

BYLAWS  
OF  
THE COLLEGE OF ARCHITECTURE  
Ratified by the Faculty, 19 April 1977  
With later revisions through November 1992  
With later revisions through August 2004  
With revisions through July 2006

**I. AUTHORITY**

Section 1. The College of Architecture at the University of Nebraska-Lincoln operates in accordance with section 2.9 of the Bylaws of the Board of Regents of the University of Nebraska and section 1.6 of the Bylaws of the University of Nebraska-Lincoln.

**II. NAME**

Section 1. The name of the organization shall be the College of Architecture, University of Nebraska-Lincoln (referred to as the College in these Bylaws). The term program refers to the academic units of the College of Architecture.

**III. POWERS**

Section 1. The powers of the College of Architecture shall provide for the immediate government of the College by its own Faculty and include the determination of requirements for graduation, recommendations of candidates therefore, developing research and community service programs, admission requirements, courses of study, and other relevant material for meeting professional standards and statutory requirements.

**IV. FACULTY**

Section 1. Voting Membership

- a. Those people with tenure or tenure leading appointments, holding full or joint appointments in the College of Architecture, shall constitute the voting members of the College Faculty.
- b. Voting members of the Faculty shall hold an appointment of half-time or more in the College.
- c. Faculty working on degrees offered by the University of Nebraska shall not be considered voting members of the College Faculty.

Section 2. Method of Appointment

In accordance with the UNL Bylaws section 2.4.1, the primary responsibility for filling an established vacancy on the faculty rests within each Academic Program of the College in which the vacancy exists. The faculty of each program shall develop procedures for selection of persons to fill faculty vacancies. The faculty within each program shall have the opportunity to formally interview and assess the qualifications of any applicant for a faculty appointment. Tenure and promotion recommendations shall reside with the academic program of appointment.

Section 3. Responsibilities and Obligations

Responsibilities and obligations of the Faculty shall include:

- a. Determining educational policies and procedures.

- b. Establishing rules for the conduct of its business and approving or disapproving proposals for changes in the Bylaws.
- c. Establishing committees for the conduct of Faculty business and assigning functions and responsibilities to them.
- d. Setting entrance requirements to the College and requirements for degrees; establishing requirements for graduation with Distinction and High Distinction; approving or disapproving the establishment of programs and of courses to be offered for credit in the College; determining scholastic standards to be met by students in the College; establishing procedures for probation, suspension, reinstatement, and other measures related to the maintenance of academic standards; and establishing other rules concerning curricula and instructional programs.
- e. Recommending budget priorities for program development.
- f. Evaluating on an annual basis the directors by the appropriate program faculty.
- g. Accepting or rejecting nominations for the position of director by the program faculty.
- h. Providing, by program, recommendations for job descriptions for all new faculty appointments, tenure, reappointment and promotion.
- i. Considering other business brought before it by the Dean, the College Council, the College Faculty, or other authorized persons according to procedures outlined in these Bylaws.
- j. Considering other items of broad interest to the welfare of the College Faculty and student body.

The College Faculty as a whole must contribute to the University's missions of teaching, service to the State, and research.

Faculty members involved in classroom teaching are expected to maintain high academic standards and maintain competence in their fields through scholarly / creative activities.

Faculty members involved in education and service to the State are expected to keep up to date in their fields.

Faculty members involved in research activities are expected to assemble the results of their research in publishable or exhibitable form.

## **V. ACADEMIC PROGRAMS**

### Section 1. Names

The Academic Programs of the College of Architecture are: Architecture, Interior Design, Landscape Architecture, and Community & Regional Planning.

### Section 2. Presiding Officers

Each program faculty shall have a presiding officer: A Director each for the programs of Architecture, Interior Design, Landscape Architecture, and Community & Regional Planning. The position of Assistant Director may be established by the Director with the concurrence of program faculty and the Dean. The Director is considered a full member of the program faculty.

#### a. Responsibilities and Obligations of the Director

The Director of the program shall be the officer primarily charged with the administration of the program. She or he shall be the presiding officer of its faculty and the program's chief advisor to the Dean. The Director of the program may make recommendations to the Dean, and the faculty of the College concerning the welfare of the program or its relations to other programs. Before making such recommendations, the Director of the program shall consult with the appropriate program faculty. Where the recommendation of the Director differs from the advice given by the appropriate program faculty, the Director shall so inform the Dean.

