

COLLEGE OF COMMUNICATION, ARCHITECTURE + THE ARTS
CONSTITUTION

Ratified 4-05-16
Amended: 12-9-2016

Preamble

This Constitution reflects a system of governance that is democratic, collegial, participatory, and representative of the diverse backgrounds, disciplines, and opinions of the Faculty and constituent academic units which constitute the College of Communication, Architecture + The Arts. These units are responsible for the day-to-day implementation of College of Communication, Architecture + The Arts' mission. The relationship between Faculty who serve as administrators and Faculty who primarily teach and/or engage in creative activities and research should be one of mutual respect, trust, consultation, and cooperation. This relationship fosters and encourages the exchange of ideas for the purpose of advancing College of Communication, Architecture + The Arts' mission, vision, and goals without fear of reprisal for differences of opinion. Shared governance enables faculty in The College of Communication, Architecture + The Arts the College of Communication, Architecture + The Arts to provide input on decisions that affect them. In the interests of governance, collegiality, and transparency the Faculty has the right to comment upon, request clarification of, and/or recommend modifications to administrative actions on behalf of College of Communication, Architecture + The Arts.

I. Title, Responsibilities, and Rights

- A.** The College of Communication, Architecture + The Arts is a college of Florida International University (FIU), which includes all Faculty contractually assigned to an academic units within the college or to the Office of the Dean. It is governed by its constituent parts (the CARTA Faculty Assembly, the CARTA Office of the Dean, the CARTA Chairs Advisory Council, and the CARTA Academic Units) and subordinate to the applicable policies and directives of the Florida Board of Governors, the FIU Board of Trustees, the FIU Office of the President, the FIU Office of Academic Affairs, and all applicable provisions of the Collective Bargaining Agreement.
- B.** The College of Communication, Architecture + The Arts is responsible for educating enrolled students, conducting scholarly research, engaging in creative activities, performing related service activities, and presenting candidates for degrees in the disciplines of its constituent units.
- C.** The Faculty of College of Communication, Architecture + The Arts is the academic authority of the college. Through its Departments and committees, the Faculty determines the arrangement and content of CARTA curricula, establishes requirements for admission, graduation, and the form of degrees conferred, and recommends to the President the granting of degrees to those of its students who have fulfilled the degree requirements.

- D.** The Bill of Collective Rights and Principles of Governance adopted by the FIU Faculty Senate is incorporated herein.
- E.** Academic freedom is the freedom of Faculty members to present and discuss all **relevant** matters in the classroom and in public forums; to select instructional materials and determine grades; to pursue all avenues of scholarship, research, and creative expression; to speak freely on all matters of University governance; to speak out in matters of controversy; and to write and act as individuals **and citizens**, all without institutional reprisal or restraint and unhindered from internal or external groups.
- F.** Artistic freedom of expression, as a form of academic freedom, is a basic right and extends to aesthetic vision, forms of expression, modes of delivery, and content. It endows artists, designers, and educators with the freedom to pursue a creative or research agenda.

II. The College of Communication, Architecture + The Arts Faculty Assembly

- A.** The Faculty of College of Communication, Architecture + The Arts is organized into the Faculty Assembly, a deliberative body that represents the interests of the Faculty, serves as a policy-making body, and acts in an advisory capacity to the Office of the Dean. The Dean shall afford great deference to Faculty Assembly decisions in spirit of shared governance.
- B.** The Faculty Assembly provides a structure for Faculty governance and participation on matters of importance to the college. The matters may include, but are not limited to:
 - 1.** Developing curricula to enhance College of Communication, Architecture + The Arts's educational mission through its academic units and committees;
 - 2.** Creating an academic environment that encourages teaching, research, and creative activities;
 - 3.** Supporting the academic and creative performance of its students ;
 - 4.** Enhancing the integrity of its academic degrees;
 - 5.** Supporting the professional development, teaching, creative, and research activities and conduct of its Faculty;
 - 6.** Developing procedures for nominating Deans, Associate and Assistant Deans, Academic Unit Chairs, and Program Heads;
 - 7.** Developing and overseeing procedures to evaluate Deans, Associate, and Assistant Deans, and Academic Unit Chairs;
 - 8.** Establishing college committees and the election of members-at-large committees;
 - 9.** Electing representatives of the college to the Faculty Senate and its standing committees;

