

H. CAMPBELL AND ELEANOR R. STUCKEMAN SCHOOL OF
ARCHITECTURE AND LANDSCAPE ARCHITECTURE

Governance Document

Adopted Feb. 15, 2017
(Revised December 6, 2019)

Preamble

The purpose of this document is to establish the operating guidelines for the collective faculty of the H. Campbell and Eleanor R. Stuckeman School of Architecture and Landscape Architecture (Stuckeman School), College of Arts and Architecture (A&A) at The Pennsylvania State University. It will provide avenues for the faculty to achieve the aims and objectives of the School and to propose actions pertaining to the School, to the College, the University Faculty Senate, and to University administrations. Meetings of the Stuckeman School Faculty will serve as a forum for the exchange of ideas and information and will serve to promote faculty unity and morale. The A&A Faculty Council, per the College Constitution, is the official faculty body; however:

“A. The authority of the Faculty Council shall not prevent departments from regulating their affairs. However, action by departments shall be consistent with College-wide policy as enacted by the Faculty.” (Article I, Section 2)

An initial version of this document was produced by a Stuckeman School faculty task force in 2009 and contained within a document titled “Governance Committee Report.” This and another version were never ratified. These are available to view upon request.

Article I **COMPOSITION**

- A. The Stuckeman School is comprised of the departments of architecture and landscape architecture and the graphic design program. The Stuckeman School Faculty shall have the following functions:
 1. Legislative: The collective Stuckeman School Faculty Body (henceforth Stuckeman Faculty) will constitute the legislative body of the School, serving to formulate and recommend to the College action on all matters pertaining to the shared interests of the School. All curricular issues reside with the faculty of their respective units.
 2. Advisory and Consultative: To act as an advisory and consultative body to the Director on any matter that may affect the attainment of the educational objectives of the School, such as:
 - a. Policies concerning the planning of physical facilities when these may affect the attainment of the educational objectives of the School
 - b. Matters pertaining to the general welfare of the School
 - d. Collaborative educational policy and planning
 - e. School calendar
 - f. School-related faculty affairs
 - g. General student affairs
 - h. Other relevant matters
 3. Discussion Forum: To serve as a venue for the exchange of ideas among members of the Stuckeman Faculty. The Standing Rules of the University Faculty Senate shall serve as the model

for the conduct of faculty business.

- B. The Stuckeman Faculty shall interpret its legislation in all matters within the purview of the School.
- C. The Stuckeman Faculty shall be empowered to delegate authority consistent with Article I Section A.1 according to such procedures as it may establish.
- D. Membership:
The Stuckeman Faculty shall include as members all individuals holding full-time appointments that represent an academic rank. These include joint academic appointments and Fixed Term I appointments in the School. Faculty who are degree candidates at The Pennsylvania State University and visiting or part-time appointees shall be accorded parliamentary, but not voting, privileges. One graduate and one undergraduate student will be appointed annually by the Director to represent the student body as non-voting members of the Stuckeman Faculty at All-School Faculty meetings.
- E. Amendments
Amendments to the Governance Document during the academic year consistent with University policy may be adopted by a two-thirds vote of the Stuckeman Faculty body, provided that the amendment shall have been presented at least one-week in advance to the entire faculty body.

Article II **GOVERNANCE STRUCTURE**

The officers of the Stuckeman Faculty shall consist of the Director, the Stuckeman Faculty Council, and the Secretary. The Director or his/her representative shall preside at all meetings of the Stuckeman Faculty. The Director shall appoint a secretary who shall be responsible for the transcription and distribution of minutes and for other such administrative duties mandated by the Director.

A. Director

The Director serves at the pleasure of the Dean of the College of Arts and Architecture. While all standing and ad-hoc school committees make recommendations, the School Director has the responsibility, ultimate authority, and accountability for decision-making on School-wide issues. The Director shall be responsible for ensuring the school's smooth operation and its promotion within the University.

1. Duties of the Director

The Director shall consult with department and program heads on all issues pertaining to the School. The Director serves as the personnel supervisor of the department and program heads. The Director shall see that the policies and regulations of the University, the Rules of the University Senate and the Rules of the College are enforced. The Director presides over all School faculty meetings, except as s/he may delegate this function, and is an ex officio member of all School committees. Another primary responsibility of the Director will be to engage professional organizations, external funding agencies, non-governmental organizations and foundations.

B. Program and Department Heads

The Program and Department Heads serve at the pleasure of the Dean of the College of Arts and Architecture. While all standing and ad-hoc department and program committees make recommendations, the Program or Department Head has the responsibility, ultimate authority, and accountability for decision-making on matters pertaining to the department/program. The Program or Department Head shall be responsible for ensuring the program or department's smooth operation and its promotion within the University

1. Duties of Program and Department Heads

The Department and Program heads shall consult and advise the Director on all issues pertaining to the School. The Department and Program heads have authority to autonomously manage their respective unit's curricula, personnel and budget, and other relevant matters.

