

## **COLLEGE OF ENGINEERING AND COMPUTER SCIENCE BYLAWS**

**Adopted: December 7, 1990**

**Amended: April 11, 1991; May 12, 1995; May 19, 1996; April 20, 2005 and June 7, 2006**

### **The Faculty of the College of Engineering and Computer Science Florida Atlantic University**

#### **PREAMBLE**

The goal of the Faculty of the College of Engineering and Computer Science at Florida Atlantic University is to establish and maintain an academic environment in which knowledge of the disciplines of engineering and computer science is generated, imparted and fostered effectively and efficiently.

The bylaws stated herein provide a statement of the policies of the Faculty with respect to its organization and operation so that this goal may be accomplished in an orderly manner. Provisions of these bylaws are governed by, and subordinate to, the Rules of the Board of Trustees and of Florida Atlantic University as contained in the Florida Administrative Code; the Constitution and Bylaws of Florida Atlantic University; and any collective bargaining agreement covering the faculty. This collective body of rules and regulations shall hereinafter be referred to as the "University Statutes".

#### **ARTICLE I. NAME**

The name of this assembly shall be "The Faculty of the College of Engineering and Computer Science of Florida Atlantic University", hereinafter called the Faculty.

#### **ARTICLE II. PURPOSE**

For the purpose of generating and imparting knowledge effectively and efficiently in the disciplines of engineering and computer science, this assembly shall assume those rights and responsibilities ascribed to it by the University Statutes, and engage in such other activities as it may take unto itself provided they are not in conflict with the University Statutes. The Faculty shall provide undergraduate and graduate curricula and programs of instruction and research in engineering, computer science and the applied sciences, in cooperation with other Faculties of the University and with the Divisions of Undergraduate Studies, and Research and Graduate Studies. The Faculty shall recommend qualified students for the appropriate degrees. The Faculty shall be advisory to the Dean in matters of planning and budgeting (FAU Faculty Constitution and Bylaws, Article IV, Section 1).

#### **ARTICLE III. ORGANIZATION**

The Faculty shall be divided into departments and organized research units (ORUs), as required, to facilitate and encourage instruction, research, and service in appropriate areas. Departments are the primary academic and administrative units of the College. Five standing committees described in Article X- the College Policy and Development Committee, the Executive Committee, the Personnel Committee, the Undergraduate Studies Committee and the Graduate Studies Committee - shall be the primary mechanisms for conduct of college affairs of the Faculty.

Any proposal to create, transfer into the College, transfer out of the College, merge, or abolish a department or program of the Faculty must be presented to the Dean, the Policy and Development Committee, and the Executive Committee for their recommendations. If personnel matters are involved, the recommendations of the Personnel Committee shall also be obtained. These recommendations shall be presented to the Faculty in a Meeting of the Faculty (see Article IV) before submission by the Dean to other authorities.

## **ARTICLE IV. MEETINGS**

### **A. President of the Faculty**

A1. The President of the Faculty shall serve as Presiding Officer at meetings of the Faculty.

A2. The President of the Faculty shall be elected in April of the Spring Semester by the Faculty. Term of office shall be two years commencing at the beginning of the following academic year... The office of President of the Faculty shall rotate such the President will not be from the same department for more than four successive years.

A3. The President of the Faculty shall be selected from tenured College Faculty by secret ballot in a College-wide election held in April of the Spring Semester each year. The College Policy and Development Committee shall solicit nominees for the President from each department and provide a final list of candidates to the Dean's office which shall execute the election using electronic secret ballots. Election to office shall require a majority affirmative vote from among the ballots cast. In the event that a majority vote is not attained, then a run-off election between the two highest vote-getters will be held.

A4. Should the office of President of the Faculty be vacated, the Chair of the Personnel Committee shall become Acting President until a President is elected. The College Policy and Development Committee shall immediately develop a list of candidates and forward the final list of candidates to the Dean's office which shall execute the election using electronic secret ballots. If a new President is elected after the beginning of the semester, the term of the new President shall be the remainder of the current academic year plus one more academic year.

A5. The President of the Faculty shall have the following responsibilities:

a. Preside at Faculty meetings.

- b. Review and circulate minutes of faculty meetings prior to the next meeting.
- c. Prepare Faculty meeting agenda in accordance with paragraph E of this article.
- d. Issue calls for nominations for University Faculty Senate and Chair of the College Personnel Committee at the appropriate times (V.D.3 & 4; XIII, B.2).
- e. Supervise college-wide elections administered by the Dean's office and announce results of elections.
- f. Serve as an advocate for the Faculty of the College.
- g. Send email notices and agendas for faculty meetings at least 5 days prior to the meeting and a reminder within 24 hours of the meeting.
- h. Work with Department Chairs and the Dean's Office to ensure all College committees for the next academic year are organized by the end of the Spring semester.
- i. Verify all standing committees meet within the first six weeks of the Fall semester

**B. Procedures for Conduct of Meetings**

B1. Meetings of the Faculty shall be conducted in accordance with the current edition of Robert's Rules of Order, when not in conflict with University Statutes or these Bylaws, including the right of call for a written ballot on any question. State of Florida statutes governing openness of meetings (The Sunshine Law) shall apply.

B2. A quorum for the transaction of business at meetings of the Faculty shall be twenty-five per cent (25%) of those defined in Article V as being members of the Voting Faculty.

B3. Items for action shall be only those in the published agenda of meetings of the Faculty. The provisions of Article XI, Section B.4 of these Bylaws shall apply.

**C. Frequency**

C1. One meeting of the Faculty shall be held within the first five weeks of the Fall Semester, shall be called by the President of the Faculty, and shall include on its agenda, at a minimum, organization of the committees of the Faculty for the year. There shall be at least one meeting of the Faculty during the fall semester and at least one meeting of the Faculty during the spring semester.

