

School of Engineering

Bylaws of the Faculty



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School of Engineering

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I. PREAMBLE

These bylaws, prepared and adopted by the faculty of the School of Engineering (SOE), are intended to govern the affairs of the SOE in accordance with the provisions set out in the several articles that follow. These provisions shall not be suspended except by way of the amending procedures specified in Article VII. The bylaws and any amendments thereto, shall be consistent with all applicable sections of university regulations. In the event of any conflict or inconsistency, the university regulations shall prevail.

The School of Engineering shall consist of the departments and units listed in Article VI.

II. MEMBERSHIP IN THE FACULTY

A. Members of the Faculty

Membership in the Faculty of the School of Engineering shall include:

1. The president and the Executive Vice President for Academic Affairs (EVPAA).
2. The Dean of the SOE, deputy, associate and assistant Deans of the SOE, and the director of continuing engineering education.
3. Professors, associate professors, assistant professors, instructors, visiting faculty, and members of the research staff of equivalent rank and service, and faculty members on leave.
4. Officers of the university and representatives of other schools or colleges who are invited by the Dean.

B. Voting Members of the Faculty

Voting members of the faculty of the School of Engineering shall include:

1. Tenured and tenure track faculty in the SOE.

2. Deans of the SOE.
3. Faculty members who hold more than fifty percent of SOE budgeted lines, or a Graduate School line assigned to an SOE department, and who have an appointment for more than one year. A faculty member shall not ordinarily be a voting member in more than one college. A faculty member with a 50/50 split in two departments must declare at the time of initial appointment the primary voting unit.

C. Duties and Powers

Under the powers delegated by the president, and subject to review by the University Senate, the faculty has jurisdiction over its own academic matters as follows:

1. Establishing the requirements necessary for admission into its several curricula.
2. Establishing the requisite curricula for its academic work and providing for the schedule of courses.
3. Encouraging the research work of the faculty members and students.
4. Adopting regulations regarding attendance, conduct of examinations, grading, scholastic standing, and honors in courses and other appropriate matters of the SOE.
5. Fixing specific requirements for degrees.
6. Adopting regulations governing its own procedures.
7. Making recommendations to the president or to the senate respecting any phase of SOE or university activity.
8. Proposing, through the senate and the president, amendments to the university regulations to be adopted by the Board of Governors.

III. OFFICERS OF THE SCHOOL

A. Dean.

The Dean of the SOE shall be responsible for its effective academic and educational administration and shall exercise diligent leadership to achieve these ends. The responsibilities of the Dean include recommendations of candidates for appointment as chairpersons of departments in accordance with university regulations, appointments of members of committees, coordination of the

academic activities of the SOE with the other academic Deans of the university, recommendations of faculty appointments and promotions, and recommendations of the budget, except as limited by these bylaws.

B. Associate and Assistant Deans and Other Administrative Officers.

The appointment of associate and assistant Deans and other administrative officers may be recommended to the EVPAA by the Dean, with such responsibilities as are assigned by the Dean. Administrative officers include: associate Dean for academic affairs, associate Dean for research and director of the Bureau of Engineering Research, assistant Dean for freshmen, assistant Dean for special programs, director of computer services, director of CAD laboratories, director of continuing education, business manager, and any other officers which the Dean may deem necessary.

C. Secretary of the Faculty.

The Secretary of the Faculty shall be elected by the faculty for a term of one year. The secretary shall keep a record of all actions taken by the faculty. A copy of the minutes shall be sent to each member of the faculty no later than two weeks following any meetings. The Secretary shall also maintain and hold available for reference an up-to-date compilation of the SOE and departmental bylaws.

D. Senators.

Senators shall be elected by the faculty for terms of three years or for completion of unexpired terms in case of vacancies according to section V.A.3.e of these bylaws and in accordance with University Regulations 2.2.1.B(4). They will represent the SOE in the University Senate and report to the faculty on the transactions of the senate.

IV. MEETINGS OF THE FACULTY

A. Meetings

1. Regular Meetings.

A regular meeting of the faculty of the School of Engineering shall be held at least twice each semester. The Secretary of the Faculty with assistance of the Office of the Dean shall prepare and distribute the agenda to the faculty for all meetings one week before the scheduled meeting.

