COLLEGE OF ARCHITECTURE AND PLANNING

UNIVERSITY OF COLORADO DENVER

BYLAWS

OVERVIEW OF THE COLLEGE AND THE BYLAWS

- Preamble: Shared Governance
- Amending the Bylaws
- History of the College
- College of Architecture and Planning Mission Statement

ARTICLE I: COLLEGE ORGANIZATION

- College Administrative Officers
  - Dean
  - Associate and/or Assistant Deans
  - Department Chairs
  - Associate Chairs
  - Program, Administrative, and Research Center Directors
- College Committees, Subcommittees and Task Forces
  - Executive Committee
  - College Governance Committee
  - Potential Areas of Focus for Subcommittees/ Task Forces
    - Academic Affairs Subcommittee
      - Courses, Curricula and Programs
      - Interdisciplinary Activity
      - College Role and Mission, and Strategic Goals and Objectives
      - Academic Policy and Academic Ethics
      - Student Misconduct and Grievances
    - Diversity and Inclusion Subcommittee
    - Faculty Affairs Subcommittee
      - Personnel Issues
      - Faculty Grievances
      - Changes to the Bylaws
    - College Budget Subcommittee
      - Budget Planning
      - Budget Prioritization
      - Budget Coordination
    - College Resources Subcommittee
      - Information Technology
      - Lectures / Exhibits/ Events
      - Facilities

ARTICLE II: FACULTY APPOINTMENTS, RANKS, RESPONSIBILITIES, PROMOTION, TENURE, AND POST-TENURE REVIEW

- The College Faculty
  - Regular Faculty
  - Voting Membership
  - Faculty Emeritus

Other Faculty
Clinical Faculty
Adjunct/ Adjoint Faculty
Other Part-Time Faculty

College Faculty Privileges and Responsibilities
Graduate Faculty
Ph.D. Faculty
Additional Pay for Consulting Work ("One-Sixth Rule")
Office Hours
Sabbatical

College of Architecture and Planning Faculty Meetings

Faculty Retention, Tenure, and Promotion
Review Levels
Primary Unit
First-Level Review
Second-Level Review
Third-Level Review
Review Committee
Candidate's Prerogatives

Post-Tenure Review
Post-Tenure Review Process

Annual Evaluation of Faculty Performance
Electronic Faculty Report of Professional Activities (eFRPA)

Faculty Grievances

ARTICLE III: RESEARCH/ CONTRACTS AND GRANTS / EXTERNAL FUNDING

Sponsored Research/ Sponsored Projects

Principal Investigators and Co-Investigators

Travel for Faculty Development, Research and Grants

Research Duties and Travel during the Semester

Course Buyout

Effort on Sponsored Projects

Differentiated Workloads

Facilities and Administrative Costs Recovery Policy

Research and Academic Integrity

Related Links

ARTICLE IV: COLLEGE POLICIES, PROCEDURES AND GUIDELINES

APPENDIX A: COLLEGE GOVERNANCE COMMITTEE AND EXECUTIVE COMMITTEE DIAGRAM

APPENDIX B: POLICIES OF THE COLLEGE OF ARCHITECTURE AND PLANNING

Policy Links

- University of Colorado Denver and University of Colorado Regents Policies
- College of Architecture and Planning Policies and Forms
- College of Architecture and Planning Resource Guide for Faculty and Staff
- University of Colorado Denver Graduate School

College Resources

Teaching and Classroom

- Syllabi
- Faculty Course Questionnaires (FCQs)
- Grades/ Incompletes
- Student Grade Appeals
- Students' Academic Standing, Academic Probation, and Academic Suspension
- Student Honor Code
- Field Trips and Off-Campus Activities
- Student Rights to Educational Privacy (FERPA)
- Retention of Student Work
- Teaching Assistant Policy

Problem Behavior

- Sexual Harassment
- Discrimination
- Conflict Resolution

OVERVIEW OF THE COLLEGE AND THE BYLAWS

Preamble: Shared Governance

These bylaws shall govern the organization and procedures of the College of Architecture and Planning at the University of Colorado Denver.

The College of Architecture and Planning is an administrative academic unit that values and endorses the principles of shared governance. These bylaws are designed to enable the faculty and administration to work together to achieve the College's goals and collaborate on major decisions affecting its welfare. The bylaws describe the privileges and responsibilities of faculty in relationship to the College administration and University governing bodies. The voting faculty of the College of Architecture and Planning has the responsibility and authority to develop the faculty governance structure within the College. By adoption and periodic review of these bylaws, and through the exercise of the decision-making responsibilities recognized herein, the faculty evidences its commitment to maximum feasible participation in the administrative affairs of the College of Architecture and Planning.

The College's three departments—Architecture, Landscape Architecture, and Planning and Design—have principal responsibility and authority for originating academic policy delegated to them by the Laws of the Regents of the University of Colorado. Each department must have a set of written bylaws and procedures regulating department decisions on curriculum, degree programs and requirements, and the hiring of new personnel. Such bylaws and procedures should be consistent with the spirit of faculty participation in department governance as well as with general College and University policies.

Amending the Bylaws

Notice of any proposed change or amendment to the College's bylaws shall be circulated at least seven days before presentation to a regular or special meeting of the voting faculty, where changes must be discussed before a vote is taken. Changes and amendments to the bylaws must be approved by a majority vote by a quorum of the voting faculty of the College. Any changes to the bylaws must also be approved by the Dean, the University Legal Counsel, and the Chancellor. No part of these bylaws is to be construed as contravening, supplanting, or otherwise negating any provision of the Laws of the Regents. The bylaws cannot be suspended.

These bylaws were approved by the College of Architecture and Planning voting faculty on May 8, 2015.

History of the College

The College of Architecture and Planning at the University of Colorado Denver is an administrative academic unit formed in accordance with Article 4 of the 1990 Laws of the Regents. The College was formed on July 1, 1992 by uniting the University of Colorado Denver's School of Architecture and Planning and the University of Colorado at Boulder's College of Environmental Design. The two-campus system operated until July 1, 2012 when the Regents voted to centralize the College of Architecture and Planning on the Denver campus. In July 2012, the Regents approved the creation of a Bachelor of Science in Architecture degree.

College of Architecture and Planning Mission Statement

The College of Architecture and Planning at the University of Colorado Denver is the only college in Colorado offering comprehensive programs in the design and planning of the built environment, from undergraduate through accredited professional master's degrees to the doctorate. We cover architecture, landscape architecture, urban and regional planning, urban design, and historic preservation. We align

our programs with our special opportunities in Denver, and with our view of what our students will need to flourish in their fields in the next few decades.