As the chief liaison between the Dean and the program faculty, the Director shall be responsible for such matters as scheduling classes and room assignments, proposing and administering the program operating budget, the assignment of teaching and research responsibilities of the program faculty (subject to consultation with the faculty in a manner to be determined by the faculty), record keeping, selection and assignment of program secretarial and other non-academic staff, and other routine affairs of the program. He or she shall bring to the attention of the faculty in a timely manner such matters that may require action or advice from any committee or the faculty as a whole.

The Director will represent the program in its routine relationships with the students, other programs within the College, the University, the professions, and the public.

The Director will have a major leadership role in the development and implementation of program goals and objectives in the areas of curriculum, course content, teaching, research and public service. As a means to accomplish such objectives, the Director shall coordinate the search for and receive recommendations from the program faculty on new members, advise the Dean regarding all recommendations for promotion, reappointment, non-reappointment, and tenure, coordinate annual faculty evaluations, and recommend annual faculty salary adjustments and merit increases.

The Director is expected to be continuously involved in research, community service, or teaching as a responsibility of membership of the program faculty.

#### b. Selection

Program Directors shall be appointed by the Dean and after appropriate consultation with the program faculty, and with concurrence by the Chancellor in accordance with section 2.10 of the University of Nebraska Bylaws and section 2.4.3.2 of the UNL Bylaws.

The Dean will recommend directors or assistant directors with the concurrence of the appropriate program faculty. Each program faculty shall be responsible for developing search and review procedures for a new director or assistant director.

Directors and Assistant Directors will be appointed for a specified term in no case to exceed five years; subject to reappointment for additional terms.

#### c. Accountability and Evaluation

Each Director shall be evaluated annually by his/her program faculty. A plan for this evaluation shall be proposed by the Dean and approved by the faculty. The Dean shall provide an additional evaluation. The Director shall be given the opportunity to respond to each evaluation. The faculty and Dean's evaluation shall be based on performance in four general areas as appropriate: (1) academic, curriculum and extension leadership, (2) research leadership, (3) public service effectiveness, (4) departmental operations and administrative capability.

### Section 3. Academic Program Bylaws

Each program shall adopt and maintain its Program Bylaws and procedures in accordance with the College Bylaws.

## **VI. ADMINISTRATION**

### Section 1. Administrative Officers of the College

a. The principal administrative officer of the College shall be the Dean. Other officers reporting to the Dean may include Associate Deans and/or Assistant Deans.

### Section 2. Appointment of the Administrative Officers

a. A candidate for the Office of Dean shall be recommended for appointment to the President and the Board of Regents by the Chancellor. In making such recommendation the Chancellor shall use procedures which include formal consultation with representatives of the Faculty, students, administrative officers; and, where deemed appropriate by the Board of Regents, other parties.

b. Candidates for the positions of Associate Dean and Assistant Dean shall be appointed by the Dean. In initiating action to fill these positions, the Dean shall consult the Faculty, Directors and the Assistant Directors of the College's programs. If the recommendations of a Director or the Faculty differs from his/her recommendations, the Dean shall so inform the Chancellor in writing.

### Section 3. Responsibilities and Obligations of the Dean

The Dean shall be the officer primarily charged with the administration of this College. The Dean shall be the presiding officer of its Faculty and the chief advisor to the Chancellor in regard to the College's welfare, and shall be in general charge, under the Chancellor, of the administrative work of the College.

The Dean shall submit recommendations to the Office of the Chancellor concerning the appointment, reappointment, non-reappointment, promotion, granting of continuous appointment, demotion, transfer, dismissal, or removal of members of the College Faculty and staff. All requisitions chargeable to funds apportioned to the College are subject to approval by the Dean or his or her designee. The Dean is responsible for preparing budgetary or apportionment recommendations and in recommending to the Chancellor the appointment, reappointment, non-reappointment, promotion, granting of continuous appointment, demotion, transfer, dismissal, or removal of members of the College Faculty and staff, the Dean shall consult the Director of the program affected and any faculty committee which may be established to advise in these matters. If the recommendation of a Director or an advisory committee differs from the Dean's recommendation, the Dean shall so inform the Chancellor in writing.

