

UNIVERSITY OF PITTSBURGH URBAN STUDIES PROGRAM BYLAWS

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PREAMBLE

The Program Bylaws must not conflict with the official policies and regulations of the University of Pittsburgh, the Dietrich School of Arts and Sciences or any ratified Collective Bargaining Agreement between the University of Pittsburgh and its faculty. These Bylaws represent the official governance document of the University of Pittsburgh Urban Studies Program, superseding all previous versions. They also make special provision for Law, Criminal Justice, and Society (LCJS) full-time faculty, as their appointments are in Urban Studies despite the functional independence of this de facto program. These bylaws shall be reviewed on a regular basis to ensure continued relevance and effectiveness.

§I: THE PROGRAM**Section 1: Description of the Program**

The Urban Studies Program is an undergraduate, interdisciplinary program in the Social Sciences division of the Dietrich School. The program's mission is training students to explore the complexities of urban environments in the US and internationally, and to address significant urban problems with appropriate methods and concepts that reflect the best practices in urban studies.

Section 2: Policies and Procedures

The policies and procedures of the Urban Studies Program are set forth in the Handbook of the Program.

The Urban Studies Program Director shall propose updates to the Urban Studies Handbook each March to the Executive Committee for its review and approval.

The EC has the ultimate authority to interpret and apply these policies and procedures in case of any disagreements.

§II: PROGRAM MEMBERSHIP**Section 1: Full Program Membership**

Full membership in the Program encompasses both voting and non-voting members, as detailed in the subsequent sections.

Section 2: Voting Members

The collective body of Voting Members comprises the Primary Faculty, Secondary Faculty, Advisory Committee, and the Program Director. Except for Secondary Faculty, each member retains a single vote in all matters brought before The Urban Studies Program. Secondary Faculty each have a single vote in specific matters stipulated below.

Subsection A: Primary Faculty

The Primary Faculty consists of all full-time faculty members whose principal academic appointments reside within the Urban Studies Program. Any full-time faculty member employed by the Program is automatically granted Primary Faculty status.

Responsibilities and Expectations:

Primary Faculty members are expected to actively engage in the intellectual and administrative life of the Program. Duties include but are not limited to instruction of undergraduate Urban Studies Courses, student mentorship, service on Program committees.

Subsection B: Advisory Committee

The Advisory Committee (See §IV, Section 4) is part of the voting faculty in the Urban Studies Program.

Subsection C: Secondary Faculty

The Secondary Faculty consists of all full-time faculty members in Law, Criminal Justice, and Society (LCJS). Management of the LCJS program is conducted via LCJS's own bylaws and faculty handbook. Their rights and responsibilities as Secondary Faculty in the Urban Studies Program derive from the fact that LCJS full-time appointments are in Urban Studies and thus, they share office space with Urban Studies and their annual performance reviews are conducted by the Urban Studies Director. Secondary Faculty shall have voting rights in selection of the Urban Studies Director and when serving on Urban Studies search committees. Secondary Faculty may also appeal to be included in votes that they consider relevant to their status and role. Secondary Faculty are expected to attend regular Urban Studies faculty meetings, and they may serve on review and appointment committees.

Section 3: Non-Voting Members**Subsection A: Program Affiliates – No Acquisition Voting Status**

Program Affiliates include faculty (part-time and visiting), staff, students, alumni or community members whose professional or academic interests intersect with the mission of the Urban Studies Program. Program Affiliates do not hold formal membership privileges. Program Affiliates cannot attain voting status.

Appointment Process:

Affiliate status is granted upon submission of a curriculum vitae and a brief letter of intent to the Director. Inclusion must be discussed during a faculty meeting. A vote must be taken. A majority vote is necessary for appointment.

Expectations:

Affiliates are encouraged to engage with the Program through committee service, event participation, or other forms of academic collaboration, as appropriate to their roles.

Subsection B: Visiting Scholars – No Acquisition Voting Status

Director or EC may, by a majority vote, recommend Visiting Scholar status for scholars not otherwise affiliated with the University of Pittsburgh. Visiting Scholars will be recommended for appointments for up to one year. Upon approval by the EC, the Director shall initiate the formal University appointment process.

