

**Maxine Goodman Levin College of Urban Affairs**

**Bylaws of the Department of Urban Studies**

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## **Introduction**

These bylaws of the Department of Urban Studies of the Maxine Goodman Levin College of Urban Affairs are established by the faculty in the Department and are applicable within the authorization established by the Bylaws of the Faculty of The Cleveland State University and the Cleveland State University-American Association of University Professors collective bargaining agreement.

## **Article I Name and Membership**

The name of the department is the Department of Urban Studies, Maxine Goodman Levin College of Urban Affairs, Cleveland State University. Hereinafter, the Department of Urban Studies will be identified as the Department.

The membership shall be constituted as follows: tenured and tenure-track faculty of the Department whose appointment is in the College, college lecturers with appointments in the College, adjunct faculty approved by the faculty, the Levin Chair holder, and those faculty with joint appointments and visiting appointments.

## **Article II Purpose**

The purpose of the Department is to offer liberal arts, social science, and applied professional degrees from the undergraduate level to the doctoral level. The undergraduate and master degrees provide students with knowledge about the city and urban affairs as well as selected public professions. These enable students to be engaged citizens and effective members of public professions. The doctoral program trains students to be effective scholars and informed practitioners of selected public professions. The Department also serves as the focus for faculty research on urban and public policy issues and facilitates faculty engagement with the broader Cleveland community. The Department also offers professional development education and technical training in areas relevant to the academic programs of the Department.

The faculty members of the Department of Urban Studies shall legislate upon and form policies pertaining to educational aims, methods, and activities for the College of Urban Affairs and consistent with the University Greenbook/Bylaws and the agreement between Cleveland State University (CSU) and the American Association of University Professors (AAUP). Where neither the AAUP contract nor the Greenbook addresses an issue or is ambiguous, these College/Department bylaws shall prevail.

## **Article III Faculty Authority and Responsibilities**

The Faculty shall have the authority and responsibilities enumerated within these bylaws but shall not impede upon those stated in the University Greenbook/Bylaws and or the CSU-AAUP collective bargaining agreement.

### A. Decision-making and Voting Rights

1. All members of the faculty of the Department of Urban Studies, except any ex officio members and emeritus professors, are eligible to vote on all matters as excepted below.
2. Visiting faculty shall be appointed according to university regulations and have those rights and duties enumerated by the University, the AAUP contract, and in these bylaws. Visiting faculty members are not eligible to vote on matters related to hiring, tenure or promotion of tenured or tenure-track faculty, on department bylaws, the evaluation of the Department Chair person, or the hiring or retention of the Dean.
3. College lecturers shall be appointed according to university regulations and have those rights and duties enumerated by the University, the AAUP contract, and in these bylaws. College Lecturers who are not members of the bargaining unit of the AAUP may:
  - a. attend regular departmental meetings unless the meeting is explicitly called by or requires presence of only AAUP bargaining unit members
  - b. participate fully in the discussion of matters at faculty meetings
  - c. vote on any matters before the faculty, excluding graduate program curriculum, and hiring, promotion and tenure of faculty.

After the initial six-year appointment and upon receipt of reappointment and membership in the AAUP bargaining unit, college lecturers “will become full voting members of the Department. They shall be eligible to participate in all aspects of faculty governance except that they shall not serve on PRCs” (part 12.2 D AAUP contract).

### B. Joint Appointments

Persons from other departments seeking joint appointments must be approved by the Department faculty. Jointly-appointed faculty are eligible to participate in faculty activities, including serving on faculty committees, and may vote on all faculty decisions except promotion and tenure if 51% or more of the appointment is held in the Department.

### C. Graduate Faculty Membership

The Graduate Faculty consists of member of the faculty who meet the University and Departmental criteria for membership on the Graduate Faculty. The Department shall publish Guidelines for Graduate Faculty membership (See Appendix D – Guidelines for

Graduate Faculty Status) that minimally conform to standards of the College of Graduate Studies.

#### E. Additional Faculty Categories

Adjunct faculty members are appointed through the process outlined in the CSU Greenbook policies and must meet University requirements. Designation as an adjunct faculty member signifies an ongoing and important relationship with the department. Adjunct faculty are not eligible to vote on faculty decisions, curriculum matters, or serve on standing and ad hoc committees of the University or the Department.

The Levin Chair holder is a member of the faculty and may vote in faculty decisions, affiliate with academic programs, and serve on standing and ad hoc committees of the University and the Department as long as the position remains a tenure appointment.

