Bylaws of the Department of Design

These bylaws were developed in early Fall 2009 in response to the Department of Design's move to the newly organized School of Architecture, Design and Planning. These bylaws, once approved by the School, will be posted online at The University of Kansas Policy Library, http://www.policy.ku.edu. Additional School and University Policies are found at this site.

Table of Contents

1. Voting Membership
   A. The voting membership of the department shall consist of all tenure-track faculty. Voting on personnel matters are limited to the voting faculty membership.
   B. Graduate Teaching Assistants and Lecturers shall be represented by a number equal to the number of equivalent full-time positions appointed at that rank within the department.
   C. Graduate Teaching Assistant representatives shall be appointed by the department Chair at the beginning of each academic year.

2. Meetings of the Department
   A. Regular meetings are normally the first Friday of every month during the academic year. The Chairperson may cancel meetings for lack of sufficient business. Additional meetings may be called by the Chairperson, or by petition of at least six members of the faculty. An agenda and notification of meetings times will be distributed at least forty-eight hours before the meetings.
   B. A quorum of one-half of the voting membership shall be present before any business may be transacted. Meetings shall be open, except when closed by a two-thirds vote of the members present.
   C. Within the framework outlined here, all actions of the department and its committees will be conducted as democratically as possible.

3. Officers of the Department
   A. The Chairperson or their designated representatives shall preside at all meetings

of the faculty. Unless otherwise stated, the term "Chairperson" as used throughout this document refers to the Chairperson of the Design Department.

B. An Area Coordinator for each area is appointed annually by the Department Chairperson in consultation with the appropriate faculty. The department has three areas of study: Industrial Design/Interior Design, PhotoMedia, Graphic Design/ Illustration & Animation. The programs within the three areas consist of five programs, which are: Industrial Design, Interior Design, PhotoMedia, Graphic Design and Illustration & Animation.

C. The Assistant to the Chair shall act as the recorder of minutes at each faculty meeting and shall be responsible for the distribution of the minutes within ten working days of each meeting to all members of the faculty. The Assistant to the Chairperson shall also ensure that all members of the faculty receive a copy of the Bylaws of the Department of Design as well as members and officers of all departmental committees.

4. Chairperson

A. The Chairperson is the administrative and operating head of the department, acts in all cases on its behalf, and is its sole official representative in meetings and communications with other departments, divisions, and administrators of the University except when he or she (or the department with his or her consent) designates another member of the department to act temporarily in that capacity.

B. He or she will be selected in accordance with the rules and regulations established by the University for filling such positions and will be reviewed according to those rules and regulations providing for such review procedures.

C. Personnel Responsibilities:

1) Hire and assign duties to departmental classified and unclassified staff.
2) Responsible for annual reviews for departmental classified and unclassified staff.
3) Make recommendations for faculty hiring appointments to the Dean after consultation with Area Coordinators.
4) Make temporary faculty hiring appointments in consultation with appropriate Area Coordinator.
5) Formulate salary recommendations for faculty and staff members.
6) Transmit to the Dean and the Promotion and Tenure Committee of the School of Architecture, Design and Planning recommendations for promotion and tenure.
7) Conduct annual review of faculty and staff members' performances (see Annual Evaluation Plan for faculty), which will typically include personal interviews and written evaluations.