§III: GOVERNANCE AND PROGRAM STRUCTURE**Section 1: Meeting Procedures**

Meetings of the Urban Studies Program shall be conducted in accordance with principles of transparency, inclusivity, and efficiency. The following protocols govern all meetings of the Program membership:

1. **Meeting format:**
Meetings may be held in-person, remotely or hybrid.
2. **Meeting Frequency:**
Four times per Fall and Spring semester.
3. **Agenda Distribution:**
The Program Director shall distribute a written agenda to the Program membership no fewer than five business days prior to the scheduled meeting. This agenda shall include all items for discussion or vote.
4. **Agenda Amendments:**
Any Primary Faculty member retains the right to propose additional agenda items, provided such proposals are submitted to the presiding officer no fewer than two business days before the meeting. Urgent items may be introduced at the discretion of the Director.
5. **Presiding Officer:**
Faculty meetings shall be convened and moderated by the Program Director, or the Director of Undergraduate Studies in the Program Director's absence.
6. **Parliamentary Authority:**
All meetings shall adhere to the procedural guidelines outlined in the most recent edition of *Robert's Rules of Order Newly Revised*, unless otherwise specified in these Bylaws.
7. **Quorum Requirements:**
A quorum for transacting official business shall consist of no fewer than fifty percent of the voting members currently holding appointments in the Program. In the absence of a quorum, the meeting may proceed for discussion purposes, but no binding votes may be taken.
8. **Participation Rights:**
Non-voting members are welcome to attend as observers and participate in open discussions.
9. **Minutes and Record-Keeping:**
A faculty member appointed by the presiding officer shall document the proceedings of each meeting.

Minutes must include:

- A record of all motions, proposals, and votes.
- Attendance records.
- Summaries of substantive discussions.

The finalized minutes shall be made accessible to all Program members via the designated University website within ten business days following the meeting. The Program Director and Director of Undergraduate Studies are prohibited from serving as minute-takers

10. Voting Procedures for Personnel Matters:

Decisions pertaining to faculty hiring and promotions shall be undertaken by the Voting Faculty in accordance with Dietrich School bylaws. For the purposes of promotion, rank-above secondary faculty in Law, Criminal Justice, and Society are eligible voting faculty. At least five rank-above faculty are required to vote on promotion cases; all voting faculty are eligible to vote on hiring decisions for new faculty.

Section 2: Voting and Elections**1. Eligibility:**

Voting authority rests with the Primary Faculty, Advisory Committee, and Director of the Program.

2. Conduct of Elections:

All elections and personnel decisions that require a vote shall be conducted by ballot. Proposed amendments to the Bylaws must also occur via ballot. The ballot will be conducted by administrative staff.

3. Majority

As per Roberts Rules of Order Newly Revised a majority is defined as 50 percent plus 1.

4. Tie Resolution:

In the event of a tied vote, the presiding officer shall call for a revote after further discussion. Should a tie persist, the matter shall be tabled until the next scheduled meeting.

Section 3: Executive Committee (EC)**Composition and Eligibility**

The Executive Committee is a working, continuously operating committee that serves as the primary governance body of the Program and shall consist of Primary Faculty members. The EC shall have four members, plus the program director. The Director of Undergraduate Studies chairs the EC. All other faculty may attend meetings as observers but shall not hold membership or voting rights on the Committee.

Roles and Responsibilities

The EC is charged with the following duties:

1. Curriculum Oversight:

- Led by the Director of Undergraduate Studies, review all proposals for new courses or modifications to existing offerings.
- Recommend the removal of courses that no longer align with Program objectives.

2. Personnel Actions:

- Review job descriptions for new faculty positions.
- Participate in search committees for all faculty hires, including visiting appointments.

3. Director Selection:

- Facilitate the election process for the Program Director, including candidate vetting and ballot administration.

4. Policy Compliance:

- Ensure all Program actions adhere to the principles enumerated in the Bylaws' Preamble.

§IV: PROGRAM ORGANIZATION**Section 1: The Director****Subsection A: Roles and Functions**

The Director serves as the chief academic and administrative officer of the Program with the following responsibilities:

1. Representation:

- Act as the Program's official delegate in Dietrich School and University meetings
- Leads development of the annual Program Report for the Dietrich School, with appropriate input from the EC

2. Fiduciary and Administrative Oversight:

- Implement and enforce all provisions of these Bylaws.
- Prepare and present the annual budget to the Executive Committee for approval.
- Supervise the expenditure of Program funds in accordance with university policies.

3. Record-Keeping:

- Maintain secure archives of all critical Program documents, including:
 - Personnel files (reappointment dossiers, promotion materials).
 - Meeting minutes and committee reports.
 - Current lists of Secondary Faculty and Affiliates.

4. Faculty Development:

- Conduct annual performance evaluations for Primary Faculty in Urban Studies and Law, Criminal Justice, and Society.
- Facilitate mentorship and professional growth opportunities.
- Coordinates equity in faculty service workload, supervise promotions, and allocate teaching responsibilities.