In addition, the Dean shall have the following specific responsibilities:

- a. To provide leadership in developing the total College program.
- b. To establish administrative positions that are required for the exercising of administrative responsibilities, subject to the approval of the Chancellor.
- c. To initiate and coordinate evaluations of College administrators and each Director within the College annually, as provided for in these Bylaws and in accordance with the Bylaws of the University of Nebraska-Lincoln.
- d. To initiate and coordinate program evaluation activities relative to academic programs.
- e. The Dean shall be evaluated on an annual basis by the process established by the office of the Senior Vice Chancellor for Academic Affairs.

### Section 4. Administrative Functions

In accordance with the educational policies established by the College Faculty, the Regents' Bylaws and the UNL Bylaws, and in concert with the system of programs as prescribed within these College Bylaws, the Dean shall provide for the following administrative functions within the structure of the College:

- a. General administration of the Faculty.
- b. General administration of student affairs at the collegiate level. Such administration includes, but is not limited to, admissions, registration, student records, academic advising, counseling, College generated scholarships and financial aids, granting of degrees, student awards, commencement activities, student activities, and the evaluation of academic credit from other colleges in the University, and from other institutions.
- c. General administration of the research, extension, and community service activities conducted within the College.
- d. The business and financial management of the College in conformity with University and campus-wide management policies, practices, and controls. The management function shall include budget preparation and implementation, the keeping of financial accounts for activities of the College and preparation of such financial reports as may be required.
- e. Administration of personnel matters of the Faculty and staff of the College.
- f. Liaison with the UNL Physical Plant Office in relation to the operation and maintenance of the College's assigned area of the Physical Plant, purchase of supplies and equipment, and the maintenance of appropriate inventories and records of properties under the jurisdiction of the College.

## **VII. TENURE, PROMOTION AND REAPPOINTMENT**

### Section 1. General

Each program shall establish specific operating rules, guidelines, procedures and criteria for tenure, promotion and reappointment in accordance with section 4.5 and 4.6 of the University of Nebraska Bylaws. Such criteria will include definitions of teaching contribution, scholarly / creative activity and/ or research, professional development, public service, and participation in the affairs of the academic community including committee assignments and advising.

## **VIII. OPERATING RULES**

Section 1. There shall be operating rules.

### OPERATING RULES OF THE COLLEGE OF ARCHITECTURE November 1992

- I. FACULTY MEETINGS
- II. STANDING COMMITTEES – NOTE: The Eight Previous Standing Committees have been Consolidated as Follows:
  - A. Curriculum and Academic Committee . . . .Previously – A, C and E
  - C. Exhibits, Publications and Speakers Committee. . . .Previously - B and F
  - B. Learning Resources and Library Committee. . . . .Previously – D and G
  - D. Student Advisory Board . . . . .Previously - H
- III. AD HOC COMMITTEES

- IV. CITIZENS AND PROFESSIONAL ADVISORY COUNCILS
- V. COLLEGE COUNCIL
- VI. APPROVAL PROCESS FOR COURSE CHANGES OR NEW COURSE PROPOSALS
- VII. APPROVAL PROCESS FOR CHANGES IN DEGREE REQUIREMENTS
- VIII. PARIAMENTARY AUTHORITY
- IX. AMENDMENTS OF BYLAWS
- X. RELATIONS TO OTHER BYLAWS AND RULES

**THE UNIVERSITY OF NEBRASKA-LINCOLN  
COLLEGE OF ARCHITECTURE  
OPERATING RULES**

**I. FACULTY MEETINGS**

Section 1. Number and Time of Meetings

There shall be a minimum of one faculty meeting each semester. The required Spring meeting shall be held in April or May.

Section 2. Presiding Officer

The Dean of the College of Architecture shall preside at meetings of the Faculty. In the absence of the Dean, the Associate or Assistant Dean shall preside. In the absence of both the Dean and Associate/Assistant Dean, the Faculty shall elect a presiding officer pro tem.

Section 3. Secretary

The Dean shall appoint either the Administrative Assistant to the Dean or a staff member to serve as the Secretary. The Secretary shall be responsible for compiling and distributing minutes of each meeting of the College Faculty to the faculty within two weeks following the meeting and prior to the next meeting.

Section 4. Call for Meetings

A meeting may be called by any of the following persons or groups:

- a. The Dean, or in his absence, the Associate or Assistant Dean.
- b. The College Council
- c. A group of ten members of the Faculty, by submitting a written request to the Secretary.

Section 5. Notifications

Notifications of the meetings shall be distributed to the Faculty at least 14 days in advance; the agendas for said meetings shall be distributed at least 7 days in advance. The Secretary shall be responsible for assembling and distributing the agenda for each meeting.