C2. Additional meetings may be called by the Dean at the Dean's initiative, and shall be called when requested by a Standing Committee of the College, or when requested by a written petition to the Dean, signed by at least ten members of the Voting Faculty.

**D. Call of Meetings**

Notice of each meeting of the Faculty shall be issued by the President of the Faculty at least five working days prior to the date of the meeting. Such a notice shall include the meeting agenda. A meeting shall be called within twenty working days after receipt of a valid request or petition for a meeting.

**E. Agenda**

The agenda for meetings of the Faculty shall be prepared by the President of the Faculty and shall include all items submitted by the Dean, the Standing Committees of the College, and/or the petitioners who requested the meeting. Items may also be placed on the agenda by a petition to the President of the Faculty submitted prior to the issuance of a meeting notice and signed by at least five members of the Voting Faculty.

**F. Record**

F1. The minutes of each meeting constitute a record. Minutes shall be taken by a staff member from the Dean's Office and reviewed by the President of the Faculty before circulation for approval by the Faculty. Voting members shall have the right to submit their remarks made during meeting to this record prior to approval of the minutes of that meeting.

F2. Minutes of all meetings shall be kept on file in the Office of the Dean and shall be maintained on the College website.

F3. Approved policy items shall be made available on line and kept in an indexed policy manual on file in the Office of the Dean (See Article XVI

**ARTICLE V. THE FACULTY**

**A. Membership**

A.1 Members of the Faculty of the College of Engineering and Computer Science shall include those Faculty of the College who hold the rank or title of Professor, Associate Professor or Assistant Professor; the Dean and Assistant and Associate Deans with Faculty rank; and, as ex-officio members, the Provost and the President.

A.2 The Faculty may extend non-voting privileges to other qualified individuals, by majority vote, upon the recommendation of the Personnel Committee.

**B. Voting Rights**

All members of the Faculty shall have voice in matters of the Faculty. Subject to the following provisions, all Faculty members shall have the right to vote at College Faculty meetings and in College elections and referenda.

B.1 Voting rights shall be exercised only by full-time Faculty who hold an appointment of at least fifty per cent in this Faculty and who are tenured or tenure-earning.

B.2 Voting Members of the Faculty on sabbatical or other official forms of leave, including travel, annual leave, and sick leave, shall be permitted to cast absentee ballots in College elections and referenda.

B.3 Proxy votes or ballots shall not be permitted.

### **C. Rights and Responsibilities**

C.1 Members of the Faculty initiate, develop, and implement the educational, research, and service programs of the Faculty as a part of the programs of the University. Whenever appropriate, the Faculty shall seek the advice of representatives of students in carrying out these activities.

C.2 The Faculty shall

- a. Advise the Dean on College policy.
- b. Consider, transact, or delegate business initiated by themselves, by the Dean, or by other officers or bodies of administration.
- c. Propose, review, and recommend degree programs through appropriately established channels.

### **D. Representation on the University Faculty Senate**

D.1 The number of University Senators allotted to the College will be as specified in the University Constitution. (Article II, Section 2.A)

D.2 The College representatives to the University Faculty Senate shall be elected at large with no more than one elected from each department.

D.3 University Faculty Senate representatives shall be elected by secret ballot in a College-wide election, with a plurality vote from among the ballots cast required for election. If two or more positions are to be filled in the same election, the winners shall be the eligible candidates receiving the highest number of votes. The President of the Faculty shall issue a call for nominations, as necessary, and prepare the ballot.

### **E. Procedure for Appointment of Faculty Members**

E.1 Recommendations for appointments to the Faculty shall originate in one of the following three ways: (a) by recommendation of a department or College ORU (b) by recommendation of two or more units of Florida Atlantic University, at least one of which is a department or ORU of the College of Engineering (Joint appointment); and (c) by recommendation of the Dean (Faculty-wide appointment).

E.2 All Faculty appointments to a department shall require the review and approval of the Faculty of that department. Faculty appointments to an ORU shall require the review and approval of the Faculty of the ORU. Joint appointments between a department and an ORU shall require the review and approval of the faculties of both units. For appointments to tenure-earning positions at the ranks of Associate Professor and Professor, established University procedures shall be followed.

E.3 Recommendations for appointment by the Faculty of a department or ORU shall

be forwarded to the Dean by the chief executive officer of the unit.

E.4 Appointments to the Faculty must conform with all search and recruitment policies of the University, including those of affirmative action and equal opportunity.

E.5 Nominees for Joint appointments to the Faculty shall be provided, at the time of initial offer, a letter of understanding covering any special conditions or considerations of the appointment. The author of such letter will be determined in accordance with the university statutes governing employment.

E.6 Adjunct, Visiting or Courtesy appointments to the Faculty may be extended to qualified individuals. The above procedures for appointment shall apply, to the extent they are relevant.

## **F. Graduate Faculty**

F.1 Members of the Graduate Faculty are those who teach graduate courses, direct thesis/dissertation research, or serve on thesis/dissertation supervisory committees.

F.2 Nominations for the membership in the Graduate Faculty are to be made by the Department Chair providing an assessment of the nominee's readiness to teach graduate courses, direct thesis/dissertation research, and serve on thesis/dissertation supervisory committees. The nominations must include information (over the past 5 years) about the nominee's teaching activities, thesis/dissertation supervision activity, sponsored research activity, and publications. It should also include a copy of the nominee's curriculum vitae, and any other supporting documentation. All nominations will be reviewed by the Graduate Studies Committee and forward recommendations to the Dean.. The Dean will then forward the nominations with his/her recommendation to the Vice President for Research and Graduate Studies.

F.3 At the University level, all nominations will be reviewed by the Advisory Council for University Research and Graduate Studies for compliance with the College and University Criteria. For nominees who are not in compliance with the criteria, the committee will review the College's justification and provide a recommendation to the Vice President of Research and Graduate Studies and Dean of Graduate Programs whether the nominee should be granted Graduate Faculty membership.