2. Special Meetings.

Special meetings of the faculty may be held at the call of the president or of the Dean, and also shall be held on written request to the Dean of at least twenty percent of the voting members for the then current academic year. Unless the Dean proclaims the existence of an emergency, such special meetings shall not be convened until a period of at least seventy-two hours has elapsed from the time that the call was issued. Resolutions and supporting data for consideration at special meetings shall be transmitted to the faculty as expeditiously as possible in advance of the meeting date. The agenda of the meeting shall be limited to such resolutions.

3. Quorum.

A quorum shall consist of a simple majority of the voting members of the faculty for the current academic year.

B. Conduct of Meetings

1. Presiding Officer.

The Dean shall normally preside at regular or special meetings of the faculty unless the president or EVPAA is present and presides.

2. Order of Business.

The order of business shall ordinarily be: approval of minutes; report of the Dean; reports of standing committees; reports of select committees; old business; and new business.

3. Rules of Order

The Dean, with the approval of the faculty, shall appoint a parliamentarian to serve for one year to advise on procedure. The parliamentarian shall be consulted by the Dean before ruling except on routine procedures.

Robert's Rules of Order, in the edition specified by the parliamentarian, shall govern, except that normally a speaker shall be limited to five minutes on each question. An additional minute may be allowed for rebuttal.

All resolutions, reports, and motions that will commit the faculty to any policy position must be submitted to the Secretary of the Faculty in sufficient time so

that a copy can be sent to each member of the faculty not later than seven calendar days before the meeting at which an action is contemplated.

Motions or resolutions that have not been circulated in written form may be put on the floor and debated, by a vote of two-thirds of the voting members present, and will require a two-thirds vote for adoption.

The presiding officer shall be responsible for decorum of the meeting.

4. Open and Closed Meetings

All elected and appointed student members of the SOE committees and the student Senators are invited to attend open faculty meetings as non-voting participants.

The faculty may at any time by majority vote move to close a meeting to all except members of the faculty.

V. COMMITTEES OF THE SCHOOL

A. Structure

1. Standing Committees.

There shall be two types of standing committees of the faculty as detailed in section V.B.

- a. *Appointed Committees.* The appointed committees of the faculty are specified in section V.A.3
- b. *Elected Committees.* The elected committees of the faculty are specified in section V.A.3

2. Select Committees

To further the work of the SOE, the faculty or the Dean may at any time establish an ad hoc select committee.

After a select committee has been in existence for two consecutive years, it shall be either established by the faculty as a standing committee or be disbanded.

3. Membership

The faculty members of all committees shall be voting members of the faculty.

Where student participation is authorized, the number of students shall be one-third of the number of faculty members, or a minimum of two, of each standing committee (with fractions rounded to the nearest integer).

The Dean shall appoint the faculty and student members to the following standing committees:

1. Administrative Board Committee
2. Appointments & Promotion Committee
3. Distinguished Professor Committee

The SOE Committee on Committees shall appoint the faculty and student members of the following standing committees:

4. Courses of Study Committee
5. Health and Safety Committee
6. Rules of Procedure Committee
7. Scholastic Standing Committee.

Faculty members shall be elected to the following committees:

8. Student Affairs Committee
9. SOE Planning Committee
10. Committee on Committees.

The procedure for electing the faculty members to the elected committees is the following. Each of the academic departments nominates one faculty member for each position or committee. Any eight faculty members may similarly nominate one candidate by petition. The administration of the election is the responsibility of the Department or the petitioning group. In instances where more nominees exist than allowable positions, the Committee on Committees will conduct an election. The results of such elections or petitioning shall be reported to the Departments and the Office of the Dean.

Student members of elected committees shall be elected by the student representatives of the Committee on Committees.

4. Term of Service.

Except as otherwise provided in these bylaws, an effort should be made to rotate the membership of SOE committees. Vacancies shall be filled such that not more than half the members of a committee will change from year to year in order to insure continuity of operation.