#### F. Other Categories of Membership

The Urban Studies Department and its academic programs shall be able to create other categories of membership and to endow such members with such authority and privileges as the Department and program faculty deem desirable within the rules of the university.

#### G. Workload

The teaching, research, and service workload of faculty members shall be set in accordance with the approved Department workload policies as well as University and AAUP contract requirements as applicable. To encourage supervision of independent study and exit projects, these courses are included in the department workload calculations. (See Appendix E for Guidelines for Teaching Workload Assignment and Faculty Course Buy-outs).

As part of the workload, faculty members shall collectively maintain membership in departmental and college standing committees to support faculty governance and administrative work of the Department. The faculty members shall also serve on university standing and ad hoc committees as per the needs of the University to ensure representation of the College of Urban Affairs on such committees.

As part of workload, faculty will also actively participate in peer observation of teaching. It is strongly recommended that first year tenure track faculty have a minimum of two teaching peer reviews in each of their two first years at CSU, and a minimum of one review per year until promotion to associate professor. **(Modified 4/27/2016)**

It is strongly recommended that lecturers have two teaching peer reviews per year until they are promoted to associate lecturer. Associate professors and associate lecturers are strongly recommended to have one peer review per year until they are promoted.

Full professors and senior lecturers are strongly recommended to have a teaching peer review at least once every three years. **(Modified 4/27/2016 faculty)**

Lecturers and assistant professors must be reviewed by higher ranked colleagues. Associates may review lecturers, assistants and associates. Full professors and senior lecturers may review any rank. **(Modified 4/27/2016)**

The chair shall have a sign-up sheet at the first faculty meeting of the fall semester to invite faculty members to make arrangements. Those faculty unassigned by October 1 shall be assigned teachers to review by the chair to ensure everyone is getting the peer reviews they need. The chair shall keep a running total, and make any adjustments in spring or summer, as needed. Reviews will include pre-and post-meetings and a rubric approved by the faculty. **(Modified 4/27/2016)**

## **Article IV Department Structure and Administration**

### **A. Structure**

The Department of Urban Studies in the Levin College of Urban Affairs consists of its various academic programs. Each academic program shall be responsible for its own specialized curriculum. Each program shall have its own affiliated faculty from among the faculty of the Department of Urban Studies and faculty from other departments as deemed appropriate and duly approved although the latter shall not be voting members. Each faculty member may affiliate with one or more of the academic programs as relevant to his or her education, research, and teaching responsibilities.

The doctoral program shall be governed by a Steering Committee, which will be nominated by the Chair of the Department of Urban Studies and approved by the faculty (See Appendix A). All other academic programs and their degrees shall be governed by the affiliated tenured, tenure-track and college lecturer faculty in the Department and may opt, at the discretion of the Program Director, to be governed by a Steering Committee, the members of which will be nominated by the Program Director and approved by the faculty. College lecturers are eligible to serve on all Department standing committees except those requiring graduate faculty status such as the PRC. **(Revised 7/27/2017)**

Actions of the various academic programs may be subject to approval by the entire Department faculty and other committees of the University as outlined in the Greenbook and CSU-AAUP contract. Approval of the entire Department faculty is required before any procedural or curricular change is presented outside the department.

An external advisory committee consisting of other faculty members or practitioners and professionals representing relevant fields of practice may advise the respective academic programs.

## B. Administration

### 1. Departmental Administration

A Chairperson shall head the Department. The Chairperson's duties are those enumerated by the University, namely, she or he (1) shall have general administrative responsibility for the Department's programs and budget, subject to approval by the Dean of the College; (2) shall recommend to the Dean appointments, promotions, workload adjustments, dismissals, and the conferment of tenure with regard to Department faculty; (3) shall review with each faculty member his or her Faculty Annual Activities Report (FAAR) and professional development plan; (4) shall encourage and promote department morale, research and scholarship, and quality teaching; and (5) shall cultivate democratic management by sharing information on all matters of general department interest with all the members of the Department at appropriate intervals, and by accepting majority opinion on actions except insofar as he or she shall decide otherwise, in which case reasons should be given and comments invited.

The Departmental Chairperson reports directly to the Dean of the College. The process to select the Department Chair will follow university regulations. The Dean will review the Chair's performance annually and at least every three years the Dean will seek the departmental faculty's evaluation of the Chairperson's performance as per the CSU Greenbook guidelines. Appendix B presents the position description for the Department Chair.

