

Approval: UPSD Committee, November 5, 2018.
Approved: Department of Environmental Studies, November 26, 2018

Urban Planning and Sustainable Development Academic Program Governance Policy
Department of Environmental Studies, Huxley College of the Environment, WWU

[Adopted by the ENVS department October 2018]

1. **Urban Planning and Sustainable Development (UPSD) Program Committee.** There shall be established an “Urban Planning and Sustainable Development Program Committee,” (hereinafter “UPSD Program Committee”) to oversee the performance of Huxley College’s BA degree program in urban planning and sustainable development and maintaining the program’s long term compliance with PAB accreditation standards and requirements.
 - a. **Urban Planning Program Committee:** The Program Committee shall advise the Academic Program Director, the Department Chair, and/or the Dean regarding curriculum and urban planning program related matters.
 - b. **Program Committee Composition:** The Program Committee shall be comprised of a) “urban planning core faculty” (consisting of faculty teaching a minimum of 2 required courses per year in the urban planning curriculum, and other faculty, at their election, who teach in the planning major and approved by the core faculty); b) the College Dean, a non-voting member of the committee; and c) two urban planning students selected by the urban planning student organization to one (1) year terms. The committee’s composition shall be reaffirmed each fall quarter to reflect any changes to the urban planning faculty composition. Members of the Program Committee participate in all Committee deliberations, with the exception of student members in the review of applications to the major. Matters relating to faculty tenure and promotion review are limited to tenured faculty members of the Program Committee.
 - c. The Program Committee, or any ad hoc subcommittees of the Committee appointed by the Program Director, shall have the following duties:
 - i. To review and make recommendations to the Department regarding enrollment and application criteria, and to review and approve student applications to the urban planning major;
 - ii. To develop, assess, and maintain the undergraduate urban planning curriculum consistent with the standards for accreditation, and to make recommendations concerning curricular revisions to the Department for consideration, pursuant to the College Bylaws and Collective Bargaining Agreements;
 - iii. UPSD tenured core faculty shall convene to discuss applications for appointments to tenured and non-tenured positions relating to the UPSD program, as well as the eDossier application submitted by core planning faculty for tenure and/or promotion. The UPSD core faculty may elect to provide to the applicant an informational letter regarding the application’s merits to be included in the candidate’s eDossier application folder. Tenured faculty members provide their independent evaluation and vote of candidates for

appointment, tenure, and/or promotion in accordance with the WWU/UFWW Collective Bargaining Agreement.

- iii. To market and promote the urban planning and sustainable development major and to achieve greater diversity in student enrollment and urban planning faculty hiring. Recommendations regarding the program's marketing strategies and budgeting requests are forwarded to the Chair and the Dean for consideration.
2. Academic Program Director. The Committee shall elect one of its tenured core faculty members to serve as the Academic Program Director, subject to approval by the Dean, to facilitate the performance of tasks necessary to attain and maintain program accreditation, and to serve as the program's administrator for matters concerning curriculum, scheduling, program promotion, and the continuation of effective working relationships with professional planning agencies and organizations, the Program Professional Advisory Board, student planning organizations, and the Planning Accreditation Board (PAB). The Program Director shall manage all tasks associated with the accreditation application process. The Academic Program Director's appointment term shall be 2 years.
 3. Student Planning Organization. Students in the urban planning and sustainable development major shall be encouraged to form and actively participate in a student-led planning organization established through the WWU Associated Students or other venues to foster continued planning education and student membership in professional planning associations. Said student planning organization shall be encouraged to actively participate in the review and evaluation of curriculum and the program's performance.
 4. Urban Planning Program Professional Advisory Board. The Dean and the Program Director shall establish an Advisory Board jointly. The Board shall be comprised of seven (7) to nine (9) members representing diverse perspectives from alumni, professional planners, the general public, and representatives of the Washington Chapter of the American Planning Association, and shall assist the Program Director and Program Committee to assess the performance of the program. The Advisory Board shall be appointed to a term of two (2) years and shall meet at least once each year to review program performance, and shall make recommendations to the Committee regarding areas for program enhancement.