

CONSTITUTION OF THE COLLEGE OF DESIGN, CONSTRUCTION AND PLANNING

UNIVERSITY OF FLORIDA

Article I. Preamble

Believing that the education, research, creative scholarship, and service conducted through the College of Design, Construction and Planning is of global significance; and

Believing that through the breadth of our work, the College provides service to our State and its Citizens; and

Believing that shared governance is effective through working relationships between administrators and faculty, and a mutual respect for the participants' differing roles and responsibilities, and mutual trust in the ability and willingness of the various parties to meet their commitments;

We the members of the College of Design, Construction, and Planning do ordain and establish this Constitution.

The provisions of this Constitution are governed by and subordinate to University Policy, which consists of Florida law, the policies and directives of the Florida Board of Governors and the University of Florida Board of Trustees, University of Florida Regulations, the Collective Bargaining Agreement between the United Faculty of Florida and the Board of Trustees for those faculty in the bargaining unit, and the University of Florida Constitution and Faculty Senate Bylaws.

Article II. Organization

A. The Faculty.

- a) The Voting Faculty of the College of Design, Construction and Planning shall consist of persons who are budgeted (partially or fully) in the College and who are defined as faculty in Article III, Section 1, of the University Constitution.
- b) Every faculty member in the College will be a member of one of its academic units.

B. Schools, Departments, Programs, Centers, and Institutes

- a) Schools, Departments and Programs.
 - i. The four fundamental academic units of the College of Design, Construction and Planning for academic and administrative organization are:
 - (1) The School of Architecture,
 - (2) The M.E. Rinker, Sr. School of Construction Management,
 - (3) The Department of Interior Design,
 - (4) The School of Landscape Architecture and Planning.

- ii. Each school and department shall have a director, or chair, respectively.
- iii. Each school and department shall be governed by Bylaws that include function, curriculum oversight, committees, granting of degrees, participating faculty, and administration.

b) Interdisciplinary Degree Programs

- i. Interdisciplinary degree programs may be established as necessary to assist the College in its teaching, service, and research mission within the guidelines of the University. The establishment of an interdisciplinary degree program within the College of Design, Construction and Planning must be approved by the college curriculum committee and the Dean and must follow UF's subsequent requirements for approval of a new degree program. The abolition or consolidation of an interdisciplinary degree program shall be voted upon and approved by a simple majority of the Voting Faculty at a College meeting. The interdisciplinary degree programs of the College of Design, Construction and Planning are:

- (1) Doctoral Program,
- (2) Historic Preservation Program,
- (3) Sustainability and the Built Environment Program,

- ii. Each interdisciplinary degree program shall have a head, will be overseen by a standing faculty committee including faculty from all academic units, and shall adopt written procedures to govern its operations including function, curriculum oversight, granting of degrees, participating faculty, and administration.
- iii. Searches for faculty to support interdisciplinary degree programs.
 - (1) A search committee with one faculty from each academic unit will be appointed by the head of the interdisciplinary program conducting the search.
 - (2) The advertisement will be written by the search committee and distribution outlets selected by same.
 - (3) Each unit's representative on the search committee will take recommendations from their colleagues for further consideration as they review applications.
 - (4) The search committee will select applicants to invite to campus for interviews and provide a preliminary recommendation about the most appropriate academic home for each.
 - (5) At the conclusion of interviews, the search committee will seek confidential input from all faculty, staff, and students for their input regarding the candidates.

- (6) The Dean will consult with the search committee, the head of the interdisciplinary program and the chair/director of the home academic unit prior to negotiating a faculty offer.

iv. Annual Evaluations and Letters of Support for Promotion/Tenure for Faculty who teach and conduct research in interdisciplinary programs.

- (1) Annual evaluations for faculty who participate in interdisciplinary programs will be written by the director/chair of their home academic unit. The head of the interdisciplinary program in which a faculty member teaches or conducts research will provide the director/chair with an assessment of performance that will be incorporated into the annual letter of evaluation. The annual letter of evaluation will clearly indicate the percent effort contributed to the interdisciplinary program and the home unit, and the effort spent on any other assignments a faculty member might have.
- (2) Letters of support for promotion and/or tenure will be written by the director/chair of the home academic unit. The head of the interdisciplinary program in which a faculty member teaches or conducts research will consult with the director/chair on the letter of support.

c) Centers and Institutes

Centers and institutes may be established as necessary to assist the College in its teaching, service, and research missions pursuant to University of Florida guidelines and approval process. A proposal for the establishment of a center or institute within the College of Design, Construction and Planning must be presented to the Faculty Council and the Administrative Council for study and a recommendation given to the Dean in a timely manner.

