

Bylaws – History of Art and Architecture, University of Pittsburgh

Adopted September 24, 2004

Revised April 4, 2025

1. Preamble

In order to make its procedures as clearly defined and as open and participatory as possible, the department of History of Art and Architecture at the University of Pittsburgh adopts the following bylaws and regulations. The department of History of Art and Architecture, operates in accordance with the regulations of the Dietrich School of Arts and Sciences and the University. Any provision in these bylaws incompatible with provisions of the official policies and regulations of the Dietrich School or the University shall be resolved in accordance with the relevant Dietrich School or University regulation.

Mission: We study the art, architecture, and visual culture of the global past and present to understand our world today and create better futures. We adopt a capacious definition of art that explores all human creativity, regardless of race, class, gender, sexuality, age, or ability. Our mission is to expand our field which has entrenched an elitist and exclusionary worldview. Our publicly oriented work extends beyond the walls of our department to collaborate with cultural institutions and diverse arts communities in and beyond Pittsburgh. Together, we train to become engaged producers and informed users of the visual, material, and architectural worlds that we inhabit. Our department is the launchpad for future creative cultural sector leaders, educators, architects, museum professionals, scholars, designers, communication and media specialists, community activists, storytellers, and careers yet to be imagined.

2. Full Department

A. All powers and responsibilities delegated by the University of Pittsburgh to the department reside in the body of its voting members. The powers and responsibilities of the officers and committees vis-à-vis the department are delegated to them by the department, on whose behalf they act, and their decisions and actions are therefore subject to review by the full department.

B. The voting membership of the department consists of full-time faculty members on continuing contracts (i.e. non-visiting) whose primary appointment is in this department and full-time graduate students in the department. Votes are allocated as follows. Each full-time faculty member whose primary appointment is in this department shall have one vote. Graduate students as a body have a total of one vote. The GSO president or their delegate represents the graduate student body at meetings and votes on behalf of the graduate student body in matters that emerge during a departmental meeting. For matters in which the GSO can be canvassed in advance of a meeting, the graduate students may exercise this vote either as a single vote or several fractional votes that represent the general sense of the graduate student body.

All hiring for continuing full-time faculty in the department is made by the full voting membership. In the main, a majority of votes shall be the method for deciding the successful candidate, with one exception. Because tenure-stream hires will subsequently be evaluated by only tenured faculty members at third-year review and the decision for promotion, it is essential for the functioning of the department that tenure-stream hires enter the department with the support of a majority of the tenure-stream faculty. Therefore, all hires within the tenure stream must receive at least one-half of the possible votes within the tenure stream.

C. Matters of general departmental policy, and any particular administrative, procedural, or substantive questions brought before the department, including faculty hiring, shall be determined by the voting members of the department.

Matters that are *not* brought before the full department include promotion and tenure of faculty and evaluation of specific graduate students. Departmental deliberations that involve the evaluation of graduate students and/or disclosure of graduate student records are open only to faculty members who belong to the Graduate Faculty of the Dietrich School of Arts and Sciences. Promotion, tenure, and renewal of faculty must be handled by faculty of the appropriate rank, as determined by the Dietrich School. Except for endowed professors, annual evaluation of faculty is to be conducted by the Chair in accordance with DSAS policy.

D. The full department shall meet approximately once per month during the academic year. Each meeting of the department shall be announced at least three days in advance, with an agenda, and shall be open to the voting membership, unless specific matters have been determined by the full department to be confidential and to require restricted attendance and/or participation. Any voting member of the department may, in consultation with the Chair, have an item placed on the agenda. The Chair, at his or her discretion, may also permit people who are not voting members to place an item on the agenda if it merits attention by the full department.

A quorum shall exist when enough voting members are present to cast one-half of the total possible votes in the department. Only members of the department present at a meeting, in person or using whatever real-time technology is available at that time, shall vote on issues decided in that meeting, except in those specific cases where Dietrich School of Arts and Sciences bylaws or policies require recording the votes of all eligible faculty members. Questions that come before the full department shall be determined by a majority of the votes cast, except in cases where a larger percentage of the vote has been explicitly required by the department's bylaws or regulations (see appendix A). In cases where the Dietrich School requires votes from all faculty members, the Chair shall be responsible for collecting votes asynchronously, when need arises. Voting in matters of faculty hiring and in the selection of a departmental Chair shall be by secret ballot. In other matters, voting shall be by voice or by show of hands, unless a secret ballot is requested by a voting member, in which case the request shall be honored. Minutes of each open

departmental meeting shall be recorded, approved, archived, and made accessible to the full complement of HAA faculty. In all instances when changes are proposed to departmental rules or regulations, there shall be a process of meaningful consultation with the department members affected by the change, during which they can meaningfully participate in the alteration of these documents. This shall include a vote using a simple majority (as outlined in 2B). Where procedural matters are not covered by any departmental bylaw or regulation, upon request by any voting member the transactions of the department shall be governed by Robert's Rules of Order.

