NOHAD A. TOULAN SCHOOL OF URBAN STUDIES AND PLANNING

Departmental Bylaws

Date Approved by OAA: November 1984
Amendment Date: November 2018
ARTICLE I  MISSION AND PURPOSE

A) Mission Statement

The mission of the Nohad A. Toulan School of Urban Studies and Planning (TSUSP) is to assist in the development of healthy, equitable and just communities through an interdisciplinary program of teaching, research and public service. Faculty and students engage the intellectual, policy and practice aspects of urban studies and planning from the local to the international levels and actively participate in the analysis, development and dissemination of the innovations for which Portland and the Northwest are known.

B) Purpose of these Bylaws

This document serves as the basis for operating rules and procedures within TSUSP, consistent with the framework for faculty self-governance established by the Constitution of the Portland State University (PSU) Faculty, which states (Article III, Section 2) that the faculty “has primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction, research, faculty status, and those aspects of student life that relate to the education process.”

C) Jurisdiction

All procedures established in this document shall be consistent with the PSU Faculty Constitution, the University's Promotion and Tenure (P&T) guidelines, all relevant Collective Bargaining Agreements (CBA) between PSU and faculty, and other relevant University policies. Where unit guidelines are in direct conflict with provisions in those University-wide documents, the University documents shall take precedence.

ARTICLE II  DEFINITION OF FACULTY MEMBERS

The Toulan School of Urban Studies and Planning (TSUSP) is comprised of Voting, Joint-Appointed Voting, Adjunct, and Affiliated faculty, Academic Professionals, and Research faculty.

A) Voting Faculty

1) A Voting faculty member is defined as any person having either:

   i) A tenure-track, tenured, or non-tenure track (NTT) instructional faculty appointment of at least .50 FTE in the Toulan School at any academic rank specified in Section III of the University's P&T Guidelines, or any administrator in the College of Urban and Public Affairs whose faculty appointment is wholly within the Toulan School of Urban Studies and Planning. All administrators meeting this criterion, including School Directors, Associate Deans and other University officials, shall have full voting rights; or

   ii) An academic appointment within a center or institute in the College of Urban and Public Affairs (CUPA) at a professorial rank, with regular teaching obligations
within the School. Such persons shall be elected to membership by a majority vote of Voting faculty present at a properly constituted Toulan School meeting.

2) The duties and responsibilities of Voting faculty are specified in the faculty member’s letter of appointment. A Voting faculty member has voting rights in all Toulan School matters.

B) Joint-Appointed Voting Faculty

1) A Joint-Appointed Voting faculty member is defined as either:

   i) Any person, whose qualifications are equivalent to a Voting faculty member (as defined in II.A.1.i above) in TSUSP who carries a portion of FTE in another academic unit at PSU; or

   ii) Any other tenure-track or NTT faculty member at PSU carrying at least some portion of FTE in TSUSP, and who is elected to membership by a majority vote of Voting faculty present at a properly constituted Toulan School meeting.

2) Requests for Joint-Appointed Voting status can be initiated by the individual or by recommendation of a Voting faculty member. Requests are reviewed by the Faculty Evaluation Committee prior to being voted on by the faculty.

3) Joint-Appointed Voting faculty carry all rights and responsibilities of Voting faculty, including voting in Toulan School meetings, teaching, student advising and faculty and student committee assignments.

C) Affiliated Faculty

1) An Affiliated faculty member is defined as any public or private university faculty member, regardless of rank, or Toulan School FTE, who, consistent with OAR 580-020-0005 (4), helps in carrying forward the School’s teaching, research or service commitments.

2) Affiliate faculty membership shall be extended by vote of a majority of voting members of the Toulan School present at a properly constituted Toulan School meeting. Affiliate faculty status shall be extended for defined periods of time not to exceed three years, subject to renewal. Requests for Affiliate faculty status can be made by the individual or by recommendation of a Voting faculty member. Requests for new or renewed Affiliate appointments are reviewed by the Faculty Evaluation Committee prior to being voted on by the faculty.