C. The Dean

a) Responsibilities of the Dean

- i. The Dean is the chief executive and administrative officer of the College. The Dean is responsible to the President of the University for the administration of the College and acts as an agent of the faculty for the execution of educational policy. The Dean is to foster and to participate actively in shared governance with the faculty of the College.
- ii. The Dean shall appoint associate and assistant deans and other college administrative officers with appropriate consultation with the faculty. Search committees shall be appointed by the Dean consistent with University guidelines.
- iii. If necessary, the Dean may appoint an interim chair/director for a department, program, or school. Upon appointment of an interim chair/director, the Dean shall appoint a search committee for the selection of a new chair/director in accordance with the University guidelines. The interim chair/director may be a candidate for the position of permanent

chair/director.

- iv. The Dean shall prepare an annual college status review (State of the College) addressing all matters of concern to members of the college. This review shall be presented to the faculty at the College's fall meeting and distributed to all college members.
- b) Selection of the Dean. The Dean shall be appointed by the Provost and shall serve at the pleasure of the Provost. In appointing the Dean, the Provost shall give consideration to the recommendations of a Special Advisory Committee appointed by the Faculty Council to represent the faculty, with representation from each of the academic units of the College.

D. Chairs and Directors

- a) Searches for academic unit and department directors or chairs, and program or center directors shall be commenced by the Dean through the establishment of a search committee in consultation with the appropriate school, department, program, or center. The Dean shall appoint a search committee of at least three faculty members of the appropriate school, department, program, or center. In addition, a relevant staff member and at least one student shall be appointed. The college's Diversity Officer, as appointed by the Dean, shall serve as an advisor for all search committees. The search committee chair shall be appointed by the Dean.
- b) After consultation with the appropriate school, department, program, or center faculty, staff, and students, the search committee shall present a list of qualified and acceptable candidates, to the Dean, who will make the final selection.

E. Faculty Rights

- a) The faculty believes that academic freedom and responsibility are essential to the full development of a university and apply to teaching, research, and creativity. Therefore, the faculty must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence.
- b) The faculty has a right to assemble to discuss matters of concern to the faculty without limit in accordance with the Collective Bargaining Agreement.
- c) The faculty has the right to actively participate in College governance and shall be consulted, about matters of importance in the College.

F. Faculty Responsibility

- a) The faculty has the responsibility to actively participate in College governance.
- b) College faculty meetings may be called by the Dean, the Administrative Council, or the Faculty Council. At least one meeting shall be held each academic year at which the Dean shall present the State of the College. In every instance, the purpose of a meeting shall be stated in the call.

- c) The Dean or the designee of the Dean will preside at college faculty meetings called by the Dean or by the Administrative Council, and college faculty meetings called by the Faculty Council shall be chaired by the Chair of the Faculty Council.
- d) The agenda for meetings called by the Dean or the Administrative Council will be set by the Dean. The agenda for meetings called by the Faculty Council will be set by the Chair of the Faculty Council.
- e) The Voting Faculty shall receive notice of meetings and agendas for meetings one week in advance except in the case of an emergency when 48 hours' notice may be given.
- f) A quorum for meetings of the faculty shall be 50 percent of the Voting Faculty of the College.
- g) No proxies shall be recognized.
- h) Draft minutes of meetings shall be recorded and posted within 10 days of a faculty meeting.

Article III. College Committees

Meeting dates and times for college committees shall be the responsibility of the committee chair. Minutes will be posted for faculty access promptly after meetings. Members shall be selected by the end of the Spring Semester for the following academic year.

A. Administrative Council

- a) **Function.** The Administrative Council convenes to advise the Dean and oversee the operation of the College.
- b) **Membership.** All members other than the DCP Faculty Council Chair, and DCP Senator are appointed by the Dean.
- c) **Terms of Members.** The Faculty Council Chair will serve for as long as they hold that position, and the DCP Faculty Senator will serve for as long as they are designated to serve as the DCP Senator on the Administrative Council. Other members shall serve for as long as requested by the Dean,
- d) **Chair.** The Dean shall serve as chair.
- e) **Meetings.** Meetings will be held at least once a month from August to May.