Subsection B: Selection and Term**1. Eligibility:**

The Director must hold a full-time, continuing faculty appointment at the University of Pittsburgh's Dietrich School of Arts and Sciences.

2. Election Process:

- The EC Chair issues a call for nominations.
- Candidates must submit a statement of intent and undergo interviews with the EC.
- A ranked-choice ballot is distributed to all voting faculty. Administrative staff shall administer the ballot.
- The winner must secure a majority of two-thirds among the voting membership.
- The recommendation is forwarded to the Dean of the Dietrich School of Arts and Sciences, who holds ultimate authority for appointment of the Director of Urban Studies.

3. Term Limits:

The Director serves a three-year term, renewable once consecutively. After two terms, the individual must step down. This provision is retroactive from when the Bylaws are accepted.

Section 2: Director of Undergraduate Studies (DUGS)

The Director of Undergraduate Studies (DUGS) has primary responsibility for overseeing the undergraduate programs and curriculum of the Program.

Appointment Process

The DUGS is appointed by the Director from among the Primary Faculty to a term not exceeding three years. While there are no formal term limits, rotation in office is encouraged. The appointment must be approved by the EC. The Director may, after consulting with the EC, remove the DUGS in case of improper performance.

Roles and Responsibilities**1. Curriculum Oversight:**

- Lead course scheduling each semester
- Coordinate undergraduate course proposals and program learning outcomes
- Oversee assessment of student learning
- Assist individual faculty arrange teaching evaluations

2. Academic Advising:

- Coordinate regularly with Dietrich School academic staff advisors, who provide primary advising for prospective and current undergraduate students;
- Serve as faculty mentor (on career and discipline advice) for students in the BA in Urban Studies and BS in Urban Planning & Geographic Analysis majors;
- Coordinate with PittServes staff on advising of the Civic Learning Distinction
- Resolve complex advising cases and exceptions, and certify graduating students in the BA in Urban Studies, BS in Urban Planning & Geographic Analysis, and Civic Learning Distinction

3. Program Development:

- Identify opportunities for curriculum enhancement
- Develop new course proposals in consultation with faculty
- Monitor enrollment trends and make recommendations

4. Administrative Duties:

- Represent the Program at undergraduate-oriented university events
- Prepare annual reports on undergraduate education
- Participate in university-wide committees related to undergraduate studies

5. Program Coordination:

- Organize orientation sessions for new majors
- Plan and execute academic workshops and information sessions
- Maintain advising resources and materials

6. Collaboration:

- Chair the EC
- Work closely with the Internship Coordinator

- Liaise with Dietrich School advising offices
- Coordinate with faculty on student issues

Section 3: Law, Criminal Justice, and Society

Law, Criminal Justice, and Society full-time faculty have their appointments in Urban Studies. They constitute Secondary Faculty under the Urban Studies bylaws.

Section 4: Faculty Advisory Committee

The Faculty Advisory Committee serves as an outside consultative body to provide guidance on program development and strategic planning.

Composition

1. Membership:

- Five faculty members
- May be from the appointment stream (above Teaching Assistant Professor rank) or tenure stream (above Assistant Professor rank)

2. Selection:

- Advisory Committee members are selected by the Director, with input from the Executive Committee.

Responsibilities and Expectations

The Advisory Committee is expected to advocate for the Urban Studies Program, provide advice to the Director and Executive Committee, and participate in promotion and hiring decisions. Advisory Committee members are expected to attend faculty meetings and serve on Program committees.

§I V: AMENDMENTS

Section 1: Proposal Process

Any Voting Member may propose amendments to these Bylaws. Proposed changes must be:

- Submitted in writing to the Program Director and the EC
- Distributed to all faculty members at least two weeks before consideration
- Accompanied by a rationale explaining the need for modification

Section 2: Deliberation and Voting

1. Faculty Discussion:

- A special meeting shall be called to discuss proposed amendments
- All members may participate in deliberations.
- The EC may provide a recommendation
- The recommendation should be by two-thirds majority vote

2. Voting Procedure:

- Conducted by secret ballot
- Administered by program staff
- Requires three-quarters majority of voting faculty

3. Implementation:

- Approved amendments take effect immediately

- Revised Bylaws distributed to all members
- Updated version posted on program website

Concluding Statement

These Bylaws represent the official governance document of the University of Pittsburgh Urban Studies Program, superseding all previous versions. They shall be reviewed every five years to ensure continued relevance and effectiveness.