Three powerful themes are woven into the programs and activities of the College:

Enduring Places brings together the perspectives of sustainability and historic preservation, exploring how to embrace existing buildings and public spaces and to create new ones that will thrive and evolve over time. Adaptively re-using our building stock, rather than tearing down and building afresh, uses resources more efficiently. Drawing from the past to inform the future and basing our building designs on deeper traditions and principles of sustainable design and planning, recognizes and protects our cultural heritage while creating more memorable, lasting places.

Emerging Practices explores new modes of professional practice. The design and construction industries are now global, and subject to global social and economic trends. New technologies used in construction, design and visualization are transforming our modes of work. The old business models for professional practice too often left designers out of key decisions that shaped the environment. We are exploring how the next generation of designers and planners can flourish in a globalized context.

Engaged Communities addresses the increasing desire of communities to take an active role in creating satisfying and socially just places. Students learn how to initiate and manage public processes, as well as to extend participation to those whose voices are not always heard. Project-based learning, in classroom and studio, as well as through the clinical practice model of our Centers, prepares our students to become leaders in a world increasingly open to democratic planning and design among diverse stakeholders. This experiential service learning in a public university directly serves the needs of the state and region.

ARTICLE I: COLLEGE ORGANIZATION

1. College Administrative Officers

a. Dean

The College of Architecture and Planning is under the supervision and administration of the dean of the College of Architecture and Planning. The dean is typically appointed on the nomination of faculty and reports to the Provost/vice chancellor for academic affairs at the University of Colorado Denver. The dean is the principal administrative officer for the College, and the presiding officer for all meetings of the College faculty. The duties and responsibilities of the dean are those established by Article 4 of the Laws of the Regents (https://www.cu.edu/regents/laws-and-policies/regent-laws/article-4-organization-academic-units) (Part A.2):

> "Each dean shall be responsible for matters at the college or school level including but not limited to enforcement of admission requirements; the efficiency of departments and other divisions within the college or school; budgetary planning and allocation of funds; faculty assignments and workloads recommendations on personnel actions; curriculum planning; academic advising; accountability and reporting."

b. Associate and/or Assistant Deans

The dean may appoint one or more associate and/or assistant deans to assist the dean in the operation and administration of the College. The dean's office will be responsible for assignment, supervision, and evaluation of this work per campus policy.

c. Department Chairs

The departments of the College of Architecture and Planning are under the supervision and administration of the respective chairs of Architecture, Planning and Design, and Landscape Architecture. Chairs are recommended to the dean of the College of Architecture and Planning, who appoints the Chair, subject to approval by the Chancellor. The duties and responsibilities of department chairs are established by Appendix B of the Laws of the Regents (https://www.cu.edu/regents/appendix-b-roles-and-responsibilities-department-chairs):

> "The chair has the responsibility for providing leadership toward the achievement of the highest possible level of excellence in the teaching, research, and service activities of the department. The chair is expected to articulate the goals of the department, both within and without the department, to articulate the department's actions or requests in pursuit of these aims, and to maintain a climate that is hospitable to creativity and innovation. The chair has the responsibility to inform the department of the stances and actions of the dean and other administrators that might affect the department."

The chair is the principal administrative officer for the department, and the presiding officer for all departmental meetings of the departmental faculty.

On budgetary and fiscal matters the chair consults with departmental faculty to outline fiscal strategies and goals. The chair then consults with the dean and other College fiscal administrative officers to implement these strategies within the budgetary context of the College.

d. Associate Chairs

Department chairs (with input from departmental faculty) may appoint an associate chair to assist with the operation and administration of the department, depending upon the availability of

departmental resources. All associate chair appointments must be approved by the dean as the hiring authority for the College.

e. Program, Administrative, and Research Center Directors

Degree programs and research centers are college-wide organizations that can utilize the title of director to supervise and carry out the necessary administrative tasks for their organization. Directors report to the dean or a supervisor designated by the dean. Appointment of directors shall be done through a transparent search process based on criteria established by the dean in consultation with faculty and/or research center staff.

2. College Committees, Subcommittees and Task Forces

In keeping with the College's vision of shared governance, there are two primary College-level committees. These committees are a crucial part of the College's administration and play a key role in identifying issues, as well as exploring potential options, for the faculty and administration. The two committees are given their charge by the dean, associate deans, department chairs, or faculty. Committees or task forces are required to report periodically to these stakeholders for feedback and direction. They cannot enact policies independently. See Appendix A for the structure and relationship of these two committees.

a. Executive Committee

The Executive Committee is a non-voting administrative body that is advisory to the dean. Its role is to discuss budget considerations, policies, staffing and other issues facing the administration of the College. This body meets periodically as determined by the dean or dean's office both to undertake long-range strategic planning and address pressing short-term issues facing the College. Generally, the members of this committee are the dean, associate/ assistant deans, department chairs, associate chairs, and directors. Various other faculty, students, and staff representatives of the College may be requested to attend if circumstances and subjects warrant their attendance.

b. College Governance Committee

The College Governance Committee addresses faculty and curricular issues within the College. The Executive Committee is advisory to the dean; the College Governance Committee works on behalf of the College faculty. Upon consultation with the College faculty, department chairs, and dean's office, the committee will form and manage subcommittees and task forces to develop strategies, policies, and actions directly related to the faculty, students, and curricular issues of the College.

The central managing group of the College Governance Committee is a standing body whose role is to outline issues the committee needs to address, and manage task force and subcommittee formulation by approaching the College faculty with calls for participation. Task forces and subcommittees are formed with specific charges and schedules outlined at the time the call is made to the College faculty by this managing body. These calls for participation will be relayed to the faculty by the chair of the committee, who will also consult departmental chairs to ensure that service loads for faculty are both acknowledged and equitable.

The College Governance Committee will be comprised of one representative from each department who are elected by their respective departmental faculty. All committee appointments will begin in September, and terms will expire in August. Faculty members elected to the membership of this committee will serve three-year staggered terms, and may succeed themselves for one additional term if elected to do so. The initial order for staggering membership terms will be determined and maintained by the committee chair. After the initial order and

membership of the committee is established, the staggered terms will be maintained by a faculty process of annual nomination and election under the supervision of the committee chair. The committee chair will be named by the standing members of the College Governance Committee.