5. Ex Officio Membership

All members of committees serving *ex officio* shall be non-voting members.

In addition to the membership as hereinafter defined, the Dean or a representative shall be a non-voting member of each committee except for the Committee of Review and the Committee on Appointments and Promotions. The Dean cannot be a member of either committee.

6. Officers.

Each standing committee shall elect, from its voting membership, a chairperson, and a secretary who shall keep minutes of the committee's significant actions except for those of the Committee of Review. A copy of these minutes shall be kept in a central file in the Dean's office.

7. Quorum.

A quorum shall consist of a simple majority of the members eligible to vote on a committee unless that committee shall establish a different quorum.

8. Records.

The records of each committee shall be transferred from each outgoing chairperson to each incoming chairperson to preserve continuity. Official records of the Committee on Appointments and Promotions and the Committee of Review shall be confidential. They shall be kept by the Dean, for the use of the Dean and the committee only, and none shall be in the hands of the committee members. Records of all other committees shall be available to members of the faculty.

9. Reporting.

The Administrative Board, the Appointments and Promotions Committee, and the Distinguished Professor committee are advisory to the Dean and may, at their discretion, report to the faculty. All other committees shall report their activities to the faculty and the Dean.

B. Standing SOE Committees

1. Administrative Board

Membership: The Administrative Board is composed of the chairpersons of the academic departments, the Dean, who acts as chairperson, and the associate Dean for academic affairs, who serves as secretary.

Responsibilities: This board prepares business for the faculty. All committees, except the Committee of Review, may submit reports and recommendations to the Administrative Board which will consider each matter and determine whether or not action is required by the entire faculty under the subjects listed as Duties and Powers of the Faculty. When action by the entire faculty is necessary, the secretary of the board will give to the secretary of the faculty a list of subjects to be considered. Any committee or member of the faculty may present questions for consideration by the faculty without acting through the Administrative Board. The board, at its discretion, may act for the faculty in matters not deemed sufficiently important to warrant consideration by the entire faculty. The Administrative Board may give advice concerning administrative action when requested by the Dean.

2. Student Affairs Committee

Membership: One elected faculty member from each department and two appointed students

Responsibilities:

- a. To scrutinize the requirements, standards, and policies of admission to the various curricula.
- b. To review and to recommend changes in student recruitment policies and practices.
- c. To review and to recommend changes in the freshman orientation program, and policies and practices related to student registration and scheduling.
- d. To review and to recommend changes in the general academic advising procedures for students prior to their choice of major.
- e. To develop interdepartmental programs of study.
- f. To establish and to review on a continuing basis the policies under which scholarship funds and other forms of student aid are administered.

- g. To examine applications, seek applicants, and recommend awards for all forms of financial aid.

3. Advisory Committee on Appointments and Promotions

Membership: The Advisory Committee on Appointments and Promotions is comprised of one tenured faculty member from each Department appointed by the Dean.

Responsibilities: The duties of this committee are to advise the Dean of the SOE as to appointments, reappointments, promotions, retirements, or personnel procedures generally. In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the committee shall also be forwarded to the EVPAA by the Dean. The committee may also on its own initiative make suggestions as to personnel matters to SOE and university administrative officers.

4. SOE Planning Committee

Membership: One elected member of each academic department, exclusive of the department chairperson, each to serve three years.

Responsibilities: To study planning projects initiated by the Dean, the administrative board, the faculty or on its own initiative, and to report to the faculty.

5. Committee on Committees

Membership: One elected faculty member and one student member from each department. Members of the Committee on Committees are elected on or before February 15 of each year. Students serve for one year; faculty members for two years with half of the departments holding elections each year. The elected members choose one of the faculty members to serve as chairperson.

Responsibilities: To appoint faculty and student members to appointed committees in which the members are not appointed by the Dean. To assist, as necessary, in Department elections of elected committee members and other committee activities of the School.

6. Courses of Study Committee

Membership: One appointed faculty member from each academic department, normally the person responsible for the undergraduate program, and one from Bioenvironmental Engineering, and two students.

Responsibilities: To review all proposals for changes in course offerings and prepare such proposals for action by the faculty.

