

Faculty of the College of Engineering University of Idaho

BY-LAWS

Proposed Editorial Reviews 17 December 2010

Amended 8 June 2000

Revised 22 April 1991

Revised 9 May 1977

Amended 22 May 1969

Adopted 21 November 1968

Article 1. Name, Function, Authority

Section 1. Name

The name of this constituent faculty of the university shall be the faculty of the College of Engineering. The faculty of the College of Engineering and the College of Engineering are henceforth designated as the faculty and the college, respectively.

Section 2. Function

The faculty establishes and implements the teaching, research, and service objectives of the college.

Section 3. Authority

As provided in the Constitution of the Faculty of the University of Idaho, Article I, Section 4, Clause A, the constituent faculty of each division is authorized to establish and to effect its own educational objectives, including matters of student admission and curriculum, and to participate in the selection of its dean, other college officers, and faculty members, subject only to the general rules and regulations of the faculty of the university and the authority of the president and the Board of Regents.

Article II. Membership, Responsibilities, and Privileges

Section 1. Engineering Faculty

The faculty are university faculty members who hold appointments in the college and who retain academic rank in the college in accord with Article II Section 1 of the Constitution of the University Faculty.

Section 2. Responsibilities and Privileges of the Engineering Faculty

Members of the engineering faculty have the responsibilities and privileges as defined in the University Constitution, Article IV, which include, but are not limited to:

- a) voting on college academic programs, policies and regulations;
- b) participating in the selection and evaluation of the college dean, other college administrators, department chairs, and faculty;
- c) electing representatives to the Faculty Council, Graduate Council, Research Council and other university level committees which require college-elected representation; and,
- d) maintaining satisfactory teaching, research, and service performance and insuring that teaching, research and service abilities are criteria in the selection of faculty.

Article III. Administration

Section 1. Officers

The dean of the college serves as chair and presiding officer of the faculty. The duties and responsibilities of the dean are specified in the University Handbook and by policy of the college. The dean appoints a secretary of the faculty. In the absence of the dean, the dean's designee will assume the duties and responsibilities of chair. In the absence of both the dean and the designee, the faculty will elect an alternate to serve in the capacity of chair.

Subdivisions of the college are academic departments, henceforth referred to as departments. A chair is the presiding officer of each department.

Minimum responsibilities of the dean and department chairs are listed in sections 1420D and 1420E, respectively, of the University Handbook. The dean's responsibilities include, but are not limited to:

- a) administration of college policy and procedures;
- b) recommendations of academic appointments, salaries, promotions, and tenure to the university administration;

- c) designation of an associate/assistant dean or other faculty member to administer the college in the dean's absence; and,
- d) presiding over the Executive Council.

The faculty shall participate in the annual performance evaluation of the dean, associate and assistant deans and department chairs (henceforth referred to as the college officers) according to the procedure outlined in the Faculty-Staff Handbook (Section 3320B).

Section 2. Executive Council

The Executive Council develops policy, initiates programs, and provides direction for the college. It is empowered to act for the faculty and is responsible to and reports to the faculty in a timely manner. The faculty retains the authority to review (amend or rescind) Executive Council actions. This authority is exercised by the procedures set forth in Article IV.

The department chairs and the president of the Engineering Student Advisory Council (ESAC) will comprise the voting members of the Executive Council to be presided over by the dean or by the dean's designee. In the absence of both, the council will elect a temporary chair who shall preside. The associate and assistant deans shall be ex-officio members without vote. Minutes of all Executive Council meetings shall be distributed to the faculty not more than ten working days following their approval.