The chair's primary responsibility is to convene meetings of the College Governance Committee at least once each month; to ensure that minutes are taken of its meetings; to circulate the record of all meetings to the faculty, the department chairs, and the dean; and to formally report on the committee's work, actions, and outcomes at College faculty meetings.

The College Governance Committee meetings shall be open meetings, and notice of their time, place and agenda shall be circulated to the faculty, department chairs, dean, associate/ assistant dean(s) and the staff. This committee may declare certain items on the agenda of any meeting to be items to be dealt with in executive session.

As needed, the standing members of the College Governance Committee will call for task forces or subcommittees to address identified issues. Task forces will be used to address shorter-term issues lasting one to two semesters, while subcommittees will be formed to address longer-term agendas of an academic year or more. Various faculty, students, and staff representatives of the college may be requested to serve on task forces and subcommittees if circumstances and subjects warrant their attendance as determined by the committee.
At the beginning of each academic year the College Governance Committee will review both the charges and progress of each subcommittee and assign appropriate task forces as necessary. All subcommittees and task forces will report progress to the standing members of the committee at least once a semester, but ideally more. The chair of the College Governance Committee will then report to the College faculty a summary of the progress of all the subcommittees and task forces. (For examples of potential areas of focus for the Subcommittees and task forces, please see Appendix C).

ARTICLE II: FACULTY APPOINTMENTS, RANKS, RESPONSIBILITIES, PROMOTION, TENURE, AND POST-TENURE REVIEW

1. The College Faculty

a. Regular Faculty

The regular faculty of the College of Architecture and Planning consists of all tenured and tenure-track faculty, clinical teaching track faculty, and senior instructors and instructors whose primary appointment is within the college (Please refer to college clinical track document for a more extensive description of these positions.) The dean of the College shall act as the chair of its faculty, and shall preside at all meetings of the College faculty.

The appointment of regular faculty begins in the departments of the College of Architecture and Planning, where the search is conducted. Upon completion of the search process, the department chair forwards the nominations to the dean for approval.

b. Voting Membership

The voting membership of the College of Architecture and Planning faculty consists of all members of the regular faculty as defined in Article II.1.a above. Senior instructors and instructors become voting members of the faculty after their first year of 50% or greater appointment to the faculty of the College. The eligibility of the voting membership of the faculty to vote on College issues is established by the Laws of the Regents, and is further defined in subsequent sections of these bylaws.

c. Faculty Emeritus

A member of the faculty who is retired may be granted the title of Associate Professor Emeritus or Professor Emeritus. The award of this title is made after approval by majority vote of a quorum of the College of Architecture and Planning faculty at a College faculty meeting.

d. Other Faculty

Appointment of adjunct and other faculty is conducted in the departments of the College of Architecture and Planning. For further detail on all approved faculty titles, see Regent Policy 5L (https://www.cu.edu/regents/policy-5l-policy-approved-faculty-titles) & CAP's Hiring, Reappointment, Promotion and Evaluation Guidelines for Non-Tenure Track Faculty: (http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Documents/Non Tenure Tracks Guidelines 03 24 2014 Provost Approved.pdf)

2. College Faculty Privileges and Responsibilities

College faculty responsibilities are specified in Article 5, Part E.5 of the Laws of the Regents (https://www.cu.edu/regents/article-5-faculty). These include having jurisdiction over all matters of College of Architecture and Planning educational policy, such as academic requirements for student admission, continuance, and graduation. In addition, the faculty of the College shall have jurisdiction over matters of academic ethics under such procedures as may be approved by the Board of Regents.

The faculty shall form and comprise the College Governance Committee to address faculty and curricular issues within the College. The committee will form and manage subcommittees and task forces to develop strategies, policies, and actions directly related to the faculty, students, and curricular issues of the College.

No administrative policy changes affecting the faculty privileges and responsibilities as defined in the Laws of the Regents shall be implemented without prior consultation with the College faculty.

Each academic department or program in the College has initial jurisdiction over all matters listed under faculty privileges and responsibilities as defined in the Laws of the Regents that concern only that academic department or program. In addition, the College faculty delegates such authority and responsibility to the accredited programs in the College as is necessary to sustain all current accreditations and to facilitate the accreditation of any new program. All academic program actions are subject to review at the College level.

a. Graduate Faculty

   Graduate Faculty are those members of the faculty who have been nominated by their department chairs, and approved, for membership on the Graduate Faculty of the Graduate School of the University of Colorado Denver. Appointment to the Graduate Faculty is necessary for all faculty who serve on a thesis, dissertation or examination committee, or serve as a program director.

b. Ph.D. Faculty

   Ph.D. Faculty are those members of the faculty who have the required credentials to supervise a dissertation, can serve on a dissertation advisory committee, and are current members of the Graduate Faculty of the Graduate School of the University of Colorado Denver.

c. Additional Pay for Consulting Work ("One-Sixth Rule")

   Full-time faculty members are governed by the "One-Sixth Rule" of the Laws of the Regents, Article 5, Part B.3.D (https://www.cu.edu/regents/article-5-faculty) when performing work outside their contractual obligations to the University. With prior written approval by the dean or appropriate campus authority, faculty members shall be permitted to receive additional remuneration from sources outside the University so long as the activities generating the income do not exceed one-sixth of their time and effort subject to conflicts of interest/commitment. **Faculty are required to include anything performed under the one-sixth rule as part of their annual Conflict of Interest reporting for review by the University.**

d. Office Hours

   All faculty are expected to hold regular office hours and post them publicly.

e. Sabbatical

   The College of Architecture and Planning follows the specific rules and procedures found in Regent Policy 5A regarding the granting of sabbaticals (https://www.cu.edu/regents/policy-5a-approval-sabbatical-assignments).

3. College of Architecture and Planning Faculty Meetings

The dean of the College shall act as the chair of its faculty, and shall preside at all meetings of the College faculty. Wherever possible, decisions of the faculty will be reached by consensus rather than by formal vote. Robert's Rules of Order will govern procedure in all other respects.

The dean is responsible for establishing a schedule of College of Architecture and Planning faculty meetings at the beginning of each semester. Faculty must be given notice of regular meetings at least one week in advance. An agenda should be made public no less than three days before the meeting.

Faculty have the right to add items to the agenda. These must be given in writing to the dean's office at least four days before a scheduled meeting. Emergency meetings can be called on short notice by the dean or by a minimum of 30% of the regular College faculty. Such a request must be made to the dean in writing. The dean will then arrange for a meeting within no less than one week and at most two weeks from the date the request is made.

