

College of Engineering Bylaws

Adopted October 20, 2014, Modified March 15, 2016, Further Modified October 11, 2017

I. Membership

- (A) The college faculty consists of all full-time and emeritus personnel at all ranks with an appointment within the college (exclusively or jointly) with titles that include the word(s) Professor, Coop Coordinator, Research Professor, ~~Teaching Professor~~, Academic Specialist, excluding visiting and adjunct faculty.
- (B) The standing faculty consists of members of the college faculty who are tenured or tenure track.
- (C) The College of Engineering contains the following departments: Bioengineering, Chemical Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, and Mechanical and Industrial Engineering.

II. Administration

- (A) The College of Engineering governance team is led by the Dean of the College and is composed of the College's associate and assistant deans and the chairs of each of the College's departments.
- (B) The Executive Committee of the College is chaired by the Dean and is composed of the associate deans, the chairs of the College's departments, and the Director of Development or the Associate Dean for Development and Alumni Affairs.

III. College Faculty Meetings

- (A) College faculty meetings are called and chaired by the Dean.
- (B) The time and location of a college faculty meeting shall be announced by email at least one week prior to the meeting.
- (C) The agenda for a college faculty meeting is established by the Dean in consultation with the Faculty Council. The agenda and related documents will be distributed to the college faculty at least one week prior to the meeting, unless emergency circumstances make this impossible.
- (D) Members of the college faculty may attend college faculty meetings. Other individuals who are not members of the college faculty may be invited to attend college faculty meeting as visitors. An executive or administrative assistant may attend the meetings to record meeting minutes or assist with processes such as ballot voting.
- (E) Motions at a meeting may be initiated only by members of the college faculty.
- (F) A quorum to conduct business will consist of one quarter of the college faculty.
- (G) When the need arises, attendance at a college faculty meeting can be limited to members of the standing faculty.
- (H) Minutes will be kept by a secretary (typically the Dean's executive assistant) appointed by the Dean, and will be made available to all members of the College faculty within a reasonable time period. Faculty will have an opportunity to recommend changes and correct errors of fact. The final version will be voted upon at the subsequent faculty meeting.
- (I) College faculty meetings shall be conducted according to Robert's Rules of Order Newly Revised (2011), unless otherwise specified by these bylaws.
- (J) The college faculty approves policies that define the process by which courses, programs, and departments are created or changed.

IV. Faculty and Staff Committees

- (A) The purpose of the College's faculty and staff committees is to provide a means for faculty, staff and administrators to carry out designated functions of the College performed through committee actions, and to advise the Dean on matters related to College operations.
- (B) The list of committee members shall be made available to the college faculty, staff and administrators.
- (C) The following committees are the standing committees of the College:
- Tenure & Promotion Committee
 - Faculty Council
 - Graduate Affairs Committee
 - Undergraduate Curriculum Committee
 - Academic and Research Infrastructure Committee
 - Sabbatical Leave Committee
 - Undergraduate Academic Standing Committee
 - Co-op Standing Committee
 - Graduate Appeals Committee
 - Undergraduate Student Awards and Scholarship Committee
 - Research Affairs Committee (descriptions to be added during 2017-2018)
- (D) The composition, function, and procedures of each committee are described in Appendix A: Committees.
- (E) Each standing committee shall have a chair who serves a one-year term.
- (F) The chairs of the Undergraduate Curriculum Committee, the Graduate Affairs Committee, and the Academic and Research Infrastructure Committee shall ensure that records of votes taken at committee meetings are recorded and made available to the Dean and all members of the college faculty.
- (G) If an elected member of a standing committee resigns or is unable to complete his or her term, a replacement shall be elected. If an appointed member of a standing committee resigns or is unable to complete his or her term, a replacement shall be appointed by the Dean.
- (H) When the college faculty, staff and/or administration identifies a specific non-recurring need that requires the advice and recommendation of a committee from one or more of these groups, the Dean shall authorize and oversee the formation of an ad hoc Committee. The composition, number of members, and duration of the committee's existence shall be at the discretion of the Dean.
- (I) Unless otherwise specified, each committee's membership should be determined before September 1 of the academic year in which that committee serves, usually towards the end of the spring semester, and each committee should serve terms that begin on September 1 and end on August 31 of a subsequent year.
- (J) Every standing committee shall meet at least once during the fall semester and once during the spring semester.