7. Health and Safety Committee

Membership: At least one appointed faculty member from each academic department and research center.

Responsibilities: To oversee and observe all existing and planned facilities in the School of Engineering for any existing or potential health risks to all students, faculty, staff and visitors. To insure compliance with all appropriate or applicable health and safety standards and regulations of the federal, state or municipal authorities, and that the consensus standards of recognized national and international health and safety organizations be adhered to. The committee shall recommend to the Dean, faculty, staff and students, required remedial action. In addition, the committee shall act as liaison between the SOE and the Department of Radiation and Environmental Health and Safety.

8. Distinguished Professor Committee

Membership: The Distinguished Professor Committee is composed of four Distinguished Professors from within the School, appointed by the Dean. Each member shall have a term of four years. No more than one member shall be from the same department, discipline, or professional field.

Responsibilities: To review the qualifications of candidates for Distinguished Professor submitted by the Departments and to make recommendations regarding elevation to the Dean.

9. Rules of Procedure Committee

Membership: One appointed faculty member from each academic department and two students.

Responsibilities:

- a. To establish rules of procedure.

- b. To resolve conflicts with or interpretation of the SOE bylaws.
- c. To resolve conflicts with or interpretation of the university regulations.

Any member or committee of the faculty may request guidance of the committee.

10. Scholastic Standing Committee

Membership: One appointed member of the faculty from each academic department; and one each from Bioenvironmental Engineering, the associate Dean for academic affairs, the assistant Dean for freshmen and the assistant Dean for special programs.

Responsibilities: This committee examines the academic standing of each student at the end of the semester (or more frequently, at the discretion of the committee). The committee is empowered to send out probation warnings, to place a student on probation, or to drop a student from the SOE due to poor academic performance. The case of each student must be considered separately on its own merits. It is the duty of each committee member to become informed before each meeting with the opinion of other faculty members regarding action to be taken concerning a student. The names of students dropped must be reported to the faculty at its next regular meeting. The Administrative Board will act on all student appeals for reconsideration of committee action. All readmissions must be reported to the faculty by the Administrative Board.

VI. DEPARTMENTS AND OTHER UNITS OF THE SOE

A. The Departments of the School of Engineering

1. Biomedical Engineering
2. Chemical and Biochemical Engineering
3. Civil and Environmental Engineering
4. Electrical and Computer Engineering
5. Industrial and Systems Engineering
6. Materials Science and Engineering
7. Mechanical and Aerospace Engineering

B. Other SOE units

8. Bioenvironmental Engineering is a program administered jointly by the School of Environmental and Biological Sciences and the SOE.

9. The Department of Technical Services provides support for instruction and research by operating the computer laboratory and duplicating and mailing.
10. The Bureau of Engineering Research provides coordination and services personnel who are conducting research in any of the other departments and whose salaries are paid by grants and contracts.

Any additions or deletions from the above shall be made in accordance with Article VII.

C. Membership.

For purposes of these bylaws, a "member" of a department is construed as a member of the faculty in that department with the rank of instructor, or its equivalent, or above.

D. Departmental Bylaws.

Each department shall prepare a set of departmental bylaws, written in accordance with university regulations and the bylaws of the SOE. A copy of the bylaws, and all subsequent amendments, shall be placed in the Office of the Dean no later than six months after the adoption of these bylaws. These bylaws shall encompass at least the following matters:

1. Membership. There shall be definitions of membership in the department consistent with Section VI.C of these SOE bylaws and with the principle that academic policy should be primarily the responsibility of those engaged in teaching, research, or administration.
2. Voting Membership. Tenured and tenure-track faculty members who hold instructional and research budgeted lines in the department. For the cases of joint appointments there must be a definition of primary and secondary department. Full voting rights should be given for the primary department whereas the primary members of the secondary department will decide about the voting rights of the joint appointment member.
3. Meetings. There shall be not less than two regular meetings per year at which reports are heard and policy decisions are made or confirmed.
4. Officers and Committees. There shall be lists of officers and committees, a statement of the method of appointment, and a description of their principal rights and duties.

