

**COLLEGE OF ARCHITECTURE AND PLANNING  
UNIVERSITY OF COLORADO DENVER  
BYLAWS**

**Contents**

A. Introduction .....	2
1. Preamble.....	2
2. Mission and Vision of the College .....	2
3. Shared Values.....	2
B. Definitions .....	3
C. Organization of College Governance .....	5
1. Introduction .....	5
2. Dean .....	7
3. Executive Committee .....	8
4. Standing Committees Facilitated by the Executive Committee .....	8
a. Student Council .....	9
b. College Facilities and Resources Committee .....	10
c. Budget Committee.....	11
5. Academic Governance Committee (AGC).....	12
6. Standing Committees Facilitated by the Academic Governance Committee .....	13
a. Faculty Council.....	14
b. Academic Affairs and Curriculum Committee (AACC) .....	14
7. Staff Council.....	16
D. Amendments to Bylaws.....	17

## **A. Introduction**

### **1. Preamble**

These bylaws establish the organization and procedures of shared governance at the College of Architecture and Planning (“CAP,” “the college”) at the University of Colorado Denver. These bylaws are designed to support the college’s mission and vision through the principles of shared governance, enabling CAP to collectively achieve its goals and ensuring collaboration on decisions affecting its operations and welfare. These bylaws provide a system of governance for CAP that is consistent with the principle of faculty responsibility and consistent with the laws of the State of Colorado and the Laws of the Board of Regents of the University of Colorado.

### **2. Mission and Vision of the College**

The college’s mission and vision are established and reviewed periodically through a collaborative, inclusive process that includes the Dean and all members of the CAP community. Academic department and academic program missions shall align with the college’s mission, which shall align with CU Denver’s mission and vision.

### **3. Shared Values**

The following shared values and principles are reflected in these bylaws and guide our work together as a college.

- All faculty, staff, and students shall have opportunities to participate.
- Decision-making processes shall be transparent.
- Decision-making processes shall consistently support the principles of justice, equity, diversity, and inclusion.
- All voices are valued and considered in decision-making processes.
- We are committed to including and respecting all relevant perspectives in decisions within the college.
- Faculty and administration collaborate to align pedagogical decisions and operational resources and limitations.

## B. Definitions

**Academic Affairs:** Activities that support the pursuit of excellence in teaching, learning, research, creative work, and service by advancing the academic agendas of academic departments and academic programs and upholding the principles of academic freedom.

**Academic Department:** An academic unit that administers programs that culminate in the conferral of a bachelor, master, or doctoral degree. CAP departments include Architecture, Landscape Architecture, and Urban and Regional Planning.

**Academic Department Chair:** The chief administrator of an academic department.

**Academic Policy:** Rules that define the rights and responsibilities of students, faculty, academic departments, and academic programs, including academic behavior, curriculum, teaching, research, and creative work.

**Academic Program:** A program that culminates in conferral of a bachelor, master, or doctoral degree.

**Academic Program Director:** The chief administrator of an academic program. The academic unit in which the program administratively resides is responsible for the hiring, supervision, and evaluation of these administrative positions. If an academic unit resides within a department, the department is responsible for identifying the director, appointed by the Dean.

**Administration:** Faculty or staff who hold an administrative position, including the Dean, Associate Dean(s), Assistant Dean(s), academic department chairs, academic department associate chairs, and academic program directors.

**Administrative Policy:** Rules pertaining to operational matters, including the requirements and standards needed to manage the college effectively, efficiently, and equitably.

**Assistant Deans:** CAP has two Assistant Deans: 1) Assistant Dean for Student Services, Facilities, Fabrication Labs, and Extended Studies – Oversees student affairs, academic support services, facility management, specialized learning environments, and Extended Studies instruction; 2) Assistant Dean for Finance and Human Resources – Manages financial operations, budgeting, human resources, and administrative policies.

**Associate Chair:** At the discretion of the academic department and as outlined in academic department bylaws, the academic department chair may appoint an associate chair to assist with the operation and administration of the academic department,

Approved by the CAP Faculty on December 1, 2025;

Approved by the CAP Dean on December 2, 2025;

Approved by the Provost and Legal Counsel on December 9, 2025.

contingent upon the availability of academic departmental resources. All associate chair appointments must be approved by the Dean as the hiring authority for the college.