V. Elections

- (A)** Unless otherwise specified in these bylaws, elections shall be conducted as described in this section.
- (B)** All members of the college faculty may vote in elections.
- (C)** Proxy votes are not allowed. Electronic voting is not allowed in general, but is allowed with the approval of those present at a faculty meeting.
- (D)** The Faculty Council, in consultation with the Department Chairs, shall solicit nominations to elected college committees and propose a slate of nominees for all open positions. Additional nominations are accepted at any time before a vote is conducted. Nominated candidates must confirm their willingness to serve before a vote is conducted.
- (E)** Tie votes among candidates are broken by repeating the election among just the tied candidates. If there continues to be a tie vote, the elected candidate is selected at random (e.g., by a coin toss).
- (F)** The votes of individual voters shall not be disclosed to any member of the College, including the Dean.

VI. Adoption and Amendments

- (A)** These bylaws are adopted in accordance with Section V.D.4 of the Faculty Handbook, which states that “The college faculties may adopt rules and regulations for their own operation not inconsistent with the bylaws of the University, the faculty bylaws set forth herein, and policies established by the Board of Trustees, the President, the Provost, and the Faculty Senate.”
- (B)** These bylaws shall become effective when approved by an affirmative vote of two thirds of all members of the college faculty. A vote to approve the bylaws shall be conducted electronically.
- (C)** These bylaws may be changed by an affirmative vote of two thirds of all members of the college faculty after discussion at a college faculty meeting. A vote to change the bylaws shall be conducted electronically.
- (D)** College procedures, policies, and resolutions must not conflict with these bylaws.
- (E)** These bylaws and the College procedures, policies and resolutions shall be recorded by the Dean and made available upon request.
- (F)** In all cases, the Faculty Handbook and the policies established by the Provost, the President and the Board of Trustees shall take precedence over these bylaws.

College of Engineering Bylaws

Appendix A: Committees

Adopted October 20, 2014, Modified March 15, 2016, Further Modified October 11, 2017

A.I. Tenure & Promotion Committee

- (A) The Tenure & Promotion Committee reviews reports of the individual departments and makes recommendations on tenure and promotion to the Dean.
- (B) The Tenure & Promotion Committee shall consist of two tenured, full-time faculty members from each department with the rank of associate professor or higher, nominated and elected by the standing faculty members of each department. The committee shall include at least one faculty member with the rank of Full Professor from each department. An associate dean appointed by the Dean shall be an *ex-officio* member of the committee.
- (C) The Tenure & Promotion Committee shall elect one member with the rank of Full Professor to be the committee's chair and another member with the rank of Full Professor to be the committee's vice chair. The chair and vice chair must be members of different departments.
- (D) The members of the Tenure & Promotion Committee shall serve staggered terms of two years.
- (E) All votes of the Tenure & Promotion Committee shall be conducted by open ballot jointly tallied by the committee chair and a representative of the Dean. Members of the committee must participate fully in the discussion in order to cast a vote. Non-majority voters must explain their reasoning.
- (F) No member of the Tenure & Promotion Committee from the candidate's department can be present for or participate in committee discussion regarding that candidate and must abstain from voting.
- (G) Elections for the Tenure & Promotion Committee shall be held prior to the end of the Spring Semester. The newly elected committee shall start to serve at the beginning of the Fall semester.
- (H) In cases concerning promotion to Full Professor, only members of the committee with the rank of Full Professor shall be present for or participate in committee discussion regarding the candidate, and only these members may vote.

A.II. Faculty Council

- (A) The objective of the Faculty Council is to help facilitate engagement of the college faculty in the affairs and policies of the College to advance its mission and promote faculty in their career development and success.
- (B) The Faculty Council shall:
 1. Make recommendations to the Dean on issues important to the College including the establishment of ad hoc committees to undertake studies and development recommendations on important issues. It is expected that the Faculty Council will seek advice and input from colleagues in the college faculty in the development of recommendations, and to provide suggested committee members to the Dean.
 2. In consultation with the Dean, nominate candidates for election to committees.
 3. Seek input from members of the college faculty and develop proposals to the Dean for programs that enhance faculty recognition and faculty development.