D. Administrative Responsibilities:
1) Designate, when necessary and feasible, one or more members of the department's faculty as Associate Chairperson (s), and such other officers to assist. Duties will be outlined to the faculty.
2) Administer day-to-day operations of the department.
3) Call and preside over faculty meetings.
   a) Regular meetings: normally the first Friday of every month during the academic year. Voting limited to regular faculty (Full Professors, Associate Professors, Assistant Professors) on personnel matters. Agenda and notification of meeting times will be distributed at least 48 hours before the meeting
   b) Special meetings may be called on short notice and without agenda when necessary.
   c) In all faculty meetings, Robert's Rules of Order will serve as the guide for parliamentary procedures.
4) Make committee assignments with recommendations from the area coordinators.
5) Formulate departmental budget recommendations (including future hires) and communicate such to the faculty and the Dean's Office.
6) Establish enrollment and advising procedures.
7) Schedule teaching assignments.
8) Schedule courses and room assignments.
9) Seek an equitable distribution of teaching loads.
10) Discuss with faculty any recommendations for facilities and space allocations.
11) Appoint ad hoc committees of the department.
12) Responsible for the distribution of scholarship funds, KUEA funds and any other funds designated for distribution in the Department of Design or any of its areas.
13) Responsible for proposals for use of Tuition Differential and communications to faculty and the Dean's Office.

5. **Departmental Areas of Study and the Role of Area Coordinators**
   A. The following departmental areas of study are offered:
   1) Graphic Design
   2) Illustration & Animation Industrial Design
      Interior Design PhotoMedia
   B. Area Coordinators Administrative Group:
   3) Three Area Coordinators will be appointed annually by the Department Chairperson
   4) The persons holding the following positions will be members:
      a) A faculty member from the areas of Graphic Design/

Illustration & Animation.

    b) A faculty member from the areas of Industrial Design/Interior Design.

    c) A faculty member from the area of PhotoMedia.

    d) The Chairperson is an ex officio member. He or she will also be Chairperson of the group.

5) Duties and Responsibilities of Area Coordinators:

    a) Planning and coordinating advising, counseling, and enrollment of majors with the Coordinator of Student Services.

    b) Budget consultation, ordering of expendable materials, supplies, and/or replacement equipment.

    c) Coordinate curricular development and review for the areas and recommend curricular changes to the curriculum committee.

    d) Recommend visiting lecturers and artists.

    e) Participate in personnel matters relating to the faculty.

    f) Supervise assigned space and equipment.

    g) Other special duties specific to the areas as assigned by the Department Chairperson.

    h) Establish such subcommittees as the group deems necessary for the reviewing of policies and procedures of the department.

    i) Submit to the Chairperson recommendations for teaching assignments as called for by the Chairperson.

    j) Communicate to the Area Faculty they represent all appropriate information and material as soon as possible.

6. Committees of the Department

A. Promotion and Tenure:

1) Membership (when possible):

    a) Shall include three tenured Full or Associate Professors for two year appointments. They will annually elect one of their number as Chairperson of the committee.

    b) It will be required that at least two Full Professors be appointed to serve when there is an Associate Professor applying for the rank of Full Professor. The third member may be a tenured Associate Professor.

    c) In all other tenure, sabbatical and promotion issues, there can beany combination of tenured Full and/or Associate Professors appointed to the committee.

    d) No committee member or a spouse may serve during any academic year that the committee is to consider that individual for promotion, tenure, or sabbatical leave. The Chairperson shall

e) appoint another tenured Full Professor or Associate Professor to serve on the committee during the consideration and recommendation of that individual.

2) Responsibilities:
   a) Evaluation of candidates for promotion, tenure, sabbatical leave, or non-reappointment as prescribed by the Senate code and published in the appendix of the *University Handbook for Faculty and Other Unclassified Staff.*
   b) Schedule a meeting in the spring of each school year and invite untenured faculty members in order to inform and guide them in all matters pertaining to promotion, tenure, or non-reappointment.
   c) Committee, in cooperation with the candidate, will select potential outside evaluators during the spring semester.

