COLLEGE OF ARTS AND ARCHITECTURE

CONSTITUTION

PREAMBLE
The purpose of this document is to articulate the structure and functions of the College of Arts and Architecture at The Pennsylvania State University. Establishment of College governance and operations is in keeping with the vision and mission of its faculty and administration and facilitates the achievement of academic and scholarly excellence. The authority vested in these organizational guidelines has been delegated by the University Faculty Senate.

Article I
COLLEGE ORGANIZATIONAL FRAMEWORK

A. College Organization

The College of Arts and Architecture consists of the:
School of Music;
School of Theatre;
School of Visual Arts;
H. Campbell and Eleanor R. Stuckeman School of Architecture and Landscape Architecture (hereafter referred to as the Stuckeman School), which includes the
the Department of Architecture and Department of Landscape Architecture;
Department of Art History
Department of Integrative Arts (with Graphic Design)

For a College Organizational Chart, please refer to:
http://www.artsandarchitecture.psu.edu/hr/files/users/A_AOrganChart_oct_2010.pdf

B. Faculty of the College

1. Membership and representation of faculty

The Faculty of the College of Arts and Architecture comprises all individuals holding full-time/joint academic appointments. It includes fixed term appointments in the College and professors at all levels and instructors. The term “Academic Units”, for purpose or representation, hereafter in this document, refers to the following entities:

School of Music
School of Theatre
2. Duties

The purpose in organizing the Faculty of the College of Arts and Architecture (the “Faculty”) is to facilitate achievement of academic and scholarly excellence in keeping with the vision and mission of the College. The Faculty is the legislative body of the College and formulates and recommends to the University Faculty Senate all matters pertaining to the broad educational interests of the College. The Faculty also acts as an advisory and consultative body to the Dean on any matter that may affect the attainment of the educational objectives of the College.

C. College Leadership Council

1. Membership

The College Leadership Council (CLC) consists of:

- Dean and Associate Deans
- Director of Administrative Operations
- School Directors and Department Heads of Academic Units
- Director of the Center for Performing Arts
- Director of the Palmer Museum of Art
- Director of e-Learning Institute
- Financial Officer
- Director of Development
- Director of Alumni Relations & Communications
- Chairperson of the Faculty Council
- Chairperson of the College Senate Caucus.
- Others by invitation of the Dean

The Dean serves as chairperson of the CLC. The Dean may delegate this authority to others.

2. Duties
The College Leadership Council considers broad procedural or operational matters that affect the College as a whole and advises the Dean on these matters. The CLC also serves as an informational forum for the College. Minutes of CLC meetings are made available to all members of the faculty.

D. Council of Deans/Directors/Department Heads

1. Membership

The Council of Deans/Directors/Department Heads (DDD) consists of:
- Dean and Associate Deans
- Director of Administrative Operations
- School Directors and Department Heads of Academic Units
- Director of the Center for Performing Arts
- Director of the Palmer Museum of Art
- Chairperson of the Faculty Council
- Chairperson of the College Senate Caucus
- Others by invitation of the Dean

The Dean serves as chairperson of the Council of Deans/Directors/Department Heads. The Dean may delegate this authority to others.

2. Duties

The Council of Deans/Directors/Department Heads considers academic policy and procedural matters which affect the College as a whole and advise the Dean on these matters. Minutes of meetings are made available to all members of the faculty.

E. Faculty Council

1. Membership

The Faculty Council is comprised of:
- One faculty representative from each Academic Unit
- Chairperson, or designated representative, of the College Senate Caucus

2. Selection
Members of the Faculty Council are elected by the full-time faculty of each Academic Unit. Council members are elected for a term of two years and terms of office are staggered among the Academic Units. Unit Heads/Directors are ineligible to be elected to the Faculty Council.

The Faculty Council annually elects a Chairperson to convene council meetings and serve as its representative to the College Leadership Council and the Council of Deans/Directors/Department Heads.

3. Duties

The Faculty Council, the representative voice of the College Faculty, will act as an advisory and consultative body both to the College Faculty as a whole and to the Dean. The Faculty Council meets at least once per month.

Article II
COLLEGE STANDING COMMITTEES

A. College Promotion and Tenure Committee

1. Membership

One tenured faculty representative of each Academic Unit, as defined by HR-23.
The Dean may appoint up to two additional members as prescribed by HR-23.