3) Affiliated faculty do not have voting rights or responsibilities relating to Toulan School business.

4) Affiliated faculty may serve as members or chairs of student examination or dissertation committees in accordance with Toulan School procedures for such committees.

D) Adjunct Faculty
1) An Adjunct faculty member, per Article 2, Section 14 of the 2015-2020 PSUFA CBA, is defined as a researcher or instructor hired on less than a half-time (i.e., 0.49 FTE or below, or 22.5 credits per academic year) appointment.

2) Adjunct appointments shall be made by the Director after due consideration of curricular needs and budget availability. Adjunct faculty shall be appointed to a rank that is commensurate with the individual’s relevant experience and qualifications, as specified in Article 8, Section 2 of the PSUFA CBA for July 1, 2015 through June 30, 2020. Adjunct faculty are to be provided by the School with appropriate facilities and amenities, per Article 7, Section 2 of the 2015-2020 PSUFA CBA. All re-appointment decisions will be based on the academic judgement of the Director, taking into account enrollment issues, shifts in FT teaching loads, whether the Adjunct faculty member has been disciplined in accordance with Article 16 (Progressive Sanctions), and pedagogical or curricular changes. If, due to such changes, a faculty member is not offered re-appointment, the Director and the faculty member shall discuss, at the member’s option, whether other teaching opportunities exist in TSUSP for them based on what they are qualified to teach. The intent to re-appoint or not to re-appoint Adjunct faculty for the following academic year should be communicated at least one term prior to the end of the faculty member’s appointment or as soon as reasonably possible. Adjunct faculty may be subject to compensation for late notice or cancellation of their courses, per Article 7, Section 7 of the 2015-2020 PSUFA CBA. There is no limit on the number of academic terms or years during which an Adjunct faculty member may be employed.

3) Adjunct faculty who have been employed as an Adjunct by PSU for 3 years or 20 credits, whichever occurs first, will be offered a professional evaluation by the School Director, as specified in Article 7, Section 7 of the 2015-2020 PSUFA CBA. Evaluations that result in the School not offering re-appointment are subject to appeal, as specified in Article 7, Section 7 of the 2015-2020 PSUFA CBA. Further details of the evaluation process and criteria are provided in Section VII.A of the School’s Promotion and Tenure guidelines.

4) Adjunct faculty do not have voting rights regarding Toulan School business.

5) The Adjunct faculty role is usually limited to teaching specific courses in the Toulan School, but may include serving on student committees. Adjunct faculty may not chair student committees or serve on Toulan School committees. Participation on student committees, or other participation in extra-instructional activities as described in Article 8, Section 1, shall be compensated by the School in accordance of Article 12, Section 6 of the PSUFA 2015-2020 CBA. Adjunct faculty are eligible to apply for the Faculty Education Fund and Professional Development funds, as specified in Article 13, Sections 1 and 2 of the PSUFA 2015-2020 CBA.

E) Emeritus Faculty

1) Emeritus Faculty are those retired Voting faculty who have an outstanding record of achievement within the School. Procedures for promotion to Emeritus faculty status are provided in the School’s Promotion and Tenure Guidelines.

2) Emeritus faculty do not have voting rights regarding Toulan School business.
F) Non-ranked Faculty (Academic Professionals)

1) Individuals holding non-ranked Academic Professional faculty appointments (as specified in Article 17 of the PSU-AAUP 2015-19 CBA) of any FTE within the Toulan School may participate in meetings of the TSUSP faculty as specified in Article III.

2) Voting rights for non-ranked faculty are limited to the election of TSUSP officers as specified in Article V only.

G) Research Faculty

1) Individuals holding NTT Research faculty appointments in the Center of Urban Studies or related sub-units may participate in meetings of the TSUSP faculty as specified in Article III.