3) Procedures:
   a) General: The committee will conduct its business in accordance with current policy, guidelines, and criteria established by the University and the Department of Design which deal with personnel matters falling within the committee's realm of responsibility. Such policy and procedural information is contained in the *University Handbook for Faculty and Other Unclassified Staff*, *University Senate Rules and Regulations*, the Bylaws of the School of Architecture, Design and Planning, and the Bylaws of the Department of Design. Any person selected by the committee, recommended by other colleagues, applying to the committee for consideration for promotion, tenure, or sabbatical leave, or being considered for non-reappointment will be invited to submit an appropriate dossier for evaluation by the committee, which will also have at its disposal all pertinent information from department files regarding him or her, and which may invite or accept relevant information from others.
   b) Promotion and Tenure: At the beginning of each academic year the committee may identify the individual or individuals it wishes to consider for promotion and/or tenure on the basis of criteria established by the university, school and department. Notification by the committee of such wishes will be made to the individual(s) as early as possible each year to allow time for preparation of a dossier by the individual(s) who wishes to be considered. All others who wish to be considered for promotion and/or tenure by the committee will be considered on the basis of self-nomination or nomination by others to the committee. In all cases, faculty members who wish to be considered for promotion and/or tenure should submit their completed dossiers complied in accordance with recommendation forms in current use by the university. After

completed dossiers are received, the committee Chairperson will arrange for each committee member to study each dossier in advance of the discussion and evaluation by the entire committee. Each committee member will then have the opportunity to discuss and evaluate each candidate during meetings of the full committee, at which time all other information not contained in the dossier submitted by the candidates will also be considered. After discussion of each candidate by the full committee, members will determine whether to recommend or not recommend the candidate for promotion and/or tenure. Notification of the committee's decision to recommend or not recommend will be communicated by memorandum to each candidate.

    c) Sabbatical Leave: A candidate for sabbatical leave will initiate his or her application in accordance with the appropriate provisions of the Senate Code, and will transmit supporting materials to the committee no later than a date specified by the Department Chair- person each year. The committee, after considering the merits of the candidate and his or her replaceability during the period of absence, will submit its recommendations to the School Committee on Sabbatical Leaves by a date specified by the Dean's office.

    d) Non-Reappointment: In all cases involving non-reappointment, the committee will conform to the appropriate sections of the Senate Code.

    e) All actions of the committee will conform to the University's *The Affirmative Action Handbook*.

4) Policy on evaluation of pre-tenured faculty**:**

    The Promotion and Tenure Committee of the Department of Design shall conduct an annual review of all pre-tenured faculty members, which will include the same portfolio of information required of all faculty, and an interview and candid discussion concerning the strengths and weaknesses of the candidate's recent performance. The Promotion and Tenure Committee will make an evaluation in writing, which will be forwarded to the Chair prior to the annual performance evaluation.

5) Faculty mentoring process for pre-tenured faculty:

    a) Each pre-tenured faculty member will be assigned a mentor from his or her area by the Chair in consultation with the area coordinator. The assigned mentor may continue throughout the promotion and tenure process of the pre-tenured faculty member, or another mentor may be assigned depending upon the needs of the pre-tenured faculty member, his or her mentor, and the Chair, who will call this meeting.

6) Criteria for Promotion and Tenure:
   a) General University guidelines and criteria for tenure and promotion may be found in the current *University Handbook for Faculty and Other Unclassified Staff* as official policy approved by the Chancellor and University Senate. This department ascribes to this policy. The following comments may be considered as an expansion of the basic university criteria as they apply to the faculty of the Design Department.
   b) The application of the evaluation adjectives is made by the committee in majority agreement using their best informed and collective judgment. The committee will make every effort to apply criteria consistently within each rank and discipline; however, the committee may not necessarily be obligated to make consistent application of the same criteria between the ranks and between the design disciplines.
   c) Evaluation adjectives to be used: Exceptional/Excellent, Very Good, Good, Adequate, Poor, No Rating. The following comments may be helpful in interpreting the adjectives assigned:
      1) The Exceptional/Excellent rating is reserved for unusually meritorious performance.
      2) A rating of Very Good may be applied if an individual performs at a level which is consistently above that which is typical of the departmental faculty.
      3) A rating of Good may be applied when performance appears to be at a level that is typical of departmental faculty. This rating would be indicative of a positive evaluation.
      4) The rating of Adequate implies satisfactory activity and/or output which may be of questionable quality.
      5) The rating of Poor implies little or no activity and/or output which may be of questionable quality.
   d) A recommendation for promotion would normally not be given by the committee if an evaluation of a candidate in one or more of the areas were to be adequate or poor.
   e) In overall evaluations the committee normally will give equal weight to teaching and creative activities and less weight to service. It would be very difficult, if not impossible, to be more specific than this very general guideline.
7) Research, Scholarship, Creative or Artistic Performance:
   a) The guidelines and criteria published in the University Faculty Handbook may be generally applicable to the process of evaluating creative and scholarly activity. For Department of Design faculty, creative products of the designer may include, but are not limited