A quorum of the College of Architecture and Planning faculty consists of a minimum of 50% of all voting faculty, not including the College's administrative officers. The dean's assistant will take the minutes of the meeting, and records of the minutes shall be kept in the dean's office.

4. Faculty Retention, Tenure, and Promotion

Every primary unit and reviewing body making recommendations concerning appointment, reappointment, tenure, promotion, and post-tenure review shall strictly follow and apply the procedures and standards described herein and in concert with campus procedure as described in *Strategies for Success* (http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/resources/Documents/SFS_Website_8-6-13.pdf). Any additional standards and procedures must be specifically authorized and approved by the chief academic officer of the institution in which the primary unit is located. All such standards and procedures shall be in writing and be available to the candidate being evaluated, as well as to all other persons involved in the candidate's evaluation. These standards, processes, and procedures, as well as any duly approved additional criteria and procedures of the primary unit shall be made available by the head of the primary unit to each faculty member at the time of their appointment and/ or reappointment.

a. Review Levels

   i. "Primary Unit": refers to the unit composed of professional colleagues most directly involved with the candidate and having authority to make recommendations concerning appointment, reappointment, tenure, promotion, and post-tenure review. The primary units in the College of Architecture and Planning are the departments of Architecture, Planning and Design, and Landscape Architecture. Only members of the primary units holding tenure shall vote on decisions relating to tenure.

   ii. "First-Level Review": refers to the dean, to whom the recommendations of the primary unit and evaluation committee are directed. The dean shall not participate as a member of the primary unit, but rather carry out the duties of the office specified by the Board of Regents. The dean appoints an advisory committee to assist with the first-level review (see below).

   iii. "Second-Level Review": the chief academic officer of the campus to whom the recommendations of the primary unit, the dean, and the review committee are taken.

   iv. "Third-Level Review": refers to the president of the University to whom the recommendations of the chief academic officer of the campus are taken.

b. Review Committee

   The dean of the College shall have a review committee to aid in the evaluation of recommendations forwarded by the primary unit. Where it is not possible to form a review committee of faculty members in the primary unit, the dean shall form a review committee that shall include faculty from other schools or colleges. The dean shall determine whether the committee will be elected or appointed.

   The review committee will participate fully with the dean in the review of the recommendations of the primary unit. Such participation shall include discussion prior to forwarding the recommendations of the review committee to the chief academic officer of any reasons for

disagreement between the dean and the majority position of the review committee. Should either the review committee or the dean disagree with the recommendation of the primary unit, the dean shall discuss the nature of this disagreement with the head of the primary unit. The primary unit and its evaluation committee shall then reconsider its original recommendation and return its reconsidered judgment to the dean for his/her consideration and that of the review committee.

The recommendation of the dean, the results of the votes of the primary unit and the review committee, and the comprehensive dossier on the candidate shall be forwarded together to the chief academic officer. Where differences of opinion between the primary unit, the review committee, and/or the dean have occurred and have not been resolved, each party in the disagreement shall submit a brief statement outlining the areas of disagreement and the reasons for its recommendation in that context.

A candidate for reappointment, promotion, and/or tenure shall be orally informed of this set of recommendations as expeditiously as possible by the chair of the primary unit who shall have been given the information by the dean.

c. Candidate's Prerogatives

A candidate shall be entitled to submit any material or information that he/she believes will be helpful in evaluating his/her reappointment, promotion, and/or tenure at the first-, second-, and third-level review stages. Materials provided at higher-level review stages shall also be provided to all other bodies reviewing the candidate.

Each faculty member shall have access to all performance evaluation documents in his/her files. These documents shall include statements prepared by the evaluation committees, by department or division chairs, or by administrative officers, but shall not include letters of recommendation solicited from outside the primary unit, which are to be treated as confidential. Each faculty member shall be informed orally and in writing by the head of the evaluation committee of the results of evaluations of the faculty member's performance.

If a candidate so requests, in a confidential conversation, the chief academic officer or his/her representative shall advise the candidate of the reasons that contributed to a recommendation not to reappoint or grant tenure, or to a reversal of a primary unit's recommendation to promote.

In accordance with Article 5.C.3 of the Laws of the Regents (https://www.cu.edu/regents/article-5-faculty), a candidate for reappointment, promotion, and/or tenure has the right to an appeal process as described in *Strategies for Success* (http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/resources/Documents/SFS_Website_8-6-13.pdf).

While procedural errors per se may entitle a candidate to proper reconsideration as herein provided, such errors shall never be used as the justification for personnel recommendations not otherwise justified on the basis of performance and need.

- The Faculty Senate's Privilege and Tenure Committee shall not substitute its judgment about an individual's merit for that of other committees and administrators. The Privilege and Tenure Committee shall promptly report any procedural deficiencies to the Chancellor and the dean, who shall reinstitute the review process at the point at which the procedural deficiency occurred.

5. Post-Tenure Review

As mandated by the Regents (Article 5, Part B.6.B.2), post-tenure review (PTR) is a review of a tenured faculty member's performance record undertaken every five years. This regular review is undertaken by the faculty member's primary unit to determine whether the faculty member is meeting the professional

standards outlined by the primary unit's standards and criteria. Faculty members who fail to participate in any required aspect of the post-tenure review process may be subject to sanctions for insubordination and dereliction of duty. The current administrative PTR policy statement is accessible at https://www.cu.edu/ope/policy/aps-1022-standards-processes-and-procedures-comprehensive-review-tenure-and-promotion. The review process involves:

a. Post-Tenure Review Process

Tenured faculty are required to develop a professional plan at the time of tenure and at each PTR. Faculty members will develop their initial professional plan within 12 months of the award of tenure.

The PTR Committee is formed by the department chair of appropriate faculty peers within the primary unit or College faculty.

The PTR Committee should use the criteria and evidence of performance listed in the relevant University and Campus policies to evaluate the faculty member in the areas of teaching, research/creative work, and leadership and service. The PTR Committee should also review the faculty member's five-year professional plan.

The PTR Committee should provide an overall evaluation of the faculty member's performance as either Outstanding, Exceeding Expectations, Meeting Expectations, or Below Expectations.

Faculty members who receive a summary evaluation of Below Expectations in their annual review at any time during the five-year PTR cycle shall undergo a Triggered Review, as described in *Strategies for Success* (http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/resources/Documents/SFS_Website_8-6-13.pdf).