A meeting may be called in an emergency situation. If the Faculty votes to suspend rules of notification for said meeting, business may proceed.

#### Section 6. Agenda

Items shall be placed on the agenda by any of the following persons or groups:

- a. The Dean, or in his absence, the Associate or Assistant Dean.
- b. The College Council.
- c. Three or more members of the Faculty who shall submit the item in writing to the Secretary who shall place the item on the agenda.
- d. The Faculty, by action from the floor, provided that no substantive matter may be voted on during the same meeting.

Items on the Agenda shall be noted as being: information, for discussion and/ or that action is being requested.

#### Section 7. Quorum

No business shall be conducted without a quorum. A quorum shall consist of over one half of the voting members of the Faculty.

#### Section 8. Mail Ballot

A motion to refer to a mail ballot of the Faculty will be in order after the call for the question but before the vote is taken on any substantive matter before the Faculty, and it shall be adopted providing twenty-five percent of the voting members present, or ten members, whichever is larger, favor such a motion. A substantive matter shall be taken as being confined to main motions. A summary of the arguments on the motion, pro and con, which were presented at the Faculty Meeting and which are germane to the issue, shall be prepared by the Secretary and sent, along with the ballot, to each member of the Faculty.

#### Section 9. Majority Vote

If a majority is not reached on the first ballot, when more than two alternatives or candidates are on the ballot, a second balloting of the two alternatives or candidates receiving the highest number of votes shall be held.

#### Section 10. Student Participation

A notice and the Agenda of each meeting of the Faculty shall be sent to the Student Advisory Board of the College and other students organizations within the College. Those bodies may each designate two representatives from their membership to participate in the meetings without voting privileges.

## **II. STANDING COMMITTEES**

Section 1. All Standing Committees shall be established, modified, or terminated, as needed, by vote of the Faculty. The College Faculty shall prescribe the responsibilities and method of selection of such committees. The Chairperson of each Standing Committee shall report to the College Faculty at least once each year, placing a copy of the report on file in the Dean's office.

Section 2. The Dean shall be responsible for maintaining a current description, including the method of selection and responsibilities of such committees, as approved by the College Faculty. This description shall be included in these Operating Rules and shall be updated as necessary.

Section 3. Except as noted in Section 5, terms of committee service shall be 12 months, starting and terminating one week prior to the first day of classes each academic year. Committee members shall be elected or appointed during the spring semester that precedes their term of service.

Section 4. The Dean shall be responsible for publishing the membership and terms of all Standing Committees for the coming academic year prior to the end of the spring semester.

Section 5. Committee vacancies that occur before the expiration of designated terms shall be filled as follows:

- a. The Faculty shall fill elected position vacancies by mail ballot, after nominations from appropriate programs have been received by the Dean.
- b. The Dean shall fill appointed position vacancies by appointment.
- c. The College Student Advisory Board shall determine who shall fill all student vacancies.

Section 6. The following are the descriptions and procedures for the standing committees of the College of Architecture.

#### **A. CURRICULUM AND ACADEMIC COMMITTEE**

Membership: The Curriculum and Academic Committee shall consist of four Faculty members: one selected from each Academic program: Architecture, Interior Design, Landscape Architecture, and Community and Regional Planning; ; a student representative from each academic program; all having equal voting privileges; and one faculty member each to represent the PhD Program and the College's interest in Continuing Education as outlined below:

4 Faculty – Architecture, Interior Design, Landscape Architecture and Community and Regional Planning  
4 Students – Architecture, Interior Design, Landscape Architecture and Community and Regional Planning  
2 Faculty – PhD and Continuing Education  
10 Total

Appointment: The Faculty members shall be selected by the Program Faculty and shall represent each program: Architecture, Interior Design, Landscape Architecture and Community and Regional Planning. Students shall be selected by the Student Advisory Board and will include one graduate student from each academic program and one undergraduate student from each program as appropriate. Each academic program shall have one student representative vote.

Term: Faculty members selected by the Programs shall serve staggered three-year terms. The Continuing Education and PhD. Program Representative shall serve a one-year term.

Chairperson: A Faculty member on the Committee shall be selected annually by the Committee as Chairperson.