to original interior design, graphic design, illustrations, photographs, electronic media, video and products, systems, and services for both users and manufacturers for production; other objects may qualify as client driven/fine arts objects such as painting, printmaking, drawing, sculpture, installations, exhibitions, public art, and commissions. Scholarly activities may include, but are not limited to published articles in scholarly journals, presentations of papers in professional settings, lectures, consulting, workshops, acquisition of work in private, corporate and/or public institutions or collections, written and/or digital pieces, consulting, grant awards from external sources for research activities, the publication of books, monographs, and research results.

b. For all creative activities listed above, primary consideration will be given by the departmental committee to the quality of the creative, research and/or scholarly activity.

c. Quality is most easily and reliably determined from the nature of the peer evaluation to which work has been subjected. Many designers will offer work for peer evaluation through exhibition. Exhibition may include juried and non-juried shows, invited shows, design exhibitions at local, regional, national or international levels (e.g. design annuals, illustration annuals, ID annuals, design competitions, presentations/reviews in local, regional, national and international publications). The most prestigious shows are juried, more national to international in scope and in many instances are invitational and may occur only annually. These shows would carry more weight in the evaluation process than those of a more local or regional level, which may not be juried and occur frequently for purposes such as educational exposure in campus or community galleries. Designer's work which does not lend itself to exhibition in museums or galleries may be exposed to peer evaluation in numerous ways which may be considered unique when compared to methods more acceptable by normal academic standards. Evaluations of designs for reproduction such as in the communication media (books, television, film magazines, brochures, catalogues, web, etc.) or as in the consumer product area (computer machines, furniture, appliances, transportation machines, etc.) or as in the consumer product area (computer machines, furniture, appliances, transportation machines, etc.) occurs when they are placed before the public after considerable competitive-selective processes. This process includes judgments by peers as well as other professional and non-professional individuals and groups. A designer who

consistently maintains a level of acceptance of their work by the above methods of exhibition and/or exposure may be considered exceptionally qualified in the creative activity area. Studio activity which is supported or commissioned by a client or patron (including university or other state agencies) will be considered appropriate creative activity by the committee in their evaluation process.

    d. In evaluation of scholarship, the primary considerations will be excellence and the extension of knowledge through published articles or other publications. The quality of the work may be determined by the prestige of a journal, publication, book publisher or professional meetings. Refereed journals will be more highly regarded than other journals which do not involve a review and critique of manuscripts by an editorial board. Also, the national readership of articles or other written pieces will be viewed as more important than articles published in state and local journals. Included in the committee evaluation process would be the intensity, consistency, and quantity of production which the candidate demonstrates.

    e. Included in the committee evaluation process would be the intensity, consistency, and quantity of production which the candidate demonstrates.

8) Teaching:

    a) This area can be evaluated on two components of the teaching mission: the effectiveness of the instructor as a teacher/ communicator and the quality of the instructor's input to the content of the course.

    b) Evaluation of communication ability may be based upon data from student evaluation questionnaires. Other available information (letters, interviews, observation) from or by other students, faculty or alumni may be used. Evaluation of course content may be made from information supplied either by the candidate or other faculty members, especially those teaching courses in the same area.

    c) Other criteria of teaching competence may include leadership in the development of new courses which were successfully offered as integral parts of the curriculum; the ability and willingness to undertake the teaching of courses outside of one's immediate field of specialization in order to meet the needs of the department.

    d) Student advising will be considered an important part of the faculty evaluation in teaching.