2. Selection

One tenured faculty representative is elected from each Academic Unit by the tenured faculty of that Academic Unit. The Dean may appoint up to two additional members. Members of the committee must qualify in accordance with the guidelines set forth in HR-23. The term of each elected committee member is for two years. The terms of office are to be staggered among the Academic Unit representatives. The Dean’s appointees serve on an annual basis. The Chairperson of this committee is elected annually by the members of the committee.

3. Duties
The Committee reviews dossiers for promotion and tenure in accordance with the guidelines set forth in HR-23. The committee forwards its recommendations to the Dean.

B. College Sabbatical Leave Review Committee

1. Membership

One faculty representative from each academic unit.

2. Selection

Members are appointed by the Dean in consultation with unit heads for a two-year term. Terms of office are to be staggered among the Academic Unit representatives. The Chairperson is elected annually by the members of the committee.

3. Duties

The committee reviews the departmental/school recommendations along with the application, consults as deemed appropriate, and submits its recommendations to the Dean in accordance with the guidelines set forth in HR-17.

C. Committee on Undergraduate Curricular Affairs

1. Membership

Associate Dean with undergraduate responsibilities
One faculty representative from each academic unit engaged in undergraduate curricular affairs
One undergraduate student
One representative from the College Senate Curriculum Committee

2. Selection

The Associate Deans serve ex officio. Members are appointed by the Dean upon recommendation of the respective Academic Unit Head/Director. Student representatives are appointed by the Dean upon recommendation of the respective Academic Unit Head/Director. The Term of office for members is two years. Terms of office are to be staggered. The Chairperson is elected annually by the members of the committee.
3. Duties:

The Committee on Undergraduate Curricular Affairs reviews and advises on all course and program proposals submitted by departments and schools. The committee may also study the existing courses and curricula of the College.

D. Committee on Research and Creative Projects

1. Membership

Associate Dean with primary responsibility for research
One faculty representative from each Academic Unit

2. Selection

The Associate Dean serves ex officio; other members are appointed by respective Heads/Directors. The term of office for appointed members is two years. The terms of office are to be staggered among the Academic Unit representatives. The Chairperson is elected annually by the members of the committee.

3. Duties

The committee supports and encourages faculty research within the College. Through the Associate Dean, the committee advises the Council of Deans/Directors/Department Heads (DDD) on the strategic development of policies relating to research and creative activities in the college. The committee also reviews and evaluates designated research proposals within the College and advises the Associate Dean as to the disposition of resources.

E. Committee on Scholarships and Awards for Undergraduates

1. Membership

Associate Dean with undergraduate responsibilities
One faculty representative from each Academic Unit

2. Selection
The Associate Dean serves ex officio; other members include faculty representation from each of the College’s Academic Units. The Committee members are appointed by the Dean upon recommendation of the respective Heads/Directors. The term of appointment is for two years. The term of appointments is to be staggered among the Academic Unit representatives. The Chairperson is elected annually by the members of the committee.

3. Duties

The committee solicits, reviews, and evaluates all nominations and/or applications for College student scholarships and awards and makes appropriate recommendations to the Associate Dean.

F. College Graduate Council

1. Membership

Associate Dean with graduate responsibilities
Graduate officer for each Academic Unit
College representative from University Graduate Council will be invited to attend when specific curricular program and degree proposals are being reviewed.

2. Selection

The Associate Dean serves ex officio.
Graduate officers are appointed by the respective Heads/Directors in consultation with Academic Unit faculty. The Chairperson is elected annually by the members of the committee.

3. Duties

The College Graduate Council advises the Associate Dean on issues related to the awarding of graduate fellowships, research support or travel support, and the disposition of other resources related to graduate studies. The council works with the Associate Dean to ensure compliance with all Graduate School policies and procedures. The College Graduate Council reviews new degree program proposals as well as the cancellation of existing programs and acts in an advisory capacity to the Associate Dean in her/his role in the curricular review process and in other areas of graduate studies as appropriate.
G. Diversity Committee

1. Membership

   One representative from each of the College’s Academic Units
   One representative from the Center for Performing Arts
   One representative from The Palmer Museum of Art

2. Selection

   Committee members are appointed by the Dean, upon recommendation of
   the respective Academic Unit Head/Director. The term of appointment is
   for two years and staggered. The Chair is elected, annually, by the
   members of the committee. The College’s Multicultural Coordinator
   serves ex officio.

3. Duties

   This committee serves to promote a commitment to diversity and a
   positive climate within the college that is welcoming to all regardless of
   age, ancestry, color, ethnicity, national origin, political belief, gender,
   religion or sexual preference, and participates in planning and attending
   events that honor the contributions of minority populations. The
   committee is responsible for monitoring and updating as necessary the
   University/College plan, A Framework to Foster Diversity.