E. Election of the Chair. One semester in advance of an upcoming election the current Chair shall notify all voting members of the department of the election. Shortly after notification the Chair shall designate as "Election Chair" a full-time faculty member who is not running for election as Chair. The Election Chair shall receive nominations from any department member and arrange a meeting or series of meetings to allow a statement or statements by the candidate or candidates and discussion by department members; this shall be done in a timely manner to allow full consideration by both the faculty and the graduate students as a body. Because the Chair is responsible for presenting cases for tenure and promotion, only tenured faculty are eligible to serve as chair. All voting faculty in the unit should participate in the process. Voting shall be by secret ballot, and the outcome reported to members of the department and to the Dean of the Dietrich School of Arts and Sciences. When the voting results are sent to the Dean, the Tenured/Tenure Stream votes must be distinguished from the Appointment Stream and graduate student votes.

The Chair shall serve a maximum of two consecutive terms. Each term shall be three years. An individual may serve as Chair again after a hiatus of one three-year term.

F. According to the Faculty Handbook (accessed 31 January 2025), "The Board of Trustees shall annually confer the title "Professor Emeritus" or "Associate Professor Emeritus" on all full-time members of the faculty holding those ranks when they retire in a given year." The Board of Trustees approved a resolution extending emeritus status to faculty outside of the tenure stream. The resolution states that faculty in the "[Appointment] stream ranks who retire following long periods of distinguished service and meritorious contributions to the educational mission and programs of the University shall be granted the honor of Emeritus/Emerita status."

G. Affiliated Faculty in HAA shall be defined in the following manner. Affiliated Faculty are persons employed primarily by other departments at the University who have a serious professional interest in the history of art and architecture and whose accomplishments HAA wishes to recognize through public affiliation. These faculty members are also resources for students in the Department, and HAA wishes to recognize their contributions. The term of Affiliated Faculty status is normally three years, and can be renewed any number of times. Any TS or AS faculty member may apply to HAA's PBC to become Affiliated Faculty. The faculty member should submit a curriculum vitae and a cover letter explaining why they wish to affiliate with the Program at that time. The renewal of an

appointment for an additional three-year term may take place with the submission of a current curriculum vitae to the PBC. Affiliated Faculty are expected to participate actively in the life of the Program, occasionally offer a course suitable for cross-listing with HAA, and participate in the mentoring students, especially in the Graduate Program. Affiliated Faculty do not vote in HAA meetings or serve on Program committees.

3. Executive Officers

A. The executive officers of the department include the Chair, the Assistant Chair, the Director of Architectural Studies, the Director of Graduate Studies, and the Director of Undergraduate Studies. The Chair is appointed upon recommendation by the Dean of the Dietrich School of Arts and Sciences, after consultation with the department. Upon appointment, the Chair shall serve for a term of three years, renewable by mutual agreement of the department and the Chair. Upon appointment, the Assistant Chair shall serve for a term of three years, renewable by mutual agreement of the department, the Dean, and the Assistant Chair and shall serve a maximum of six consecutive years, with possible exception by mutual agreement of the department, the Chair, and the officer. The other officers of the department shall be appointed by the Chair, with the advice and consent of the full department and each shall serve a maximum of six consecutive years, with possible exception by mutual agreement of the department, the Chair, and the officer.

B. The Chair is the Chief Executive Officer of the department. They shall be responsible for the administration of the departmental business and shall represent the department to the administration, the University at large, and the profession. They shall preside over meetings of the full department.

Part-time and Visiting faculty appointments are necessary for the functioning of departmental programs. These appointments are determined by curricular need and are at the discretion of the Chair, who will consult with relevant members of the faculty across the various departmental programs. In general, the Chair shall be responsible for the execution of the department's bylaws, regulations, policies, and procedural guidelines; for the day-to-day functioning of the department; and for keeping the department informed of matters that concern it.

C. The Assistant Chair shall exercise authority delegated to them by the Chair in administering departmental programs, initiatives, and/or projects and shall advise the Chair on administrative matters and assist with the day-to-day functioning of the department. The Assistant Chair can represent the department when the Chair is unable.

D. The Director of Architectural Studies is responsible for overseeing the day-to-day activities and the long-term direction of the Architectural Studies Program. They serve as a mentor for its students, oversee extracurricular activities related to the program, supervise the part-time instructors who teach the curriculum, and recommend new policies or curricular reforms to the Undergraduate Committee, the Planning and Budget Committee, and the department.

