

**University of Colorado Denver
College of Architecture and Planning
Department of Architecture Bylaws**

ARTICLE I. PREVAILING AUTHORITY

The Department of Architecture is organized and its affairs conducted in accordance with the Laws and Policies of the Board of Regents of the University of Colorado, and the policies of the University of Colorado system, University of Colorado Denver (CU Denver), and the College of Architecture and Planning. In the event of any conflict or contradiction between these bylaws or any action taken by the College under the authority of these bylaws, on the one hand, and any University Policy now in effect or adopted in the future, on the other hand, the pertinent provision or provisions of these bylaws, or the action taken pursuant thereto, shall be superseded by the pertinent University Policy.

II. THE FACULTY

The Department of Architecture is a primary unit in the College of Architecture and Planning (CAP). It consists of faculty members who offer instruction in undergraduate and graduate programs. In accordance with the bylaws of the University of Colorado Denver, the governance structure of the department shall consist of faculty members, a department chair, associate chair(s), and standing faculty committees.

A. Role and Responsibilities

1. Jurisdiction

In accordance with the Principles of Participation granted the faculty by Article 5 Regent Laws and Policies, the faculty of the Department of Architecture takes the lead in decisions concerning selection of faculty, educational policy related to teaching, curriculum, research, academic ethics, and other academic matters by serving on, and chairing committees, that make recommendations to the faculty at large.

B. Membership

The faculty shall consist of all members of the academic faculty of the Department of Architecture.

C. Voting Privileges

1. Voting members of the Department of Architecture shall be full-time faculty in the department. In addition to the tenured and tenure-track faculty, this shall include the teaching-track faculty, senior instructors, and instructors at 50% or greater appointment upon employment at rank in CAP.*

2. All personnel recommendations, e.g., RTP, PTR, annual merit evaluation, and faculty selection shall be made by faculty in rank and above the candidate(s).
3. Adjuncts, lecturers and other affiliated faculty do not vote but are encouraged to participate and provide input and advice on topics of concern.

III. DEPARTMENT ADMINISTRATION

The Department of Architecture shall be administered by a Chair and Graduate and Undergraduate Program Directors.

A. Chair

1. Role and Responsibilities

The roles and responsibilities of the department chair are determined by Campus Administrative

Policy Title: Roles and Responsibilities of Department Chairs Policy Number: 1020

https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/1000/1020---roles-and-responsibilities-of-department-chairs.pdf?sfvrsn=ba8ef2ba_3

All voting members of the Department of Architecture shall vote on the chair nomination.

- a. Prior to initiating search and nomination procedures for a department chair, the faculty of the department should meet with the Dean of the school or college to discuss the needs and expectations of the department as they relate to the appointment of a new chair, the role of the chair, and the type of search (i.e., internal or external) that will most likely assure that an appropriate candidate is recommended, and to discuss any budgetary considerations related to the search for and appointment of a new chair.
- b. A search and nominating process will be carried out by the faculty of the Department of Architecture in accordance with department procedures. The faculty of the Department of Architecture will subsequently submit its recommendation to the Dean.
- c. If the Dean does not concur with the department faculty's recommendation, the Dean will meet with the department faculty to discuss their reasons for disagreement. If an agreement cannot be reached, the Dean will communicate the basis for the disagreement to the faculty and consult with the Provost to determine appropriate next steps in accordance with CAP 1020. This does not preclude a new search but does not require that either.

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2. Term length

The department Chair's term of office shall be four years. The department chair may be nominated to additional terms but may not serve more than two consecutive terms.

B. Graduate and Undergraduate Program Directors

The Graduate and Undergraduate Program Directors are nominated by the Chair with the approval of the faculty and appointed by the Dean of the College of Architecture and Planning.

1. Role and function

Each Director works closely with the Chair to provide academic leadership and administrative coordination for their respective degree programs—the Master of Architecture (M.Arch) and the Bachelor of Science in Architecture (B.S. Arch). Collaborating with the Curricular Affairs Committee, faculty, and the Chair, each Director helps develop and maintain a forward-looking vision for their program's curriculum, ensuring its growth, innovation, and alignment with departmental, college, and accreditation standards.