### 2. Academic Program Management

Each graduate academic program shall have a director, and the undergraduate programs shall have one director, appointed by the Dean of the College upon the recommendation of the chair of the department and approval of the faculty for that program, for a term of two years, renewable by action of the chair and dean for an additional two years. The department chair shall evaluate the performance of the program director after the initial two-year appointment and may recommend reappointment to the Dean. At the start of each academic year, every program director will submit an annual program plan to the chair of the department for review and discussion and consideration during the biennial review.

The program directors shall report to the Chair of the Department. Each program director shall have compensation or other consideration for her/his administrative duties (contingent upon funding) as determined by the Chair of the department according to university rules, and subject to approval of the Dean. The director of an academic

program shall be responsible for working with the program faculty to review and update the curriculum of the program as needed, preparing the necessary documentation to secure and maintain relevant accreditation of the program, for ensuring completion of any required university program reviews and assessments, recruitment of new students, retention of existing students, and other responsibilities as delineated in the program director responsibilities statement (Appendix C).

## **Article V Faculty Meetings and Decisions**

### **A. Faculty Meetings**

The departmental faculty shall meet at least three times per semester during the academic year. Meetings will be held at the call of the Department Chair or on the request of the department faculty by means of a petition signed by at least twenty-five percent of the Urban Studies faculty. A quorum shall consist of simple majority of all members of the departmental faculty excluding those holding the position of:

- Dean
- Associate Dean
- Chair
- Faculty members on leave of absence

Faculty members who are classified as administrative faculty by the University shall not be eligible to vote, with the sole exception of the prerogative of the Chairperson to break a tie vote at regular faculty meetings.

The chair of the department, or in the chair's absence a designated representative, shall preside at all meetings of the Department. Faculty motions, other than changes to bylaws, must be approved by a simple majority. Written (hard copy or email) absentee ballots are allowed. Proxy voting is not allowed. Voting in all cases may be done by consensus as well as by ayes and nays. Any faculty member can request a confidential-ballot vote on any issue. Voting will be by confidential ballot on that issue if any other faculty member seconds the request. The Department Chair may also institute a confidential ballot for any voting process. On matters in which these bylaws are silent, Roberts Rules of Order will be followed.

Adequate notice in the form of an agenda, with copies of any written material to be considered, shall be provided to all individuals eligible to attend Department meetings not less than forty-eight hours prior to any meeting. In the event of an emergency, this provision may be waived by the Department Chairperson. The Chair of the Department shall have the discussion and decisions of the faculty meetings recorded and reproduced as minutes, which will be provided to faculty members.

### **B. Decisions**



All decisions adopted by the faculty shall be recorded and open to inspection by any faculty member. A motion to alter the bylaws shall require not less than a forty-eight hour prior notice to all faculty eligible to vote on the issue at hand. Decisions that change the bylaws shall require a two-thirds affirmative vote at a duly held meeting of faculty members. Changes shall be included in the bylaws as amendments as soon after adoption as is feasible. Any part of the Bylaws that is amended shall be so indicated and the date of amendment shall be recorded as to those parts amended.

The bylaws of the Department and programs shall be published on the College website in the form and place as decided jointly by the faculty of the Department. Access may be determined jointly as desired by the faculty members.

Changes to the curriculum shall be made according to the Department's Curriculum Change Guidelines (Appendix F) and require a majority vote of the entire Department faculty unless otherwise dictated under administrative rules of the university.

## **Article VI Committees**

### **A. College, Department, and University Committees**

It is expected that all full-time tenure-track or tenured faculty will serve on department, college, and university committees. Untenured tenure-track faculty shall be relieved of this requirement for the first year of their appointment to the faculty. College lecturers will be expected to serve on committees as they are eligible. **(Revised 11/14/2017)**

### **B. Program Committees**

It is expected that all full-time faculty will be affiliated with one or more academic program committees. The standards for affiliation with academic program committees shall be adopted by the faculty affiliated with each academic committee and each committee faculty shall approve the affiliation of additional faculty with the exception of the Master of Science in Urban Studies program faculty. In addition to the general program committee, each academic program may, at the discretion of the Program Director, establish a Steering Committee to coordinate efforts related to curriculum, accreditation, assessment, student recruitment, and other program work as needed. **(Revised 7/27/2017)**

### **C. Search Committees**

Search committee membership shall be determined by vote of the faculty by voice or secret ballot. Without limiting faculty discretion to appoint a search committee that will best represent the interests of the College, typically members of the bargaining unit will comprise the majority membership of search committees to fill all full-time faculty positions including lecturers. Individuals who are not members of the bargaining unit may

also serve based on their expertise and interests. Committee size will typically consist of 3-5 members with attention given to the specifics of the position under consideration and faculty program affiliation. The members of the search committee shall select the Chair of the Search Committee. The committee will observe all University human resources and equal opportunity guidelines. **(Modified 4/27/16)**