Section 3. Selection of a Dean

Members of the engineering faculty have the responsibilities and privileges to participate in the selection of the college dean as provided below:

a) An open search as defined in FSH 3065.B-1 must be held in order to appoint a permanent dean. Any exception or waiver of the open search process must be in accordance with FSH 3065 B-1, and APM 50.01-F.

b) The provost forms a dean search committee following procedures described in the FSH 1420 part D-1.b. The college's representation on this committee is selected as follows. The provost will request and receive nominations from the college for faculty and staff willing to serve on the dean search committee. From this pool, the provost will select (if possible) at least one faculty member from each academic department in the College and

one staff member from any unit within the college. The committee shall include at least one each from the assistant professor, associate professor and professor ranks.

c) A search committee, formed according to FSH 1420 D-1.b, will have the responsibility of reviewing candidate credentials and screening candidates for the position of the Dean. The committee will make a list of finalists, out of which at least two shall be invited for on-campus interviewing.

d) Upon the selection of the finalist(s) by the search or waived search process, the faculty and staff of the college may submit written comments and recommendations to the provost. After finalist interviews are completed, the college faculty shall vote acceptable or unacceptable on each finalist by secret ballot in their department. The departments' chairs will aggregate the votes on each finalist and forward it to the search committee, the college faculty, and the provost.

Section 4. Evaluation of the Dean

Members of the engineering faculty will have the opportunity to evaluate the dean as provided by FSH 3320 D-1.

a) As part of the annual evaluation process, the dean will provide a report to the college faculty on the state of the college and any other material he or she deems relevant.

b) In addition, the faculty will have the opportunity to evaluate the dean as provided below:

1) The faculty each academic year shall vote to "approve" or "not approve" the Dean's performance. The voting will be done by secret ballot in the Department of the Faculty member. The Department Chairs will tally the total vote and make the results available to both the COE Faculty and Provost.

2) If a majority of the faculty vote "not approve", the faculty will call a meeting to discuss the issues surrounding the vote. The tenured faculty will then conduct a secret vote in their departments to determine if a formal review shall be initiated, as allowed by FSH 3320 D-4 (a). The formal review shall be conducted as outlined in FSH 3320 D-4.

Article IV. Meetings

Section 1. Calling of Meetings of the Engineering Faculty

Meetings of the faculty are called by the dean or the dean's designee, or upon written petition of not less than five (5) members of the faculty.

Section 2. Quorum

A quorum consists of not less than one-half (1/2) of the members of the engineering faculty.

Section 3. Agenda

The dean (or designee) makes the agenda available at least three working days prior to each meeting of the faculty. All information provided to on-campus faculty will be provided to off-campus faculty in a timely manner. The agenda must consist of all items subject to vote. An item may be placed on the agenda upon receipt of a written petition of five (5) members of the faculty.

Section 4. Rules of Order

When a formal vote is required, Robert's Rules of Order, current edition, will govern all meetings of the faculty and the Executive Council. Formal votes are required in matters pertaining to the Constitution of the Faculty, the College By-laws, and any policies or rules pertaining to the interest of the faculty.

Section 5. Minutes

The secretary shall maintain an accurate record of all meetings of the faculty and shall distribute the minutes to all faculty no more than ten (10) working days following such meetings.

Section 6. Meetings of the Departmental Faculty

Meetings of each constituent departmental faculty are called at the discretion of its chair, or by the chair's designee, or upon written petition of not less than one-fourth (1/4) of the departmental faculty. The chair, or the chair's designee, will be responsible for, and shall issue, the agenda at least one day prior to each meeting. The agenda shall list all subjects that require vote by the departmental faculty.

Article V. Academic Departments

Section 1. Departmental Faculty

Faculty members of a department are those faculty who are appointed to a designated academic department by the dean and president with the concurrence of the departmental faculty and who are active participants in teaching, research, and/or service activities of the department. Department by-laws may specify a minimum appointment in that department in order to have voting privileges on departmental policy issues. Affiliate and adjunct faculty do not have voting privileges in the department.

The departmental faculty are responsible for academic and other policies and programs of the department. Each department shall have by-laws. Each department shall have a curriculum committee, a policy on selection and review of department chairs, and a policy on faculty tenure and promotion.