10. Considering policies recommended by the Office of the Dean;

11. Considering allocation of financial, human, and material resources

12. Any matter of academic and professional concern to the Faculty of the college.

C. Membership.

1. Voting members of the Faculty Assembly are all those who are tenured, hold tenure-earning appointments, or hold regular full-time appointments as lecturers, instructors, visiting Faculty, or contract Faculty in the college. Retired Faculty who previously qualified under this section and who are participating in a retirement program involving at a minimum 0.50 FTE per academic year shall be included as voting members.

2. Members of the Office of the Dean [Dean, Associate Deans, Assistant Deans] who are Faculty of the college are non-voting members of the Faculty Assembly.

3. Academic Unit Chairs who are Faculty of the college are non-voting members of the Faculty Assembly.

4. The Chair of Faculty Assembly is a non-voting member of the Assembly, except in the case of a tied vote.

5. The President and the Provost of FIU are non-voting ex-officio members of the Faculty Assembly.

D. Meetings

1. The Faculty Assembly meets at least once each Fall and Spring Semester and may meet more regularly at the call of the Steering Committee and Chair of the Assembly, or upon petition of the Faculty in accordance with the By-Laws to this Constitution.

2. Meetings of the Faculty Assembly are convened by the Assembly Chair and the Assembly Steering Committee.

3. Faculty Assembly meetings shall be conducted in accordance with the current edition of Robert's Rules of Order unless otherwise provided in this Constitution and By-Laws.

E. The Steering Committee of the Faculty Assembly

1. The Steering Committee of the Faculty Assembly is a deliberative body that represents the interests of the Faculty Assembly and serves in an advisory capacity to the Office of the Dean.

2. Membership

a. The Steering Committee consists of one full-time Faculty representative from each academic unit or Department and the Chair of the Faculty Assembly.

- b. Members, with the exception of the Chair, are elected by the members of their Faculty unit.
- c. Members will serve on the committee for a two-year appointment.

3. Duties and Responsibilities

- a. The Faculty Assembly Steering Committee is convened on a regular basis by the Chair and with the mutual agreement of the committee's members.
- b. The Steering Committee schedules and issues calls for meetings of the Faculty Assembly.
- c. The Steering Committee sets the agenda for all meetings of the Faculty Assembly.
- d. The Steering Committee communicates with the Faculty Assembly on all matters of importance to that body.
- e. The Steering Committee will create By-Laws to this Constitution and submit them for approval by the Faculty Assembly.
- f. The Steering Committee performs any related duties assigned to it by this Constitution or its By-Laws, the Faculty Assembly, or the Office of the Dean.

4. The Chair of the College of Communication, Architecture + The Arts Faculty Assembly

- a. The Chair of the Faculty Assembly is elected by the Faculty Assembly during the last four weeks of the Spring Semester to serve a two-year term beginning August 1 of that same year.
- b. The Assembly Chair presides at meetings of the Faculty Assembly and the Steering Committee.
- c. The Assembly Chair participates as a member of the Chairs Advisory Council.
- d. The Assembly Chair is a non-voting member of the Steering Committee and Assembly, except in the event of a tie vote. In such an event, the Chair submits the tie-breaking vote.

5. The Vice Chair of the College of the Faculty Assembly

- a. The Vice Chair of the Faculty Assembly is elected by the Faculty Assembly Steering Committee from among its members at its first meeting of the year.
- b. The Vice Chair of the also serves as Vice Chair of the Steering Committee and as Parliamentarian for both Faculty Assembly and the Faculty Assembly Steering Committee.
- c. In the absence of the Assembly Chair, the Vice Chair presides at meetings of the Faculty Assembly and the Faculty Assembly Steering Committee.