**Associate Dean for Academic Affairs:** Supports the Dean by overseeing the administrative aspects of CAP's academic programs and faculty affairs. This role involves strategic planning, policy implementation, faculty hiring, promotion and tenure reviews, and curriculum development. As the second in command to the Dean, the Associate Dean also serves as a proxy in their absence.

**CAP Community:** All part-time and full-time students, faculty, and staff are members of the CAP community.

**Curriculum:** Curriculum is the purview of academic departments, academic programs, and individual faculty and includes course content, pedagogy, and learning outcomes. Degree requirements, course sequencing, and prerequisites are determined by academic departments and programs in alignment with accreditation standards and criteria.

**Dean:** The principal academic and administrative officer of the college.

**Decision:** A final determination to be implemented or executed.

**Faculty:** All employees, regardless of their rank or terms of appointment, who engage in any combination of instruction, research or creative work, and service. Administrators who maintain faculty roles as a percentage of their contract are considered faculty.

**Guidelines:** Instructions about how things are done at CAP to accomplish objectives consistently across college administration, academic departments, and academic programs in compliance with college, campus, university, or regent requirements.

**Issue:** Questions, findings, determinations, topics, situations, or events that need to be assessed or resolved.

**Minutes:** A record of meetings including, at minimum, the date of the meeting, members present, the agenda, and actions taken by the body.

**Quorum:** A simple majority of members of a group, such as an academic department, academic program, or committee.

**Recommendation:** A proposed course of action based on a review of facts, findings, or other relevant information.

**Rostered Faculty:** Faculty members who have appointments of 0.5 FTE or greater and, per [CU Regents Law](#), share in the governance of the university regarding issues of pedagogy, curriculum, research, scholarly or creative work, academic ethics, and faculty selection and evaluation. Rostered faculty are typically Tenured/Tenure-Track faculty and Instructional, Research, and Clinical (IRC) faculty in the Instructional series (Instructor or Teaching Professor Tracks), Clinical series (Clinical Teaching, Clinical Practice and Clinical Tracks), and Research series (Research Professor and Professional Research Assistant/Research Associate Tracks) as designated in [Administrative Policy Statement 5060](#).

**Rostered Staff:** Staff members who have appointments of 0.5 FTE or greater.

**Shared Governance:** The structures and processes through which administration, faculty, staff, and students exercise a joint responsibility to participate in the development of policies and in decision-making that affect the college.

**Staff:** Classified and university staff, including Assistant Dean(s), administrative and executive assistants, academic advisors, program specialists, and technical specialists.

**Standing Committee:** A permanent committee established under the college bylaws that specializes in the consideration of a particular subject area.

**Students:** All part-time and full-time undergraduate and graduate students enrolled in the college.

**Student Employee:** Any students hired for part-time and hourly positions in the college.

**Task Force:** A temporary or ad-hoc committee convened to address a specific issue, project, or to resolve a particular problem.

**Voting Members:** As to the approval of changes and amendments to the college bylaws, voting members include all rostered faculty and rostered staff.

## C. Organization of College Governance

### 1. Introduction

In keeping with the college's vision of shared governance, there are two primary college-level committees: the Executive Committee and the Academic Governance Committee. These committees are advisory to the Dean and are a crucial part of the college's administration, playing a key role in identifying issues, exploring potential options, and recommending solutions for the college. These two primary committees facilitate standing committees (Figure 1) and may call for additional committees and task forces as needed. This structure is intended to allow for feedback, clarification, and revision as needed.

All subcommittees will report recommendations to their constituting body, either the Executive Committee or the Academic Governance Committee. The Executive Committee will report recommendations to the Dean and to the Academic Governance Committee. The Academic Governance Committee will report recommendations to the Dean and the Executive Committee.

If a recommendation is unanimous, it will be reported as such. If the committee's recommendation is not unanimous, the positions both for and against the recommendation will be reported.

