

**BYLAWS****DEPARTMENT OF DESIGN, HOUSING, AND APPAREL***Approved November 2006*

Changes to: Mission, 1.2a, 1.2.c.4; 1.3, 1.3.b, 2.1.a, 2.1.b, approved 4/2012

Changes to Article IV 1.2.c (3) and (4) – approved 2/14/95

Article IV 1.1.1.a (10) – approved 5/9/95

Article IV 1.1.7 – approved 6/4/98

Article II. 3., IV. 1. 1.1.a., IV 1.4a; IV 1.5a, IV 1.6a, IV 1.7 – approved 10/2001

Substantial edits to Article I.; Article II. 3, 4, & 5; Article III. 1 & 3; Article IV. 1 & 2; Article VI. – approved 11/2006

Article IV: 1.1.1.c; 1, 1.2a, c3; 1, 1.3; 1, 1.3b; 1, 1.4; 2, 2.1c - approved 9/30/2016

**Vision and Mission** (adopted 2/18/2005):

The vision of the Department of Design, Housing, and Apparel is to be the catalyst recognized for inspiring and motivating innovative discovery and research-based design as well as translation and communication of that knowledge to enhance people's lives and empower them to take active roles in society.

The Department of Design, Housing, and Apparel is a multidisciplinary department that is centered on the interactions between people and the components of apparel, housing, interiors, products, retail, and visual communication. We are committed to developing a richer understanding of these interactions to contribute toward socioeconomic well-being and empowerment, to enhance the well-being of communities through effecting positive change, and to improve environmental conditions. Our systematic inquiry advances knowledge in these areas and provides a basis for undergraduate and graduate learning, discovery, and engagement.

**Article I: Powers**

All powers exercised by the Department of Design, Housing, and Apparel shall be consistent with the provisions of the Constitution of the College of Design for departments and with the constitutions of all other governance bodies of the University that have powers relating to this department. These Bylaws are intended as a supplement to these constitutions to provide structure for departmental governance.

**Article II: Department Administrative Structure**

1. Department Head. Appointment, term of office, duties and responsibilities of the Department Head are outlined in the College Constitution.

2. Acting Department Head. Under certain circumstances, such as sabbatical or single semester leave, an acting head may be appointed and will be responsible for carrying out the designated duties of the head. For periods of absence less than a semester in length, the Department Head may delegate responsibilities to qualified members of the faculty.

The Policy and Advisory Committee shall act as the Advisory Selection Committee to identify qualified candidates and submit a slate of no more than three names to the voting members of the department for their approval. The approved slate shall be submitted to the Department Head and the Dean of the College for action.

3. Director of Graduate Studies. See Constitution of the Graduate School, Article III.4a, 4b, and 4c.
4. Program Directors. Each academic program shall have a director (chair) elected by the program faculty.

### **Article III: Department Meetings and Voting Rights**

1. There shall be not less than one meeting each semester of the academic year. Additional meetings may be called by the Department Head or within ten days of receipt of a petition for such a meeting signed by at least 25% of the voting members of the department faculty.
2. A quorum shall consist of a majority of those eligible to vote.
3. The voting members of the Department of Design, Housing, and Apparel shall be the Department Head and those appointed for at least 50% time to the Department as regents professors, professors, associate professors, assistant professors, instructors, and academic professionals.

Others with rights to vote at departmental meetings except those meetings that relate specifically to faculty affairs include: three graduate students (at least one of the three should not be an R.A./T.A.) and one civil service/labor represented staff member elected by the groups they represent.

4. When a written ballot is requested on a proposed action, ballots shall be sent to voting members not present at that meeting.

### **Article IV: Committees of the Department**

The committees of the department may be standing or ad hoc. Standing committees shall be established by the department bylaws. Ad hoc committees may be established by action of the department faculty or by the Department Head. Committees established by action of the voting faculty may be terminated by action of that faculty at any regular or special meeting. Committees established by the Department Head may be terminated by the action of the Department Head.