Each faculty member is formally reviewed for competency by the appropriate competency review committee every five years. Tenured faculty are responsible for reviewing non-tenured faculty members in their departments and for recommending the awarding of tenure as specified in section 3520 of the University Handbook. In the selection of student members for the tenure review committee, department faculty have the responsibility to assure that department students are selected fairly and that each student selected is familiar with the faculty member being reviewed (e.g., student had a course from the faculty member).

Section 2. Selection and Review of Department Chairs

When a vacancy occurs in the position of department chair, the dean shall appoint a search committee to study the department's needs, to determine the scope of the selection process, and to recommend one or more candidates for the position. At least two-thirds of the committee will be selected from faculty in the department. The search committee coordinates its role with the departmental faculty as prescribed in the by-laws of the department. The dean of the college shall consult with the departmental faculty and then make final recommendations from the list of recommended candidates to the University of Idaho president. These procedures shall be in accordance with section 1420E of the University of Idaho Faculty-Staff Handbook.

The department chair will be reviewed formally every three (3) years by the dean and by the members of the constituent departmental faculty. This review procedure does not replace other evaluation procedures that occur periodically.

An ad hoc committee made up of three (3) members of the departmental faculty involved will be appointed by the dean to administer the review procedures. This committee will:

- a) conduct a review of the department chair's performance, seeking input from appropriate parties;
- b) prepare a report on the review results;
- c) administer a secret ballot vote by the departmental faculty on approval or disapproval of the report;
- d) administer a secret ballot by the departmental faculty on retention or removal of the department chair; and,
- e) deliver the report and the results of both votes to the dean immediately after the vote.

The department chair will be notified by the dean in writing of the review action within ten (10) days after completion of the review.

If the review results in recommended removal of a department chair by the constituent departmental faculty, the dean is obligated to implement the removal if two-thirds (2/3) or more of the departmental faculty vote for removal. Otherwise, the dean may exercise his/her discretion. The dean may initiate the removal of a departmental chair at any time. This removal may be vetoed by a two-thirds (2/3) or greater vote of the departmental faculty.

Section 3: Department Operations and Responsibilities

Policies on department operations, responsibilities, duties, and selection of the department chair and departmental faculty may be written and approved by each departmental faculty, but must include and not be in conflict with, the general requirements as stipulated in the University Handbook and College of Engineering by-laws.

Article VI. Committees

Section 1. General

The dean and department chairs may appoint committee chairs and committee members to their respective committees from the faculty and college student body. The dean and department chairs are responsible for the budgeting of faculty time to the committees and for adequately staffing the committees. Faculty appointed to committees are responsible for contributing at least a fair effort to the success of the committee's objective.

Section 2. Election to University-Level Councils

The structures of Faculty Council, Graduate Council, and Research Council require one or more elected representatives (each) from the College of Engineering. These college elections occur at different times of the year depending on the rotational membership dates of each council. The college election procedure is as follows:

- a) the dean will appoint an election committee and chair consisting of not less than three engineering faculty;
- b) the election committee will request formal nominations of candidates from the engineering faculty;
- c) candidates will send or deliver a signed memo to the election committee chair, validating their candidacy;
- d) the election committee will send one ballot to each engineering faculty member; the ballot will list each candidate in order of the receipt of the nomination and will give the voting instructions;
- e) each engineering faculty member will vote for one candidate and will send or deliver their ballot to the election committee chair;
- f) the election committee will record the vote and notify the dean and the faculty of the results; the candidate receiving a simple majority of votes is the college representative to the particular council membership; and,
- g) if there are three or more candidates and none receives a simple majority vote, the election committee will send a run-off ballot to each faculty member, listing the two candidates who had received the highest number of votes; step “e” above is repeated and the election committee then proceeds with step “f” above to finalize the election.