9) Service:

    a) This area includes all of those other forms of activity which may be considered of benefit to the department, school, university, and/or

local, state and national community which cannot be defined as teaching, research, or creative activity. Evaluation of service activity will be arrived at through documentation (letters, interviews, observation) included in the candidate's dossier. The committee will place strong emphasis upon the quality of service.Service which is more directly related to one's profession and enhances one's teaching and creative activity will be considered more valuable then unrelated service activities.

B. Merit Review Committee
1) Membership:
a) Shall include three tenured faculty members and the department Chair. A faculty member from each area should be represented: Industrial/Interior Design, PhotoMedia and Graphic Design/ Illustration & Animation. Non-tenured faculty should not serve onthe Merit Review Committee

2) Criteria:
a) These criteria shall serve as guidelines for the Chair, the Promotionand Tenure Committee, and/or the Merit Review Committee in the Department of Design for reviewing and making recommendations regarding the performance of tenured and pre-tenure faculty.
b) These criteria and procedures are to be used in conjunction withthe Department of Design By-Laws, *University Handbook for Faculty and Other Unclassified Staff*, and the Senate Rules and Regulations governing issues of evaluation.

3) Departmental Performance Expectations for All Faculty Members:
a) Each full-time member of the Department of Design is expectedto engage in teaching, research/creative activity, and service. The allocation of effort by faculty holding full-time appointmentsis consistent with the University norm of 40% teaching, 40% research/creative activity, and 20% service.
b) Normally, the allocation for teaching will be five courses per yearand will also include academic and career Advising. Research/ Creative Activity will be evaluated according to the guidelines described in the department by-laws and consistent with the research mission of the Department of Design and/or area of instruction. Service will include but shall not be limited to, committee activity in the department, school and university. Service may also be made to the design or education profession through leadership roles in local, regional or national venues, which enhance the visibility and influence of the faculty member,department, and the university.

c) Faculty may request, in consultation with the Chair and area coordinator, to alter the normally expected percentages of effort. Such alterations of percentage of effort may be requested in response to faculty and/or departmental needs, for individuals assuming extraordinary administrative loads, and for faculty assuming significant teaching overloads or unusual research opportunities. Normally, such requests would be discussed and agreed upon by the Chair and the faculty member during the meritreview process during spring semester for implementation the following fall semester and/or spring semester. The written agreement detailing the change of allocation of effort will be placed in the faculty member's file.

4) Teaching and Advising:
   a) Performance expectations for excellence in teaching (40%) shall include:
      1) Leadership in the development of course content, new curricular initiatives, and instructional activity consistentwith the evolving mission of the university, school, and department;
      2) Effective communication in the classroom throughwell-prepared lectures, demonstrations, syllabi and assignments;
      3) Useful and informative critiques and evaluation systems;
      4) Effective use of collateral resources (libraries, internet, technology labs, studio equipment);
      5) Informed utilization of current technology including safetyand health issues;
      6) Content coordination with contiguous courses;
      7) Quality input into instructional content that serves the mission of the department and the university.

5) Academic and career advising shall include:
   a) Maintenance of accessible office hours;
   b) Participation in advising activities, when appropriate, through Foundations/First Year, Graduate Studies, and other department, school, and university venues that add value and opportunity to student experiences.