6. Annual Evaluation of Faculty Performance

The policies of the University of Colorado require the administrative officers of the University to perform an annual evaluation of faculty performance. The annual evaluation procedures and guidelines are designed in accordance with the policies of the Board of Regents of the University of Colorado.

a. Electronic Faculty Report of Professional Activities (eFRPA)

All regular faculty are required to annually complete an electronic Faculty Report of Professional Activities (eFRPA). Find the form at http://ucdenver.edu/faculty_staff/faculty/faculty-affairs/policies-forms/Documents/FacultyReportofProfessionalActivities-DDC.doc

The associate and assistant dean(s), department chairs and program directors will be annually evaluated for their administrative performance by the dean.

Faculty have the right to request reconsideration of results of their evaluation in the event of disagreement with the evaluation. To initiate the reconsideration process, the faculty member shall present the reasons for reconsideration in writing to their department chair. The chair will review the request for reconsideration. If deemed justified, the chair will ask the individual faculty member for additional information and/or will schedule a meeting with them. It is the responsibility of the individual faculty member requesting the reconsideration to abide by the schedule of the salary adjustment process in each review cycle. Upon reviewing the additional information or the faculty member's explanation, the chair will make his/her decision and inform the individual faculty member as soon as possible. In the event that the faculty member disagrees with the chair's decision, it is the right of the individual faculty member to submit a written appeal to the dean. The dean may wish to engage the College Governance Committee. In the event that the individual faculty member disagrees with the decision made by the dean, an ad hoc faculty

committee will be assembled to review the appeal. However, the final decision rests with the dean.

7. Faculty Grievances

Faculty who have grievances or disputes other than those regarding Retention, Tenure and Promotion or Annual Merit Evaluation processes will bring them to the Faculty Affairs Subcommittee of the College Governance Committee, which will hear such grievances or disputes and work to resolve them.

ARTICLE III: RESEARCH/ CONTRACTS AND GRANTS / EXTERNAL FUNDING

Research within the College of Architecture and Planning is fundamental to the activities and expectations for faculty as noted in their individual contracts, and is reflected in annual merit evaluations and the Retention, Tenure and Promotion process. Research supported by external funds is fully governed by the laws and rules of the Regents and the University of Colorado Denver.

The College supports and encourages faculty development to enhance research and teaching. Department chairs are responsible for supporting and facilitating faculty development, including the fair and transparent allocation of funds under their purview available for this purpose.

Support for faculty developing research and seeking external funding can be garnered through the University's Office of Research Development and Education and Office of Research Services. Research is facilitated and supported in the College through several venues, including individual faculty development, sponsored research projects, and activities in the College research centers. The mission of the research centers connects teaching and research, facilitates faculty research efforts, and supports partnerships with other University research programs and faculty and with external constituents and agencies.

All applications for externally funded research must be reviewed and approved by the dean's office prior to submission for University approval to the Office of Grants and Contracts. Externally funded research and sponsored projects in the College are subject to the rules and regulations of the University and College, notably but not exclusively the rules and policies for fiscal conduct, travel authorizations, effort reporting, conflict of interest, work load, and intellectual property rights.

1. Sponsored Research/ Sponsored Projects

Sponsored research or sponsored projects refer to externally funded projects including grants, fellowships, contracts, or other sponsored activity. In the College of Architecture and Planning, faculty and research directors must work with the College Manager of Grants and Contracts, who will provide fiscal review for contracts, ensure compliance with University policies as appropriate, and serve as the liaison between the College and the University's Office of Grants and Contracts.

2. Principal Investigators and Co-Investigators

When the University and College of Architecture and Planning accepts a grant or contract from an external sponsor, the University assumes responsibility for the proper performance of the stated project, for the fiscal management of the funds received, and for accountability to the sponsor.

A principal investigator (PI) or co-investigator (Co-PI) is the faculty member identified in the grant/contract as having oversight of the project, and who is responsible for the intellectual and applied aspects of the project. They will work with the College's Manager of Grants and Contracts to facilitate management of the work and its associated administrative duties.

Since the institutional responsibility for meeting these obligations is vested in the PI, only individuals in the categories shown below are deemed qualified and can be authorized to be PIs or Co-PIs for sponsored projects. Others may be authorized as PIs or Co-PIs with the prior written approval of the dean or associate dean and/or department chair.

- Tenured or tenure-track faculty (professor, associate professor, assistant professor)
- Clinical teaching track faculty
- Research associates, where this status has been requested and approved

- Postdoctoral fellows are eligible for Co-PI status only; this status must be requested and approved.

3. Travel for Faculty Development, Research and Grants

Travel associated with grants, sponsored research, and faculty development must follow the University procedures for travel authorization. Prior to use of any faculty development funds, and particularly for travel, faculty should submit written requests and a proposed budget for use of faculty development funds to their chair for review and approval. Any requests for international travel must be approved by the dean or associate dean, as well as by the Office of International Affairs per Academic Policy Statement, "Oversight of International Travel by Faculty, Staff and Students" (http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Admin/international_travel_oversight.pdf).

4. Research Duties and Travel during the Semester

Research activity does not excuse faculty from primary contractual teaching and service obligations and duties.

Faculty should notify their department chair in advance of dates they anticipate being away from teaching during the semester, and indicate measures they have put in place to make up for missed contact hours with students and for other responsibilities.

5. Course Buyout

Faculty submitting requests for external funding for research, creative activities, and other educational and outreach programs are expected to include funding to cover the effort that they will spend on this work both during the summer and during the academic year, consistent with the rules and guidelines of the sponsoring organization and College and University policies. All course buyout requests must be approved in advance by the department chair and dean or associate dean.

Academic-year funding includes funding for the reallocation of time a faculty member would otherwise spend on internally funded research and service, and/or reallocation of effort from teaching to the externally funded activity. Faculty members on nine-month contracts must/should seek additional pay for their efforts in the three summer months.

Faculty may request a course buyout from sponsored projects funding or other external funds if the project/program can pay 10% of the faculty's academic year salary and benefits for the first course release, and 15% for the second course release. For all proposals that include academic year effort and require course release time, effort must be included on the project or projects that is equal to or exceeds the required course buyout percentage. For example, a faculty member requesting a two-course buyout must show that at least 25% of their academic year effort/salary is included in the related grant budget(s). The total rate for full course load buyout is 55% of a faculty member's academic year salary. Faculty with other than a four-course annual teaching load or circumstances not covered herein should contact the College's associate dean.

Junior faculty are advised to buy out of no more than half of their normal teaching load, given that they must demonstrate at least meritorious performance in teaching to receive tenure.