Section 3. Standing Committees of the College

Each standing committee is responsible for drafting its own procedures, which must be approved by the college faculty.

Engineering Curriculum Committee

Function

The College of Engineering Curriculum Committee (ECC) is charged with the review of curriculum changes, additions, deletions, and other matters related to instruction proposed by departments, other units within the college, the dean's office or the Engineering Executive Council. The committee is to review and vote upon all proposed curriculum changes prior to their submission to the engineering faculty as a whole. The Curriculum Committee is also responsible for proposing and/or reviewing any changes to the admissions and academic policies of the college.

Structure

The committee will consist of one member (and alternate) from each degree-granting department and one associate or assistant dean. The alternate will serve in the absence of the regular member. A recording secretary will be appointed from the staff of the college, but will not be classified as a member of the committee. The members will be appointed by the dean of the College of Engineering from nominations made by the chairs of the academic departments. Members should be appointed spring semester for service starting fall semester. The college's representative to the University Curriculum Committee (UCC) is a non-voting member on the ECC unless this person is also a department representative; in this case that individual may vote on the ECC.

Members and alternates will be appointed to two-year terms on a rotating basis. One member of the committee will be appointed by the dean to serve as chair. It is recommended that this individual be the associate or assistant dean.

Petitions Committee

Function

The College of Engineering Petitions Committee acts for the College of Engineering on student petitions dealing with the following:

1. Exceptions to curricular requirements of the College of Engineering as expressed in Part 5 of the General University Bulletin. Requirements that are limited to one department are handled at the departmental level. University level requirements are dealt with through the Academic Petitions Committee at the university level.

2. Exceptions to college-wide policies as determined by the Executive Council of the College of Engineering. These include, but are not limited to, such matters as acceptability of transfer credit or substitutions of non-engineering classes for classes taught in the college.
3. Reinstatement in the university after scholastic disqualification.
4. Waivers of eligibility requirements for financial aid after eligibility have been lost due to scholastic performance.
5. Appeals of departmental decisions on academic matters.

Structure

The Petitions Committee shall consist of three members, including the associate dean for Academic Affairs, who chairs the committee, and two members of the academic faculty.

The two faculty members of the committee serve staggered two-year terms according to the following rotation:

Every seventh academic year starting in the fall 2010, the cycle will repeat itself:

ME & CE, CE & BAE, BAE & CME, CME & CS, CS & ECE, ECE & ME

ME – Mechanical Engineering

CE – Civil Engineering

BAE – Biological and Agricultural Engineering

CME – Chemical and Materials Engineering

CS – Computer Science

ECE – Electrical and Computer Engineering

Faculty members of the committee are appointed by the dean after consultation with the chair of the department concerned.

Tenure and Promotions Committee

Function

The tenure and promotions committee has the responsibility of reviewing all candidates for tenure and promotion, recommending college tenure and promotion criteria, and reviewing departmental criteria and procedures for tenure and promotion. The committee shall be provided all documentation pertaining to a recommendation for or against the awarding of

tenure or promotion for a faculty member. The committee shall prepare a written report of each recommendation, including its rationale, before the dean submits a recommendation to the provost or to the University Promotion Review Committee.

Structure

The committee will consist of one member from each degree granting department (except Biological and Agricultural Engineering) and the college representative on the University Promotions Committee from the previous year. The members will be nominated by the respective department chair and appointed by the dean. Committee members are appointed on a rotational basis for three-year terms. The dean or his/her designee will serve as chair.

Article VII. Amendments

These by-laws may be amended by a majority vote of members of the engineering faculty in attendance at a regular meeting, a quorum being present. No amendment may be proposed or adopted which would conflict with any provision of the Constitution of the Faculty of the University of Idaho. Proposed amendments must have been published in full with the agenda at least one week prior to the meeting of the engineering faculty. No provision of Article VII may be suspended. Amendments to these by-laws are subject to review and approval by the Board of Regents of the university.