2) Voting rights for research faculty without Voting faculty status as specified in section II.A are limited to the election of TSUSP officers as specified in Article V only.

ARTICLE III MEETINGS OF THE UNIT AS A WHOLE

A) Frequency

Faculty meetings are to be held monthly during the academic year, usually every third Friday with the exception of holidays and other University closure dates. The School Director shall publish a schedule of faculty meetings for the year and distribute it among the faculty before the start of fall term.

B) Attendance

All members of the TSUSP Voting faculty, including Joint-Appointed Voting faculty, and designated student representatives are expected to attend regularly-scheduled faculty meetings. Two designated student representatives shall be elected – one from enrolled students in the Master of Urban and Regional Planning (MURP) program, one from the Master of Urban Studies (MUS) or Urban Studies Ph.D. program – in April of each academic year, to serve until the following April. Student representatives shall have voting rights for all decisions except personnel decisions (e.g., faculty hires). All TSUSP faculty, including Affiliated and NTT Research faculty, may attend and participate in faculty meetings. Guests may attend at the approval of the School Director.

Adjunct faculty are welcome to attend faculty meetings as non-voting members, but their attendance is generally not required. In any case where a specific adjunct faculty member is requested or required to attend, they must be compensated as provided in Article 12, Section 6 of the PSUFA 2015-2020 CBA. Any such request must be approved by the TSUSP Director in advance.

C) Presiding Officer

Faculty meetings are chaired by the School Director or the Director's designee.
D) Agenda

The presiding officer shall distribute an agenda by email no later than 48 hours before the meeting. Faculty who wish to contribute items to the meeting agenda should notify the School Director no later than 72 hours before the meeting.

E) Rules of Procedure

In the absence of special rules to the contrary, Robert’s Rules of Order shall govern the proceedings at all TSUSP faculty meetings.

F) Voting Methodology

1) Unless otherwise established, voting shall be conducted in a public manner using either voice or raised-hand vote. If at least one Voting faculty present requests that a specific vote be conducted by a secret ballot, that shall be the procedure. Votes for new faculty hires, election of School officers, and Faculty Evaluation Committee membership shall be conducted via secret ballot. School Directors only vote in case of tie, except for new faculty hires.

2) Proxy voting is not allowed for decisions taken during regularly-scheduled faculty meetings. This provision reflects the importance of faculty deliberation and debate in decisions impacting the School. Faculty unable to attend meetings in person are encouraged to work with the School Director to participate in the meeting remotely via phone or Web.

3) Faculty recommendations for new faculty hires shall require a majority vote of faculty. If no candidate receives a majority on the first round of voting, a runoff vote shall be conducted between only the two candidates receiving the highest number of votes in the first round. Subsequent rounds of voting shall be conducted using the same procedure until all acceptable candidates have been ranked.

G) Quorum

Fifty percent (50%) of the Voting faculty members and student representatives shall constitute a quorum at all faculty meetings.

H) Minutes

The presiding officer shall distribute minutes from the prior meeting via email at least 48 hours before the next regularly-scheduled meeting.

I) Special Meetings

1) Special meetings of the faculty may be called at the School Director’s discretion to discuss matters of significant School-wide importance, especially those of a time-sensitive manner that cannot be conducted during a regularly-scheduled faculty meeting.
2) Advanced notice. Voting faculty and student representatives must be given at least five (5) business days of notice ahead of any special meeting at which a vote will be taken.

3) Procedures. All procedures established in III.E-G above shall apply to special meetings except those relating to proxy voting. Proxy voting may be permitted for decisions taken during special meetings.

ARTICLE IV  RATIFICATION, DISTRIBUTION AND AMENDMENT OF BYLAWS

A) Amendments and Changes to Departmental Bylaws and Departmental Employment Conditions

Modification of policies and procedures in these bylaws require notification to and approval by OAA. Notice of intent to modify a policy or procedure must be provided prior to adoption. Changes to bylaws and all other governance documents do not become effective until approved by OAA.