C. Stuckeman Faculty Council ("Council"):

The Council shall consist of ten (10) elected Stuckeman Faculty members, three from each department, two from the graphic design program (one is the Professor-in-Charge) and the two department heads. The faculty of their respective department or program shall elect unit representatives. The School Director shall be an ex officio, non-voting member of the Council. The Council shall annually elect a Chair at its last meeting in December. Faculty shall be elected by their department during the spring semester for a three-year term beginning the following August. Consecutive terms may be allowed; however the goal is to enable the widest possible representation and participation.

1. Composition of the Council:

- Junior Rank Tenure Track Professor of Landscape Architecture
- Junior Rank Tenure Track Professor of Architecture
- Tenured Associate/Full Professor of Landscape Architecture
- Tenured Associate/Full Professor of Architecture
- Open rank Professor of Landscape Architecture (any full-time faculty member, including full-time fixed term)
- Open rank Professor of Architecture (any full-time faculty member, including full-time fixed term).
- Open rank faculty of Graphic Design (any full-time faculty member, including full-time fixed term).
- Graphic Design Professor in Charge (ex officio)
- Landscape Architecture Department Head (ex officio)
- Architecture Department Head (ex officio)
- School Director (ex officio) [non-voting]

The composition of the Council shall change if new departments or disciplines are established within the School in the future. The overall faculty representation in the Council may be adjusted via amendments by the Stuckeman Faculty to keep its size operationally manageable.

2. Duties of the Council:

The Council shall consider academic, procedural, or operational matters related to the School as a whole and shall advise the Director on these matters. The Council shall share such items of School policy as require administrative or faculty approval. To promote the orderly flow of information concerning the activities and decisions pertaining to the whole School, minutes of Council meetings shall be made available to all members of the faculty. The responsibilities of the Council will include, but are not necessarily limited to the following:

- Strategic Plan (may include staff, at members' discretion)
- Policy Development (may include staff, at members' discretion)
- Facilities Management (may include staff, at members' discretion)
- Stuckeman School Committee Formation
- Review and select school-wide scholarships, fellowships and awards as appropriate
- Endowments (advisory)

D. Graphic representation of Governance Structure

Article III
STANDING COMMITTEES

Standing committees are formed for specific purposes to assist the School administration. All committee assignments are tenable for one year unless otherwise specified. Consecutive terms may be allowed; however, the goal is to enable the widest possible representation and participation. Standing committees shall file such reports as may be required by the Director or University authority and shall be available for consultation with the Director. The Council shall review each standing committee annually to ascertain whether the purposes for which the committees were formed are still relevant. The Standing Committees shall be responsive to the faculty, shall make recommendations to the faculty, Council, and the Director of the School, and shall regularly report to the Stuckeman Faculty at least once a year.

A. School Committees:

Digital Resources/Technology Committee:

- Oversees and develops proposals for the use of School digital resources, including digital visualization and modeling facilities.

Facilities Committee:

- Oversees and develops proposals for the use of shared and program-specific facilities.

Integrated Safety Plan Committee:

- Create a “structure” for managing safety and health within the school.

B. Center-affiliated Committees:

Hamer Center for Community Design:

- Organized and led by the director of the Center. Committee is advisory to the Center Director. Annual report shared with the School Director and an executive summary shared with Stuckeman Faculty Council.

Stuckeman Center for Design Computing

- Organized and led by the director of the Center. Committee is advisory to the Center Director. Annual report shared with the School Director and an executive summary shared with Stuckeman Faculty Council.

Article IV
OTHER COMMITTEES

The Director may appoint such committees as the business of the School may require. The Council shall disseminate the membership and charge of the committees. Committees advisory to new centers will be appointed by the Center’s director. Committees may be standing or ad hoc.

Article V
MEETINGS

The Director shall schedule general meetings of Stuckeman Faculty at least once each academic year. Other meetings may be scheduled on the recommendation of the Council and/or the Stuckeman Faculty. Faculty meetings shall be open to all faculty members and to all administrators and staff members. Any faculty or staff member may propose agenda items; however, the Director shall determine the agenda for faculty meetings on the

advice of the Council. The agenda for regularly scheduled Stuckeman Faculty meetings shall be made available at least one week prior to the meeting.

Article VI
QUORUM

A quorum for the transaction of business that entails entertaining motions or voting (for amendments, see Article I), for all Stuckeman Faculty meetings, shall exist when a minimum one half plus one of the Stuckeman Faculty members are present.

Article VII
RULES OF PROCEDURE

The rules of procedure in meetings shall be those of Robert's Rules of Order. All motions shall be determined as outlined in Article VI. Roll call votes may be initiated only by the decision of the Director or by a two-thirds majority of members present and voting. The order of business at each meeting shall be as follows:

- Minutes
- Comments by Director
- Comments by Unit Leaders and Center Directors
- Report of the Stuckeman Faculty Council
- Report of Standing Committees
- Old business
- New business

Article VIII
OTHER FACULTY ORGANIZATIONS

Advisory Groups or Faculty organizations may be formed at the School level to advise the Director on all matters affecting the School to facilitate communication between faculty members and the Director. Such faculty organizations must be open to all the faculty members in the unit. The membership shall be required to elect a slate of officers and to adopt a set of bylaws commensurate with University policies. The proposed Bylaws must be submitted to the Council for approval before such organizations can be officially sanctioned within the School.