Responsibilities: The committee shall-

- a. Encourage program coordination within the College and recommend to the faculties on matters regarding course duplication, new proposals or programs, off-

campus instruction, continuing education, curricular changes and degree requirements.

b. Be responsible for the review of requests for undergraduate curricular changes that are submitted to the College by the University Curriculum Committee on a monthly basis.

c. Assist in resolving curricular disputes within the College.

d. The Committee shall function as the final collegiate appeal committee from program grading appeals committees. It shall attempt both conciliation and recommendation. Its recommendation shall be forwarded to the student, Faculty member, and the appropriate Program Director. The Committee shall adopt a set of rules, procedures, and standards for the review of cases.

e. The Committee shall also be responsible for the Scholarship and Awards of the College of Architecture.

f. An additional special task of the faculty on the Curriculum and Academic Committee is to establish the Promotion and Tenure Liaison Committee which shall consist of two tenured Faculty members and one non tenured Faculty member, representing each professorial rank, all having equal voting privileges.

A.f.1. Chairperson: A Faculty member on the Promotion and Tenure Liaison Committee shall be selected annually by the Committee as Chairperson.

A.f.2. Responsibilities: The Promotion and Tenure Liaison Committee shall review promotion recommendations and endeavor to maintain consistency of program standards for both promotion and tenure with respect to University guidelines within the College and forward an independent recommendation to the Dean.

A.f.3. The Committee may also act as an appeals Committee for faculty members as well as a College grievance and post tenure review committee. An independent recommendation is made to the appropriate program faculties, committees, director and Dean.

## **B. LEARNING RESOURCES AND LIBRARY COMMITTEE**

**Membership:** The Learning Resources and Library Committee shall consist of four faculty members, four students selected by each program, the Architecture College Librarian, the Media Center Coordinator, Slide curator, Coordinator for Computer Utilization, the Shop Master, and the Dean, all ex officio, four Faculty members, and four students, all having equal voting privileges as outlined below:

4 Faculty – Architecture, Interior Design, Landscape Architecture, and Community and Regional Planning

4 Students – Architecture, Interior Design, Landscape Architecture, and Community and Regional Planning

8 – Total

**NOTE:** There are six Ex-officio Members including the Librarian, Media, Slide, Computing and Shop Directors plus the Dean.

**Appointment:** The Faculty members shall be selected by the Program Faculty and shall represent each program: Architecture, Interior Design, Landscape Architecture, and Community and Regional Planning. Students shall be selected by the Student Advisory Board and will include one graduate student from each academic program and one undergraduate student from each program.

**Term:** The Faculty members shall be selected for three-year terms on a staggered basis. The student members shall be selected annually.

**Chairperson:** One member of the Faculty serving on the Committee shall be selected by the Committee annually to be Chairperson.

**Responsibilities:** The Committee shall –

- a. Recommend learning resources to the College and recommend to the Library needed acquisitions of the Faculty and student body.
- b. The Chairperson of the Committee or a representative selected by the Committee will act as liaison to the Senate Library Committee.
- c. The Committee will endeavor to provide recommendations to the Faculty, and Library, and the Dean on improving the quality of service and facilities of the College and of the Architecture branch library.
- d. Coordinate with the academic programs in determining the most effective use and equipping of teaching spaces.
- e. Insure the development and utility of the slide and digital collection and equipment.
- f. Develop recommendations for facilities, technology and equipment suitable to the needs of course instruction, community service, and research.

## **C. EXHIBITS, PUBLICATIONS AND SPEAKERS COMMITTEE**

**Membership:** The Exhibits, Publications and Speakers Committee shall consist of four Faculty members, the Dean and five students, all having equal voting privileges as outlined below:

4 Faculty – Architecture, Interior Design, Landscape Architecture, and Community and Regional Planning  
5 Students - College of Architecture  
1 Dean – College of Architecture  
10 Total

Appointment: The Faculty members shall be selected by the Program Faculty and shall represent each program: Architecture, Interior Design, Landscape Architecture, and Community and Regional Planning. Five students shall be selected by the Student Advisory Board and will include one graduate student from each academic program and one undergraduate student from each program.

Term: The Faculty members shall be appointed for three-year staggered terms. The students will serve one-year terms.

Chairperson: One member of the Faculty serving on the Committee shall be designated annually by the Dean to be Chairperson.