5. Appointments, Promotions, and Non-reappointment. There shall be an established procedure for all tenure members of appropriate rank to meet and to vote upon these matters.
6. Balloting. There shall be a provision for secret balloting on the call of any member.

E. Chairperson.

The chairperson shall have general administrative responsibility for the program of the department, plan with the department members a progressive program for the department, evaluate continuously the instructional, research, and administrative processes of the department, and make appropriate recommendations to the Dean. The chairperson shall periodically evaluate members of the department, and report these evaluations as required on consultation with the members of the department on indefinite tenure to recommend appointments, reappointments, promotions, and dismissals. The chairperson shall see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby and generally promote the effectiveness of the department, school, and university by every appropriate means.

F. Eligibility to Serve as Chairperson

Any tenured member of the department who is a professor or associate professor is eligible to serve as chairperson, provided that he or she is a voting member of both the SOE and the department.

G. Term of Office of Chairperson

The term of office of the department chairperson shall be three years. If, during the term of office, a chairperson is on leave, that time shall be counted as part of the term.

If it is necessary to appoint an acting chairperson for a term longer than six months, the Dean shall consult with all voting members of the department concerned on the selection of an acting chairperson as outlined in Section VI.I below.

During the second semester of the academic year prior to the expiration of the term of the chairperson, or in the event of a vacancy, the process outlined in (I) below will be initiated for the appointment of a department chairperson.

H. Eligibility to Vote for Nomination of Chairperson

Only tenured and tenure track members of a department above the rank of instructor, and other members, who occupy more than fifty percent of an SOE IDR budgeted line above the rank of instructor, shall be entitled to participate in the ballot, subject to limitations of the following sections, and provided that no member of a department shall ordinarily participate in ballots in more than one department.

Members of a department, whose services to the department are terminating at the end of the academic year in which a ballot is conducted, shall not participate in the nomination of a department chairperson.

An assistant professor who has been given a one-year terminal appointment for the coming year shall not participate in the nomination of a department chairperson at any time after notification of such appointment.

Members of a department on leave of absence and otherwise eligible may participate in the nomination of a department chairperson, provided that the leave does not exceed one year and provided that the nomination process is completed by May 1st proceeding the academic year in which the vacancy is to occur.

I. Procedures for the Appointment of Department Chairpersons

Department chairs are appointed by the Dean on the recommendation of the faculty, conveyed via a department-wide confidential vote.

An election committee, elected by the department faculty, will solicit candidacies, administer the election and will report at least the ranking of the candidates back to the faculty at the same time as they are communicated to the Dean.

In those cases when the decanal prerogative of not following the recommendation of the faculty is exercised, the Dean shall provide adequate explanation to both the members of the department and to the EVPAA.

The Dean will certify, at the time of announcement of the chair selection, to both the members of the department and the EVPAA that all department and school bylaws have been followed.

Faculty members are allowed to report to the EVPAA violations of bylaws in the selection of a chair by a Dean, or to report that inadequate explanation was given for a decision by the Dean to appoint a chair that does not follow the faculty recommendation, with anonymity of the reporter guaranteed.

VII. AMENDMENTS

These bylaws may be amended at any regular meeting of the faculty by a vote of 2/3 of voting members present. Amendments may be initiated by the Rules of Procedure Committee or by any voting member of the faculty of the SOE who submits a proposed amendment in writing to the committee. The committee shall have up to two months to study such proposals and, if approved, transmit the written text of the proposed amendment clearly marked with the changes, additions and omissions to the faculty secretary for distribution to the faculty at least two weeks prior to a regular faculty meeting.

After approval by the faculty, the chairperson of the Rules of Procedure Committee shall transmit the amendment to the faculty secretary who will then distribute the revision to all faculty members. The Dean shall transmit the amendment to the EVPAA for final approval.

Adopted by Engineering Faculty 2/77

Amended and approved 5/11/77, 4/22/87, 4/24/92.

Merger of MMS faculty to CBE & CME 1995

Board of Governors approved COE named change to SOE 6/11/99

Amended and approved 2/9/07, 10/12/12