B) Procedures for Amending These Bylaws

Recommendations for by-law amendments shall be submitted in writing to all TSUSP Voting faculty members at least five days prior to a scheduled faculty meeting. A two-thirds majority vote of Voting faculty present at a properly constituted faculty meeting shall be required to adopt an amendment.

C) Distribution of Bylaws

All governance documents for the academic unit shall be posted on the TSUSP website. Earlier versions will be archived and maintained by the front office staff and available for faculty review at any time.

ARTICLE V  OFFICERS

A) TSUSP Director

1) The Director is appointed for a three-year term by the University President. The incumbent Director must nominate to the Dean a candidate for Director by April 15 of the year in which term expires.

2) Nominations for Director will be made at the faculty meeting in March of the year in which the existing term expires. Nominees will give a short presentation to the faculty at this meeting regarding their application for Director. An election by secret ballot will be held the following week. If there are more than two candidates and none receives a majority of the vote, a runoff election will be held between the top two candidates. The winner of the election will be nominated for a three-year term beginning July 1.

3) The Director may nominate an Acting Director for up to one quarter, subject to approval by the Dean. Any absence of greater than one quarter will require an election for the
nomination of an Acting Director. If elected, the Acting Director would serve the remainder of the previously-elected Director’s term.

4) There is no limit on the number of terms which a Director may serve.

5) Faculty with voting rights on Toulan School officers as specified in Article II, including non-ranked and research faculty, are eligible to vote in elections for Director. In order to be eligible for appointment as Director a faculty member must be tenured and hold the rank of Associate Professor or above by the time of the appointment.

6) The Director is responsible for the administration of Toulan School affairs, including presiding at Toulan School meetings and representing the Toulan School before the College, University, and the community. The Director shall report to the faculty at least annually on the School’s budget, and is expected to seek faculty input in establishing budgetary priorities, especially in circumstances where budget cuts need to be made. The Director may designate any member of the faculty as Toulan School representative.

7) The teaching load for the School Director is 9 credit hours per year.

B) Center for Urban Studies (CUS) Director

1) Nominations, including self-nominations, for CUS Director, based on written statements by candidates, will take place at the March TSUSP faculty meeting of the year in which the incumbent CUS Director’s term expires. These nominations shall be shared with the CUPA Dean. Eligible candidates are full-time tenured faculty at the time of appointment, with 1.0 FTE in the School. Election, by secret ballot, shall take place at the April meeting two years following the election of the School Director. Faculty with voting rights on Toulan School officers as specified in Article II, including non-ranked faculty and research faculty, are eligible to vote in elections for CUS Director. Based on a 12-month contract, the term of the CUS Director’s appointment is three years, starting July 1st, with the possibility of re-election. The election result serves as a recommendation to the School Director, who then appoints the CUS Director.

2) In collaboration with TSUSP faculty and staff, the CUS Director is expected to provide leadership and secure funding for research projects from various sources; work with academic and non-academic partners across different units of the University and beyond the University; develop and manage the CUS budget; supervise CUS administrative and research staff; regularly report on the work of CUS at TSUSP faculty meetings; work in close consultation with the School Director; advise graduate students; teach undergraduate and graduate courses at a half-time level in TSUSP; and build the reputation of CUS and TSUSP as research entities.

3) In the event of leave by the CUS Director, he/she/they, together with the School Director, shall appoint an interim Director, subject to approval by the Dean. Should the CUS Director be unable to serve for more than one year, the TSUSP faculty shall elect a new Director following the procedure outlined above.
ARTICLE VI     COMMITTEES

A) Standing Committees

1) Committees and Appointment Process

   i) The Toulan School has eight standing committees: Faculty Evaluation, MURP Admissions, MUS/Ph.D. Admissions, Diversity & Equity, Urban Studies Executive, MURP Executive, MRED (Joint), and Undergraduate Executive.