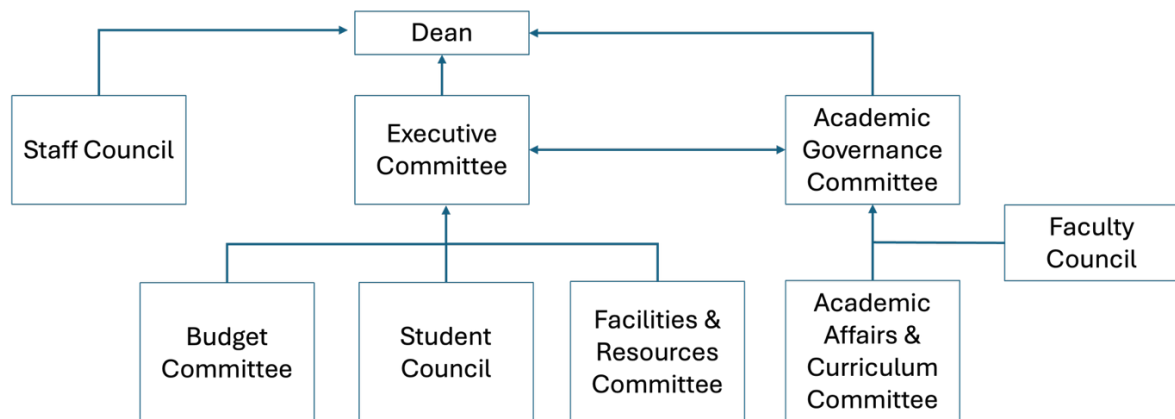


Figure 1. CAP Shared Governance Structure

## 2. Dean

The college is under the supervision and administration of the Dean of the College of Architecture and Planning.

### *Charge*

The roles and responsibilities of the Dean are set forth by Regent Laws and Policies (Article 4). In accordance with the principles of shared governance as outlined in Regent Law (Article 5, Part A), the administration, including the Dean, is expected to collaborate in the governance and operation of the university. At CAP, upholding these principles includes the following general responsibilities.

### *Responsibilities*

- Convene and attend meetings of the Executive Committee.
- Provide monthly written updates to the CAP community.
- Host all-college meetings open to the CAP community at least two times per academic year (one each semester). The Academic Governance Committee, Executive Committee, and all standing committees should have the opportunity to report out at the meetings.
- Create and convene standing committees or task forces as needed.
- Aid in resolving disagreements or discrepancies when committee recommendations include a dissenting opinion, prior to the need to bring issues forward to the Faculty Council.
- Communicate the rationale for decisions made through shared governance processes as described herein.
- Oversee the final review and implementation of all academic and administrative policies and guidelines at the conclusion of the appropriate approvals as required.

### **3. Executive Committee**

The Executive Committee is an administrative and operational body that is advisory to the Dean.

#### *Members*

- Associate Dean(s)
- Assistant Dean(s)
- Academic Department Chairs
- Associate Department Chairs
- Academic Program Directors
- Director of Communications
- Director of Facilities
- Director of Professional Development and Internships
- Executive Assistant to the Dean (ex officio)

#### *Charge*

In consultation with the Dean and the Academic Governance Committee, the Executive Committee's role is to make recommendations and advise the Dean about pressing short-term issues facing the college as well as long-range strategic planning, including budget considerations, policies, staffing, and other issues.

#### *Responsibilities*

- Meet regularly as determined by the Dean or Dean's office, but at least twice a semester.
- Make sure standing committees under their purview provide regular updates.
- Review all academic and administrative policies and guidelines as outlined in CAP Administrative Guidelines: Policy and Guidelines Documents.

### **4. Standing Committees Facilitated by the Executive Committee**

The selection of individual representatives for membership on standing committees is at the discretion of the administrative units, academic departments, and academic programs they will be representing. These bodies shall review committee membership at least every two years.

If a standing committee chair determines that a member is not regularly meeting with the committee or fulfilling committee obligations, the standing committee chair will notify the relevant academic department chair, academic program director, or administrative unit supervisor who shall declare the seat vacant and appoint a temporary



representative until a replacement is provided. As needed, all standing committees may invite ad hoc consultative members, or create task forces to address issues.

Each standing committee is responsible for establishing a committee chair and recording minutes of their meetings to foster transparency in decision making. Meeting minutes shall be submitted to the Executive Committee and periodic updates shall be provided to the CAP community.

