURP T&P Committee is the tenured Associate and Full Professors in DURP with one Full Professor from DLA. Recommendations for tenure and/or promotion shall require a vote of the DURP T&P committee using a secret ballot in accordance with adopted guidelines of the DURP. Associate Professors on the committee may not vote on promotion to Professor.
3. In the case of votes on new appointments, joint faculty appointments, tenure, and promotion, absentee ballots shall be accepted, provided the faculty member voting as an absentee has familiarized her/himself with the candidate's experience or T & P package.
4. In cases of joint appointments for faculty with tenure in another department, votes regarding hiring, tenure, and promotion are advisory to the hiring, tenure, and promoting department chair.

DLA and DURP Advisory Councils

1. The DLA Advisory Council and the DURP Advisory Council shall continue to serve as the consulting bodies on matters submitted to it by the respective faculty and Department Chairs.

2. At least once annually, the two Advisory Councils shall come together to address issues of concern to the School as determined by the Director, DLA Chair, DURP Chair, and faculties of both academic programs. Both Advisory Councils shall consider whether a School Advisory Council is warranted.
3. The remaining criteria for the two Advisory Councils shall be as outlined in the respective DLA and DURP Department By-Laws.

DLA and DURP Meetings, Chairship, Graduate and Undergraduate Coordinators, and Committees

1. The DLA and DURP Chairs shall coordinate with each other and the School Director to perform all functions where inter-departmental coordination is required. If a dispute arises between the Chairs of DLA and DURP the Director will, in coordination with the Chairs, resolve the dispute.
2. All other aspects of DLA and DURP Meetings, Chairship, Graduate and Undergraduate Coordinators, and Committees shall remain as outlined in the respective programs' By-Laws.

SLA&P Centers and Institutes

1. The Centers and Institutes that were formerly in either the DLA or the DURP are now School Centers and Institutes with, in most cases, Co-Directors, one from DLA and one from DURP.
2. New Centers and/or Institutes may be established as necessary to assist the School in its teaching, service, and research missions pursuant to the University of Florida guidelines. A proposal for the establishment of a Center or Institute within the SLA&P must be presented to the SLA&P Administrative Council for study and a recommendation given to the Director in a timely manner. The Director shall bring the recommendation to the full SLA&P faculty for consideration and a vote. Additional review shall be as outlined in the DCP Constitution and other relevant documents.

Adopting and Amending the SLA&P By-Laws

1. The adoption of this set of By-Laws shall be by a majority vote.
2. The SLA&P By-Laws can be amended by a majority vote, which can take place at a meeting or by mail ballot.