   ii) All committee members are elected by and report to the faculty, unless specified otherwise in these procedures. Voting faculty shall be eligible to serve on committees. All committee memberships are for three-year terms, unless specified otherwise in these procedures. Faculty will serve in staggered terms, with a goal of one committee member rotating off each year. Unless otherwise specified, there are no compositional requirements for faculty rank or tenure status (i.e., TTF/NTTF) within committees.

   iii) Faculty membership on committees is determined by vote of the faculty upon the recommendation of the Committee on Committees (CoC). The School Director solicits two faculty to serve on CoC at the April faculty meeting, and appoints the committee no later than one week thereafter. The CoC shall present its recommendations to the School Director no less than one week before the May faculty meeting. Faculty election takes place at the May faculty meeting.

   iv) Student membership on program executive committees is determined by vote of the respective Toulan School’s graduate or undergraduate student association. The student association consists respectively of all admitted and enrolled students in the Community Development Undergraduate program (Undergraduate), the Master in Urban and Regional Planning program (MURP), the Master of Real Estate Development (MRED) and the Master and Doctorate in Urban Studies programs (MUS/Ph.D.) in the Toulan School.

   v) The School Director shall fill committee vacancies by appointment. Interim appointments shall be made for up to one year.

   vi) The School Director shall ensure an equitable distribution of service activities among the faculty, including committee assignments, and shall track and report departmental, college, and University-wide service activities by faculty member.

2) Committee Procedures and Reporting

   i) In their first meeting of the academic year, the members of all standing committees shall elect a committee chair for that year.

   ii) Committee chairs shall be responsible for:
       (a) establishing a meeting schedule;
       (b) developing an agenda;
       (c) recording minutes of decisions and actions taken by the committee; and
(d) reporting on recent and pending actions to the faculty as a whole at monthly meetings.

3) Faculty Evaluation Committee

i) The purpose of the Faculty Evaluation Committee is to evaluate faculty performance and make recommendations concerning promotion, tenure, retention, and merit salary increases to the School Director, in accordance with the University and TSUSP P&T guidelines.

ii) Four faculty shall be elected to the Committee for a one-year term by vote of the faculty at the May faculty meeting. Faculty elected to this committee must be tenured (if tenurable) and hold the rank of Associate Professor or above; NTT and other non-tenurable faculty are eligible to serve on FEC but may not vote on tenure cases. The Toulan School is inherently interdisciplinary, and, therefore, when a candidate for promotion or tenure is involved in interdisciplinary teaching and/or research, the Committee may include, at the initiative of that faculty member, an additional tenured faculty representative from a mutually agreed upon second University department or program.

(a) For reviews of non-tenure track (NTT) faculty, the Committee shall include an additional member, to be elected by the faculty, holding a NTT faculty appointment. If an insufficient number of NTT faculty are available to serve, the FEC chair shall nominate an NTT faculty member from outside TSUSP. This nomination is subject to approval by the faculty.

(b) Student participation in tenure and promotion shall be ensured through public notice, comment and opportunities for oral testimony, as specified in the TSUSP Promotion and Tenure guidelines.

iii) The Committee shall be active until it completes all assignments within the deadlines announced by the Office of Academic Affairs, or until action on all appropriate TSUSP matters is completed. In the case of promotion and tenure cases, the work of the newly elected Committee shall begin with the Committee’s election at the May meeting of the School so that external reviewers can be chosen and solicited by the end of the academic year.

4) MURP Admissions Committee

i) The purpose of the MURP Admissions Committee is to make recommendations for admission to the Master of Urban and Regional Planning (MURP) program to the School Director.

ii) The Committee shall consist of no less than four faculty members. The Committee may request to the School Director for an additional faculty member should an unusually high volume of applications be received in a year. If approved, the School Director may appoint a faculty member to serve on a temporary basis. The MURP Program Coordinator will serve on the committee in an ex officio capacity.
iii) The Committee shall establish appropriate admissions criteria, review criteria and procedures, and establish timelines for completing the review of applications.

iv) The Committee chair shall solicit diverse involvement of current MURP students to assist in reviewing applications. Student reviewers will sign a form indicating their compliance with the Family Educational Rights and Privacy Act (FERPA) prior to commencing reviews.

v) The Committee chair shall report to the TSUSP faculty in a timely manner the characteristics of the MURP applicant pool, admitted and accepted applicants, including but not limited to: number, gender, and racial/ethnic composition.