6. The Secretary of the Faculty Assembly

- a. The Secretary of the Faculty Assembly is elected by the Faculty Assembly Steering Committee from among its members at its first meeting of the year.
- b. The Secretary records and maintains the minutes of the Faculty Assembly Steering Committee and the Faculty Assembly.
- c. The Secretary distributes the minutes of the Faculty Assembly to the Arts Faculty.
- d. With the Assembly Chair and Steering Committee, the Secretary prepares and distributes the agenda of the Faculty Assembly.
- e. The Secretary supervises all voting by the Faculty Assembly.

7. Voting and Ballots

- a. Each member of the Faculty Assembly shall have one vote.
- b. Balloting that takes place at a meeting of the Faculty Assembly may be by voice vote, by a show of hands, by division of the body, or by written ballot, which may be secret. When votes are taken during a meeting, a majority vote of all Assembly members present shall determine the outcome, except as otherwise provided for in the School Constitution or By-Laws. Proxy votes shall be accepted; mail-in votes shall not be accepted.
- c. When balloting takes place by electronic or paper ballot following a meeting of the Assembly, a majority of all votes cast on the motion within the permitted time frame shall determine the outcome, except as otherwise provided for in the School Constitution or By-Laws. Proxy votes shall be accepted; mail-in votes shall not be accepted.
- d. Nominations and elections to Chair, Vice-Chair, and at-large committees of the School shall be by electronic or paper balloting during the Spring Semester. Paper ballots may be secret.
- e. Faculty Assembly members have the right to conduct recall elections regarding the officers of the Faculty Assembly

III. The College of Communication, Architecture + The Arts Office of the Dean

- A. The College of Communication, Architecture + The Arts Office of the Dean performs the executive functions of the college and represents the Faculty, staff, students, and alumni of the college at all academic and public levels.
- B. The Dean of College of Communication, Architecture + The Arts

1. The Dean of College of Communication, Architecture + The Arts is the chief executive and administrative officer.
2. The Dean is appointed by the FIU Provost with the formal approval of the FIU President.
3. The College of Communication, Architecture + The Arts Faculty Assembly has the right to participate in a meaningful way in the search process for the Dean.
4. The Faculty Assembly has the right to vote on candidates for the open Dean position with a free, fair, and secret vote.
5. Ordinarily, concurrently with the Dean's appointment, the Dean is tenured in one of College of Communication, Architecture + The Arts's academic units.
6. The Dean is responsible to the President and the Provost for the administration of College of Communication, Architecture + The Arts and serves as the agent of the Faculty for the execution of academic policy.
7. The Dean appoints, in consultation with the Chairs Advisory Council and approval by the Provost, all Associate Deans, Assistant Deans, Directors, and staff of the Office of the Dean. The Dean shall afford great deference to Faculty Assembly and Unit decisions for all appointed positions in spirit of shared governance.
8. The Dean appoints, in consultation with the respective academic units and approval by the Provost, the Academic Unit Chairs.
9. The Dean provides regular reports to the Faculty Assembly, the Faculty Assembly Steering Committee Chairs Advisory Council, and the CARTA Academic Units on matters of importance as requested.
10. The Dean presides over meetings of the Chairs Advisory Council and may call special meetings of Faculty Assembly in consultation with the Faculty Assembly Chair.
11. The Faculty Assembly has the right to conduct a vote of confidence in the Dean.
12. It is expected that the Dean of the College shall, formally and in writing, communicate with the Faculty Assembly regarding the disposition of any and all recommendations made by the Faculty Assembly within fourteen (14) days after receiving a recommendation.
13. Upon resignation, retirement, or death of the Dean, the Faculty Assembly shall nominate faculty members for membership on any committee established by the Provost for the purpose of the selection of a new Dean and/or Acting Dean.

