**CONSTITUTION**

**College of Architecture + The Arts**

**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 Architecture + the Arts (CARTA). These units are responsible for the day-to-day implementation of CARTA’s 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 CARTA’s mission, vision, and goals without fear of reprisal for differences of opinion. 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 CARTA.

1. **Title, Responsibilities, and Rights**
2. CARTA is a college of Florida International University (FIU), which includes all faculty contractually assigned to an academic unit of 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.
3. CARTA 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.
4. The faculty of CARTA is the academic authority of CARTA. 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.
5. The Bill of Collective Rights and Principles of Governance adopted by the FIU Faculty Senate is incorporated herein.
6. 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, all without institutional reprisal or restraint and unhindered from internal or external groups.
7. 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.
8. **The CARTA Faculty Assembly**
9. The Faculty of CARTA is organized into the CARTA 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.
10. Membership.
11. Voting members of the CARTA Faculty Assembly are all those who are tenured, hold tenure-earning appointments, or hold regular full-time appointments as lecturer, instructor, visiting faculty, or multi-year 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.
12. Members of the Office of the Dean [Dean, Associate Deans, Assistant Deans] who are faculty of the college are non-voting members of the CARTA Faculty Assembly.
13. Academic Unit Chairs who are faculty of the college are non-voting members of the CARTA Faculty Assembly.
14. The Chair of the CARTA Faculty Assembly is a non-voting member of the Assembly, except in the case of a tied vote.
15. The President and the Provost of FIU are non-voting ex-officio members of the CARTA Assembly.
16. The CARTA Assembly provides a structure for faculty governance and participation on matters of importance to CARTA. The matters may include,

but are not limited to:

1. Development of curricula to enhance CARTA’s educational mission through its academic units and committees;
2. Creation of an academic environment that encourages teaching, research and creative activities;
3. Development of procedures for nominating chairs of academic units;
4. Development and oversight of procedures to evaluate Deans, Associate and Assistant Deans, and Academic Unit Chairs;
5. Establishment of college committees and the election of members-at-large committees;
6. Election of representatives of CARTA to the Faculty Senate and its standing committees;
7. Consideration of policies recommended by the Office of the Dean, and;
8. Any matter of academic and professional concern to the faculty of CARTA.
9. Meetings
10. The CARTA Faculty Assembly is a deliberative body that represents the interests of the faculty through its advising and reporting capacity to the CARTA Office of the Dean and the FIU Faculty Senate.
11. The CARTA 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.
12. Meetings of the CARTA Faculty Assembly are convened by the Assembly Chair and the CARTA Steering Committee.
13. The CARTA Faculty Assembly may consider any matter that affects the college including, but not limited to:
14. its educational mission;
15. the integrity of its academic degrees;
16. the professional development, teaching, creative and research activities and conduct of its faculty;
17. the academic and creative performance of its students;
18. administrative policies, decisions, conduct, and;
19. any matters of faculty governance.
20. The Steering Committee of the CARTA Faculty Assembly
21. The Steering Committee of the CARTA 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.
22. Membership
23. The Steering Committee of the CARTA Faculty Assembly consists of one full-time faculty representative from each academic unit and the Chair of the CARTA Faculty Assembly.
24. Members, with the exception of the Chair, are elected by the members of their faculty unit.
25. Members will serve on the committee for a two-year appointment.
26. Duties and Responsibilities

a. The CARTA Steering Committee is convened on a regular basis by the

 Chair and with the mutual agreement of the committee’s members.

b. The CARTA Steering Committee schedules and issues calls for meetings

 of the CARTA Assembly.