Responsibilities:

- a. The Committee functions to organize supplementary programs which serve a vital role in the intellectual life of the College by focusing on objects, issues, and personalities of current or special interest to faculty, students, and professionals.
- b. These activities are intended to: reinforce the College's curricular objectives; supplement the educational needs of the profession; develop collections of quality work related to the College and the professions; and encourage broader social and intellectual participation in both College and professional activities.
- c. The Committee shall coordinate the use of the Architecture Hall Gallery and shall be responsible for the scheduling of all internally and externally generated Gallery functions.
- d. The Committee shall form a visiting speakers program for the following academic year during the preceding spring semester and coordinate the necessary publicity.
- e. The Committee shall insure the coordination, quality, timeliness, accuracy, and general content of all publications of the College, including the College bulletin.

**D. STUDENT ADVISORY BOARD**

Membership: The Advisory Board shall consist of at least one elected representative from each of the academic programs within the College with one from the undergraduate and graduate programs including the PhD. Program.

- a. One student from each two-year group in the Architecture option (first through sixth year) plus one each from the Master of Science and the Omaha programs.
- b. One student from each two-year group in the Interior Design option (first through fourth year). One student from each two year group in Landscape Architecture (first through fourth year) plus one fifth year student
- c. One student from each two-year group in the Landscape Architecture option (first through fourth year).
- d. One graduate student from Community and Regional Planning.

Plus the following individuals –

- e. Tau Sigma Delta President (ex officio).
- f. Alpha Rho Chi President (ex officio).
- g. The ASUN representative of the College (ex officio).
- h. The AIAS President (ex officio).
- i. SPAN President (ex officio).
- j. ASID student chapter president.

Appointment: Elected representatives shall be selected by their respective student bodies.

Term: One year.

Chairperson: To be elected by the Committee membership.

Responsibilities: The Committee shall –

- a. Select students to serve on College Committees.
- b. Meet regularly with the Dean to discuss areas of concern regarding the welfare of the College and the needs of the students.
- c. Recommend specific curriculum changes or new proposals.
- d. Recommend to the Dean and to the College Council specific changes in student affairs, facilities or resource materials.
- e. Serve as a communication link between College Committees and the student body.

### **III. AD HOC COMMITTEES**

Ad Hoc Committees may be established by either the Dean or the Faculty. Responsibilities of an Ad Hoc Committee shall be prescribed by those who established the committee and shall be in compliance with these Bylaws. The chairperson of each ad hoc committee shall report to the Faculty at the conclusion of the committee's work, or annually if the work of the committee lasts more than one year. Copies of all reports shall be placed on file in the Office of the Dean.

### **IV. CITIZENS AND PROFESSIONAL ADVISORY COUNCILS**

The Dean may, upon approval of the Faculty, establish Councils that are advisory to the Dean and the Faculty as a means of communicating with the public. The Dean, in counsel with the Faculty, shall select the membership for such councils. The Dean shall report to the Faculty at least twice a year on such activities.

#### **A. PROFESSIONAL ADVISORY COUNCIL**

Membership: The Professional Advisory Council shall consist of persons in fields of business and practice allied to architecture, planning, interior design, landscape architecture, and other related design professions and education. The committee shall possess a minimum of 12 active members.

Appointment: Appointments will be made by the Dean in counsel with the Faculty and the College Council.

Term: Appointments shall be continuous in nature.

Chairperson: One member shall be elected on an annual basis by other members to be Chairperson.

Responsibilities: The Professional Advisory Council shall –

- a. Be advisory to the Faculty and the Dean on affairs of interest to the College.
- b. Be a resource to the Dean in planning and implementing resource development programs.
- c. Be an advisory resource regarding critical issues within the professions.

## **V. COLLEGE COUNCIL**

### Section 1. Membership

This Committee shall consist of the following voting members: the Dean, Directors of the Academic Programs, the Chairperson of the College's Student Advisory Board, and an elected College Faculty representative from each academic program. Non-voting members shall include any Assistant or Associate Dean, the Administrative Assistant to the Dean as Secretary of the Committee, and the College Librarian. All members, with the exception of the Faculty representatives are continuously appointed by nature of their title.

### Section 2. Selection of the Faculty Representatives

Each Program shall select a representative by measures established in the Program Bylaws.

### Section 3. Chairpersons, Meetings and Agenda

The Committee shall meet upon the call of the Dean. The Dean shall function as Chairperson of the Committee. Agenda items may be submitted to the Secretary of the Committee by any staff, faculty member, or student of the College.