F.4 In order to be eligible for membership in the Graduate Faculty, a faculty member, as a minimum, must have

- a. A doctoral degree.
- b. Taught at least one graduate course over the past five years.
- c. Chaired at least one thesis/dissertation to completion over the past five year.
- d. Served on at least one thesis/dissertation supervisory committees as a member over the past five year.

- e. Active involvement in research activities, reasonable publications record, and participation in professional activities

F5. The duration of membership in the Graduate Faculty will be for a period of five years subject to renewal. The process of submitting requests for renewal of membership in the Graduate Faculty will be the same as for initial membership.

F6. The Vice President for Research and Graduate Studies and Dean of Graduate Programs, upon the recommendation of the appropriate Department Chair and College Dean, may make temporary appointments to the Graduate Faculty for visiting and adjunct faculty to serve in particular roles. Such appointments are valid only for the particular function for which they are approved, and for a specific duration of time.

## **ARTICLE VI. THE DEAN**

The Dean, who shall be a member of the Faculty with the rank of Professor, shall be the chief executive officer of the College.

### **A. Nomination and Appointment**

A.1 The Dean is appointed by the Provost, after consultation with the President.

A.2 Nominations for Dean shall be made only after formal consultation with a search or advisory committee appointed by the Provost and including members of the Faculty of the College according to FAU Bylaws. Each department shall have representation on this committee and shall recommend by secret ballot their nominees for representatives.

A.3 The Provost of the University may appoint an Interim Dean, after consultation with the Faculty.

### **B. Rights and Responsibilities**

B.1 The position of Dean shall be primarily that of the executive officer who administers the affairs of the College under policy determined by the Faculty of the College, consistent with University-wide academic policies.

B.2 The Dean is the representative of the College to industry, government, and academia. As such he/she is expected to 1) provide leadership for the College in its relations with these groups, 2) take an active role in reporting to the College and Faculty regarding relations with these groups, and 3) make policy and administrative recommendations to the appropriate University vice presidents and other administrators regarding such matters.

B.3 The Dean may act independently in such matters of the Faculty as are delegated to the Dean by the Faculty and to assume those rights and to fulfill those responsibilities ascribed to the Dean by University Statutes.

B.4 The Dean shall be responsible for organization of academic and research programs of the College; conduct of College affairs; representation of the College to other administrative elements of the University and to outside constituencies; establishment of open communication with the Faculty and students; and encouragement of a professional and collegial atmosphere within the College.

B.5 The Dean shall monitor and report on the progress of the College, as appropriate; forward nominations for appointment of academic personnel to the Provost; and forward recommendations for Faculty promotion and tenure.

B.6 The Dean shall be empowered to appoint Directors of College ORU's. Consultation with the College Personnel Committee and with Faculty involved with the ORU shall be required.

B.7 The Dean may designate a member of the Faculty as representative to act in the absence of the Dean, and may delegate authority to members of the Faculty or of the Dean's staff.

B.8 The Dean shall be empowered to appoint, and to meet and to consult with, a College Advisory Board consisting of representatives from industry, government, or academia.

B.9 The Dean shall be a voting member and Chair of the College Executive Committee, and an ex-officio, non-voting member of all other committees established by these Bylaws, or otherwise established by the Faculty. The Dean shall rely upon these committees for advice and counsel, but shall not be bound by their recommendations

## **C. Reports to the Faculty**

C.1 The Dean, or the designee(s) of the Dean, shall provide to the Faculty on a timely basis information on the budget and resources of the College, by department, by program, and by category.

C.2 At least once each year, the Dean, or the designee(s) of the Dean, shall provide to the Faculty information listing and categorizing the teaching and/or research productivity of each department and ORU.

C.3 At least once each year, the Dean shall provide to the Faculty an assessment and/or report of the status and progress of the College. The report will include information on the expenditures of the college and departments incurred the previous fiscal year.

## **D. Evaluation**

The Dean is evaluated annually by the Provost.

## **ARTICLE VII. THE DEPARTMENT**

### **A. Purpose**

The department is the primary academic and administrative unit within the College. It is established for the purpose of providing programs of instruction, research, and public service in a particular field of knowledge.

### **B. Faculty**

B.1 The Faculty of a department includes academic personnel of all ranks who are appointed to it. All members shall have voice in departmental matters.

B.2 The Faculty of a department are responsible for determination of departmental policy.

B.3 The Faculty shall assist the Chair in preparation of the departmental budget, organization of the work of the department, and evaluation of the quality and progress of that work.

B.4 Departmental policy shall provide for equitable distribution of Faculty assignments and for equitable distribution of departmental resources among the faculty. Each member of the Faculty shall be provided an equitable opportunity to attain the professional development and accomplishment required for tenure, promotion, and salary increases.

### **C. Bylaws**

C.1 Each department shall prepare and adopt bylaws to assist in the conduct of its activities. Departmental bylaws shall be consistent with the bylaws of the College and University.

C.2 Departmental bylaws shall contain, at a minimum: declaration of Faculty voting rights; procedures for approval of Faculty appointment, promotion, and tenure; operating procedures for departmental ORUs; procedures for election of representatives to the College Policy and Development Committee, College Undergraduate Studies Committee, College Graduate Studies Committee and College Personnel Committee; standing departmental committees; procedures for selection of members and chairs of departmental committees; procedures for the call, conduct, and establishment of agenda of departmental Faculty meetings; procedures for establishing the budget and the disposition of salary recovery, overhead, and discretionary monies; and such other items as may be specified elsewhere in these bylaws.

C.3 Current copies of departmental bylaws shall be provided to each member of the department and shall be posted on the Departmental web page and filed with the Dean and with the College Policy and Development Committee.