1. The CARTA Steering Committee sets the agenda for all meetings of the CARTA Faculty Assembly.
2. The CARTA Steering Committee communicates with the CARTA Faculty Assembly on all matters of importance to that body.
3. The CARTA Steering Committee will create By-Laws to this constitution and submit them for approval by the CARTA Faculty Assembly.
4. The CARTA Steering Committee performs any related duties assigned to it by this Constitution or its By-Laws, the CARTA Faculty Assembly, or the Office of the Dean.
5. The Chair of the CARTA Faculty Assembly
6. The Chair of the Faculty Assembly is elected by the CARTA Faculty Assembly during the last four weeks of the Spring Semester to serve a two-year term beginning August 1 of that same year.
7. The Assembly Chair presides at meetings of the CARTA Faculty Assembly and the CARTA Steering Committee.
8. The Chair participates as a member of the Chairs Advisory Council.
9. The Assembly Chair is a non-voting member of the CARTA Steering Committee and Assembly, except in the event of a tie vote. In such an event, the Chair submits the tie-breaking vote.
10. The Vice Chair of the CARTA Faculty Assembly
11. The Vice Chair of the CARTA Faculty Assembly is elected by the CARTA Faculty Assembly Steering Committee from among its members at its first meeting of the year.
12. The Vice Chair of the CARTA Faculty Assembly also serves as Vice Chair of the CARTA Faculty Steering Committee and as Parliamentarian for both the CARTA Faculty Assembly and the CARTA Faculty Assembly Steering Committee.
13. In the absence of the CARTA Faculty Assembly Chair, the Vice Chair presides at meetings of the CARTA Faculty Assembly and the CARTA Faculty Assembly Steering Committee.
14. The Secretary of the Faculty Assembly
15. The Secretary of the Faculty Assembly is elected by the CARTA Faculty Assembly Steering Committee from among its members at its first meeting of the year.
16. The Secretary records and maintains the minutes of the CARTA Faculty Assembly Steering Committee and the CARTA Faculty Assembly.
17. The Secretary distributes the minutes of the CARTA Faculty Assembly

to the CARTA faculty.

1. With the Assembly Chair and CARTA Faculty Assembly Steering Committee, the Secretary prepares and distributes the agenda of the CARTA Faculty Assembly.
2. The Secretary supervises all voting by the CARTA Faculty Assembly.
3. **The CARTA Office of the Dean**
4. The CARTA Office of the Dean performs the executive functions of the college and represents the faculty, staff, students, and alumni of CARTA at all academic and public levels.
5. The Dean of CARTA
6. The Dean of CARTA is the chief executive and administrative officer.
7. The Dean is appointed by the FIU Provost with the formal approval of the FIU President.
8. The CARTA Faculty Assembly has the right to participate in a meaningful way in the search process for the Dean.
9. Ordinarily, concurrently with the Dean’s appointment, the Dean is tenured in one of CARTA’s academic units.
10. The Dean is a non-voting member of the CARTA Faculty Assembly.
11. The Dean is responsible to the President and the Provost for the administration of CARTA and serves as the agent of the Faculty for the execution of academic policy.
12. The Dean appoints, in consultation with the Chairs Advisory Council and approval by the Provost, all Associate Deans, Assistant Deans, and staff of the Office of the Dean.
13. The Dean appoints, in consultation with the respective academic units and approval by the Provost, the Academic Unit Chairs.
14. The Dean provides regular reports to the CARTA Faculty Assembly, the CARTA Faculty Assembly Steering Committee, the CARTA Chairs Advisory Council, and the CARTA Academic Units on matters of importance as requested.
15. The Dean presides over meetings of the CARTA Chairs Advisory Council and may call special meetings of the CARTA Faculty Assembly in consultation with the CARTA Faculty Assembly Chair.
16. The CARTA Faculty Assembly has the right to conduct a vote of confidence in the Dean.
17. **Chairs Advisory Council**
18. The Chairs Advisory Council (CAC) is a deliberative body that represents the interests of the Academic Units and Programs of CARTA and serves as the primary interface between the Academic Units and the Office of the Dean.
19. Membership
20. The CAC, convened by the Dean, consists of all Academic Unit Chairs, the Associate and Assistant Deans of CARTA, the Chair of the CARTA Faculty Assembly, and guests of the Dean.
21. All members of the CAC are non-voting members of the CARTA Faculty Assembly.
22. Duties and Function of the Chairs Advisory Council.
23. The CAC represents the interests of the academic units and their parts for the purpose of exchanging information and deliberating policy.
24. The CAC advises the Dean and the CARTA Assembly on matters of concern to the college.
25. The CAC addresses issues brought to it by the Dean and raises issues for the Dean’s consideration.
26. 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.
27. 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.
28. The CAC may consider any matter that affects the college including, but not limited to:
	1. administrative support and services;
	2. allocation of financial, human, and material resources;
	3. organizational matters affecting the college;
	4. educational and student matters;
	5. the professional development, teaching, and creative and research activities of the faculty;
	6. the academic and creative performance of students;
	7. matters of faculty governance, conduct and;
	8. any issue referred to it by the Office of the Dean or the Steering Committee of the CARTA Assembly.
29. Meetings
30. The Dean schedules meetings and sets the agenda of the CAC.
31. Members of the CAC may request to add specific items to this agenda.
32. **CARTA Academic Units**
33. CARTA is divided into a collective of deliberative academic units and programs, which represents the interests of their faculty, serves as a policy-making body, and acts in an advisory capacity to the Unit Chair.
34. Membership
35. tenured and tenure-earning faculty members;
36. faculty holding the rank of instructor or lecturer;
37. visiting, or multi-year contract faculty within the academic unit, and;
38. faculty participating in a retirement program involving at a minimum 0.50 FTE per academic year.
39. Adjunct instructors are defined as non-voting academic unit members during the term of their contracts.
40. The CARTA Academic Units, convened by the Academic Unit Chairs, are responsible for the day-to-day implementation of CARTA’s academic mission.
41. The Academic Unit Chairperson
42. The unit chairperson functions as the unit’s representative and administrative officer and has general responsibility for the activities of the unit.
43. Appointment of Academic Unit Chairs
44. Unit chairpersons 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.
45. Academic Unit faculty members have the right to participate in a meaningful way in the selection of their department chairperson.
46. The Dean shall afford great deference to the democratic processes and decisions of the unit on all matters regarding the selection of chairpersons.
47. Should the position of Chairperson become vacant, the Dean shall initiate the selection process for a new chairperson by consulting with the respective unit. This consultation shall include consideration of the option of conducting an external search to seek an outside candidate.
48. When necessary, the Dean may appoint an Acting Chairperson to serve no more than one calendar year or until an election can be held to nominate a chairperson under the provisions of this Constitution.
49. Chairpersons 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.
50. Evaluations.
51. The Dean shall evaluate chairpersons annually in accordance with university policies.
52. All voting members of the unit may participate in an independent evaluation process.
53. Faculty members have the right to conduct a vote of confidence in their chairpersons.
54. Criteria for the evaluation of Unit Chairs will be provided by the Office of Academic Affairs in consultation with the Faculty Senate.
55. In the interests of administrative effectiveness, transparency, shared governance, and departmental collegiality, the Office of the Dean shall afford chairpersons the latitude to make decisions on the unit faculty’s behalf.
56. Associate and Assistant Unit Chairs
57. The Chair of an Academic Unit may appoint associate and assistant chairs in consultation with the unit faculty and approval by the Dean.
58. Associate and Assistant Chairs are voting members of the CARTA Faculty Assembly.
59. Associate and Assistant Chairs will be evaluated by the Academic Unit Chair as part of their annual faculty evaluation.
60. Committees
61. Each academic unit shall create the following standing committees in