H. Academic Integrity Committee

1. Membership

   Associate Dean with undergraduate responsibilities
   Three faculty members
   Three staff/administrators
   Two undergraduate students
   Two graduate students

2. Selection

   All members are appointed by the Dean, in consultation with the
   Heads/Directors of the Academic Units for two-year terms. Faculty
   members’ terms are staggered. The committee is chaired by a faculty
   member who is elected annually by the committee. Subcommittees of the
larger Committee, composed of 1 faculty, 1 staff/administrative member, and 1 student member, serve as the “hearing committee” in disputed cases. The “hearing committee” is chaired by a faculty member. A student member serves on “hearing committees” of their respective peer students (graduate or undergraduate). No member of the “hearing committee” may serve on a case involving a student or faculty member within his or her own discipline or department. The Associate Dean will serve as ex officio.

3. Duties

The A&A Academic Integrity Committee is responsible for establishing guidelines and providing advice and counsel to the academic units regarding high standards of academic integrity. It reviews and assesses the college standards to ensure consistency with the University and makes recommendations for improvement. Further, the committee maintains appropriate procedures for adjudication of contested cases including: the timetable for hearing a disputed case, the procedures for hearing a case, standards for assignment of academic sanctions, and the procedures for recording and reporting all cases.

The committee meets as often as necessary to maintain the high standards of academic integrity of each of the academic units in the College; the Undergraduate Studies Office provides staff support for the Committee and maintains all records on behalf of the College.

Article III
COLLEGE AD HOC COMMITTEES

The Dean in consultation with Faculty Council may appoint ad hoc committees as the business of the College may require.

The Chair of the Faculty Council in consultation with the Dean may establish ad hoc committees as necessary. Membership of and charges for these committees are disseminated by the Faculty Council.
Article IV
OMBUDSPERSON

A. Functions of the Ombudsperson

The role of the College Ombudsperson is to clarify misunderstandings; advise faculty and administrators as to appropriate courses of action; assist in the informal resolution of differences; assure that the appropriate College procedures are exhausted before referring the case to higher levels; inform the Dean in cases where a particular matter cannot be resolved within the College before the case is referred to higher levels including the University Faculty Senate Committee on Faculty Rights and Responsibilities.

B. Qualifications for Ombudsperson

Any full-time faculty member within the College, except department/school heads/directors and members of the Dean's staff, who is not a member of either the College Committee on Promotion and Tenure or the University Faculty Senate Committee on Faculty Rights and Responsibilities, is eligible to be nominated for the position of Ombudsperson or Alternate Ombudsperson.

C. Nomination and Election Procedures

Election of the Ombudsperson and Alternate Ombudsperson is held during the regular College Faculty Meeting in the spring preceding the end of the term. Names of at least two qualified faculty members may be placed in nomination by full-time faculty. The nominee receiving the highest number of votes is declared to be the Ombudsperson and the nominee receiving the second highest number of votes serves as the Alternate Ombudsperson. The term of office for both the Ombudsperson and Alternate Ombudsperson is two years beginning on July 1st following the election. Should the Ombudsperson be unable to complete his or her term of office for any reason, the Alternate Ombudsperson becomes the Ombudsperson for the remainder of the term. Term of office for Ombudsmen elected in the case of a special election is for not less than one nor more than two years, with the term expiring on June 30.
Article V
COLLEGE FACULTY MEETINGS

Meetings of the Faculty fulfill two purposes: 1) sharing of information among the Faculty and 2) open exchange of ideas and opinions on issues germane to the college. The Dean, in consultation with Faculty Council and the Council of Deans/Directors/Department Heads (DDD) schedules general meetings of the College Faculty. There are at least two meetings per academic year. Additional meetings to discuss particular topics of college-wide interest and/or to conduct specific business as necessary, can be convened and presided over by the Dean, a DDD representative, or the Chair of the Faculty Council. Members of the College Faculty may request a special meeting through the Faculty Council. The Dean attends all College Faculty meetings ex-officio.

A quorum for the transaction of business exists when one third of the College Faculty are present.

Article VI
AMENDMENTS

Amendments to the Bylaws may be adopted at any meeting of the College Faculty by a two thirds vote of eligible faculty present and constituting a quorum, and provided that the amendment has been presented in writing to full-time faculty prior to the meeting.

Approved by the College of Arts & Architecture Faculty Senate on November 16, 2010
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