#### **a. Student Council**

##### *Members*

- Architecture graduate student (1)
- Architecture undergraduate student (2)
- Landscape Architecture student (1)
- Urban and Regional Planning student (1)
- PhD student (1)
- Academic Program student (1)
- CAP representative on the CU Denver Student Government Association (1)
- Associate Dean (advisory role)
- Assistant Dean for Academic Services (advisory role and to assist with scheduling)

##### *Charge*

CAP's Student Council advocates for and promotes the interests of CAP students, including an inclusive learning environment, professional development opportunities and internships, participation in shared governance and decision-making processes, and serving in an advisory capacity to the Dean in matters of student interest and needs.

##### *Responsibilities*

- Meet a minimum of once each fall and spring semester.
- Make recommendations about the use of student fees.
- Hear and discuss student concerns and proposals and make recommendations to the Dean as appropriate.
- Consult with CAP student organizations.

## **b. College Facilities and Resources Committee**

### *Members*

- Director of Fabrication Lab and College Facilities (1)
- Information Technology Manager (1)
- Operations Coordinator (1)
- Exhibitions Coordinator (1)
- Manager of Grants, Contracts, Cooperative Agreements, and Service Agreements (1)
- Architecture faculty members (2)
- Landscape Architecture faculty member (1)
- Urban and Regional Planning faculty member (1)
- Academic Program representative (1)

### *Charge*

Provide guidance, oversight, and recommendations to the Dean in support of equitable resource allocation, including facility infrastructure, furnishings, classrooms, fabrication equipment, lab equipment and technology. When necessary, this standing committee will confer with other committees, colleges, or administrative units to coordinate the college's needs with those of other educational units across the campus.

### *Responsibilities*

- Inventory and evaluate facility infrastructure, resources, and resource allocations.
- Determine and recommend the effective allocation or reallocation of instructional and administrative spaces as well as any proposed renovations of space and technology upgrades within the college.
- In consultation with faculty, provide long-term academic and technology infrastructural planning and advise the college faculty, the academic departments, and the Dean on matters associated with the college's utilization of all types of technology, including online instruction, software, and hardware.
- As needed, review proposed events, lectures, and exhibition requests to be held within college facilities or using college resources to coordinate the resources necessary and identify any conditions or requirements needed to accomplish such proposals.

### **c. Budget Committee**

#### *Members*

- Assistant Dean of Finance and Administration (1)
- CAP representative on Campus Budget Priorities Committee (1)
- Rostered Architecture faculty members (2)
- Rostered Landscape Architecture faculty member (1)
- Rostered Urban and Regional Planning faculty member (1)
- Academic Program Director (1)
- Staff representative (1)

#### *Charge*

CAP's Budget Committee advocates for and promotes the collective interests of the college and the institution by recommending fair and transparent budget processes and the equitable allocation of funds affecting operations and the educational mission of CAP.

#### *Responsibilities*

- Seek opportunities for participation at all levels to ensure that budget decisions have been strategic and transparent.
- Advise on policies, procedures, and processes that impact both the generation and allocation of financial resources.
- Review issues and concerns affecting fiscal decisions.
- Provide recommendations for allocating resources that align with the values and goals of the college.
- Review staff and faculty hiring plans in the context of the overall budget and resource allocation in advance of each academic year.
- Review and make recommendations for annual budget allocations to the Facilities and Resource Committee, ensuring equitable allocations reflective of the college's broader goals and the existing facilities budget.
- Strategize for long-term financial planning to navigate a variety of financial scenarios, including budget reductions, budget increases, and anticipated retirements.
- Recommend proposals to the Dean designed to support responsible use of fiscal resources affecting the shared mission and functions of CAP.
- Disseminate and report on information and recommendations to appropriate parties.

## 5. Academic Governance Committee (AGC)

### *Members*

- Rostered Architecture faculty members (2)
- Rostered Landscape Architecture faculty member (1)
- Rostered Urban and Regional Planning faculty member (1)
- Administrative support (ex-officio) (1)

Appointments to the AGC will begin September 1 and expire August 30. Each department will select their representative(s). Each committee member serves a three-year, staggered term and may succeed themselves for one additional term if selected to do so by their academic department. The AGC will name a chair who will determine and maintain the initial order for staggered terms after which the staggered terms will be maintained by a faculty process of annual nomination and election under the supervision of the chair.