B. Faculty Council

- a) **Function.** The Faculty Council is the representative body for the faculty of the College of Design, Construction and Planning. In this capacity, the Council serves as a forum for the mutual exchange of ideas between college administrators and the faculty and develops and makes policy recommendations on all matters of concern to the faculty of the College including:

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- i. The educational, research and service missions of the College,
- ii. Shared governance including faculty welfare, the work environment, resource allocation and matters of quality of life,
- iii. The College Strategic Plan
- iv. The College Constitution

In addition, the Faculty Council shall have the responsibility to undertake or cause to be undertaken the following:

- i. A biennial comprehensive review of the performance of the Dean with the results distributed to the Dean, and the Provost
 - ii. A biennial comprehensive review of the performance of the unit heads with the results distributed to the unit heads and the Dean.
 - iii. In the event that the Faculty Council determines that other entities are adequately performing the above tasks, the Faculty Council may choose to accept those efforts in lieu of actually undertaking said reviews.
 - iv. The Faculty Council shall be responsible to respect the privacy of all individuals and for compliance with all applicable laws and regulations in the conduct of these surveys and reviews and in the dissemination of the results.
- b) Membership. The Faculty Council shall consist of seven elected faculty members and respective alternates apportioned among the academic units based on the number of Voting Faculty in the unit with each unit having at least one member.
 - c) Terms of Members. The term for members of the Faculty Council is three years. The terms of the members of the Faculty Council shall be staggered so that approximately one-third of the terms will expire each year. Individuals may serve unlimited terms on the Faculty Council. When a seat on the Faculty Council becomes vacant, the designated alternate will fill that seat for the remainder of the term. When a designated alternate position becomes vacant, the unit in which the designated alternate was a member will elect another designated alternate.
 - d) Chair. The Faculty Council shall elect its own chair from among its members. The term of the chair shall be one year effective July 1 of each year. A chair shall be eligible for reelection. The Chair shall serve as the Faculty Council representative on the College Administrative Council.
 - e) Meetings. Monthly meetings shall be set, but meetings will be held as needed from August to May. All meetings of the Faculty Council shall be open. The procedure for placing an item on the agenda shall be the same as that of the Faculty Senate described in their Bylaw 4(H). A majority of the members present

shall constitute a quorum. Approved minutes shall be distributed to the faculty and to the Dean within 10 days following the meeting.

C. Consultative Council

- a) **Function.** The Consultative Council convenes to advise the Dean and contributes to the governance of the College.
- b) **Membership.** The Consultative Council is made up of the following:
 - i. College-wide program directors (PhD, Historic Preservation, Sustainability and the Built Environment)
 - ii. Directors of non-academic units (Administrative Services, Advancement, IT, Global Education)
 - iii. Chair, Staff Advisory Council
 - iv. DCP Diversity Officer
 - v. Directors of cross-college research centers (FIBER, Shimberg, GeoPlan)
- c) **Terms of Members.** All members will serve for as long as they hold the above positions.
- d) **Chair.** The Dean shall serve as chair (with an Associate Dean standing in for the Dean in their absence).
- e) **Meetings.** Meetings will be held at least twice a semester from August to May.

D. Curriculum Committee

- a) **Function.** The College Curriculum Committee shall act on behalf of the faculty in matters relating to undergraduate and graduate programs, interdisciplinary curricula and curriculum coordination. Specific duties include:
 - i. consideration of new courses,
 - ii. course changes,
 - iii. program changes, and
 - iv. participation in accreditation procedures when requested by an academic unit.
- b) **Membership.** The committee is comprised of one representative from each academic unit. The associate dean(s) responsible for undergraduate and graduate academic affairs will serve as an ex-officio member(s).
- c) **Terms of Membership.** Each member will serve a term of two (2) years. Each member may serve an unlimited number of terms.
- d) **Chair.** The Curriculum Committee shall annually elect its own chair from among its members. The chair shall be eligible for reelection.
- e) **Meetings.** Monthly meetings shall be set from August to May, but meetings will be held as needed to act on new degrees or programs and changes, additions or deletions to existing courses and programs.