6) Other indicators of significant performance may include:
   a) The documented transfer of research outcomes to course content or to teaching activities;
   b) Dedication to graduate instruction;
   c) Teaching awards, current and recently graduated student awards or significant recognition;
   d) Recruiting new, transfer and/or graduate students;

e) Organizing and displaying student work;
    f) Maintenance of studio area and equipment.
7) Scholarly Research and/or Creative Activity:
    a) Performance expectations for scholarly research and/or creative activity (40%) for faculty in the Department of Design shall include the guidelines and criteria published in the *University Faculty Handbook* and may be generally applicable to the process of evaluation.
    b) Creative activities may include by not be limited to:
        1) Original interior design, graphic design, illustrations, photographs, electronic media, video, and products, systems, and services for both users and manufacturers for production.
        2) Other objects which qualify as client driven/fine art such as painting, printmaking, drawing, sculpture, installations, exhibitions and public art.
    c) Scholarly activities may include but not be limited to:
        1) Published articles in scholarly journals;
        2) Presentation of papers in professional settings;
        3) Lectures, consulting, workshops;
        4) Acquisition of work in private, corporate and/or public institutions or collections;
        5) Grant awards from state or external sources for research activities;
        6) Publication of books, monographs, and research results.
    d) Evaluation of the quality of any of these efforts will follow the general guidelines stated in the Department of Design By-Laws (Criteria for the Committee on Promotion and Tenure, VI.A.6), the *University Handbook for Faculty and Other Unclassified Staff*, and the Senate Rules and Regulations governing issues of evaluation.
8) Service:
    a) Performance expectations for service (20%) shall include the effectiveness of the faculty member and the effort and resources brought to his/her service assignment. In the case of service to external constituencies, the prestige of the organization and the responsibility of the faculty member within the organization will inform the evaluation process.
9) Policy on Evaluation of Continuing Faculty:
    a) Overall performance expectations for tenured and continuing faculty must follow the current standard as defined in the *University Handbook for Faculty and Other Unclassified Staff* of at least a "good" rating in each of the performance areas. Tenured faculty must maintain an acceptable standard of performance,

which is evaluated by the Chair during the annual faculty evaluation process.

b) While it is recognized that teaching and advising activities, research interests, and service responsibilities, and opportunities may evolve and develop over time, tenured faculty must adhere to a standard performance of at least "good" in each category. A faculty member who fails to achieve a rating of "good" in any of the three categories during a calendar year should receive immediate support and attention from the Chair and the area coordinator. The faculty member along with the Chair and area coordinator will develop a plan for career development, the purpose of which is to effect an improvement in the faculty member's performance. Failure by any faculty member to maintainat least a "good" in any category for a period of three years must be reviewed by the promotion and tenure committee of the Department of Design and two other tenured faculty members named by the member to be reviewed. Following the review, the committee will forward in writing a recommendation to the Dean of Architecture, Design and Planning. The committee may recommend further support initiatives and development or termination of the employment contract. Faculty members who achieve evaluations of "good" or higher in each of three categorieswill be reinstated in good standing as a productive member of the faculty in the Department of Design.

10) Annual Evaluation System:

a) The Department Chairperson is responsible for the final faculty evaluation (See By-Laws IV.5. The Chairperson shall be advised by a faculty committee composed of one representative from each of the following areas: Industrial/Interior Design, PhotoMedia and Graphic Design/Illustration & Animation. The structure for the annual evaluation includes a portfolio spanning two years that describes aspects of teaching, research and service,student evaluations of teaching from the previous four semesters,current syllabi, assignment or project sheets, and any collateral materials the faculty member wishes to submit.

b) Each faculty member will receive a written summary of the final evaluation from the Chairperson along with rankings of teaching research/creative activity, and service using the University accepted adjectives of "Exceptional", "Very Good", "Good", "Adequate", and "Poor." Specific strengths and weaknesses will beaddressed along with any agreed upon changes in allocation of effort or recommended faculty development to facilitate improvements, if needed.

c) Each faculty member has the option to schedule a meeting with the Chairperson to discuss the final evaluation results, performance and goals. At this time, the contents of the annual update form/portfolio are compared to the goals of the faculty member and the expectations and requirements of the department. Specific concerns may be addressed including difficulties or unusual circumstances in teaching, student evaluations and comments, peercomments, area expectations of instruction, any needs or support inresearch, and service responsibilities. The Chairperson and the faculty member may review options and formulate plans as necessary to enhance and/or remedy issues of performance.