### *Charge*

The AGC works on behalf of the faculty to identify college-level faculty, curricular, and other academic issues and coordinates standing committees and task forces to develop strategies, policies, and actions to address these issues in consultation and collaboration with faculty, staff, academic department chairs, academic program directors, the Executive Committee, and Dean's office. The AGC proposes policies and procedures pertaining to the faculty. In some cases, the AGC might consult with the Faculty Council, primarily on issues with college-wide implications. The AGC acts as a liaison between college committees and the Faculty Council and responds to recommendations, ideas, and concerns put forward by the Faculty Council. The AGC is advisory to the Dean.

### *Chair Responsibilities*

- Convene meetings of the AGC at least once each month.
- Ensure that minutes are taken of AGC meetings and circulate the records to faculty, academic department chairs, academic program directors, the Executive Committee, and the Dean.
- Provide updates on the AGC's work, actions, and outcomes at all-college meetings convened by the Dean.
- Issue calls for participation on standing committees and task forces and consult academic department chairs, academic program directors, and administrative department heads to ensure that service loads for participants are both acknowledged and equitable.
- Provide a written summary of the progress of all standing committees and task forces to the CAP community at the end of each semester.

### *Committee Responsibilities*

- Review the charges and progress of each standing committee and task force at the beginning of each academic year.
- Outline the specific charges and timelines for committees and task forces prior to a call for participation.
- Require all standing committees and task forces to report progress to the AGC at least once a semester, but ideally more.
- Appoint selection committees as needed to determine recipients for college- level faculty honors, awards, and other recognitions.
- Review all CAP academic policies and guidelines as outlined in CAP Administrative Guidelines: Policy and Guidelines Documents.
- Oversee process of reviewing and amending the college bylaws.

## **6. Standing Committees Facilitated by the Academic Governance Committee**

The selection of individual representatives for membership on standing committees is at the discretion of the relevant academic departments, academic programs, and administrative units. These bodies shall review committee membership at least every two years.

If a standing committee determines that a member is not regularly meeting with the committee or fulfilling committee obligations, the standing committee chair will notify the relevant academic department chair, academic program chair, or administrative unit supervisor who shall declare the seat vacant and appoint a temporary representative until a replacement is provided. As needed, all standing committees may invite ad hoc consultative members or create task forces to address any identified issues.

Each standing committee is responsible for establishing a committee chair and recording minutes of their meetings to foster transparency in decision making. Meeting minutes are submitted to the AGC and periodic updates will be provided to the CAP community.

## **a. Faculty Council**

### *Members*

- All CAP faculty members.

### *Chair*

At or before the first meeting of the fall semester, nominations shall be accepted from rostered faculty to elect the chair by a simple majority vote. The chair must be a rostered faculty member. The chair's term of office shall be one year, beginning on the date of the first meeting of the fall semester.

### *Charge*

The Faculty Council seeks to facilitate communication and build relationships among faculty, ensuring that faculty feel respected and have the support they need to thrive and be productive.

### *Responsibilities*

- Meet a minimum of twice yearly in the fall and spring semester or when a vote is needed.
- Receive input from faculty members and address faculty ideas, questions, requests, or concerns regarding college and campus programs and activities.
- Make recommendations to the AGC regarding ideas and concerns for further consideration through a standing committee or task force.
- If/when a vote is requested of the Faculty Council, only rostered faculty may vote.

## **b. Academic Affairs and Curriculum Committee (AACC)**

### *Members*

- Rostered Architecture faculty members (2)
- Rostered Landscape Architecture faculty member (1)
- Rostered Urban and Regional Planning faculty member (1)
- Academic Program Directors (all)
- Student representatives (2 – one undergraduate, one graduate)
- Course Coordinator (1)
- Academic Advisor (1)

At or before the first meeting of the fall semester, the members of the committee shall elect a chair. The chair's term of office shall be one year, beginning on the date of the first meeting of the fall semester.

### *Charge*

The AACC is advisory to the AGC. The AACC proposes academic policies and procedures for the college. In compliance with Regent Policy 5.A.1, "The faculty shall have the principal role in originating academic policy and standards related to: the initiation and direction of all courses, curricula, and degree offerings; admissions criteria, grading and standards for continuation; regulation of student academic conduct; and determination of candidates for honors and degrees." Departments have final approval on all such procedural matters.