### Section 4. Responsibilities

The Council shall provide guidance, coordination, review, and recommendations to the Dean and Faculty concerning policy issues and procedures of Faculty governance, student affairs, and administrative affairs. The Committee shall act as referee for Faculty Senate elections.

The College Council is responsible for the transfer of information critical to the teaching, research, and public service missions of the College. The Council is also responsible for improving communication between the Faculty, students, and the administration.

## **VI. APPROVAL PROCESS FOR COURSE CHANGES OR NEW COURSE PROPOSALS.**

Section 1. Course changes shall be interpreted as being any change to an existing course bulletin description (title, prerequisites, credit hours or course description), or deletion of a course. A new course is one that is not included in the current college and/ or graduate studies bulletin(s) and is not a modification of an existing course.

All courses offered by programs within the College that possess a 100 through 400 number must, when changed or proposed, be reviewed and approved as outlined in Section 2.

All course changes or new course proposals at the 400/800 level shall be reviewed and approved as outlined in Sections 2 and 3.

Section 2. Undergraduate Course Change or New Course Approval Sequence (100-400 and 400/800 level courses)

A. Proposals from program or College committees and/ or individual Faculty members shall be submitted to the appropriate program curriculum committee.

B. Proposals shall be reviewed by the program curriculum committee and it will forward the proposal along with its recommendations to its Program Director with a request to have the proposal placed on the next program faculty meeting agenda.

C. Program faculty shall review the proposal at the faculty meeting and shall be required to approve the proposal before it can advance in the review / approval process. Approved proposals in the form required by the University Curriculum Committee shall be transmitted to other Directors and the Chairperson of the College Curriculum and Academic Committee by the Program Directors for review, with a copy to the Dean

D. If no objections are registered within 15 calendar days by any program, the Program Director shall forward the proposal to the Dean as approved by the College Faculty to be transmitted to the University Curriculum Committee.

E. If another program has an objection, it must be submitted in writing to the chairperson of the College Curriculum and Academic Committee, with copies to the Director of the program affected and to the Dean.

1. The College Curriculum and Academic Committee will have 30 calendar days to work with the appropriate program to resolve the objection.

2. If at the end of 30 days, these efforts have been unsuccessful, a special hearing of the College Curriculum and Academic Committee shall be held to resolve the issue. The Curriculum Committee shall act as final arbitrator within the College in these situations.

F. Upon receipt of proposals that have not received objections, or those where the objections have been resolved, the Dean shall note the proposals approved by the College Faculty and transmit them to the University Curriculum Committee with a copy of the letter of transmittal being sent to each Program Director within the College, and the Chairperson of the College Curriculum and Academic Committee.

G. Copies of campus-level approval or objection shall be transmitted to all Program Directors, and the Chairperson of the College Curriculum and Academic Committee by the Dean.

Transmittal of information to program curriculum committees or individual Faculty members is the responsibility of each Program Director.

H. Records of all approved undergraduate course changes and new course proposals shall be kept on file in the Dean's Office and the appropriate program office. It will be the responsibility of the Dean to have them published in the College of Architecture bulletin.

Section 3. Graduate Course Change of New Course Approval Sequence (800 & 900 level courses)

A. Proposals from program or College committees and/ or individual Faculty members shall be submitted to the appropriate program committee and program curriculum committees.

B. Proposals shall be reviewed by the program graduate committee and departmental curriculum committee where appropriate. The graduate committee shall forward the proposal along with recommendations to its Program Director with a request to have the proposal placed on the next program graduate faculty meeting agenda. A copy of the proposal and recommendations shall, at the same time, be transmitted to the corresponding proposal curriculum committee.

C. Program faculty shall review the proposal at a program graduate faculty meeting and shall be required to approve the proposal before it can advance in the review/ approval process.

Approved proposals in the final form required by the Graduate Studies Office shall be transmitted by the Program Director to other Program Directors and directors and the chairperson of the College Curriculum Committee for review, with a copy to the Dean.

If no objections are registered within 15 calendar days by any Program, the Program Director shall forward the proposal to the Dean as approved by the College Graduate Faculty to be transmitted to the Graduate Studies Office.

E. If another program has an objection, it must be submitted in writing to the program graduate committee with copies to the Chairperson of the College Curriculum Committee, the Director of the Program affected and to the Dean.

1. The College Curriculum Committee will have 30 calendar days to work with the appropriate Programs to resolve the objection.

2. If at the end of 30 days these efforts have been unsuccessful, the proposal and objections shall be transmitted by the Dean to the Graduate Studies Office for resolution.