5) MUS/Ph.D. Admissions Committee

i) The purpose of the MUS/Ph.D. Admissions Committee is to make recommendations for admission to the Urban Studies Ph.D. and Master of Urban Studies (MUS) programs. The committee also reviews new and continuing students for the award of School-sponsored graduate research assistantships.

ii) All recommendations for admission to the Urban Studies Ph.D. degree program and MUS program shall be made to the School Director by the MUS and Urban Studies Ph.D. Admissions Committees. The MUS/Ph.D. Admissions Committees shall consist of:
   (a) Two faculty from the Urban Studies Executive Committee;
   (b) One student from the Urban Studies Executive Committee;
   (c) The Urban Studies MUS/Ph.D. Coordinator.

iii) Student reviewers will sign a form indicating their compliance with the Family Educational Rights and Privacy Act (FERPA) prior to commencing reviews.

iv) The Committee shall establish appropriate criteria and timelines for reviewing admissions criteria and procedures, and completing the review of applications.

6) Diversity & Equity Committee

i) The purpose of the Diversity & Equity Committee is to coordinate and undertake activities to make TSUSP and its academic programs more diverse, equitable and inclusive. These activities may relate to, but are not limited to: student recruitment and admissions procedures, curriculum design and content, and student climate.

ii) The Committee shall consist of at least three TSUSP faculty.

iii) The Committee will have two student members, each serving a one-year term. One student shall be an undergraduate student; one graduate student. Any enrolled student in a TSUSP undergraduate major or graduate degree program may serve on the committee. Student members shall be recruited through an open call for nominations among enrolled students in the spring quarter, with selections voted on by enrolled students, by level.
7) Urban Studies Executive Committee

i) The purpose of the Urban Studies Executive Committee is to provide governance and oversight of the Urban Studies Ph.D. and Master of Urban Studies (MUS) programs, and graduate certificates that serve Urban Studies Ph.D. and MUS students. This committee shall be deemed the committee of origination for all matters pertaining to curriculum development, curriculum review, and administration of Urban Studies Ph.D. and MUS program activities of the Toulan School.

ii) This Committee includes three members of the TSUSP faculty, the MUS/Ph.D. Program Coordinator, and two student representatives. The program coordinator serves in an ex officio (non-voting) capacity. In making faculty nominations for this committee, the Committee on Committees shall consider diverse representation of Toulan School field areas, with the expectation that at least one instructor from the Ph.D. core courses will be chosen.

iii) Two students shall be elected to the committee for a one-year term by the MUS/Ph.D. student association during May of each academic year. The students shall be from the either the MUS program or the Urban Studies Ph.D. program.

iv) Recommendations for changes to the core curriculum and requirements in the MUS and Urban Studies Ph.D. programs shall be submitted to the Voting faculty and School Director for approval prior to submission to college- and University-wide curriculum committees. Course change proposals directly impacting MUS and Urban Studies Ph.D. students shall be reviewed and approved by the Committee prior to submission to School Director for approval.

v) All members of the TSUSP faculty will have the privilege of the floor at meetings of the Urban Studies Executive Committee.