E. Tenure, Promotion, and Professional Development Leave Committee.

- a) Function. The College Tenure, Promotion, and Professional Development Leave Committee shall consider all matters relating to faculty promotion, tenure, and professional development leave programs. The duties of this committee shall include the review of all faculty (as defined in UF Constitution) under consideration for tenure and/or promotion. After reviewing candidates, the Committee chair shall meet with the Dean to present the committee's report. The Committee shall also review and update the College's Promotion and Tenure criteria as needed.
- b) Membership. All members of the committee shall hold tenure and preferably hold the rank of professor and have all necessary qualifications to make the assessment as set forth in applicable UF policies. The Dean, associate and assistant deans, department chairs and school directors shall not be eligible to serve on the Tenure and Promotion Committee. Academic unit representatives shall be elected by members of that academic unit pursuant to University Policy. At-large members shall be full professors elected by all members of the College Faculty pursuant to University Policy. Membership shall be one representative from each academic unit and two college-wide (elected) at-large members. When a committee member must leave the committee for sabbatical, research, or other reasons, the unit Voting Faculty shall elect a temporary member pursuant to University Policy. When an at large member must leave the Committee for sabbatical, research, or other reasons, the Dean shall appoint a temporary member.
- c) Terms of Membership. Term length shall be two (2) years for unit representatives and three (3) years for at-large members.
- d) Chair. The committee shall annually elect its own chair from among its members. The chair shall be eligible for reelection.
- e) Meetings. The committee shall meet at the request of the Dean.

F. Computer and Technology Committee.

- a) Function. This committee shall propose, review, and recommend policies regarding the purchase and use of computers, software, and technology for instructional and research purposes. This review shall include matters of privacy, format, and protocol.
- b) Membership. The membership of this committee shall include one representative from each academic unit. The staff member responsible for IT shall serve as an ex-officio member and be responsible for calling the meetings. The Dean may appoint one or more persons knowledgeable about college computer and technology matters, who need not be members of the faculty.
- c) Terms of Members. Length of service shall be determined by each academic unit.

- d) Chair. The committee shall annually elect its own chair. The chair shall be eligible for reelection.
- e) Meetings. The committee will meet a minimum of twice per semester.

G. Awards Committee

- a) Function. This committee shall review applicants and recommend recipients for DCP and University faculty, staff, and student awards (other than the commencement student awards).
- b) Membership. The membership of this committee shall include one representative from each academic unit.
- c) Terms of Members. Length of service shall be determined by each academic unit.
- d) Chair. The committee shall annually elect its own chair. The chair shall be eligible for reelection.
- e) Meetings. Meetings shall be held as needed to meet deadlines established by award programs.

H. Commencement Committee

- a) Function. For as long as DCP holds its own spring commencement ceremony, this committee will organize and oversee the event. This committee shall review applicants and recommend recipients for DCP's student commencement awards.
- b) Membership. The membership of this committee shall include one representative from each academic unit.
- c) Terms of Members. Length of service shall be determined by each academic unit. The staff member responsible for commencement shall serve as an ex-officio member and be responsible for calling the meetings.
- d) Chair. The committee shall annually elect its own chair. The chair shall be eligible for reelection.
- e) Meetings. Meetings shall be held as needed to meet deadlines established by award programs.

I. Finance Committee

- a) Function. The committee represents the faculty to the Dean on all financial matters of the college. The Dean shall review the college budget with the committee annually. The committee shall review funding allocations and expenditures of the college and report to the Faculty Council annually.
- b) Membership. The membership of this committee shall include one elected representative from each academic unit. The staff member responsible for the college's budget shall serve as an ex-officio member of the committee.

- c) Terms of Members. Term length shall be three (3) years. A member may serve for two consecutive terms.
- d) Chair. The committee shall annually elect its own chair. The chair shall be eligible for reelection.
- e) Meetings. Meetings shall be held as needed to meet deadlines established by award programs.

J. Staff Advisory Committee

- a) Function. The DCP Staff Advisory Council, is a group of staff members who will represent all staff employees from the College of Design, Construction and Planning. The DCP Staff AC members care about their fellow co-workers and are here to hear your concerns and suggestions.
- b) The DCP Staff AC is an advocate and resource for the college staff to:
 - i. Promote Professional growth
 - ii. Enhance communication between administration, staff and faculty
 - iii. Promote community college-wide
- c) Membership – The membership of this council shall include one elected representative from each academic unit. Since several units have one staff member, that representative may take a semester break from the council if needed.
- d) Terms – Council members will serve 2-year terms. The HR coordinator shall be part of the council indefinitely.
- e) Chair - The Chair will serve a 2-year term. The new chair will be voted in during the September meeting every two years to begin their term in January as chair.
- f) Meetings - We meet on an as needed basis, or quarterly whichever is more frequent.