6. Effort on Sponsored Projects

The percentage of faculty effort of time committed to a grant or externally funded project and the University must be sufficient to provide oversight of financial, scientific, and compliance aspects of sponsored projects. The percentage of faculty effort of time is reported in a Personal Effort Report.

Faculty shall propose some level of personal effort on sponsored projects on which they are listed as PI, Co-PI or key personnel; this is defined per annual basis and then formalized contractually according to the grant or project. The University of Colorado Denver policy is that effort must be equal to or greater than 1% of the PI, Co-PI, or key personnel's time.

The College of Architecture and Planning prefers that effort as a PI, Co-PI or key personnel on sponsored projects be charged directly to the sponsor and included in the proposal budget for both academic year effort and summer effort. However, there are instances where budget or programmatic sponsor restrictions may not allow for the salary to be charged as a direct cost. Effort proposed for a tenured/tenure-track faculty that is not charged to the project budget is a voluntary cost share of effort, and paid as a portion of research effort from the regular faculty appointment. Effort proposed as cost-share as part of a sponsored projects requires effort to be reported and tracked through the University effort reporting.

7. Differentiated Workloads

Differentiated workloads are available to faculty, based on the campus policy (http://www.ucdenver.edu/faculty_staff/faculty/faculty-affairs/policies-forms/Documents/Diff%20workloads.pdf). This requires approval of the department chair and the dean.

8. Facilities and Administrative Costs Recovery Policy

The College of Architecture and Planning adheres to the University of Colorado Denver Downtown Campus Facilities and Administration (F&A) Cost Recovery policy for distribution of research incentive funds. These funds support the administration costs associated with managing the grant and housing it in the University and provide a portion of the facilities and administrative costs back to the PI and College to further research agendas.

9. Research and Academic Integrity

The Laws of the Regents (https://www.cu.edu/regents/4-research-and-academic-integrity) state:

> "As members of a top research university, employees have significant responsibility to ensure that research and academic work is conducted with the highest integrity, and in compliance with federal and state laws, and university policies. Academic freedom can flourish only in a community that values intellectual integrity. University of Colorado researchers and scholars are expected to protect people and humanely treat animals involved in research or teaching; and follow and demonstrate accountability for sponsors and regulatory body requirements. In addition, researchers and scholars are to ensure originality of work, accurately and fairly publish information, and fairly assign authorship credit on the basis of intellectual contributions."

Related Links:

- APS 1012: Sponsored Research Policies
  https://www.cu.edu/policies/aps/academic/1012.pdf
  https://www.cu.edu/ope/admins/aps-1012-sponsored-research-policies
- Procedures for Allocating Sponsored Project Funding On More Than One Campus

https://www.cu.edu/policies/aps/academic/1016.pdf

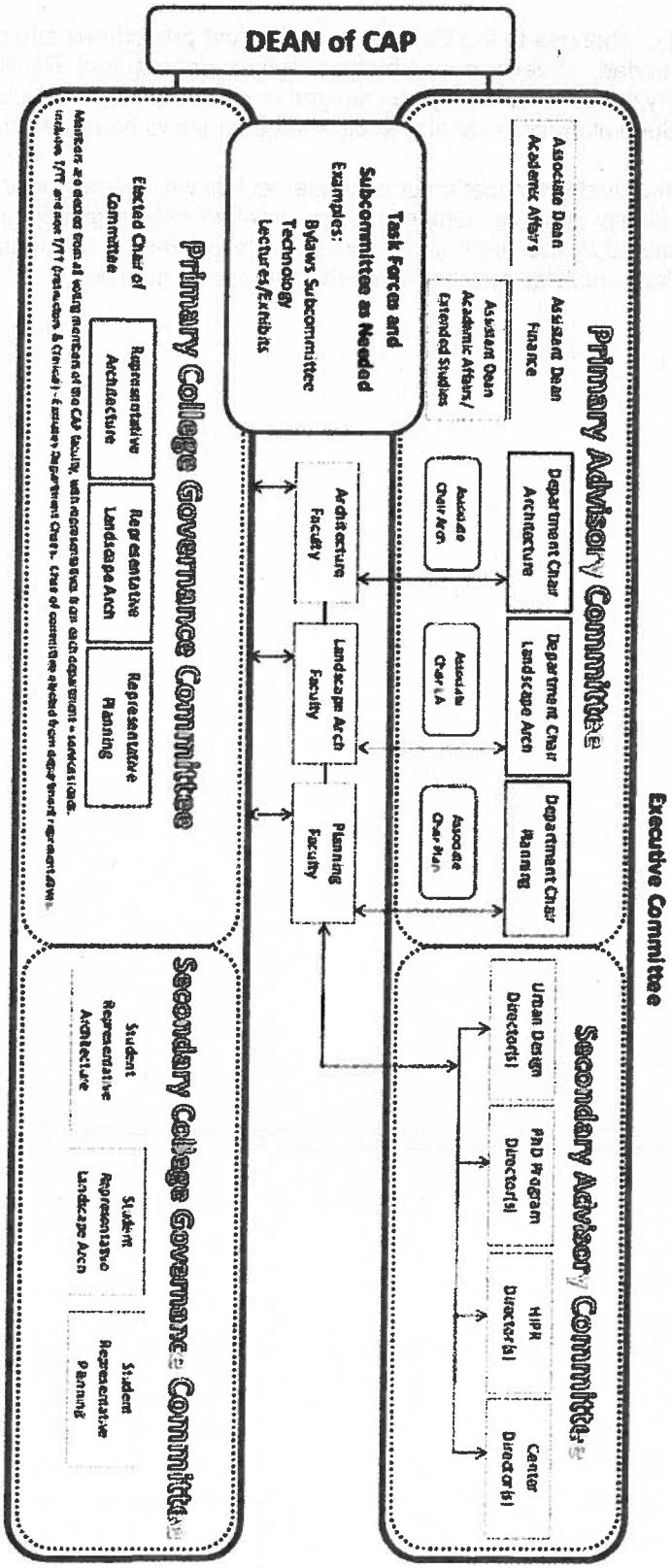
- Restricted, Proprietary and Classified Research
  https://www.cu.edu/policies/aps/academic/1023.pdf
- Misconduct in Research, Scholarship, and Creative activities
  https://www.cu.edu/policies/aps/academic/1007.pdf
- Use of Human Subjects in Research
  http://www.ucdenver.edu/academics/research/AboutUs/comirb/Pages/comirb-home.aspx
- Board of Regent's Policy 5J: Intellectual Property on Discoveries and Patents for their Protection and Commercialization
  https://www.cu.edu/printpdf/regents/policy-5j-intellectual-property-policy-discoveries-and-patents-their-protection-and
- Board of Regent's Policy 5K: Intellectual Property that is Educational Material
  http://www.cu.edu/regents/policy-5k-policy-intellectual-property-educational-material
- Office of Research Services: Downtown Denver Campus
  http://www.ucdenver.edu/about/WhoWeAre/Chancellor/ViceChancellors/Research/OAVCRCA/Pages/Research%20Services.aspx
- Conflicts of Interest and Commitment
  https://www.cu.edu/policies/aps/hr/5012.html

ARTICLE IV: COLLEGE POLICIES, PROCEDURES AND GUIDELINES

Faculty should be notified of changes to the College's policies and procedures and proposed changes should be discussed as needed, however a vote by the faculty is not required. Policies and procedures are intended to be regularly updated, and may be changed or deleted as specified in the policies and procedures themselves. Such alterations do not require that the bylaws be modified.