## **ARTICLE VIII. THE DEPARTMENT CHAIRPERSON**

The position of the Department Chairperson shall be primarily that of the executive officer who administers the affairs of the department, consistent with College and University-wide regulations and policies. His duties and responsibilities are described in Provost's Memorandum 2004-08.( <http://www.fau.edu/provost/files/jobdescriptionchairs.pdf> ) The Department Chair is appointed by the Dean of the College of Engineering and Computer Science in consultation with the Faculty of the department. The Dean shall consider the review of the Faculty in his/her decision to continue the appointment of the Chair. The length of the appointment shall be determined by the Dean.

### **A. Eligibility**

At the time of appointment, a chairperson normally shall be a tenured Professor and member of the Faculty of the department in which to hold office.

### **B. Appointment**

B.1 At least three months prior to the end of the term of an incumbent chairperson, or when the position becomes vacant, or upon announcement thereof, the Faculty of the department and the Dean shall meet to review the administrative needs of the department and to determine whether to seek candidates from within or external to the department.

B.2 Applications and nominations of external candidates will be accepted for review only if there is a prior determination that financial resources are available.

B.3 Whether internal or external candidates and nominations are to be sought, with or without internal applicants eligible to apply, the Dean, in consultation with the faculty, shall form a committee to review and receive nominations. The committee shall consist of five members. Three of the members shall be selected by the Department Faculty as provided for in the Department bylaws. The two remaining members shall be appointed by the Dean with one from within the Department faculty, and one from the College Faculty or outside.

B.4 The committee shall review and receive nominations and applications for the position. The Faculty of the department will be invited to review the qualifications of all applicants and to communicate their opinions to the committee members during the review process. The search committee shall then provide a short, unranked list of acceptable candidates to the Dean.

B.5 In the event that the recommendation by the committee is not accepted by the Dean, reasons for the unsuitability of the candidate(s) will be communicated to the committee by the Dean. In the event that only one name is provided to the Dean from those reviewed, the Dean, at his/her discretion, may invite additional applicants for review by the committee.

B.6 The Dean may make an interim appointment of acting Chairperson from the Departmental Faculty until selection and approval of a Chairperson is made. Consultation with the

Faculty of the department shall also be required before appointment of an acting Chairperson. Selection of the new Chair shall be made in an expedient manner.

### **C. Rights and Responsibilities**

C.1 The Chair shall be responsible for the execution of departmental decisions and policies, as determined by the Faculty of the department, and for the execution of University and College policies insofar as they affect the department. The duties and responsibilities of the Chair are stated in Provost's Memorandum 2004-08. <http://www.fau.edu/provost/files/jobdescriptionchairs.pdf>

C.2 The chairperson is the representative of the Department to industry, government, and academia. As such, he/she is expected to 1) provide leadership for the Department in its relations with these groups, 2) take an active role in reporting to the Department, to the Dean, and the Executive Committee, regarding relations with these groups, and 3) make policy and administrative recommendations to the Department, Dean and Executive Committees regarding such matters.

C.3 The Chair in consultation with the Faculty shall prepare the departmental budget; organize the work of the department; monitor the quality and progress of that work; and render decisions on such departmental matters as may arise.

C.4 The Chair shall be empowered to act independently in such matters of the Faculty as are delegated to the Chair by the Faculty and to assume those rights and fulfill those responsibilities ascribed to the Chair by University Statutes.

C.5 The Chair shall, if possible, designate a tenured member of the Faculty to act in the absence of the Chair, and may delegate authority to other members of the departmental Faculty or staff.

C.6 In the administration of the department, the Chair shall recognize the individual rights and responsibilities of the Faculty ascribed to them by University Statutes, by University and College policy, and by accepted norms of professional practice for engineering faculty.

C.7 The chair shall:

- a. Monitor and report on the teaching and research activities of the department, as appropriate.
- b. Be responsible for the expenditure of departmental funds according to departmental policy.
- c. Be responsible for the inventory of equipment assigned to the department.
- d. Call to order and preside at meetings of the faculty.
- e. Forward to the Dean nominations for the appointment of academic personnel, as recommended by the faculty.
- f. Prepare and submit recommendations to the Dean for the granting of tenure to Faculty members, after obtaining the opinions of the tenured Faculty of the department.

g. Prepare and submit to the Dean recommendations for Faculty promotions, after obtaining the opinions of the Faculty of the department.

C.8 The Chairperson may recommend for appointment such administrative assistants as required, for approval by the Dean, the Provost, and the President of the University.

C.9 The Chairperson, with the approval of the Faculty of the department and the Dean, shall appoint a departmental advisory board consisting of representatives from industry, government, or academia.

#### **D. Review Process**

In addition to annual review by the Dean, an in-depth review of the the Chair shall be conducted by the Dean no less frequently than every five years in accordance with Provost's Memorandum 2004-08.( <http://www.fau.edu/provost/files/jobdescriptionchairs.pdf> )

### **ARTICLE IX. ORGANIZED RESEARCH UNITS**

An organized research unit (referred to elsewhere in this document as an ORU) is an administrative unit organized for the conduct of research activities in support of the academic mission of the College. Organized research units, in the form of institutes and centers, are authorized under Article IX, Sec. 7 of the Florida Constitution and Rule 6C-3.001, Florida Administrative Code and the Board of Governors Resolutions: Rule adoption, Jan. 7, 2003; Master Powers & Duties, Oct. 22, 2003.

#### **A. Mission**

Subject to approval of the University Faculty Senate, organized research units (ORU's) such as research centers and laboratories may be established within the College, for the purpose of providing Faculty and students with research opportunities and resources beyond those normally provided by individual departments. This mission is accomplished by providing greater internal and external visibility for particular areas of research through the mission statements of each ORU, by providing common research facilities for use in related areas of research, by establishing a mechanism for collaboration of Faculty across department and college lines, and by providing research assistantships to students.