The Graduate Program Director leads the Master of Architecture (M.Arch) program, directing assessment and reporting for CU Denver and NAAB accreditation, serving as a primary contact for graduate admissions in collaboration with the Student Affairs Committee. The role focuses on maintaining academic quality, professional readiness, and compliance with accreditation standards at the post-baccalaureate level.

The Undergraduate Program Director oversees the Bachelor of Science in Architecture (B.S. Arch) program, emphasizing curricular effectiveness and innovation in foundational and intermediate design education and collaborates with the Graduate Program Director to ensure alignment and continuity between the undergraduate and graduate curricula.

2. Qualifications

The Graduate and Undergraduate Program Directors shall be members of the full-time faculty in the Department of Architecture. This includes the ranks of instructors, senior instructors, and clinical teaching-track faculty members.

3. Term Length

The Graduate and Undergraduate Program Directors serve a two-year renewable term.

IV. DEPARTMENT GOVERNANCE STRUCTURE AND DECISION-MAKING PROCESS

The governance of the Department of Architecture is consistent with the Laws of the Regents. The committees are charged with implementation of the rights and responsibilities delegated to the faculty by the Laws of the Regents Article 5.

A. Faculty Meetings

1. Number and frequency of meetings

The faculty shall meet as the business of the department requires, but at least once a month. The chair of the department or a designated representative shall preside at all meetings of the faculty. The presiding officer may participate in the deliberations of the faculty. Robert's Rules of Order (latest edition) shall govern the conduct of faculty meetings.

2. Quorum requirements

A quorum shall be fifty-one percent of the voting members of the department. A quorum is required to transact any business except when an item has been presented in advance in two successive meetings at which either a quorum has not been present or action has not been taken; in such cases, the membership present shall constitute a quorum for the purpose of acting on that item.

3. Motions

Any faculty member may introduce a motion. All motions should be introduced and distributed one week in advance of the vote and shall carry with a simple majority vote of the members present.

4. Announcements and Agendas

All faculty meetings shall be scheduled and announced at least two weeks in advance of the meeting. The department chair shall solicit meeting agenda items from the faculty at least two weeks in advance of each faculty meeting. If a faculty-requested agenda item could not be addressed at one meeting due to time limitations, that item shall be given priority at the subsequent meeting.

Meeting agendas shall be distributed one week in advance of each faculty meeting.

A minimum of two faculty members can require the Department Chair to call a faculty meeting provided that the faculty members submitting the request identify the meeting's purpose and agenda.

5. Methods of voting

Faculty are required to attend all faculty meetings, participate in discussions, conduct departmental business, and vote accordingly. A quorum of the faculty is defined as half of the regular voting faculty plus one. Virtual attendance is permitted, although in person attendance is preferred.

With one-week notice, any approved motion may be placed on the agenda for discussion at the following scheduled faculty meeting and put to a vote by email, except:

- 1) Tenure votes which will always require an in-person discussion and recorded vote.
- 2) Changes to the Bylaws which will require a majority of the faculty eligible to vote.
- 3) Meeting rules and procedures shall be modified if necessary and can be used for telephone or video conference meetings and for computer connected meetings in which discussions and voting are done electronically.

6. Minutes and Reporting

The minutes of all faculty meetings should be kept by the department chair and distributed to all faculty within one week of the next scheduled general faculty meeting and should be approved by the faculty at that meeting.

B. Standing Committees

1. The standing committees of the Department of Architecture are:

- a. Academic Affairs Committee
- b. Faculty Affairs Committee
- c. Student Affairs Committee
- d. Curricular Affairs Committee

Role and Responsibilities of these Standing Committees

Academic Affairs Committee

The role of the Academic Affairs Committee is to coordinate executive tasks among the various responsible parties, set reasonable goals and objectives for each academic year, and identify, distribute and assign tasks to various committees. The committees report their findings and recommendations to

the faculty. Upon the faculty, the recommendations shall be put in effect by the Academic Affairs Committee.

Prior to the end of the spring semester, the Academic Affairs Committee shall develop and present to the faculty a plan of goals and objectives for the coming academic year, including a hiring plan (no later than the second to last scheduled meeting of the department faculty). The faculty may propose additions and/or changes to the plan prior to the plan's approval. Upon approval by the faculty, the plan shall be put in effect by the Academic Affairs Committee.