Guidelines are intended to provide clarification or examples of bylaws, policies or procedures. As such, guidelines do not require faculty approval. Guidelines are intended to be regularly updated and may be developed, changed or deleted by the Dean or designee or relevant faculty committees. Such alterations do not require that the bylaws, policies or procedures themselves be modified.

APPENDIX A: COLLEGE GOVERNANCE COMMITTEE AND EXECUTIVE COMMITTEE DIAGRAM



APPENDIX B: POLICIES OF THE COLLEGE OF ARCHITECTURE AND PLANNING

Policy Links

University of Colorado Denver and University of Colorado Regents Policies

- http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx
- https://www.cu.edu/regents/Policies/
- https://www.cu.edu/ope/policy

College of Architecture and Planning Policies and Forms

- http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Pages/default.aspx

College of Architecture and Planning Resource Guide for Faculty and Staff

- http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Documents/Resource%20Guide%20July%202014.pdf

University of Colorado Denver Graduate School

- http://www.ucdenver.edu/ACADEMICS/COLLEGES/GRADUATE-SCHOOL/ABOUT-US/Pages/about-us.aspx.

College Resources

College of Architecture and Planning policies relating to College resources, such as audiovisual and camera equipment, computers, office space, photocopying, reserving rooms, purchasing, etc. are available in the annually updated Resource Guide for Faculty and Staff (http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Documents/Resource%20Guide%20July%202014.pdf) and/ or on the College website at: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Pages/default.aspx

Teaching and Classroom

Syllabi

The course syllabus serves as a contract between the instructor and the student. While a faculty member has great flexibility in the design and content of a syllabus, there are certain types of information that should be included in every syllabus.

- CU Denver Syllabus Policy: http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/OAA/Syllabus.pdf
- For more information contact the Center for Faculty Development: http://www.ucdenver.edu/faculty_staff/faculty/center-for-faculty-development/Pages/default.aspx. They offer an online syllabus development tool: http://apps.ucdenver.edu/syllabus/login.php.

Faculty Course Questionnaires (FCQs)

- Faculty Course Evaluation is required for all courses and sections, per Regents policy (http://www.cu.edu/regents/Policies/Policy4B.htm). The formal process for students to evaluate faculty is through FCQs, which are administered during the week before the last week of classes.
- FCQ results are available at: https://fcq.colorado.edu/ucddata.htm

Grades / Incompletes

- College of Architecture and Planning Grading Policy: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/StudentResources/Documents/Policy-CAP%20Grading%20Standards.pdf
- University of Colorado Uniform Grading Policy: https://www.cu.edu/policies/aps/academic/1025.html.

Student Grade Appeals

- College of Architecture and Planning Student Grade Appeal Policy: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Documents/Policy-Student%20Grade%20Appeals%206-26-07.pdf.

Students' Academic Standing, Academic Probation, and Academic Suspension

- University of Colorado Denver policy is available in the Academic Policies and Procedures section of the CU Denver catalog: http://catalog.ucdenver.edu/content.php?catoid=14&navoid=3439

Student Honor Code

- College of Architecture and Planning Student Honor Code: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Documents/Honor%20Code-Graduate%20Students-Fall%202009.pdf
- University of Colorado Denver Student Code of Conduct: http://www.ucdenver.edu/life/services/standards/Documents/CUDenver-CodeofConduct.pdf

Field Trips and Off-Campus Activities

- College of Architecture and Planning Field Trip and Student Travel Policy: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Documents/Policy-Field%20Trips%20and%20Student%20Travel.pdf.
- All CAP students participating in a college-sponsored field trip will need to fill out, sign, and turn in a *Notice to Participants of Risk and Waiver of Responsibility* form, available at: https://www.cu.edu/risk/general-waivers-and-consent
- University Risk Management website provides information about "Off-Campus Activity Risk Assessment and Emergency Planning" at: https://www.cu.edu/risk/off-campus-activities

Student Rights to Educational Privacy (FERPA)

- University of Colorado Access to Student Records policy: https://www.cu.edu/ope/policy/aps-2007-access-student-education-records

- University of Colorado Denver Student Privacy information: http://www.ucdenver.edu/student-services/resources/registrar/students/policies/Pages/StudentPrivacy.aspx

Retention of Student Work

The College of Architecture and Planning may retain student work submitted in fulfillment of class requirements, *with a student's written permission*, and for a reasonable period of time the College deems necessary. This retained work may be used to provide accrediting agencies with tangible evidence of performance, to serve as additional visual aid material in presentations to other students, and to contribute to possible educational exhibits requested by the university community and the general public. To feature student work on the website and in College publications, the College needs to obtain a signed Agreement on the Use and Reproduction of Student Work.

- Agreement on the Use and Reproduction of Student Work: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Documents/Permission%20to%20Use%20Student%20Work%20Form.pdf.

Teaching Assistant Policy

- College of Architecture and Planning TA policy: http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/facultystaff/PoliciesForms/Documents/Policy-Teaching%20Assistants-rev%207-10.pdf

Problem Behavior

Sexual Harassment

Sexual harassment is unwelcome sexual attention. It can involve intimidation, threats, coercion, or promises that create an environment that is hostile or offensive. Harassment can occur between members of the same or opposite genders and between any combination of members in the campus community: students, faculty, staff, and administrators. Harassment can occur anywhere on campus.

All faculty and permanent staff must be trained in preventing sexual harassment. (Notably, all faculty teaching on the CU Denver campus must have training specific to the Denver campus prior to beginning their teaching assignments.)

For information about sexual harassment training or reporting sexual harassment, see the College of Architecture and Planning Faculty Resource Guide.