#### **B. Organizational Structure**

B.1 The location of an ORU for administrative purposes in the organizational hierarchy of the College shall depend on its specialized mission. A College ORU has a mission which transcends the disciplinary boundaries of a single department, while a departmental ORU has a mission which lies substantially within the disciplinary boundaries of that department.

B.2 Each ORU shall be administered by a Director, who shall be responsible for the conduct of the affairs of the unit.

B.3 The Director of a College ORU shall be appointed by, and shall report to, the Dean or a designated representative of the Dean. Consultation with the College Personnel Committee and with the Faculty involved with the ORU shall be required before an appointment is made.

B.4 The Director of a departmental ORU shall be appointed by, and shall report to, the relevant department Chair or a designated representative of the Chair. Consultation with the Faculty of the department shall be required before an appointment is made. In the event the Director is also the Chairperson, the appointment shall be made by the Dean and the Director shall report to the Dean or a designated representative of the Dean.

B.5 Additional administrative staff may be appointed at the discretion of the Director, subject to the availability of funds.

B.6 Depending upon the mission and sources of funding of the ORU, the Director may appoint an advisory board consisting of representatives from industry, government, or academia to conduct periodic reviews of activities and research directions of the unit. Appointment of such a board shall require the approval of the Dean or department Chair, as the case may be.

## **C. ORU Faculty**

C.1 Line Faculty positions acquired or created specifically in an ORU belong to that ORU. Such positions may be tenured, tenure-earning, or non-tenure-earning. Each tenured or tenure-earning Faculty member affiliated with an ORU must also have an appointment within an academic department. The departmental affiliation of a tenured or tenure-earning Faculty member shall be determined at the time of employment, jointly by the faculties of the ORU and of the department in which the Faculty member seeks tenure.

C.2 Tenured or tenure-earning Faculty positions which are obtained through the establishment of an ORU are regular Faculty positions in the College. Faculty members hired on such regular tenure-earning positions are expected to pursue teaching, research and service activities to the same standard as other Faculty members in the College.

C.3 Both the ORU and the designated academic department of record shall appear as the affiliation of the Faculty member on publications, business cards, and any other form of identification of the Faculty member's institutional affiliation.

## **D. Department - ORU Relationship**

D.1 ORU Directors shall be responsible for the assignment and evaluation of research associated with the ORU. Department Chairs shall be responsible for the assignment and evaluation of teaching responsibilities and non-ORU research. Service activities shall be jointly evaluated by the department Chairs and the ORU Directors. Inputs from both administrators may address all

areas of Faculty performance, but the primary responsibilities shall be as noted above. The annual evaluation shall be a synthesis of the inputs of both administrators.

Unless the ORU Director reports to the department Chair, disagreements in the proposed annual evaluations and salary increases for Faculty members with both departmental and ORU appointments shall be settled by the Dean.

D.2 In the distribution of departmental resources for Faculty development and support, the ORU Faculty shall be treated in the same way as other departmental faculty.

D.3 Recovery of Faculty salaries from a research contract or grant shall be returned to the unit releasing the Faculty time to pursue that research - either the department or the ORU, as the case may be.

D.4 Overhead monies returned to the College that have been generated from College ORU originated research proposals, shall be returned to the ORU according to agreement reached by the College Executive Committee with the Director of the ORU.

D.5 In the case of a joint research project between an ORU in conjunction with other units, the units involved shall develop a written agreement governing the disposition of overhead monies generated prior to proposal submittal.

#### **E. Reporting Requirements**

Organized research units shall follow the reporting procedures established by the State University System/Division of Colleges & Universities, Institutes and Centers Policy Guideline 04-07-27.

### **ARTICLE X. COMMITTEES**

#### **A. Standing Committees**

A.1 The Standing Committees of the College shall include the College Policy and Development Committee, the Executive Committee, the Personnel Committee, the Undergraduate Studies Committee, the Graduate Studies Committee and such other committees as the Faculty deems necessary.

A.2 Other Standing Committees and their membership and charges shall be determined by a majority vote of the Faculty, upon recommendation by the Policy and Development Committee.

#### **B. Ad Hoc Committees**

The Faculty or the Dean may appoint or direct the election of such ad hoc committees as deemed necessary in areas not normally within the purview of the Standing Committees.

#### **C. Joint Meetings**

The Dean shall have the authority to call for joint meetings of the committees of the College.

## **ARTICLE XI. COLLEGE POLICY AND DEVELOPMENT COMMITTEE**

### **A. Membership**

A.1 The College Policy and Development Committee (CP&D) shall consist of one member of the Faculty from each department of the College.

A.2 Tenured members of the Faculty with the rank of Associate Professor or Professor shall be eligible for service on CP&D, except department Chairs and Assistant or Associate Deans of the College. Members of the Personnel Committee may not serve simultaneously on CP&D.

A.3 The Faculty of each department shall elect its representative to CP&D for the next academic year by secret ballot at the end of the Spring Semester. The election process shall be as prescribed in the departmental bylaws. Vacancies on CP&D shall be filled in a timely manner by this same election procedure; the person elected shall serve for the remainder of the term vacated.

A.4 The term of office is two years, beginning with the first meeting of the Fall Semester. No individual shall serve on CP&D for more than four consecutive years. Re-election to the Committee shall not be possible for at least two years after completion of two consecutive terms. Approximately one-half of the membership shall be elected each year.

### **B. Rights and Responsibilities**

B.1 The Policy and Development Committee shall be representative of, and responsible to, the Faculty of the College of Engineering. All matters of Faculty concern not within the domain of other College committees shall lie within its purview.

B.2 The primary functions of CP&D shall be to maintain the College by-laws and to monitor operations within the College to verify compliance with the by-laws, to advise the Executive Committee on the formulation and execution of College policies and to initiate, discuss, evaluate, and recommend short and long range plans for the College. It may serve as advisor to the Dean on its own initiative, or on request from the Dean or the Faculty.

