

## UTSA CENTER FOR URBAN AND REGIONAL PLANNING RESEARCH BYLAWS

Revised April 27, 2023

### ARTICLE I: CENTER NAME

The UTSA Center for Urban and Regional Planning Research, also referred to as CURPR or the Center.

### ARTICLE II: MISSION, VISION, VALUES

**Mission.** The mission of the Center is to generate new knowledge of the forms, processes, and impacts of urban growth while advancing the creation of more sustainable, inspiring, and equitable cities.

**Vision.** Our vision is to become a thought leader on the topic of urban growth, developing new models for San Antonio and Texas that make a national and international impact.

#### Values.

***We prioritize local impact.*** The Center utilizes San Antonio and the Texas Triangle as a living laboratory, helping local and regional communities confront the grand challenge of metropolitan and megaregional growth. This challenge includes adding 1.1 million people to San Antonio over the next 25 years and 10 million to the Texas Triangle by mid-century.

***We employ a multidisciplinary approach to research and discovery.*** The Center leverages its position within the Klesse College of Engineering and Integrated Design (KCEID) and the larger University to draw on faculty expertise across multiple disciplines. These collaborations allow us to pursue a wide variety of research methods while constructing a comprehensive and multidisciplinary view of urban growth.

***We elevate the role of teaching and learning in everything that we do.*** The Center provides a pedagogical platform for faculty and students from architecture, urban and regional planning, and additional departments across the University. The opportunities include funded research assistantships, service-learning, independent studies, design studios, and academic seminars.

***We maximize the impact of community engagement and service.*** The Center maximizes its local and regional effects by generating a broad range of activities, from comprehensive plans to public symposiums. We maximize our work's impact by publishing in various venues, from academic journals to popular press outlets.

### ARTICLE III: ORGANIZATIONAL STRUCTURE AND OPERATIONS

**Director.** The Director will be a faculty member in the UTSA School of Architecture + Planning whose research interests align with the Center's mission. The KCEID Dean will appoint and reappoint the Director, with advice from the Center's Executive Committee. The Director will be a member of the Executive Committee and retain full voting rights.

The responsibilities of the Director are as follows:

1. Provide intellectual leadership for the Center.
2. Provide fiscal and budgetary oversight for the Center.
3. Represent the Center to the UTSA administration (departmental, college, and university), external collaborators, and the public.
4. Manage the day-to-day operations of the Center.
5. Execute decisions regarding the Center on behalf of the Core Research Faculty and Executive Committee.
6. Help PI faculty generate and administer grants.
7. Help PI faculty interface with Research Service Center while executing grant submissions, routing, post-award reconciliations, and project closeout.
8. When applicable, hire and supervise administrative personnel for the Center.

**Associate Director.** The Director will appoint an Associate Director from the Executive Committee or a related Department. This position will help the Director to advance the overall CURPR mission, participate in strategic decisions, including F&A distribution, and act on behalf of the Director as needed.

**Executive Committee.** Members of the Core Research Faculty, along with the CURPR Director and Associate Director, will form an Executive Committee. The number of Core Research Faculty and the composition of the Executive Committee can vary from year-to-year.

Responsibilities of the Executive Committee include the following:

1. Help the Director to establish intellectual and programmatic emphases for the Center.
2. Provide broad oversight of Center finances and budget while helping the Director ensure the Center's fiscal viability.
3. Approve major fiscal expenditures related to the Center.
4. Provide input regarding the hiring of key personnel by the Director.
5. Establish and participate in subcommittees as necessary to address specific Center-related issues.
6. Establish and enforce Center bylaws. A majority vote of the Executive Committee must approve all changes to the Center's bylaws.
7. Help the Director establish and maintain critical connections within academic and professional communities inside and outside UTSA.

**Core Research Faculty.** Core Research Faculty are appointed by the Director for a three-year term with the possibility of renewal after each term. Core Research Faculty are housed in the Center and benefit directly from its shared technical, financial, administrative, and political resources. Core Research Faculty are expected to contribute to the Center's success via scholarly collaborations, research output, and grant applications via the Center. They also remain free to collaborate with Organized Research Units beyond the Center. An effort will be made to include junior faculty in the Core Research Faculty.

**Researchers.** Researchers will be faculty active in the Center via research, pedagogy, training, and other Center-supported activities. The Director will update this list annually and post it on the CURPR website.

**Affiliate or Visiting Researchers:** Faculty from both UTSA and outside universities, established scholars, and professionals from industry may serve as Affiliate or Visiting Researchers. Requirements for becoming a Visiting Researcher are outlined in the [UTSA Handbook of Operating Procedures](#). Affiliate or

Visiting Researchers are not considered Core Faculty Members and cannot serve on the Executive Committee.

**Performance Evaluation.** One way for KCEID leadership and the Executive Council to measure the success of the Director is through Key Performance Indicators (KPIs), as established by KCEID leadership with input from the Executive Committee. The Director will publicize the established KPIs and provide an annual presentation or report describing progress toward the Center’s mission, performance, and accomplishments. The Director will utilize this opportunity to seek and incorporate feedback from the Core Research Faculty and interested KCEID faculty.

The KPIs for FY 2023-2024 are as follows:

- # Design or planning awards for faculty and students (international/regional/local)
- # Community partnerships
- # Outreach attendees
- # Industry and faculty speaker series (speaker sessions/attendees)
- # Media mentions (national/regional/local)

**F&A Distribution.** In consultation with the Executive Committee, the Director will establish a policy that describes how F&A allocations and Center funds are invested to support the Center’s mission and KPIs. This policy will be fully transparent and reflect input from the Executive Committee.

**CURPR Policies and Procedures.** The Center will maintain a document describing policies and procedures related to PI responsibilities, data management, website management, computer use, printing, etc. The Director will maintain this document with input from the Core Research Faculty and be made available to all CURPR collaborators.

**Supplemental Stipends.** Supplemental stipends for the Director can compensate for administrative time and effort spent. These stipends must be awarded according to criteria established by the Executive Committee with input from KCEID leadership. A majority vote of the Executive Committee will approve the amount of the stipends.

**External Advisory Board.** The Center will not maintain an independent Advisory Board, instead relying on key support and input from the KCEID Advisory Council.

#### **ARTICLE IV: INCENTIVE FOR FACULTY PARTICIPATION**

##### **Benefits of Center Participation for Researchers.**

- Front-line participation in applied urban research, community planning, and urban design.
- Mentoring from research faculty experienced in all phases of project development and management, from grant applications to project close-out procedures, including coordination with Research Service Centers.
- Guidance and advice from the Director and Core Research Faculty to support the organization and coordination of multidisciplinary teams.
- Strategic access to dedicated KCEID C&I staff to support grant writing, coordination, and periodic reporting to project sponsors.
- Access to funded CURPR student researchers and staff to support sponsored projects, as resources

allow.

- Dedicated editorial support for research project deliverables commensurate with project funding.
- Association with a university-sponsored research center with a proven track record of project success.
- Support for dissemination of research results.