8) MURP Executive Committee

i) The purpose of the MURP Executive Committee is to ensure governance, and provide advice and consent, on matters pertaining to the Master of Urban and Regional Planning (MURP) program, as well as graduate certificate programs that serve MURP students. This includes, but is not limited to: curriculum development and review, strategic planning, and assessment of programmatic and student learning outcomes.

ii) This Committee shall include three TSUSP faculty members, the MURP Program Coordinator, and two student representatives. The MURP Program Coordinator serves in an ex officio (non-voting) capacity.

iii) Two MURP students shall be elected to the Committee for a one-year term during April of the academic year. All enrolled MURP students, including part-time students, are eligible to serve and vote for these positions.
iv) Recommendations for changes to the core curriculum and requirements in the MURP program shall be submitted to the Voting faculty and School Director for approval prior to submission to college- and University-wide curriculum committees. Course change proposals directly impacting MURP students shall be reviewed and approved by the Committee prior to submission to School Director for approval.

v) All members of the TSUSP Faculty will have the privilege of the floor at meetings of the MURP Executive Committee.

9) MRED Program Committee

i) The purpose of the MRED Program Committee is to provide oversight of the curriculum and administration of the Master of Real Estate Development (MRED) program in the Toulan School of Urban Studies and Planning and the School of Business Administration. The MRED program is offered jointly by the Toulan School of Urban Studies and Planning and the School of Business Administration.

ii) This committee includes two members of the faculty of the Toulan School of Urban Studies and Planning, two members of the faculty of the School of Business Administration and one student representative. The Director of the Toulan School of Urban Studies and Planning or the Director's designee and the Dean of the School of Business Administration or the Dean’s designee serve as ex-officio members.

iii) One student shall be elected to the committee for a one-year term by the MRED students each academic year. Student members must be admitted to the MRED program and may include part-time enrolled students.

iv) Recommendations for changes to the core curriculum and requirements in the MRED program shall be submitted to the Voting faculty and School Director for approval prior to submission to college- and University-wide curriculum committees. Course change proposals directly impacting MRED students shall be reviewed and approved by the Committee prior to submission to School Director for approval.

v) All members of the TSUSP faculty will have the privilege of the floor at meetings of the MRED Joint Committee.

10) Undergraduate Executive Committee

i) The purpose of the Undergraduate Executive Committee is to provide oversight of the curriculum and administration of undergraduate activities in the Toulan School of Urban Studies and Planning. These activities include the Community Development major and minor, Sophomore Inquiry courses, Upper Division Clusters, and Senior Capstones. This committee shall be deemed the committee of origination for all matters pertaining to curriculum development, curriculum review, and administration of the undergraduate activities of the Toulan School.

ii) This Committee includes three members of the TSUSP faculty and two student representatives.
iii) Two students shall be elected to the committee for a one-year term by undergraduate students enrolled in TSUSP majors during May of each academic year. Student members must be admitted to a TSUSP undergraduate bachelor’s degree program and may be part-time enrolled students.

iv) Recommendations for changes to the core curriculum and requirements in the Community Development major shall be submitted to the Voting faculty and School Director for approval prior to submission to college- and University-wide curriculum committees. Course change proposals directly impacting Community Development majors shall be reviewed and approved by the Committee prior to submission to School Director for approval.

v) All members of the TSUSP faculty will have the privilege of the floor at meetings of the Undergraduate Executive Committee.

B) Ad Hoc and Special Committees

1) Faculty search committees

When the Toulan School has the opportunity to hire for a tenure-track or tenured position, the Director will ask for nominations for a Search Committee. From these nominees, at least two members of the faculty and at least one student admitted to one of the Toulan School’s degree programs will be selected. The Search Committee develops a position description in consultation with the Director and the other members of the faculty; publicizes the position; screens applications and solicits input about preferred finalists; organizes appropriate campus visits for finalists; solicits input following campus visits and analyzes the strengths and weaknesses of candidates; and makes recommendations to the faculty. The faculty then consider these recommendations and rank the preferred candidates. Candidate ranking will be accomplished by a vote of qualified faculty. Votes will be cast by secret ballot.