4. Work with the Dean to develop the agenda for college faculty meetings, including developing resolutions and background information for presentation to the faculty.
 5. Advise the Dean and associate deans when called upon to do so, and seek guidance from the college faculty to inform this advice when necessary.
 6. Report to the college faculty at least twice per year to apprise them of current issues important to the college. This briefing is normally conducted by the chair of the committee.
 7. Shall communicate with the college faculty in any way it deems suitable, including initiating meetings and electronic communication.
- (C) The Faculty Council shall consist of one standing faculty member from each department elected by that department, one Teaching Professor/Academic Specialist elected by the Teaching Professors/Academic Specialists, and one member of the Coop faculty elected by the Coop faculty. An associate dean appointed by the Dean shall be an *ex-officio* member of the committee.
- (D) The Faculty Council shall elect one member to be the Council chair.
- (E) The members of the Faculty Council shall serve terms of two years. Members shall serve at most two consecutive terms. After leaving the committee, members are not eligible for reelection for one year.
- (F) Elections for the Faculty Council shall be held prior to the end of the Spring Semester. The newly elected committee shall start to serve at the beginning of the Fall Semester.
- (G) A vote of the Faculty Council is only valid if a majority of committee members are present.

A.III. Graduate Affairs Committee

- (A) The Graduate Affairs Committee shall discuss and vote on graduate curriculum, program changes that have been approved by the departments, graduate students awards, as well as college-wide curriculum and program changes. The committee shall advise the Dean on issues related to graduate courses, programs, policies and degree matters.
- (B) The Graduate Affairs Committee shall consist of one standing faculty member from each department (typically, but not necessarily, the chair of the department's graduate curriculum or studies committee) and a representative of the Multidisciplinary Master's Degree programs, all appointed by the Dean in consultation with the department chairs and the Associate Dean for Graduate Education.
- (C) A minimum of 4 committee members are required to be present for a vote. Departments may send a substitute to the Graduate Affairs Committee meeting if that substitute is briefed by the standing committee member, the Department Chair, and the Department Graduate Committee.
- (D) The COE Elected Representative to the University Graduate Council, if not already a member of the Graduate Affairs Committee, serves as an *ex officio* member. In addition, The Director of Graduate Student Services, Director of Graduate Admissions, and Assistant Dean of Multidisciplinary Graduate Education and Digital Learning serve as *ex officio* members.
- (E) The Associate Dean for Graduate Education, or a delegate, shall be the Chair of the committee. The Chair votes in the event of a split vote.

A.IV. Undergraduate Curriculum Committee

- (A) The Undergraduate Curriculum Committee shall consider curriculum changes related to undergraduate programs, including first-year and coop courses, and advise the Dean on issues related to undergraduate courses, programs, and degree matters.
- (B) The Undergraduate Curriculum Committee shall consist of one college faculty member from each department (typically, but not necessarily, the chair of the department's undergraduate curriculum or studies committee) and one faculty member from the first-year engineering program (FYE), all appointed by the Dean in consultation with the department chairs, FYE Director, and an Associate Dean. The Assistant Dean for Undergraduate Academic Advising shall serve as an *ex officio*, non-voting member.
- (C) An Associate Dean shall be the chair of the committee.
- (D) The Undergraduate Curriculum Committee shall discuss and vote on undergraduate curriculum and program changes that have been approved by the departments, as well as college-wide curriculum and program changes. Upon approval by the committee, changes are sent to the Dean for approval, followed by consideration by the University Undergraduate Curriculum Committee.

A.V. Academic and Research Infrastructure Committee

- (A) The Academic and Research Infrastructure Committee shall review and provide feedback on policies and procedures related to scientific computing, the college's computing infrastructure, laboratory and office space, and research and educational facilities.
- (B) The Academic and Research Infrastructure Committee shall consist of one college faculty or staff member from each department, appointed by the Dean in consultation with the department chairs, and three additional members appointed by the Dean.
- (C) The Dean shall appoint an assistant or associate dean to be the chair. The Dean may appoint one or more additional members depending on infrastructure needs during a particular academic year.

A.VI. Sabbatical Leave Committee

- (A) The Sabbatical Leave Committee shall evaluate all proposals for leave and sabbatical reports submitted to the College by faculty eligible for sabbatical leave during the subsequent year, and provide leave recommendations to the Dean.
- (B) The Sabbatical Leave Committee shall consist of one standing faculty member from each department appointed by the Faculty Council. An associate dean appointed by the Dean shall be an *ex officio* member of the committee.
- (C) The Sabbatical Leave Committee shall elect one member to be the committee's chair.
- (D) The sabbatical eligibility list, as determined by specifications in the Faculty Handbook, shall be distributed by the Dean's office prior to the Fall semester of the academic year of application by the faculty member and consideration by the Committee.

A.VII. Undergraduate Academic Standing Committee

- (A) The Undergraduate Academic Standing Committee shall review appeals regarding undergraduate issues which include, but are not limited to, re-entry after a student has been academically dismissed, denial of acceptance into the College of Engineering following a transitional term, and Incomplete grade extensions. The Committee shall render decisions on behalf of the College regarding such appeals.