E. The Director of Graduate Studies shall preside over meetings and other activities of the Graduate Committee. They shall be responsible for the day-to-day detail of administering the regulations of the graduate program, including the advising of course registration for all graduate students before they advance to PhD candidacy.

F. The Director of Undergraduate Studies shall preside over meetings and other activities of the Undergraduate Committee. They shall be responsible for the day-to-day detail of administering the regulations of the undergraduate major and minor programs and certificate programs in the department and shall supervise the advising of course registration for all undergraduate students in the various majors, minors, and certificate programs.

G. The Director of the University Art Gallery oversees all aspects of the gallery and its collection, including academic mission, administration, and operations. The role is a non-teaching faculty position appointed by the Chair and the Dean. The Director is supported by a full-time staff position.

4. Committees

All voting members of the department are eligible to serve on committees. At the beginning of the academic year the Chair shall appoint members to serve on the following standing committees: Graduate, Undergraduate, Planning and Budget Committee, Communication and Alumni, DEIA, and any others the Chair determines are necessary. At the discretion of the Chair, or by request of the department, the Chair may appoint *ad hoc* committees to study particular issues that fall outside the rubric of the standing committees.

As voting members of the department, graduate students are invited to serve on these committees. Graduate students appointed to the Graduate Committee take full part in policy discussion and decisions, but do not participate in discussions or actions affecting other graduate students individually, and do not have access to other students' records.

The Planning and Budget Committee consists of the officers of the department, who serve *ex officio*, and any others appointed by the Chair. This committee coordinates curriculum planning, budget, and policy across the various degree programs and certificates, undergraduate and graduate. The committee also handles budget planning and makes available to the department updated, transparent budget documents for all aspects of the department's operation except salary and other confidential information. This may include various subcommittees responsible for monitoring and effectuating the distribution of various funding streams within the department. The Chair shall designate a faculty member who will serve as chair of this committee and shall be responsible for calling the meetings, developing the agenda, and managing the departmental budget, in consultation with the Chair.

All decisions on designating courses and instructors shall to the fullest extent possible be reviewed and approved by the department as a whole in consultation with the Chair and the Planning and Budget Committee.

New undergraduate courses shall be proposed and reviewed in the following manner. Individual instructors in the department who wish to propose a new course shall do so by providing, to the chair of the Undergraduate Committee, a syllabus and a brief cover letter explaining the proposed level and audience for the course and how the course will complement or supplement the existing curriculum. The proposed syllabus must clearly articulate not only the content but also the learning objectives of the course as well as the methods of student assessment; instructors should consult the department's manual for instructors before submitting their proposal. The Undergraduate Committee will review the proposal according to the following criteria: 1) consistency with the standards for syllabi enumerated by the department in its manual for instructors; 2) appropriateness for the department's undergraduate curriculum; and 3) integration of current scholarship and best practices in the discipline. The committee may reject the proposal, or recommend revision and resubmission, or recommend approval. If the undergraduate committee recommends approval of the course, the committee will present the course proposal at the next available department meeting for a vote; the course is approved if a simple majority agrees with the committee's recommendation.

Admissions and fellowship committees are chosen by special procedures. For the graduate admissions committee, the Director of Graduate Studies in consultation with the Chair appoints three members of the graduate faculty; typically, the DGS is one of the three and acts as chair of the committee. The committee is expected to consult with all faculty members whose research areas or interests are relevant to particular applicants. Graduate fellowship committees also consist of Graduate Faculty members, who are appointed annually by the Director of Graduate Studies to minimize conflicts of interest and where possible to represent diverse research areas and interests.

5. Waiving Provisions of the Bylaws

Any provision of these bylaws may be waived at any meeting of the department for the duration of that meeting or part thereof, by the consent of three-quarters of the votes cast. Any provision may be waived outside a departmental meeting by the consent of three-quarters of the total possible votes in the department. Voting shall be by secret ballot, signed envelope, in response to a written proposal to waive the provision, indicating the duration of the proposed waiver.

6. Amendments

Periodic revision of the Bylaws may be necessary to conform with the Collective Bargaining Agreement. Such changes are initiated by the university administration and dealt with in a deliberative manner. Other amendments to these bylaws may be proposed upon petition by at least five voting members of the department. The process of considering amendments requires that they be discussed at a meeting of the voting members. Copies

of the proposed text must be distributed to all voting members of the department at least two weeks prior to the consideration of the amendment at a departmental meeting. A majority of two-thirds of the votes cast shall be required for passage of an amendment.