11) Timeline:

End of fall semester
- Faculty Annual Update
- reports requested

February (first of)
- Faculty Annual Update
- reports/portfolios due

February (second week)
- Merit Review committee should convene and begin the process

March   (by spring break)
- Merit Review Committee will have completed and forwarded the committee's evaluations to the Chairperson.

April (late)
- Final evaluation letters sent to all faculty members

Late April/ May
- Optional Faculty conferences with the Chairperson to review final evaluations, performance, and goals.

Late May
- Merit salary letters sent to all faculty members from the Dean's Office.

June
- Follow-up interviews available

12) Conflict Resolution:
    a) Faculty who disagree with the written evaluation and recommendations made by the Chair may seek resolution throughan interview with the Chair. As a part of this process the faculty member will submit a cover letter stating his/her points of disagreement and add additional information. The letter and additional information will become part of the file and will be accessible by the faculty member. Should resolution not be reached, the faculty member may seek a review by the departmentPromotion and Tenure Committee. The Promotion and Tenure Committee will issue a non-binding recommendation on the appropriateness of the evaluation made by the department Chair. The Chair may change the evaluation after receiving the committee's review or may choose not to do so. Should resolutionnot be achieved, the faculty member may request a review at the School level consistent with provisions of Section 2.C.b of the *University Handbook for Faculty and Other Unclassified Staff* on Faculty Evaluation.

13) Outcomes of the Annual Performance Evaluation:
    a) Expected outcomes of the annual performance evaluation include information about the evolution of the various disciplines in the Department of Design and how these changes influence the teaching, research, and service missions. Instructional assignmentsmay be modified in both content and intensity based on knowledge gained by the Chair through the portfolio and/or interview process. Instructional resource profiles including emerging technology, laboratory equipment and space allocations may also be influenced by information made available through theevaluation process. Acknowledgment by faculty of their strengths and weaknesses greatly assists the Chair in formulating appropriate plans for development or remedies for shortfalls. Finally, the evaluation process identifying progress, or the lack of it, becomes the basis for recommendations for merit salary to the Dean of the School Architecture, Design and Planning

14) Faculty Development Opportunities:
    a) The Department of Design provides a variety of faculty development opportunities as part of its on-going support of instructional expectations, scholarly and creative research, and service. Development opportunities include allocation of equipment for specific research needs, funding to attend conferences in addition to that provided through the Scholarly Travel Fund of the University. In addition, the department may provide partial funding for research travel ventures that are

developmental in nature, and that promise to advance a faculty member's research opportunities.

    b) The department may assist, with adequate planning on the part of the faculty member, and with available resources within the department's budget, in the placement of creative work in prestigious venues. Funding is available to assist faculty who wishto take short courses to upgrade their skills in emerging technological areas or to enhance their teaching. The Faculty Development Fund within the Provost's Office and/or the Center for Teaching Excellence may also provide support to faculty members for these purposes as well. The department may also provide support for design services for publications announcing creative research, exhibitions, and may provide resources for printing and distribution.

    c) Faculty members have access to computer and photography laboratories, and woodworking and metalworking shops. The Center for Design Research offers opportunities for faculty research through sponsored and collaborative projects with the assistance of advanced students. Additional possibilities: Arrangements can be made to also work in other laboratories including ceramics, metals, textiles, printmaking, and sculpture.

C. Curriculum Committee

    1) Membership:

        a) Shall include three tenure-track faculty members appointed by the Chairperson in consultation with the AreaCoordinators. A faculty member from each area should be represented: Industrial/Interior Design, PhotoMedia and Graphic Design/Illustration & Animation. The Chairperson of the Department Curriculum Committee will also serve as the Department of Design representative on School Curriculum Committee.

