

**BYLAWS OF THE FACULTY ASSEMBLY
OF THE
COLLEGE OF ENGINEERING**

APPROVED APRIL 2018 BY ENGINEERING FACULTY
APPROVED APRIL 2018 BY ADMINISTRATION

**ARTICLE I
NAME**

The name of this organization shall be the Faculty Assembly of the College of Engineering.

**ARTICLE II
MEMBERSHIP**

All tenure-track and tenured faculty (referred to herein as academic faculty) from all units of the College of Engineering shall be members of the Faculty Assembly. These units consist of the Department of Biomedical Engineering, the Department of Chemical Engineering and Materials Science, the Department of Civil and Environmental Engineering, the Department of Computer Science, the Department of Electrical and Computer Engineering, the Division of Engineering Technology, the Department of Industrial and Systems Engineering, and the Department of Mechanical Engineering. Membership issues shall be resolved by the Faculty Assembly Executive Committee.

**ARTICLE III
PURPOSE**

The purpose of this Faculty Assembly is to promote the quality of education and research in the College of Engineering. The

Faculty Assembly provides the means by which the faculty of the College can discuss and make recommendations on all policies, procedures and matters of concern to them.

**ARTICLE IV
SCOPE**

1. Areas of interest of this Faculty Assembly shall include the approval of new courses, course changes, changes in the undergraduate curricula, policies and standards concerning student behavior and disciplinary action, participation in the formulation of plans for the development and reorganization of the College, and all other matters affecting more than one unit within the College of Engineering.
2. In all areas of representation of the College of Engineering, where appropriate, all units of the College of Engineering shall have equal representation.
3. Where there is an inconsistency, now or in the future, between these Bylaws and Board of Governors Statutes, University policies and regulations, or the Agreement between the University and the American Association of University Professors, the latter shall prevail.

**ARTICLE V
OFFICERS OF THE FACULTY
ASSEMBLY**

The Faculty Assembly shall elect a Chairperson of the Assembly to serve for a two-year term.

**ARTICLE VI
EXECUTIVE COMMITTEE**

1. The Faculty Assembly Executive Committee shall guide the work and implement the will of the Faculty Assembly.
2. The Faculty Assembly Executive Committee shall serve as an advisory committee to the Dean and meet regularly with the Dean. There shall be at least one meeting with the Dean during each of the fall and winter semesters.
3. The Faculty Assembly Executive Committee shall have one representative elected from each unit within the College of Engineering. Chairpersons, Assistant and Associate Deans shall not be eligible to serve on the Faculty Assembly Executive Committee.
4. All members of the Faculty Assembly Executive Committee, excluding the Chairperson of the Assembly, shall serve a two-year term. They shall serve on staggered terms so that approximately half of the members are elected in each year.
5. Representatives from the Department of Chemical Engineering and Materials Science, the Department of Mechanical Engineering, the Division of Engineering Technology, and the Department of Computer Science shall be elected in odd numbered years.

Representatives from the Department of Biomedical Engineering, the Department of Electrical and Computer Engineering, the Department of Civil and Environmental Engineering, and the Department of Industrial and Systems Engineering shall be elected in even numbered years.

6. The Chairperson of the Faculty Assembly shall also serve as the Chairperson for the Faculty Assembly Executive Committee for a two-year term.
7. The Dean shall serve as a non-voting ex-officio member of the Faculty Assembly Executive Committee.
8. Either the Dean or the Chairperson can convene a meeting of the Faculty Assembly Executive Committee.
9. All members of the Faculty Assembly Executive Committee shall have voting privileges.
10. All members of the Faculty Assembly Executive Committee are expected to attend all meetings. The Chairperson of the Committee must be informed in advance of any absence. Should any member miss more than two regular Faculty Assembly Executive Committee meetings in the academic year, without appropriate justification, then his/her corresponding unit will be notified.
11. If a member of the Committee is unable to complete his/her term then the corresponding unit shall elect a replacement to complete the term.
12. The minutes of each Executive Committee meeting shall be recorded. The responsibility for taking the minutes will alternate among all members of the

Committee. The minutes shall be circulated to all members of the Executive Committee at least 24 hours prior to the next scheduled meeting for approval by the Committee. After all requested changes are made, the final document shall be posted on the College of Engineering Faculty Assembly Executive Committee webpage.

13. The Faculty Assembly Executive Committee shall include the Bylaws Subcommittee and the Election Subcommittee. Other subcommittees may be formed based on need. The Chair of each subcommittee shall be elected from within its members. Each member of the Faculty Assembly Executive Committee shall serve on at least one subcommittee. Subcommittees shall report periodically to the Executive Committee. Each subcommittee may invite other College of Engineering faculty, staff, or administrators to serve on the subcommittee. The final recommendations made by each subcommittee must be approved by the Executive Committee prior to seeking their approval by the Faculty Assembly.

ARTICLE VII COMMITTEES

1. **Academic Operations Committee (AOC).** The College of Engineering shall have a standing committee referred to as the Academic Operations Committee. Each unit within the College of Engineering shall elect two representatives from its respective faculty to serve a two-year term on the Committee. The Academic Operations Committee shall be responsible for reviewing and making recommendations on all issues pertaining to engineering curricula. Final approval of all recommendations

made by the AOC Committee will be performed through voting by the Faculty Assembly. The Committee shall be chaired by the Dean or his/her designee.