B.3 The College Policy and Development Committee may request a written statement from the Dean that gives reasons for not adopting a recommendation of the Committee. The statement shall become a part of the permanent records of the Committee.

B.4 The College Policy and Development Committee shall meet prior to each Faculty meeting and make recommendations on action items on the agenda of that meeting. (Article IV, Section B.3)

B.5 The College Policy and Development Committee shall act on behalf of the Faculty on those matters of Faculty concern for which the Faculty has delegated to CP&D the specific authority to act.

B.6 Unless prohibited by University Statutes, or by law, CP&D shall be empowered to review records and to gather information, as necessary, to discharge its responsibilities to the Faculty, to the Dean, and to the University.

B.7 The College Policy and Development Committee, in consultation with the Dean, shall be empowered to render interpretations of these Bylaws.

### **C. Meetings and Election of Officers**

C.1 The first meeting shall be held within the first 3 weeks of the Fall Semester. The Dean may request that the Committee review or develop College policies. The agenda for this meeting shall include election of a Chairperson and a Secretary from among the elected members of CP&D. If during the election process, no faculty members accept nominations, then, by default, the Chairperson and Secretary shall be most senior and most junior Committee faculty members, respectively (based on years of FAU employment).

C.2 Additional meetings may be called by the Chair at the Chair's initiative, and shall be called, within ten working days, upon request of the Dean or of two members of CP&D. The Dean shall be notified of all Committee meetings.

C.3 The Chair shall set the agenda, convene the Committee, and preside at meetings. The Secretary shall record and maintain a complete and public record of the minutes of the proceedings. (See IV.F.2)

C.4 The Committee shall meet, as required, for the timely conduct of the affairs of the Faculty and the College, and to fulfill the provisions of Article XI, Section B. 4 of these Bylaws. There shall be at least one meeting each semester.

C.5 All actions of the College Policy and Development Committee shall be by majority vote of those present and voting. Any voting member of the Committee shall have the right of call for a written ballot on any question. State of Florida statutes governing openness of meetings (Sunshine Law) shall apply.

C.6 At least one meeting of the College Policy and Development Committee each term shall address student issues. The Chair of the Engineering Council and one student representative from each department shall be invited to the meeting, along with the Dean of Engineering.

### **D. Subcommittees**

The College Policy and Development Committee may appoint such subcommittees as it deems necessary. Upon request by CP&D, these subcommittees shall report in writing to CP&D.

## **ARTICLE XII. EXECUTIVE COMMITTEE**

**A. Membership**

The voting membership of the Executive Committee shall consist of the Dean and Chairpersons of departments of the College. The Dean may invite others to participate in the Committee as non-voting members.

**B. Duties**

B.1 The Executive Committee shall assist the Dean in the day-to-day operation of the College. It shall advise the Dean on matters of executive function; budgetary policy, including overhead distribution; extra-college policy, coordination of class scheduling and other matters delegated to it by the Faculty.

B.2 The Executive Committee shall be empowered to act independently to assume those rights and fulfill those obligations ascribed to its voting members by the University Statutes as executive officers of administrative units of the College.

B.3 Unless prohibited by University Statutes, or by law, the Executive Committee shall be empowered to review records and to collect information, as necessary, to discharge its obligations to the Faculty, to the Dean, and to the University.

**C. Meetings**

C.1 The Dean is Chair of the Executive Committee. The Dean, or the designee of the Dean, shall set the agenda, convene the Committee, and serve as Presiding Officer at meetings.

C.2 A Secretary, appointed by the Dean, shall record and maintain a complete and public record of the minutes of Executive Committee meetings.

C.3 The Committee shall meet, as required, for timely conduct of the affairs of the Faculty and the College.

C.4 All actions of the Executive Committee shall be by majority vote of those present and voting. Any voting member of the Committee shall have the right of call for a written ballot on any question. State of Florida statutes governing openness of meetings (Sunshine Law) shall apply.

**D. Subcommittees**

The Executive Committee may appoint such subcommittees as it deems necessary. Upon request by the Executive Committee, these subcommittees shall report in writing to the Executive Committee.

**ARTICLE XIII. PERSONNEL COMMITTEE**

## **A. Membership**

A.1 The Personnel Committee shall consist of one member of the Faculty and one alternate from each department of the College and a Chairperson elected from the Faculty at-large. The Dean shall be notified of all Committee meetings.

A.2 Tenured members of the Voting Faculty with the rank of Associate Professor or Professor shall be eligible for service on the Personnel Committee, except department Chairs, Directors of College ORU's, and Assistant or Associate Deans of the College. Members of the College Policy and Development Committee may not serve simultaneously on the Personnel Committee.

A.3 The Faculty of each department shall elect its representative to the Personnel Committee for the next academic year and its alternate representative by secret ballot in April of the Spring Semester. The election process shall be as prescribed in the departmental bylaws. Vacancies on the Committee shall be filled in a timely manner by this same election procedure; the person elected shall serve for the remainder of the term vacated.

A.4 The term of office is two years, beginning with the first meeting of the Fall Semester. No individual shall serve on the Personnel Committee for more than four consecutive years. Re-election to the Committee shall not be possible for at least two years after completion of two consecutive terms. Approximately one-half of the membership shall be elected each year.

## **B. Chairperson**

B.1 The Chairperson of the Personnel Committee shall be a tenured member of the Faculty with the rank of Professor.

B.2 The Chair of the Personnel Committee for the next academic shall be selected by secret ballot for a two-year term in a College-wide election held in April of the Spring Semester every other year. The President of the Faculty shall solicit nominees for the position from each Department and provide a final list of candidates to the Dean's office which will distribute the secret ballots electronically. Election to office shall require a majority affirmative vote from among the ballots cast. In the event that a majority vote is not attained, then a run-off election between the candidates with the two highest vote counts will be held. Should the position of Chairperson become vacant, an eligible member of the Faculty shall be elected by this same procedure to serve for the remainder of the term vacated. The office of Chairperson shall rotate such that the Chairperson will not be from the same department for more than two successive years.