The AACC reviews and evaluates all curricular changes and proposals (e.g., creation, correction, revision, or discontinuation of curricula, degrees, majors, minors, tracks, certificates, courses) to ensure that these are consistent with the academic departments', academic programs', and college's academic missions and goals.

Departments or programs will submit any proposed curricular changes to the AACC following a standardized proposal process. The AACC will conduct a completeness review within two weeks of receipt of this request. Once supporting materials are provided, the AACC will discuss the proposal, identify both its merits and any concerns, and recommend a decision about the proposal to the AGC. The AACC may consult with the Faculty Council before submitting their final recommendation to the AGC. If a vote is requested of the Faculty Council by the AGC, only rostered faculty may vote.

### *Responsibilities*

- Address duplication among existing course offerings in the college.
- Assess whether curricular proposals will impact the equitable allocation of resources for the college and, if so, assess whether the mitigating measures proposed address the impact.
- Review curricular proposals at both the undergraduate and graduate levels for catalog changes (e.g., changes to name, number, sequencing, description, and credit hours) as well as programmatic changes to curricula, degrees, majors, minors, tracks, certificates, courses, etc., and make appropriate recommendations.
- Propose the creation or revision of academic policies, guidelines, and procedures in consultation with the faculty and the departments.

- Explore opportunities for interdisciplinary activity in the college, including but not limited to cross-listed courses, projects, and extra-curricular student activities.
- Review proposed changes to the organizational structure of academic units (e.g., the formation or elimination of academic departments, academic programs, certificates) and make appropriate recommendations.

## 7. Staff Council

### *Members*

- Director of Human Resources (1)
- Finance and Administration staff (1)
- Student Services staff (1)
- Technical Support staff (1)
- CAP staff representative on the CU Denver Staff Council (1)

### *Charge*

CAP's Staff Council advocates for and promotes the interests of CAP staff, including an inclusive work environment, professional development opportunities, job satisfaction, participation in shared governance and decision-making processes, and serving in an advisory capacity to the Dean in matters of staff interest and needs.

### *Responsibilities*

- Convene all-staff meetings a minimum of once per semester.
- Represent staff and serve as a liaison to the Executive Committee, Academic Governance Committee, the Dean, and the university.
- Seek opportunities for staff participation in shared governance at all levels, ensuring that staff's unique knowledge, expertise, and perspective are included in decision-making processes.
- Advise on policies, procedures, and processes that impact staff, advocating for staff interests and promoting staff-friendly policies.
- Review issues and concerns about CAP or academic department procedures and processes that affect the work environment and staff.
- Recommend proposals to the Dean that are designed to improve morale and advocate for the rights of staff employees.
- Coordinate staff recognition and awards through a transparent nomination and voting process.
- Evaluate requests for staff professional development opportunities (e.g., training, conferences) and make recommendations to the Assistant Dean of Finance and



Administration as to how to equitably allocate the available funds.

## **D. Amendments to Bylaws**

These bylaws are binding and shall not be suspended or amended without due process and approval as described herein. No part of these bylaws is to be construed as contravening, supplanting, or otherwise negating any provision of governing law or policy, including regent, university, and campus privileges, rights, rules, and restrictions. The college bylaws are a living document and shall be annually reviewed and updated as needed.

- Bylaw reviews and amendments are facilitated by the AGC.
- Requests to amend the college bylaws must be specific to a section of the bylaws with identified purpose and justification and shall be submitted to the AGC.
- The AGC will distribute to the CAP community the proposal to amend the bylaws at least ten business days before convening a meeting of the CAP community to discuss the proposed changes.
- All rostered faculty and rostered staff are eligible to vote on proposed amendments to the college bylaws.
- Any voting member with simultaneous appointments in more than one academic department, academic program, or administrative unit may vote in only one constituency (i.e., one person, one vote).
- Amendments to the bylaws must be approved by a majority of the voting members of the college.
- If the proposed amendments are approved by the voting members of the college, the bylaws are submitted for review by the Dean.
- The bylaws go into effect after they have been approved by the university as required.