Unless otherwise waived by a vote of the full faculty, all searches for full-time, permanent faculty shall utilize a two-round interview process. In the first round, the search committee shall utilize technology to assist in the process of interviewing the preliminary candidate pool (e.g. interview via phone or video chat). The preliminary candidate pool interviewed in the first round shall be larger than the final candidate pool, and the preliminary candidate pool shall be reduced to the final candidate pool upon completion of first-round interviews. The second-round interview of candidates in the final pool shall take place on-campus unless specific circumstances with an interviewee make this impossible. If an on-campus interview is not possible, the search committee, in consultation with the Chair, may make alternative arrangements for second-round interviews. **(Revised 11/14/2017)**

#### D. Ad Hoc Committees

It is expected that all full-time faculty will serve on ad hoc committees bringing forth their expertise as needed.

#### E. The College Faculty shall have the following Standing Committees:

##### 1. College Personnel Review Committee (PRC). **(Modified 2/23/2017)**

The PRC is the Departmental authority for tenure and promotion decisions and for verification of qualifications for rank when faculty candidates are under consideration at the associate or full rank. In addition to the authority granted by the university as part of the institutional tenure and promotion process, the PRC is charged with reviewing and updating as necessary the Tenure and Promotion Guidelines for the Department. The Committee is charged with bringing any suggested changes to the Department faculty in a timely fashion along with the reasons for the proposed alterations. The PRC may be asked to serve as an advisory body by the Chair of the Department or the College Dean for other issues related to the faculty.

The PRC shall review and make recommendations for the reappointment of college lecturers as they may become due for consideration at the end of the initial period of appointment, usually six years. The committee will present procedures for assessing the performance of lecturers to the full faculty for review and adoption.

*PRC membership is restricted to tenured members of the bargaining unit, a majority of whom must hold the rank of Professor. The Committee shall select its own Chair. The committee shall normally be composed of seven faculty members, but no fewer than five.* The members of the PRC are nominated (self or by peers)

and elected at the last spring faculty meeting, taking office the following fall semester. Membership is for a one year period. In the years when faculty members will be assessed for tenure and/or promotion, the membership of the PRC shall be configured to ensure that at least two members are affiliated with the same academic program as candidate(s) seeking tenure and/or promotion.

2. College Curriculum Committee

The College Curriculum Committee makes recommendations to the college faculty concerning the establishment, alteration, and abolition of all curricula offered by the Department of Urban Studies. The college faculty will continue to make final approval or disapproval of curricula proposals which may or may not emanate from the program faculty.

a. Membership

The Curriculum Committee shall consist of no more than five full-time permanent faculty, at least two of whom must be program directors. These members will meet at least once and as needed each academic semester to hear proposals from the academic programs regarding curriculum. The members of the college curriculum committee will elect a chair for each academic year, with no individual serving more than two consecutive years as chair. **(Revised 11/14/2017)**

b. Operation

The Curriculum Committee will conduct a review of proposals and coordinate with the Chair of the Department to ensure administrative needs and constraints in the department are taken into account. (See Appendix F). All supporting materials passed by the curriculum committee should be received by the Department Chair *one week* prior to the faculty meeting at which they proposals will be reviewed by the faculty to facilitate timely distribution for consideration.

3. College Petitions / Academic Standards Committee

The committee shall consist of three full time faculty members, with or without tenure. Members shall be elected in the spring semester to begin office the following fall semester for a one-year term. The purpose of the committee is to review any student grade disputes, student misconduct, student petitions, or other allegations of misconduct according to university rules for undergraduate and graduate programs and students. The committee shall elect a chair and shall meet as needed.

4. Levin College Faculty Affairs Committee **(as amended January 2017)**

The Levin College of Urban Affairs Faculty Affairs Committee (Levin-FAC) shall be a standing committee of the Levin College of Urban Affairs.

a. Membership

The Levin-FAC shall have five elected members representative of the diverse types of Levin College faculty appointments. Tenured and tenure-track faculty must be represented on the Levin-FAC at each level: Assistant, Associate and

Full. Dual appointed tenure-track faculty and tenured faculty in the Levin College are eligible at the appropriate level.