Committees whose members are elected shall be elected by their constituent bodies. The elections will be coordinated by the department administrative office. Civil service/bargaining unit staff shall be represented on departmental standing and ad hoc committees except those relating specifically to faculty or student affairs. Graduate and undergraduate students shall be represented on departmental standing and ad hoc committees of significance to them, except those dealing exclusively with faculty or civil service affairs.

All standing committees of the department shall keep minutes of their meetings and proceedings; ad hoc committees shall file a report. Copies of these shall be placed on file in the department office. All meetings, except for those dealing with personnel issues, are open meetings (consistent with Laws of Minnesota for 2005, Chapter 13D).

Committee recommendations or proposals requiring department decisions should be circulated to the faculty, appropriate groups, and the Department Head at least two days prior to the department meeting at which they are to be considered.

## 1. Standing Committees

### 1.1 Policy and Advisory Committee

This committee shall be representative of the department and advisory to the Department Head.

a) The membership of this committee shall consist of:

- (1) Two representatives of the tenured faculty.
  - (2) One representative of the fulltime non-tenured faculty.
  - (3) One representative of the civil service, labor represented, or PA-administrative staff.
  - (4) One graduate student representative.
- Ex-officio with vote:
- (5) Director of Graduate Studies.
- Ex-officio without vote:
- (6) The Department Head.

b) The terms of office and election:

Faculty and staff shall be elected by their constituent groups and serve a term of two years. Student members shall be elected or appointed to serve one year on a rotating basis. No elected member shall serve more than two consecutive terms.

The chair of this committee shall be elected by this body from among its members. There shall be at least one meeting per semester.

- c) The tasks of this committee shall be to:
  - (1) Propose, interpret, and review department policies.
  - (2) Be involved in short and long range planning for the department.
  - (3) act as liaison, bringing matters of departmental concern to the attention of the Department Head and vice versa.
  - (4) Serve as the Advisory Selection Committee to identify qualified candidates for the position of acting department head (Article II.2).
  - (5) Solicit and facilitate award nominations and coordination of their dossiers

1.2 Curriculum Committee

- a) The membership of this committee shall consist of:

Ex-officio with vote:

- (1) The Program Director from each undergraduate academic program.
- (2) The Director of Graduate Studies of Design Graduate Program and Human Factors Graduate Program.
- (3) The department representative to the College Curriculum Committee.

Ex-officio without vote:

- (4) The Assistant/Associate to the Head
- (5) The graduate program assistant.
- (6) Undergraduate program assistant
- (7) One student representative (graduate or undergraduate)
- (8) Department head

- b) The terms of office:

Faculty and staff shall serve for the duration of their position. The student member shall be appointed by the Department Head to serve for one year.

The chair of this committee shall be elected by this body from among its members. There shall be at least one meeting per semester.

- c) The tasks of the Committee shall be to:

- (1) Deal with broad curriculum issues and goals; developing and reviewing policies which shall be submitted to the department for approval.
- (2) Review proposals for new and revised undergraduate programs submitted by the program committees.

- (3) After action by the Curriculum Committee, direct proposals for 1XXX, 2XXX, 3XXX, 4XXX, and 5XXX level courses to the department faculty for information, to the CDes Curriculum Committee. Direct proposals for 8XXX level courses to the Director of Design or Human Factors Graduate Studies for action by the Graduate faculty and CDes Curriculum Committee.

1.3. Program Area Committees (one each for apparel design, graphic design, housing studies, interior design, product design, and retail merchandising)

- a) Each academic program area shall have a committee whose membership shall consist of:

- (1) Fulltime faculty and fulltime professional academics (lecturers and teaching specialists) in the department whose fields are aligned with the program area.

