I. Preamble
To make its structure and procedures as clearly defined, open, and participatory as is feasible, the Urban Studies Program adopts the following Bylaws and regulations.

II. The Program
The Urban Studies Program is an inter-disciplinary undergraduate program. At the moment, it has no tenure stream faculty members. The courses that count toward an Urban Studies major’s degree are offered in other A&S departments and taught by faculty in those departments. Faculty who teach courses that qualify for credits toward an Urban Studies major are considered Associates of the Urban Studies Program.

III. Executive Officers
The program is administered by a Director, who must hold a full-time tenure stream appointment within the School of Arts and Sciences, and a Coordinator, who must hold a Ph.D. and be a full-time faculty member.

A. The Director of Urban Studies
The Director is appointed by the Dean of the School of Arts and Sciences and serves for a term of three years, renewable by mutual agreement of the Dean and the Director. Prior to renewing the Director’s appointment or appointing a new Director, the Dean may seek the advice of the Urban Studies Faculty Advisory Committee.

The Director is the Chief Executive Officer of the program. As such, s/he is the Program’s chief fiduciary officer, is responsible for overseeing the Program’s administration and daily operation, is responsible for overseeing, approving the Program’s curriculum and its implementation, and is the program’s representative to the University administration. As the chief fiduciary officer, the Director shall prepare the program’s budget, and exercise jurisdiction over the expenditure of budgetary and other funds at the program’s disposal. In all such matters, s/he must consult and work closely with the program’s Coordinator. The Director in cooperation with the Coordinator is responsible for the maintenance of written records and correspondence that relate to the program. The Director and/or the Coordinator must preside over meetings of the Faculty Advisory Committee or other committees.

B. The Coordinator of Urban Studies
The Coordinator is appointed by the Dean of the School of Arts and Sciences and serves for a term agreed upon in consultation between the Dean and the Director. Prior to renewing the Coordinator’s appointment or appointing a new Coordinator,
the Dean will seek the advice of the Director of Urban Studies. The Coordinator is responsible for the program’s administration and daily operation, and the crafting of the program’s curriculum for each semester. The Coordinator acts as the undergraduate advisor for all Urban Studies majors and as such ensures that each student has met all of the requirements for graduation. The Coordinator’s advisory function includes oversight of the mandatory internship component of the major. The Coordinator acts as the liaison between the Director and the program’s majors. The Director and/or the Coordinator must preside over meetings of the Faculty Advisory Committee or other committees. The Coordinator will be responsible for taking and writing the minutes of meetings of the Faculty Advisory Committee.

The Coordinator also has teaching responsibilities. The number of courses that s/he teaches is determined by the advisee to advisor ratio and subject to agreement between the Director and the Dean of the School of Arts and Sciences.

III. Faculty Advisory Committee
The Urban Studies Faculty Advisory Committee is appointed by the Director in consultation with the Coordinator. The size of the committee may vary between five (5) and seven (7) members, a majority of whom must be tenure-stream faculty. The Director and/or Coordinator will attend meetings of the Faculty Advisory Committee, however they are not formal or voting members. Regardless of its precise size, the Faculty Advisory Committee must include faculty Associates who teach courses for the program. In addition, members of the Faculty Advisory Committee must include at least one member whose teaching meets the curricular needs of each of the program’s concentrations (Community Organization; Comparative International Urbanism; Urban Policy and Administration; and Urban Planning). Whenever possible, the Faculty Advisory Committee will consist of a cross-section of disciplines that are part of the program’s curriculum. While members of the Urban Studies Faculty Advisory Committee serve at the pleasure of the Director, the normal term of service is two (2) years with the possibility of renewal.

The Faculty Advisory Committee works with the Director and Coordinator to enhance the program and its opportunities. As such, the Faculty Advisory Committee offers advice and provides reactions to a range of issues, including but not limited to curricular issues, internship opportunities, evaluations of the program, new initiatives, and other proposals and situations that may arise. The Faculty Advisory Committee, Director, and Coordinator share the common goal of enhancing the Program for its students/majors.

IV. Planning and Budget Committee
The Planning and Budget Committee consists of the Director and the Coordinator.

V. Other Committees
If the need arises for committees to address specific issues, the Director in consultation with the Coordinator shall appoint the committee’s members, be they faculty Associates or Urban Studies majors as appropriate.

VI. New Course Approval Procedure
The mechanism for new course review and approval reflects Urban Studies’ distinctive composition. Although the Program has no tenure stream faculty, it is the home program for the Coordinator and Lecturers/Visiting Lecturers, who teach required courses for the major that appear as Urban Studies courses.

Faculty members who are Associates of Urban Studies and are interested in teaching new undergraduate courses will submit new course proposals to the Director and Coordinator of Urban Studies any time during the year. The proposals should consist of a course description, a syllabus, the targeted enrollment, and a rationale explaining how the new course meets the long-term pedagogical needs of the program. The construction of the syllabus should begin with the model proposed by the School of Arts & Sciences on its Teaching website. Proposals should demonstrate that the courses advance the instructional needs of the program, adhere to rigorous academic standards, have clear grading standards and policies, and have a focus different from that of existing courses. The Director and the Coordinator will review proposals, requesting additional information and offering suggestions for improvement as needed. The revised course proposal will then be brought to the Faculty Advisory Committee at its next scheduled meeting. For a new course proposal to be approved, a majority of the Faculty Advisory Committee’s members must vote to approve. In the case of a tie vote, the proposal will be returned to the author with a request that he/she address the concerns raised by the committee. In such instances, the Director will inform the author that she/he can submit a revised course proposal. When a new course proposal is formally approved, the Arts & Sciences Undergraduate Council will then be notified of the new course. Approval for a course to fulfill an Arts & Sciences General Educational Requirement must still proceed through Arts & Sciences Undergraduate Council.

In the event that either the Coordinator or Director submits a new course proposal, the non-submitting Executive Officer and one member of the Faculty Advisory Committee will review the course proposal before sending it on the Faculty Advisory Committee.

VII. Amendments to the Bylaws.
Any member of the Faculty Advisory Committee may propose an amendment or amendments to the Bylaws. Any such proposal must be distributed to the Director, Coordinator, and all members of the Faculty Advisory Committee at least two weeks prior to any action. A two-thirds majority of the Faculty Advisory Committee is required for passage of an amendment.