At least one member the committee must be a College Lecturer. Research Faculty, Visiting Faculty, Term Instructors, Emeriti Faculty and Adjunct Faculty will be eligible for the final slot.

The Committee chairperson shall be elected by committee members at the first meeting. The Committee member whose last name is first alphabetically shall serve as the convening chairperson. Each committee member shall serve a two-year term, starting July 1 and ending June 30. The members will have staggered terms so that half of the committee is elected each academic year.

#### b. Operation

The committee shall be charged with two purposes.

First, the Levin-FAC will study personnel policies related to the College's faculty and make appropriate recommendations to the College Faculty. Illustrative of such areas include teaching load, academic freedom, discrimination, and related matters.

A faculty member of the Levin College who has a grievance not covered by the collective bargaining contract that he or she has been unable to resolve with departmental or college academic officials may request a hearing with the Levin-FAC.

Second, the L-FAC shall consider proposals for amendments to the Levin College bylaws and report their recommendations to the College Faculty. The Levin-FAC will review proposals for new and amended provisions to the College bylaws for practicality and consistency with the collective bargaining agreement, University personnel policies, and the existing Levin College bylaws. A vote of two-thirds of the College Faculty is necessary to amend the bylaws.

#### 5. Program Steering Committees

Program Steering Committees shall consist of three to four full time faculty members, with or without tenure, and/or college lecturers. Members shall be elected in the spring semester, as recommended by each Program Director, to begin office the following fall semester for a one-year term. Program Steering Committees lead initiatives related to curriculum, accreditation, assessment, recruitment, and other program business. Program Directors will determine if a Steering Committee is necessary for each academic year and will normally chair their respective Program Steering Committee. **(Revised 7/27/2017)**

F. The Department Chair and academic programs may propose additional committees for approval by the faculty, with reporting to the chair or a program director, respectively.

## G. Overall Committee Operations

Except as required by University policies or as needed to replace departing members, election of new committee members shall take place during April of each year, with terms beginning the following August. Provision shall be made for staggering the terms of committee members so that continuity is provided.

A person may serve no more than two consecutive terms on any standing committee.

If appropriate, ex-officio members shall be non-voting members of standing committees.

If, for any reason, a faculty member is unable to complete a term on a standing committee, the full faculty shall elect a replacement for the remainder of the term.

All committees shall elect a chairperson at their first meeting, which shall be called for that purpose by September 15 of each academic year by the Department Chair.

Each committee's chairperson shall arrange that all meetings be held at times that are suitable to the committee's members. Committees shall maintain written records of decisions made and forward them to the department secretary for filing.

## **Article VII Tenure and Promotion**

- A. The Department shall adopt and publish Standards for Promotion and Tenure (See Appendix G). The Standards shall be reviewed annually and updated based on recommendations from the departmental PRC. The Standards and any modifications shall be adopted according to **Article V**.
- B. The Department may, as it sees fit, provide for the participation of program faculty in tenure and promotion decisions. Such participation may be specific for each program to ensure appropriate expertise in the candidate's field of research.
- C. The Standards for Promotion and Tenure shall be provided to every new tenure track faculty member as soon as their hiring process is complete.

## **Article VIII Grievances and Appeals**

Grievances of students, staff and faculty shall be reviewed in an expeditious and equitable manner in accordance with university regulations. The provisions for each grievance process so established shall be posted on the Department website and available in a convenient manner.

## **Article IX Ratification**

These bylaws shall be ratified by a favorable vote of two-thirds of the Department Faculty as defined in Article IV. These bylaws shall be in effect beginning fourteen days following their ratification.

## **Article X Amendments**

Any tenured or tenure-track member of the Department of Urban Studies faculty may propose amendments to these bylaws. A proposed amendment must be submitted in writing at a faculty meeting and will be incorporated into the minutes. Debate and action on the amendment will take place at subsequent meeting(s) of the department faculty. Amendments require the approval of two-thirds of the department faculty and normally shall take effect immediately upon approval. Any amendment adopted by the faculty must be included in the revised bylaws in accordance with the affirmative vote or as soon as feasible.

## **Article XI Appendices**

- A. Doctoral Program Governance
- B. Position Description for Department Chair
- C. Academic Program Director Responsibilities
- D. Graduate Faculty Status Criteria
- E. Faculty Workload Policies (Minimum Publication Requirements; Credit Banking for Dissertation/Thesis Supervision, Independent Studies).
- F. Curriculum Change Process Guidelines and Checklist
- G. Standards for Promotion and Tenure
- H. Proposed CSU LCUA Peer Review Teaching Reporting Form