accordance with the FIU Tenure & Promotion Manual and the Undergraduate and Graduate Council Policies and Procedures Manuals:

1. Tenure and Promotion
2. Curriculum
3. Other committees may be convened as required at the Academic Unit’s discretion.
4. Academic Unit Policies, Procedures, and By-Laws
5. Unit policies and procedures shall conform to established FIU policies and this Constitution.
6. Units shall create their own By-Laws, which shall be submitted to and approved by the Office of the Dean.
7. **Reorganization**
8. Reorganization of the College of Architecture + the Arts and/or constituent units of CARTA 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.
9. Reorganizations of the College of Architecture + the Arts and/or its constituent units shall be referred to the Chairs Advisory Council and to the CARTA 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.
10. **By-Laws**

 The CARTA Assembly shall adopt By-Laws to this Constitution.

1. **Amendments and Revisions**
2. 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 CARTA Faculty Assembly Steering Committee for review.
3. Upon approval by the CARTA Faculty Assembly Steering Committee, proposed amendments and revisions to the constitution must be distributed to the CARTA Faculty Assembly for its consideration in advance of a scheduled CARTA Faculty Assembly meeting.
4. This Constitution may be amended or revised by a two-thirds vote of a quorum of voting Assembly members present.
5. A quorum of the CARTA Faculty Assembly shall be fifty-one percent of the voting members.

**Ratified on December 2, 2011, according to Article IX, 1 and 2,**

**of the CARTA Constitution, April 21, 2011.**