K. Witters Competition Committee

- a) Function. To organize and carry out the annual Witters Competition according to the Witters Competition Endowment. The Witters Competition is endowed by Arthur G. and Beverley A. Witters and supports a college-wide interdisciplinary academic student competition to foster better understanding across all disciplines in the college and the College of Engineering.
- b) Membership. Eligibility for committee membership is as follows:
 - i. One faculty member from each unit in the college appointed by the unit head. If a unit has multiple departments or programs representing distinct disciplines, one faculty member from each discipline.
 - ii. One member from each college-wide program appointed by the program director.
 - iii. One member from the College of Engineering
 - iv. Additional members representing other disciplines in the university can be invited by the committee chair if students from the discipline are invited to participate.
 - v. One Associate or Assistant Dean (ex-officio) appointed by the Dean
 - vi. One staff from college communications and one college staff for support appointed by the Dean
- a. Note: one committee member may represent more than one program

and/or discipline

- c) Terms of Members. Length of service shall be determined by each academic unit.
- d) Chair. The committee shall annually elect its own chair. The chair shall be eligible for reelection.
- e) Meetings. Initial annual meeting three months prior to the competition start; additional meetings as needed and as determined by the committee chair.

L. Diversity Committee

- a) Function. This committee shall propose, review, recommend, and establish goals and objectives to nurture a collegial, diverse, inclusive, and inter-generational community of students, staff, faculty, and scholars. This includes developing and updating DCP's Diversity, Equity and Inclusion (DEI) plan, developing and running climate survey every two years, and working with the UF Chief Diversity Officer and the Dean on any related issues to advance DEI,
- b) Membership. The membership of this committee shall include one representative from each academic unit and two staff members. The Dean may appoint one or more persons knowledgeable about DEI matters who need not be members of the faculty.
- c) Terms of Members. Length of service shall be determined by each academic unit.
- d) Chair. The committee shall annually elect its own chair. The chair shall be eligible for reelection.
- e) Meetings. The committee will meet a minimum of twice per semester.

M. Space/Facilities Planning and Space Utilization Committee

- a) Function. The purpose of this committee is to ensure the most effective utilization of DCP physical resources and infrastructure to foster an environment that enhances the educational, research, and service of DCP.
- b) Membership. The membership of this committee shall include one representative from each academic unit, Director of DCP Advancement, and Associate Dean for Facilities.
- c) Terms of Members. Length of service shall be determined by each academic unit.
- d) Chair. The Associate Dean for Facilities shall serve as chair of the committee.
- e) Meetings. The committee will meet a minimum of twice per semester.

- N. Ad Hoc Committees. The Dean may create ad hoc committees to achieve specific tasks not assigned to other committees by the Constitution. The Dean 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 Dean shall maintain and annually publish a list of ad hoc committees and their memberships. After three years of ad hoc status, a committee will become a standing committee or be dissolved.

Article IV. College Representatives to the Faculty Senate

- A. Election of Senators. A slate of potential candidates for the Faculty Senate shall be developed by contacting all faculty members to verify their willingness and availability to serve. The number and terms of Senators representing the College is prescribed by the Constitution of the University of Florida.

- B. Responsibilities of Senators. In addition to representing the College in the Faculty Senate, it shall be the responsibility of Faculty Senators to:
- a) Designate one Faculty Senator to serve as a liaison with the Faculty Council by providing them with agendas and minutes of the Faculty Senate meetings in a timely manner;
 - b) Designate one Faculty Senator to sit on the Administrative Council.

Article V. Amendments

This Constitution may be amended by a two-thirds vote of Voting Faculty present and voting at any meeting of the College faculty provided that written notice and text of proposed amendments are received by the Voting Faculty at least two weeks prior to the meeting at which action on the amendments is to be taken.

Amendments shall be effective upon approval by the College Voting Faculty. Written notice of adopted changes is to be sent by the Faculty Council to all Faculty members within two weeks of their adoption.

Review and amendment of the Constitution is initiated by the faculty through the Faculty Council or by the Dean of the College.

Article VI. Effective Date

This Constitution shall become effective upon approval by the College Voting Faculty.