B.3 The Chairperson shall be a non-voting member of the Personnel Committee.

B.4 The Chairperson of the Personnel Committee shall serve as the College representative to the University Tenure and Promotion Committee.

## **C. Rights and Responsibilities**

C.1 The Personnel Committee shall:

- a. Work to safeguard the rights and privileges of the Faculty.
- b. Serve as the College Promotion and Tenure Committee. Review the promotion and tenure recommendations submitted to the College and make tenure and promotion recommendations to the Dean. (University Bylaws, Section 3.31)
- c. Review cases of appointment to the Faculty with tenure and cases of appointment to tenure-earning positions at the rank of Associate Professor or Professor if requested by the Dean.
- d. Review all cases in which members of the Faculty are not recommended for reappointment, for reasons other than denial of tenure.
- e. Advise the Dean on matters of personnel policy concerning the Faculty, including criteria for Faculty performance evaluations, for promotion and tenure, and for allocation of merit and discretionary raises.

C.2 The Personnel Committee shall act on behalf of the Faculty on those matters of Faculty concern for which the Faculty has delegated to the Personnel Committee the specific authority to act. It shall also be empowered to determine the voting rights of members of the academic staff under the provisions of Article V, Section B.4.

C.3 Unless prohibited by University Statutes, or by law, the Personnel Committee shall be empowered to review records and to gather information, as necessary, to discharge its responsibilities to the Faculty, to the Dean, and to the University.

## **D. Meetings**

D.1 Meetings may be called by the Chair at the Chair's initiative, and shall be called, within ten working days, upon request of the Dean or of two members of the Personnel Committee.

D.2 At the first meeting of the Fall Semester, a Secretary shall be elected by the Personnel Committee from among its elected members.

D.3 The Chair shall set the agenda, convene the Committee, and preside at meetings. The Secretary shall record and maintain a complete and public record of the minutes of the proceedings, excluding those personnel actions rendered confidential by University Statutes, or by law.

D.4 The Committee shall meet, as required, for the timely conduct of the affairs of the Faculty and the College. There shall be at least one meeting each semester.

D.5 All actions of the Personnel Committee shall be by majority vote of those present and voting. Any voting member of the Committee shall have the right of call for a written ballot on any question. State of Florida statutes governing openness of meetings (Sunshine Law) shall apply.

## **E. Subcommittees**

The Personnel Committee may appoint such subcommittees as it deems necessary. Upon request by the Personnel Committee, these subcommittees shall report in writing to the Personnel Committee.

## **ARTICLE XIV. UNDERGRADUATE STUDIES COMMITTEE**

### **A. Membership**

A.1 The voting membership of the Undergraduate Studies Committee shall be comprised of one member of the Faculty from each department of the College. The Dean may appoint an Associate Dean and a representative from the Division of Engineering Student Services to nonvoting membership of the Committee. The Division of Engineering Student Services shall appoint two undergraduate students from the College to serve on the Committee as non-voting members.

A.2 All members of the Faculty shall be eligible for membership on the Undergraduate Studies Committee.

A.3 Each Department shall determine how its Undergraduate Studies Committee member will be selected. Vacancies shall be filled in a timely manner.

A.4 The term of office shall be two years, beginning with the first meeting of the fall semester. Terms of Undergraduate Studies Committee members shall be staggered in order to maintain continuity on the Committee. There shall be no limit to the number of terms that an Undergraduate Studies Committee member may serve consecutively.

### **B. Chairperson**

B.1 The Chairperson of the Undergraduate Studies Committee shall be elected by the Membership of the Committee at the first meeting of the fall semester each year. The Chairperson may serve more than one consecutive term, as long as each term results from the annual election of the Chair. If during the election process, no faculty members accept nomination for Chairperson, then, by default, the Chairperson shall be most senior Committee faculty members (based on years of FAU employment).

B.2 If the Chairperson for any reason is unable to complete the term of service, a replacement Chairperson shall be elected from the remaining membership to serve for the remainder of the vacated term of office.

B.3 The Chairperson shall be the representative of the College on the University Undergraduate Programs Committee.

### **C. Rights and Responsibilities**

C.1 The Undergraduate Studies Committee shall:

- a. Review and recommend approval or disapproval of all proposed new or changed undergraduate courses within the College.
- b. Review and recommend approval or disapproval of all proposed new undergraduate degree, certificate, or other special programs within the College.
- c. Develop and recommend to the Dean or College Faculty for consideration, policies and procedures relating to undergraduate admissions and petitions, limited access programs and senior design courses that involve participation of students from more than one department.
- d. Verify on a semester basis that the Executive Committee is coordinating class scheduling among departments and resolving scheduling conflicts.
- e. Develop and recommend to the Dean and College Faculty for consideration, other policies relating to undergraduate students, such as, but not necessarily limited to, college-wide scholarships, college-wide student awards, academic irregularities, etc.
- f. Act as the adjudication body for the College of Engineering in matters of academic irregularities, in accordance with the provisions of the FAU Catalog and the FAU Student Handbook.
- g. Advise the Dean on any problems relating to College undergraduate programs.

C.2 All disapproval actions shall be explained in writing as a part of the approved minutes of the Committee.

## **D. Meetings**

D.1 The Undergraduate Studies Committee shall meet when necessary. Meetings may be called by the Committee Chair, the Dean, an Associate Dean, or by agreement of a majority of the membership of the Committee.

D.2 Noncontroversial voting may take place by phone or by E-Mail, as long as a record of the vote is kept.

D.3 A quorum shall consist of the majority of the membership of the Committee.