IV. Chairs Advisory Council

- A.** The Chairs Advisory Council (CAC) is a deliberative body that represents the interests of the Academic Units and Programs of College of Communication, Architecture + The Arts and serves as the primary interface between the Academic Units and the Office of the Dean.
- B. Membership**
The CAC, convened by the Dean, consists of all Academic Unit Chairs, the Associate and Assistant Deans of the College of Communication, Architecture + The Arts, the Chair of the Faculty Assembly, Directors, and guests of the Dean.
- C. Duties and Function of the Chairs Advisory Council.**

 - 1.** The CAC represents the interests of the academic units and their parts for the purpose of exchanging information and deliberating policy.
 - 2.** The CAC advises the Dean and the CARTA Faculty Assembly on matters of concern to the college.
 - 3.** The CAC addresses issues brought to it by the Dean and raises issues for the Dean's consideration.
 - 4.** CAC members are required to bring matters to their constituent units for consideration when requested to do so by the Dean. They are also required to bring matters to the Dean for consideration when requested to do so by their constituent units.
 - 5.** Members of the CAC may request information from the Office of the Dean for use in the administration of CARTA academic units and for determining CARTA policy. This information shall be delivered in a timely manner.
 - 6.** The CAC may consider any matter that affects the college including, but not limited to:

 - a. administrative support and services;
 - b. allocation of financial, human, and material resources;
 - c. organizational matters affecting the college;
 - d. educational and student matters;
 - e. the professional development, teaching, and creative, and research activities of the Faculty;
 - f. the academic and creative performance of students;
 - g. matters of Faculty governance, conduct; and
 - h. any issue referred to it by the Office of the Dean or the Steering Committee of the Faculty Assembly.
- D. Meetings**

 - 1.** The Dean schedules meetings and sets the agenda of the CAC.
 - 2.** Members of the CAC may request to add specific items to this agenda.
- V. College of Communication, Architecture + The Arts Academic Units**

- A.** College of Communication, Architecture + The Arts is divided into a collective of deliberative Schools and Departments , which represent the interests of their Faculty, serve as policy-making bodies, and act in advisory capacities to the their chairs or other administrators charged with their leadership.
- B.** The CARTA Departments and Programs, convened by the their Chairs or Directors, are responsible for the day-to-day implementation of the college's academic mission.
- C.** A School shall be defined as a collective of Departments pursuing related missions

 - a.** Faculty of a School may convene a Committee that shall serve as a Faculty Assembly for that school.
 - b.** Criteria for membership in a School Committee shall be the same as for the Faculty Assembly.
 - c.** A School Committee shall use the same procedures and consider the same categories of issues as the Faculty Assembly.
 - d.** Decisions of a School Committee shall be applied only to the School it represents.
 - e.** A motion of a School affecting CARTA as a whole shall be put before the Faculty Assembly for deliberation.
- D.** A Department shall be defined as the collective of all Faculty members associated with the Department.
- E.** Departmental Decisions

 - a.** No vote shall be taken at a Departmental meeting unless a majority of the Faculty entitled to vote is present. Decisions by Departments shall be made by a majority vote of those present at the meeting.
 - b.** Departments may adopt policies that permit proxy voting by members not present at meetings. Policies governing proxies must include a timetable for submitting proxy votes and the method by which proxy votes may be submitted and received; must identify who will receive proxy votes; and must determine their validity under the unit's policy. Unit policy governing proxy voting must be submitted to the Office of the Dean and the Chair of the Faculty Assembly upon its adoption.
 - c.** Departments meetings shall be conducted in accordance with the current edition of Robert's Rules of Order unless otherwise provided in this Constitution and By-Laws.
- F.** The Academic Unit Chairperson or Director

 - 1.** The unit Chairperson functions as the unit's representative and administrative officer and has general responsibility for the activities of the unit.
 - 2.** Appointment of Chairs and Directors