The Academic Affairs Committee is composed of the department chair, associate chair(s) and the chairs of the department's three other standing committees. The department chair will serve as the chair of the Academic Affairs Committee.

Faculty Affairs Committee

The role of the Faculty Affairs Committee is the development and implementation of policies and procedures for faculty appointment, evaluation and reappointment at all ranks. The Faculty Affairs Committee is responsible for the management and oversight of all faculty searches in architecture, including the development of position descriptions for faculty approval, timely management of the search process, and the recommendation of finalists to the faculty.

The Faculty Affairs Committee's responsibilities also include the ongoing review of all applications for part-time and adjunct faculty positions and the development and regular update of a list of qualified candidates for part-time and adjunct faculty positions.

The Faculty Affairs Committee's charge also includes of the development of criteria, policy, and procedure for annual faculty and merit evaluations, development of policies and procedures for faculty development, awards and honors nominations, and the development and implementation of policies and procedures for addressing faculty grievances and submittal of recommendations to the appropriate decision-making body.

Student Affairs Committee

The role of the Student Affairs Committee is the development and implementation of academic policies pertaining to student admission and academic progress. The Committee is responsible for oversight and management of admissions to the Undergraduate and Graduate programs in Architecture, development and oversight of graduation criteria and admission

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caps, development and implementation of policies and procedures, including evaluation criteria, for academic transfers and advanced standing, development and oversight of policies and procedures for student advising, development and implementation of policies and procedures for scholarships and awards, grade appeals, and student grievances.

Curriculum Affairs Committee

The role of the Curricular Affairs Committee is curriculum oversight and implementation. The Committee is responsible for the coordination and implementation of the Department's curricular vision, as well as curricular implementation, oversight, evaluation and modification of Undergraduate, Graduate, Post-Professional, Certificate and Continuing Education programs.

The Curricular Affairs Committee's charge includes the oversight and coordination of required and elective course offerings to ensure broad and balanced coverage, development of policy and procedure for the evaluation and approval of new courses, coordination of Learning Outcomes and National Architecture Accrediting Board (NAAB) Criteria compliance, and the management and oversight of the accreditation process. The Curricular Affairs Committee is also responsible for managing department lecture series, visiting critics, and exhibits.

2. Committee Membership

Each standing committee shall consist of four faculty members. The faculty members will be the voting members of each committee. A minimum of one member of each committee shall be a tenured faculty member. The faculty members of each committee shall be nominated and elected by the faculty of the Department of Architecture for a two-year non-consecutive term. Elections of new committee members will be conducted prior to the end of the Spring semester of each academic year.

3. Committee Chairs

The members of each standing committee shall elect a chair for a one-year term. Each Committee Chair is the de facto member of the Academic Affairs Committee and will act as a liaison between the Academic Affairs Committee, members of their respective Committee, and the department faculty.

Each chair is responsible for developing, in collaboration with committee members, a plan and a schedule for fulfilling the committee's charges for the academic year. The chair is also responsible for the timely scheduling of committee meetings, developing meeting agendas in collaboration with committee members, keeping a record of the minutes of the committee

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meetings, and reporting at least once a semester to the department faculty on the committee's charges and accomplishments to date.

4. Ad-Hoc Subcommittees

Each standing committee may call for the formation of one or more temporary subcommittees to conduct the business of the committee as needed. The size of each Ad-Hoc Committee membership may vary in accord with the scope of the task at hand. The members of these subcommittees shall be faculty in the Department of Architecture who are nominated and elected by the faculty of the Department for a period not exceeding one year.

5. Committee Meetings

Each committee shall meet as business requires, but at least once a month. Action by the committees shall be by majority vote.

6. Minutes and Reporting

Minutes are to be recorded for all committee meetings. These minutes are to be combined into an annual report produced by each committee and submitted to the faculty at the end of each academic year.

V. AMENDMENTS TO THE BY-LAWS

- A. Any member of the faculty may propose amendments to the Department Bylaws.
- B. Amendments require adoption by a majority vote of the voting members of the faculty and the review and approval of the University administration.