D.4 Student members shall leave the meeting whenever the committee considers student petitions or other matters requiring privacy of personal information.

## **E. Subcommittees**

The Undergraduate Studies Committee may appoint subcommittees from time to time as it

may deem necessary. Subcommittee work products shall be brought to the Committee for final discussion and voting.

## **ARTICLE XV. GRADUATE STUDIES COMMITTEE**

### **A. Membership**

A.1 The voting membership of the Graduate Studies Committee shall be comprised of one member of the Graduate Faculty from each department of the College. The Dean may appoint an Associate Dean and/or a member of a College ORU to nonvoting membership of the Committee. The Executive Committee shall appoint one graduate student from the College to serve on the Committee as a non-voting member.

A.2 All members of the Graduate Faculty shall be eligible for membership on the Graduate Studies Committee.

A.3 Each Department shall determine how its Graduate Studies Committee member will be selected. Vacancies shall be filled in a timely manner.

A.4 The term of office shall be two years, beginning with the first meeting of the fall semester. Terms of Graduate Studies Committee members shall be staggered in order to maintain continuity on the Committee. There shall be no limit to the number of terms that a Graduate Studies Committee member may serve consecutively.

### **B. Chairperson**

B.1 The Chairperson of the Graduate Studies Committee shall be elected by the Membership of the Committee at the first meeting of the fall semester each year. The Chairperson may serve more than one consecutive term, as long as each term results from the annual election of the Chair. If during the election process, no faculty members accept nomination for Chairperson, then, by default, the Chairperson shall be most senior Committee faculty members (based on years of FAU employment).

B.2 If the Chairperson for any reason is unable to complete the term of service, a replacement Chairperson shall be elected from the remaining membership to serve for the remainder of the vacated term of office.

B.3 The Chairperson shall be the representative of the College on the University Graduate Programs Committee.

### **C. Rights and Responsibilities**

C.1 The Graduate Studies Committee shall:

- a. Review and recommend approval or disapproval of all proposed new or changed

graduate courses within the College of Engineering.

b. Review and recommend approval or disapproval of all proposed new graduate degree, certificate, or other special programs within the College of Engineering.

c. Develop and recommend to the College Faculty for consideration, policies and procedures relating to graduate admissions and petitions, limited access programs and courses that involve participation of students from more than one department.

d. Develop and recommend to the College Faculty for consideration, policies and procedures relating to the encouragement of research in the College.

e. Develop and recommend to the College Faculty for consideration, other policies relating to graduate students, such as, but not necessarily limited to, college-wide stipends, college-wide student awards, tuition waivers, matriculation waivers, academic irregularities, etc.

f. Act as the adjudication body for the College of Engineering in matters of graduate academic irregularities, in accordance with the provisions of the FAU Catalog and the FAU Student Handbook.

g. Advise the Dean on any problems relating to College graduate programs.

h. Review nominations for Graduate Faculty in accordance with Article V.F.

C.2 All disapproval actions shall be explained in writing as a part of the approved minutes of the Committee.

## **D. Meetings**

D.1 The Graduate Studies Committee shall meet when necessary. Meetings may be called by the Committee Chair, the Dean, an Associate Dean, or by agreement of a majority of the membership of the Committee.

D.2 Noncontroversial voting may take place by phone or by E-Mail, as long as a record of the vote is kept.

D.3 A quorum shall consist of the majority of the membership of the Committee.

D.4 The student member shall leave the meeting whenever the committee considers student petitions or other matters requiring privacy of personal information.

## **E. Subcommittees**

The Graduate Studies Committee may appoint subcommittees from time to time as it may deem necessary. Subcommittee work products shall be brought to the Committee for final discussion and voting.

## **ARTICLE XVI. STANDING RULES**

The Faculty may adopt resolutions of a permanent nature that are binding until rescinded or modified, provided they do not conflict with University Statutes or these Bylaws. These Standing Rules shall be adopted by majority vote of the Faculty. A public record of the Standing Rules of the College shall be maintained in the office of the Dean and in each departmental office.

## **ARTICLE XVII. AMENDMENT OF BYLAWS**

The process of amending these Bylaws shall be as follows:

- A.** Amendments may be proposed by the President of the Faculty, any of the standing committees of the College, or by petition of at least 10 members of the voting Faculty.
- B.** Proposed amendments shall be submitted to the College Policy and Development Committee. The College Policy and Development Committee shall review all proposed amendments and then circulate them to the Faculty within 2 weeks of submittal to the Committee. The College Policy and Development Committee may include a recommendation along with the proposed change, but the proposed change must be circulated with the exact wording that is submitted to the Committee.
- C.** After the proposed amendment(s) have been circulated to the Faculty, a meeting of the Faculty shall be scheduled within 3 weeks. The meeting agenda shall include discussion of the proposed change(s). The proposed amendment(s) shall be presented at the meeting.
- D.** The proposed amendment(s) may be amended at the Faculty meeting by a majority of voting members present, provided that a quorum is present.
- E.** The final amended version of the proposed amendment(s) shall then be circulated electronically to the Faculty within one week of adjournment of the meeting at which the proposed Bylaws amendments are discussed. Faculty will then be given two weeks after circulation of the final amended version of the proposed amendment(s) to submit their votes. Voting may be done either by paper ballot or by electronic ballot at the discretion of the President of the Faculty.
- F.** Votes shall be counted and certified by a committee consisting of the chairs of all the College standing committees.
- G.** In the event of a disputed electronic ballot outcome, a second vote shall be taken with paper ballots.
- H.** A majority of eligible Faculty votes in favor shall be required for approval of proposed amendments.

## **ARTICLE XVIII. DISSEMINATION OF BYLAWS**

Each member of the Faculty shall be provided an electronic copy of these Bylaws. Public copies of these Bylaws shall also be maintained in the office of the Dean and in each departmental office.

# COLLEGE OF ENGINEERING BYLAWS

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