- a. School or Department Chairpersons Program Heads, and Directors are nominated by majority vote of the Faculty of their respective units and appointed by the Dean in accordance with university policy and unit governance as described herein.
 - b. Faculty members have the right to participate in a meaningful way in the selection of their Department Chairperson or School Director, and Program Heads
 - c. Department Chairs and Directors and Program Heads may only be appointed following a free, fair, and secret vote by the Faculty of each unit.
 - d. The Dean shall afford great deference to the democratic processes and decisions of the unit on all matters regarding the selection of Chairs and Directors, and Program Heads.
 - e. Should the position of Chair or Director become vacant, the Dean shall initiate the selection process for a new Chairperson or Director by consulting with the respective unit. This consultation shall include consideration of the option of conducting an external search to seek an outside candidate.
 - f. When necessary, the Dean may appoint an Acting Chairperson or Director to serve no more than one calendar year or until an election can be held to nominate a Chairperson or Director under the provisions of this Constitution.
3. Chairs and Directors serve a term of four years, which may be renewed or extended following subsequent nomination by unit Faculty held in accordance with the By-laws to this Constitution and unit policy.
4. Evaluations
 - a. The Dean shall evaluate Chairpersons and Directors annually in accordance with university policies.
 - b. All voting members of the Department or School may participate in an independent evaluation process.
 - c. Faculty members have the right to conduct a vote of confidence in their Chairpersons and Directors
 - d. Criteria for the evaluation of Unit Chairs and Directors, and Program Heads as well as Assistant and Associate Chairs will be provided by the Office of Academic Affairs in consultation with the Faculty Senate.
5. In the interests of administrative effectiveness, transparency, shared governance, and Departmental collegiality, the Office of the Dean shall afford Chairs or Directors the latitude to make decisions on the unit Faculty's behalf.
6. Associate and Assistant Unit Chairs

- a. The Chair of an Academic Unit may appoint Associate and Assistant Chairs in consultation with the unit Faculty and approval by the Dean.
 - b. Associate and Assistant Chairs are voting members of the College of Communication, Architecture + The Arts Faculty Assembly.
 - c. Associate and Assistant Chairs will be evaluated by the Academic Unit Chair as part of their annual Faculty evaluation.
 - d. Faculty members have the right to conduct a vote of confidence in the Associate Chairs and Assistant Chairs.
7. Votes of confidence shall be held by secret ballot.

G. Committees

1. Each School or Department shall create the following standing committees in accordance with the FIU Tenure & Promotion Manual and the Undergraduate and Graduate Council Policies and Procedures Manuals:
 - a. Tenure and Promotion and/or Professional Practice
 - b. Graduate
 - c. Curriculum
8. Additional Committees
9. Search Committee: Searches will be conducted for all faculty positions and shall be conducted according to University policy. Departments will vote on the candidates for open faculty positions and the Dean is expected to afford great deference to the search committee recommendation and the specific unit vote during the hiring process.
10. Other committees at the Department or School's discretion.

H. School and Department Policies, Procedures, and By-Laws

1. School and Department policies and procedures shall conform to established FIU policies and this Constitution.
2. Schools and Departments may create their own By-Laws, which shall be submitted to and approved by the Office of the Dean.

VI. Reorganization

- A. Reorganization of the College of Communication, Architecture + The Arts and/or its constituent units is defined as any modification of established units, namely Departments, by creating new units, by combining all or part of existing units into new units, or by terminating units.

- B.** Reorganizations of CARTA and/or its constituent units shall be referred to the Chairs Advisory Council and to the Faculty Assembly Chair in a timely fashion for the consideration and comment of their respective governance bodies. Reorganizations must comply with the Constitution and By-Laws of the Faculty Senate, and be in accordance with university policy.

VII. By-Laws

The College of Communication, Architecture + The Arts Assembly shall adopt By-Laws to this Constitution.

VIII. Amendments and Revisions

- A.** Written notice of the intent to offer amendments or revisions to this Constitution and the text of any proposed amendment or revision to this Constitution must be submitted to the Faculty Assembly Steering Committee for review.
- B.** Upon approval by the Faculty Assembly Steering Committee, proposed amendments and revisions to the Constitution must be distributed to the Faculty Assembly for its consideration in advance of a scheduled Faculty Assembly meeting.
- C.** This Constitution may be amended or revised by a two-thirds vote of a quorum of voting Assembly members present.
- D.** A quorum of the Arts Faculty Assembly shall be fifty-one percent of the voting members.