2. **Academic Standards Committee (ASC).** The College of Engineering shall have a standing committee referred to as the Academic Standards Committee to recommend policy on standards, and to hear all student appeals on actions taken by the College on academic issues, e.g., probation or exclusion from registering in the College. Each unit within the College shall have one representative elected to the Academic Standards Committee by his/her respective unit to serve a two-year term. The Dean will appoint a representative to serve on the Academic Standards Committee, which will be chaired by the Dean's designee.
3. **Tenure, Promotion and Salary Committee.** The College of Engineering shall have a standing committee referred to as the Tenure, Promotion and Salary Committee. All Units within the College of Engineering will be equally represented by two representatives and an alternate from their respective faculty, excluding all Deans and Chairpersons.
4. **Dean Search Committee.** The Dean Search Committee shall be formed in compliance with the Collective Bargaining Agreement. The faculty representatives on the Dean Search Committee shall be nominated and elected by the entire Faculty Assembly. No more than one elected member shall be from the same unit. The election process shall be conducted by the Election Subcommittee. The faculty representatives on the Dean Search Committee shall report periodically to the Faculty Assembly while complying

with the conditions set forth by the Search Committee.

5. **Budget Advisory Committee:** The College of Engineering shall have a Budget Advisory Committee to monitor the process by which allocations are made to budgetary units, to periodically report to the Faculty Assembly on any significant changes in such allocations as well as on the criteria for such changes, and to be mindful of the financial operations of the College. The Budget Advisory Committee shall provide advice to the College administration on budgetary matters either on request or by its own initiative. The Committee shall meet regularly with the Dean, at least once a month. The Dean shall share all budgetary information available to him/her with the Committee. Each unit within the College of Engineering shall be represented by one tenured or tenure-track faculty or academic staff holding employment security status (ESS) who shall serve for a one-year term. The candidates for the Committee shall be nominated and elected by the tenure and tenure-track faculty and ESS/ESS-track academic staff in the College of Engineering. On odd numbered years, nominees from the Department of Chemical Engineering and Materials Science, the Department of Mechanical Engineering, the Division of Engineering Technology, and the Department of Computer Science shall be tenured faculty members. While on even numbered years, nominees from the Department of Biomedical Engineering, the Department of Electrical and Computer Engineering, the Department of Civil and Environmental Engineering, and the Department of Industrial and Systems Engineering shall be tenured faculty members. The election process shall be conducted by the Election

Subcommittee. The Chairperson of the Budget Advisory Committee shall be elected from among its members.

6. All members of the Faculty Assembly shall be eligible to serve on and vote for all elected positions within the College, including the College members of the Academic Senate, except as otherwise excluded in these Bylaws.
7. Candidates for College committees and Academic Senate may nominate themselves, or be nominated, with their consent, by the Chair of their units or other faculty members in the College. These nominations may be supplemented by the Faculty Assembly Executive Committee.
8. All committees shall post the minutes of their meetings on the College of Engineering webpage. They shall also report regularly to the Faculty Assembly Executive Committee on their activities.

ARTICLE VIII AD HOC COMMITTEES

1. The Faculty Assembly Executive Committee shall establish ad hoc committees of the Faculty Assembly as needed and shall specify the charges to these committees.
2. Membership on an ad hoc committee shall provide appropriate representation of all the various faculty interests.
3. Students may serve as members of ad hoc committees. The Faculty Assembly or the Executive Committee will determine the student membership on ad hoc committees.

**ARTICLE
IX
MEETINGS**

1. Meetings may be convened by the Dean, the Faculty Assembly Executive Committee, or upon a request through a petition signed by at least 10% of the members of the Faculty Assembly.
2. The quorum for a Faculty Assembly meeting shall be at least 40% of the membership of the Faculty Assembly.
3. The meetings of the Faculty Assembly shall be open unless closed by vote of 20% of the members present at the meeting. The meetings will be open if required by state law.
4. There shall be at least one meeting during each of the fall and winter semester.
5. Conduct of meetings shall be in accordance with the latest edition of Robert's Rules of Order. The Chairperson of the Faculty Assembly shall appoint a parliamentarian.

**ARTICLE X
ELECTIONS**

1. Elections for all college-wide committees shall be completed one week prior to the Winter Faculty Assembly meeting for services beginning in the fall term of the following academic year. The names of all members elected to serve on college-wide committees shall be posted on the College of Engineering website.
2. Procedures for conducting elections shall be established by the Election Subcommittee before each election.

**ARTICLE XI
AMENDMENTS**

1. Amendments to the Bylaws may be proposed in writing to the Faculty Assembly by the Faculty Assembly Executive Committee or by petitions carrying the signatures of at least 10% of the Faculty Assembly.
2. The vote on proposed amendments shall be either electronically or by written ballot.
3. The vote to change the Bylaws shall be taken no less than one month and no more than three months after the proposed amendments have been distributed to the faculty. Approval shall require at least a 2/3 favorable vote of the faculty voting or a majority of the members of the Faculty Assembly whichever is greater. Approval of the Dean shall be an additional requirement for amendments to the Bylaws.