F. Upon receipt of proposals that have not received objections or those where the objections have been resolved within this College, the Dean shall note the proposals approved by the College Faculty and transmit them to the Graduate Studies Office with a copy of the letter of transmittal being sent to each Program Director within the College, the appropriate program graduate committee, and to the Chairperson of the College Curriculum Committee.

G. The responsibility for transmittal of information from the Graduate Studies Office to program graduate and/ or curriculum committees or individual Faculty members is the responsibility of each Program Director.

H. A record of all approved graduate course changes and new course proposals shall be kept on file by the Dean of this College and the appropriate Program Directors. It will be the responsibility of the Dean to have them published in the College of Architecture bulletin and to coordinate with the Graduate studies bulletin through the Program Directors and/ or graduate committee chairpersons.

## **VII. APPROVAL PROCESS FOR CHANGES IN DEGREE REQUIREMENTS**

Section 1. Changes in Degree Requirements shall be defined as follows:

- A. Changes in the number of hours required for graduation.
- B. Changes in the designation of courses required for graduation.
- C. Changes in elective requirements.

Section 2. Undergraduate Degree Requirement Change Sequence:

A. Proposals from program or College committees and / or individual Faculty members shall be submitted to the appropriate program curriculum committee.

B. Proposals shall be reviewed by the program curriculum committee and it will forward the proposal along with recommendations to its Program Director with a request to have the proposal placed on the next program faculty meeting agenda.

C. Program faculty shall review the proposal at a faculty meeting and shall be required to approve the proposal before it can advance in the review/ approval process.

Approved proposals shall be transmitted to the other Program Directors and the Chairperson of the College Curriculum Committee for review, with a copy to the Dean.

D. If no objections are registered within 15 calendar days by any Program Director shall forward the proposal to the Dean as approved by the College Faculty.

E. If another program has an objection, it must be submitted in writing to the Chairperson of the College Curriculum Committee, with copies to the Director of the Program affected, and to the Dean.

1. The College Curriculum Committee will have 30 calendar days to work with the appropriate programs to resolve the objection.

2. If at the end of 30 days these efforts have been unsuccessful, a special hearing of the College Curriculum Committee shall be held to resolve the issue. The College Curriculum Committee shall act as final arbitrator within the College in these situations.

F. Upon receipt of proposals that have not received objections or those where the objections have been resolved, the Dean shall note the proposals approved by the College Faculty in a letter to each Program Director.

Transmittal of information program curriculum committees or individual faculty members is the responsibility of each Program Director.

G. Records of all approved undergraduate degree requirements shall be kept on file in the Dean's Office and the appropriate program office. It will be the responsibility of the Dean to have them published in the College of Architecture bulletin.

### Section 3. Graduate Degree Requirement Change Sequence

A. Proposals from College committees and/ or individual faculty members shall be submitted to the appropriate program graduate and program curriculum committees.

## **VIII. PARLIAMENTARY AUTHORITY**

### Section 1. Source

Except where otherwise provided in these Bylaws, all procedures shall be in accordance with Robert's Rules of Order, latest revised edition.

## **IX. AMENDMENTS OF THE BYLAWS AND OPERATING RULES**

### Section 1. Vote

A motion to change the Bylaws of the College requires a vote of 2/3 of the members voting. A change to the Operating Rules or any Appendix to these Bylaws or these Operating Rules shall require a simple majority of the members voting.

Section 2. Time of Vote

A vote on a motion to amend the Bylaws or Operating Rules shall be taken, not at the Faculty meeting in which it was introduced, but at the following meeting.

Section 3. Presented in Writing

All amendments to the Bylaws of the College or Operating Rules shall be presented to the faculty one week prior to voting, in writing, and read to the membership.

**X. RELATIONS TO OTHER BYLAWS AND RULES**

Section 1. Nothing in these College Bylaws or Operating Rules shall be construed to be in conflict with any applicable law or with the Bylaws of the University of Nebraska-Lincoln or with the Bylaws of the Board of Regents. Where anything in these College Bylaws or Operating Rules conflicts with any bylaws or operating rules of any program, center, or sub-unit, of the College of Architecture possessing power to enact bylaws or operating rules, the provisions of these College Bylaws and Operating Rules shall govern anything in any bylaws or operating rules of such program, center, or sub-unit of the College of Architecture to the contrary notwithstanding.