    2) Responsibilities:

        a) The committee serves as the core for continuing assessment of the department's existing program structures, interrelationship, and effectiveness. In fulfilling this function, the committee may research optimum faculty utilization, observable and projected needs and goals of the faculty. The committee will seek the aid ofthe faculty when constructing and pursuing such research programs.

        b) Maintenance of free and active interchange concerning matters of program directions, performance, and alteration. Discussion and consideration of proposed changes of course titles and offerings. Committee recommendations will be submitted to the faculty for

action after the committee Chairperson has discussed the recommendation with the department Chairperson, [and] the appropriate coordinator(s) and the program faculty.

    c) Should a proposal that is made to the committee affect another program or programs of the department, the committee will, before formulating its recommendations to the faculty, consult with the program faculty, the department Chairperson, and the appropriate coordinator(s).

D. Departmental Bylaws Committee

    1) Membership:

        a) Three tenure-track faculty members appointed by the Chairperson in consultation with the Area Coordinators.

    2) Responsibilities:

        a) Review of the Bylaws of the department.

        b) Submit for faculty approval any changes, additions, or deletions recommended by the committee.

        c) Review changes, additions, or deletions recommended by other committees or by individual faculty members, and resubmission of these to the faculty for approval.

E. Exhibition Committee:

    1) Membership:

        a) Shall include two tenure-track faculty members appointed by the Chairperson in consultation with the Area Coordinators.
One member will be appointed Chairperson of the committee.

    2) Responsibilities:

        a) Organization and installation of student exhibitions relevant to the department. Procedures governing the exhibitions will be sent to participating students.

        b) Organization and installation of faculty exhibitions relevant to the department.

        c) Organization and installation of individual exhibitions.

        d) Informing the faculty of non-departmental exhibitions in which they might wish to participate.

F. Scholarship Committee

    1) Membership:

        a) Shall include 3 tenured faculty members and the department Chair. A faculty member from each area will be represented: Industrial/Interior Design, PhotoMedia and Graphic Design/ Illustration & Animation. The department accountant should also be a member for consultation in regards to scholarship funds available for use. The committee will elect a Chairperson among its members.

2) Responsibilities:
    a) The wishes of all donors concerning allocations of their donations will be scrupulously respected.
    b) Except when donors specify immediate direct cash payments, awards will be in the form of scholarships for tuition only upon enrollment for the following fall semester. In the event that a prospective recipient fails to return and enroll, he or she will forfeithis or her award, which will then be added to the available award funds for the following year.
    c) A student's classification will be on the basis of credit hours in departmental courses during the academic year.
    d) Graduating Seniors will be ineligible, except when specifically designated eligible by donors, or when there is a clear probabilityof enrollment in the fall, such as by acceptance by the Graduate School or completion of a second major.
    e) The committee may combine or divide awards from different donors in any manner it considers feasible, except when fundsare designated to specific program or gender recipients.
    f) Students in financial need will not be a major factor in allocating awards, but may be taken into consideration whenever the studentin question has applied for "student in need" status through the financial aid office.
    g) The Committee will review policies and procedures annually, and make recommendations to the faculty for approval of such changesas are deemed appropriate.
    h) After being informed of the monies available (usually be the end of February of each year), the committee will meet to determine area allocations and final amounts for awards. Scholarships and awards will be determined by each area before May 1, if at all possible.

G. Student Issues Committee
  1) Membership:
    a) Shall include two tenure-track faculty members appointed by the Chairperson in consultation with the Area Coordinators and the Coordinator of Student Success for Design. The Coordinator of Student Success will be the Chairperson of the committee.
  2) Responsibilities:
    a) Review and resolve student petition(s) and make recommendationsto the Chair regarding disputed grades.
    b) Review and resolve student petition(s) and make recommendationsto the Chair regarding course substitutions.
    c) Review and resolve student petition(s) regarding other issues and make recommendations to the Chair.
    d) Update petition forms as needed.