- (B) The Undergraduate Academic Standing Committee shall consist of one representative from each department as appointed by the department chair, and one COE co-op faculty member appointed by the Assistant Dean for Cooperative Education. The Assistant Dean for Undergraduate Academic Advising and an Assistant Director of Undergraduate Academic Advising shall both serve as *ex officio*, non-voting members.
- (C) The Senior Associate Dean or Associate Dean for Undergraduate Education shall serve as the chair of the Undergraduate Academic Standing Committee.
- (D) The members of the Undergraduate Academic Standing Committee shall be appointed prior to the start of the Summer 2 term. The newly appointed committee shall convene prior to the start of classes in the Fall semester, and meet prior to each subsequent term during the academic year.

A.VIII. Co-op Standing Committee

- (A) The Cooperative Education (Co-op) Standing Committee shall:
 - a. Develop COE Co-op Performance Standards Agreements for both undergraduate and graduate Co-op, incorporating feedback from COE Co-op Faculty at large.
 - b. Review all student appeals involving Co-op sanctions. Review subjects may include but are not limited to: eligibility status, Co-op grade change, Co-op exception request, and Co-op withdrawal. The Committee shall render decisions on behalf of the College regarding such appeals.
- (B) The Co-op Standing Committee shall consist of 5 College Co-op Faculty members (4 appointed by the Assistant Dean for Cooperative Education and 1 appointed by the Assistant Dean of Multidisciplinary Graduate Education and Digital Learning), the Assistant Dean for Cooperative Education, the Associate Dean of Undergraduate Education, and the Assistant Dean for Undergraduate Academic Advising (serving as *ex-officio* members of the committee). If one of the committee members is involved with an appeal, they shall recuse themselves and the associated Assistant Dean will appoint another Co-op Faculty member to serve.
- (C) The Assistant Dean for Cooperative Education shall be the chair of the committee.
- (D) The members of the Co-op Standing Committee shall be appointed prior to the start of the academic year. The Committee shall meet annually to review COE Co-op.

A.IX. Graduate Appeals Committee

- (A) The Graduate Appeals Committee shall review appeals related to graduate academic matters including academic dismissal decisions, grade appeals, appeals for re-entry after graduate student academic dismissal, and other academic disputes involving graduate students that cannot be resolved by the academic unit with which the student is affiliated. The Committee shall render decisions on behalf of the College regarding such appeals. The Committee will also be the primary advisory committee for consideration of re-entry cases after a student has been inactive in a respective program for more than 7 years. After review by the relevant department, the Committee will review and make recommendations to the Associate Dean for Graduate Education regarding validity of credit and re-entry status.
- (B) Appointed by their respective Department Chairs, the Graduate Appeals Committee shall consist of a faculty member, one from each College of Engineering department, and one representative member from the Multidisciplinary Master's degree programs. An associate

dean and an academic advisor, both appointed by the Dean, shall be *ex-officio* members of the committee.

- (C) The Associate Dean for Graduate Education shall be the Chair of the committee.
- (D) The members of the Graduate Appeals Committee shall be appointed, for a two-year term with possibility of renewal for more term(s), prior to the start of the academic year, and meet prior to the start of each academic term and monthly, as needed, to review appeals noted in paragraph (A) of this section.

A.X. Undergraduate Student Awards and Scholarship Committee

- (A) The Undergraduate Student Awards and Scholarship Committee shall: oversee nominations for University-wide awards, such as the Hodgkinson, Compass and Garnet Awards; oversee the review of applications for and disbursement of COE Scranton Fund funds; encourage faculty and staff to nominate students for University-wide scholarships and honors (such as the Huntington 100) as appropriate; and periodically review the terms for existing COE scholarships to ensure ongoing, maximized impact of such scholarships. The Committee shall work with the COE Development Team to coordinate stewardship activities and, as necessary, recommend changes to terms.
- (B) The Student Awards Committee shall consist of one representative from each department, as appointed by the department chair; one faculty member from first-year engineering program (FYE) appointed by the FYE director; one COE co-op faculty member appointed by the Assistant Dean for Cooperative Education; and the Assistant Dean for Undergraduate Advising, serving as an *ex-officio*, non-voting member of the committee.
- (C) The Committee shall be co-chaired by the Assistant Dean for Academic Scholarship, Mentoring and Outreach and the Assistant Dean for Undergraduate Enrollment and Retention; both shall serve as *ex officio*, non-voting members.

A.XI. Research Affairs Committee (descriptions to be added during 2017-2018)