2) Other ad hoc or special committees

i) The School Director may establish special committees on an ad hoc basis to address specific needs as they arise within the School that go beyond the usual work or capacity of standing committees.

ii) The Director shall advertise the creation of the committee to faculty through appropriate channels, and provide at least one week for faculty to submit nominations to serve. The Director shall make committee appointments based on these nominations, or make appointments directly if an insufficient number of nominations is received. In making direct appointments, the Director shall take into consideration the equitable distribution of service effort among faculty.

iii) When creating special committees, the Director shall indicate the scope and time period for the committee’s work. Faculty approval is required to extend the work of a special committee from one academic year to the next.
iv) If the work of a special committee requires faculty effort during the summer, the Director shall provide appropriate compensation for committee members serving on 9-month appointments.

**ARTICLE VII  OTHER SCHOOL GUIDELINES**

**A. Faculty Teaching Loads**

1) The standard teaching load for tenured and tenure-track faculty in the Toulan School of Urban Studies and Planning shall be 18 credits per year, not including by-arrangement courses. This load is established taking into account the predominance of research and advising in graduate programs in TSUSP.

2) The standard teaching load for NTT instructional faculty shall be 36 credits per year. Assigned University/community/professional service and scholarly work shall not exceed ten percent (10%) of an instructional NTT faculty member’s workload without a reduction in instructional load.

3) The School Director shall ensure an equitable distribution of teaching responsibilities, reporting at least annually on teaching loads, student credit hours generated, and by-arrangement credits taught by TSUSP faculty.

**B. Travel and Professional Development Funds**

1) The School Director shall distribute departmental travel funds among the faculty on an equitable basis, taking into account faculty tenure status. Unallocated travel funds shall be allocated based on the following priorities:
   i) untenured faculty;
   ii) faculty members presenting papers at international, national or regional conferences;
   iii) Toulan School representation on committee and boards of international, national and regional academic or professional organizations;
   iv) faculty participation as discussant or panel member at international, national and regional conferences;
   v) Toulan School representation at appropriate international, national academic or professional conferences or meetings;
   vi) student participation as presenter, panel member, or officer at an international, national, regional, or state conference or association; and
   vii) individual faculty or student attendance at an international, national, regional, or state conference or association.

2) **Individual Professional Development Accounts (IPDA)**

   i) Faculty members and academic professionals may utilize funds in their IPDA for activities that support the job-related professional development of the member. The use of IPDA funds is subject to the approval of the School Director and to all applicable University policies and procedures regarding the appropriate use and documentation of University expenditures. Examples of such use from the CBA include, but are not limited to, travel for the presentation of scholarly work, conference fees and travel, professional
organization fees, professional licensure or certification requirements, acquisition of specialized equipment (such as laboratory or art supplies), tuition and/or fees, subscriptions and books, submission fees, and relevant training and continuing education opportunities.

ii) Full-time faculty members on sabbatical shall have their IPDA accounts funded at 1.0 FTE.

C. Academic Professional Workload and Worklife Balance

Academic professionals that are overtime-exempt are expected to work approximately 2080 hours (which is approximately 40 hours per week) per year. Overtime exempt academic professionals have no expectation of receiving additional salary for hours that exceed this number. The amount of work may cycle with time of year, specific assignments, and/or other situational demands. In the event an overtime-exempt academic professional’s workload is unusually high for some period of time the academic professional will be provided sufficient flexibility in order to balance out the academic professional’s work commitment. The School Director and academic professional shall work together to determine when and how such adjustments will be made. This is not intended as an hour-for-hour adjustment, but rather as a mechanism to provide flexibility in an overtime-exempt Academic Professional’s work schedule in keeping with work-life balance ideals. It is not necessary for exempt employees to maintain complex records of hours worked.
Toulan School of Urban Studies and Planning –
Departmental Bylaws
Revised November 2018

TSUSP School Director

Date

11/28/18

CUPA Dean

Date

11/29/18

Academic Affairs Approval:

Vice Provost for Academic Personnel and Leadership Development

Date

1/9/19