The University's policy applies to all students, staff and faculty.

- University of Colorado Policy on Sexual Harassment: https://www.cu.edu/policies/aps/hr/5014.html.

Discrimination

- University of Colorado Non-Discrimination Policy: https://www.cu.edu/regents/Policies/Policy10A.htm.

- For information about reporting discrimination, see the College of Architecture and Planning Faculty Resource Guide.

Conflict Resolution

- The Ombuds Office is a resource available to all members of the University community that will provide informal, confidential and neutral services for resolving conflicts, complaints, and disputes. Their website: http://www.ucdenver.edu/about/departments/OmbudsOffice/Pages/OmbudsOffice.aspx/.

- For information about receiving assistance with conflict resolution, see the College of Architecture and Planning Faculty Resource Guide.

APPENDIX C: POTENTIAL AREAS OF FOCUS FOR COLLEGE SUBCOMMITTEES/TASK FORCES

i. Academic Affairs Subcommittee

Courses, Curricula and Programs: reviews all course, curriculum, certificate, and program proposals originating in any of the three departments to ensure that new offerings are consistent with the College's academic role, mission and strategic objectives; that duplication with existing course offerings by the College's other departments is mitigated; and that competition for resources on the basis of course/program duplication is avoided. The responsibility for defining the content of all courses, and for the development of academic curricula and programs, vests in the faculties of the individual departments. The committee will also review and make recommendations for the approval of College-sponsored course or program offerings that do not originate in one of the three departments to ensure that these are consistent with the College's academic mission and goals.

Interdisciplinary Activity: explores opportunities for and resolves challenges regarding interdisciplinary courses, projects, faculty research, and extra-curricular student activities.

College Role and Mission, and Strategic Goals and Objectives: reviews proposals for changes to the academic role and mission statements for the College, as well as changes to its academic goals and strategic objectives, and advises the departments, the College faculty and the dean on the appropriateness of these proposals for shifts and/or changes in the academic direction of the College and its programs.

Academic Policy and Academic Ethics: in consultation with the faculty and the departments, originates revisions to the College's policies and procedures relating to academic and scholastic standards and academic ethics that affect two or more of the College's departments.

Student Misconduct and Grievances: hears and adjudicates student appeals of decisions made by the departments in cases involving student grades, academic dishonesty, and other violations of honor codes or codes of conduct governing the behavior of students established by the College, the Denver campus, or the University. Examples of actions that would trigger a committee review include: student appeals of academic dishonesty; complicity with academic dishonesty; plagiarism; cheating; fabrication and falsification; submission of the same papers more than once or for different classes; misuse of academic materials; any conduct, both on and off campus, that interferes with the student's ability to perform his/her classroom, laboratory, or professional duties or reflects poorly on the University; and violation of any University of Colorado, Denver Campus, College of Architecture and Planning, or, in the case of graduate students, Graduate School policy. If a review is undertaken regarding a student, the standard campus procedures and regulations governing such reviews would apply.

ii. Diversity and Inclusion Subcommittee

Works with faculty, staff and students to ensure that the College is an inclusive environment in which individuals of all racial/ ethnic backgrounds, ages, abilities, gender identities and sexual orientations, and religions are respected and welcomed; explores opportunities for increasing the diversity of the College, fostering an inclusive environment, and resolving challenges through outreach, educational activities, events, discussions, extra-curricular student activities, and the like.

iii. Faculty Affairs Subcommittee

Personnel Issues: consults with and advises the College faculty, departments and the dean on issues relating to appointment, reappointment, promotion and tenure where these issues are not the sole concern of departments; develops acceptable College-wide policies relating to faculty expectations, faculty performance, faculty workloads, faculty rewards and other opportunities for faculty development; advises the departments and the dean on the selection of recipients for faculty honors, awards and other recognitions; and represents the interests of the faculty to the dean in all matters relating to establishing uniform and equitable expectations for faculty performance between and among the departments.

Faculty Grievances: hears and makes recommendations to the dean regarding faculty appeals of decisions made by the department in cases involving annual performance evaluations, the provisions of professional plans and/or professional improvement agreements, inequities in teaching and service assignments established by the department, and such other grievances as are established by campus and University policy and the Laws of the Regents (Article 5.3.C). The dean remains the final level of decision regarding appeals of faculty grievances.

Changes to the Bylaws: when requested to do so by College faculty, the departments and/or the dean, initiates the process of proposing amendments and changes to the bylaws of the College for adoption by the faculty, and concurrence by the dean and the chancellor.

iv. College Budget Subcommittee

Budget Planning: serves as the consultative body on long-term academic budget planning and advises the College faculty, the departments and the dean on matters associated with the College's budget as these affect the College's administrative, instructional and discretionary budgets in accordance with the processes, procedures and principles established by the campus budget priorities committee in consultation with the chancellor and vice-chancellors.

Budget Prioritization: participates in the annual budget-setting process of the College, and makes recommendations in this process regarding how College resources can most effectively accomplish the academic mission of the College.

Budget Coordination: consults with the departments and other College committees to review, evaluate, and jointly recommend priorities to the College faculty, the departments and the dean, on such matters as allocation/reallocation of faculty and other new or vacant personnel positions, allocation/reallocation of space under the College's control, and the allocation/reallocation of any specialized compensation pools for merit-based, structural, market, unit-based and/or equity adjustments to faculty salaries mandated by campus and/or university policies.

v. College Resources Subcommittee

Information Technology: serves as the consultative body on long-term academic and technology infrastructural planning and advises the College faculty, the departments, and the dean on matters associated with the College's utilization of all types of technology from online instruction to basic word processing software as these affect the College's administrative, instructional and discretionary budgets as well as its mission for reaching and maintaining prominence in the areas of teaching, research, and service.

Lectures /Exhibits/ Events: manages the College lecture and exhibit series, and makes recommendations regarding how the College uses these events to most effectively accomplish its mission. The members of this body set the lecture schedule, coordinate

exhibits, invite speakers, coordinate marketing of the events, maintain a budget, and coordinate all activities with College staff and administration.

Facilities: consults with the departments and other College committees to review, evaluate, and jointly recommend priorities to the College faculty, the departments and the dean, on such matters as the most effective allocation/reallocation of instructional and administrative space within the College. This committee will also advise the dean and coordinate any renovations of space within the College in terms of faculty, student, or administrative needs and budgetary implications. When necessary, this body will interface with other colleges or administrative units to coordinate the College's needs with those of other educational units across the campus.