Ex-officio without vote:

- (2) Representatives of the academic advising staff of the College of Design Student Services office.
- (3) Other members of the department aligned with the program area, such as part-time teaching specialists, lecturers, and graduate teaching and research assistants.
- (4) At least one undergraduate student representative is recommended. The program director (chair) may appoint the student to the committee.

- b) The terms of office:

Members of these committees, with the exception of students, serve for the duration of their employment as instructional faculty and staff of the program area.

The chair of each of these committees shall be assigned the title of Program Director and be elected by the respective body from among its voting members for a term of three years with the possibility of renewal for one term.

- c) The Director shall provide leadership for the ongoing development and coordination of the administration of the academic program. The Director shall also serve as the liaison between the faculty in the program area, departmental staff, and CDes Student Services, referring matters to the faculty as needed.

The committees are responsible for insuring academic integrity and coordinating operations of their respective programs and minors. The

programs may also serve as a means to address the integration of research and outreach with the teaching mission of the program area.

1.5 Post-Tenure Review Committee

- a) Membership of this committee shall consist of a three (3) member panel of tenured faculty members (any rank) in the department.

- b) The terms of office and election:

The members shall be elected by the tenured faculty of the department.

The members of the committee will elect a chairperson. Members of the committee will serve a two-year term, for a maximum of two consecutive terms. If a member of the committee has been identified by the Department Head as performing substantially below expectations, the review of the case will be conducted by the other two members of the committee.

- c) The committee will conduct the review of materials as outlined in Appendix C of DHA Faculty Performance Criteria for Tenure, Promotion, and Post Tenure Review document. The committee will not consider the case for annual compensation decisions.

2. Ad Hoc Committees

Ad Hoc committees shall be appointed by the Department Head or requested by the faculty to carry out responsibilities outside the functions of the standing committees of the department.

2.1 Mentor Committees

- a) A mentor committee shall be established to advise 1) each newly-appointed faculty member early in his/her career in preparation for annual probationary reviews, and tenure and promotion considerations, 2) professional/academic faculty/staff who want a mentoring committee, 3) staff members who want a mentoring committee, and 4) faculty members who want a mentoring committee for promotion to full professor. Each committee shall consist of no more than three members, with appropriate experience and position to mentor the individual. A non-DHA member may be appointed if he or she is willing to serve.

- b) The terms of office:

The membership of the committee and the chair are appointed by the Department Head in consultation with the individual to be served by the committee. The committee may be renewed annually by mutual consent. One committee member shall rotate off annually; with the maximum number of years a committee member may serve is three. A new committee will be appointed for the next promotion or goal of the individual, and members of the committee may indicate their interest in continuing to serve on the new committee for the individual.

For faculty, the committee should meet with the individual at least once per year. The committee is responsible for preparing a summary statement for annual review and/or tenure and promotion for presentation to the tenured faculty. For other individuals of the department, the committee and individual should identify the frequency of meetings necessary and documentation required to achieve the desired goal.

- c) The committee is expected to advise within the guidelines of the appropriate University, College, and Department policies and procedures, including:

Role of Mentoring in DHA

CDes Professional Academic Promotion Guidelines

UM Regulations Concerning Faculty Tenure

Procedures for Reviewing the Performance of Tenure-Track Probationary Faculty

DHA Faculty Performance Criteria for Tenure, Promotion, and Post Tenure Review

Guidelines for Departmental Statements required by the pertinent Sec. 7.12 of Regulations Concerning Faculty Tenure

## **Article V: Amendments**

Amendments to these Bylaws require approval of 2/3 (two-thirds) of the voting members of the department. Voting shall be by written ballot. Notice of proposed amendments shall be sent in writing to all voting members at least one week prior to the meeting at which they will be proposed for adoption. Proposed amendments shall clearly state the relevant article and section and indicate words to be inserted and/or struck.

## **Article VI: Suspension of Bylaws**

Bylaws may be suspended with approval of 2/3 (two-thirds) of the voting members of the department. Voting shall be by written ballot.