College of Engineering and Computer Science Bylaws

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1. INTRODUCTION

1.1. The bylaws of the College of Engineering and Computer Science establish procedures for the participation of the faculty in the governance of the College and describe methods by which the faculty make recommendations on faculty development, curriculum, and other issues affecting the College. Except as otherwise noted, the term "faculty," when used in these Bylaws, refers to all NTE and TET BUFMS in the college.

2. COLLEGE COMMITTEES

2.1. The standing committees of the College are the Steering Committee, the Undergraduate Curriculum Committee, the Undergraduate Petitions Committee, the Graduate Studies Committee, the Faculty Development Committee, the Scholarship Awards Committee, the Teaching Awards Committee and the College Technology Committee. The Dean or the faculty of the College may request the Steering Committee to create ad hoc committees to undertake and discharge specific tasks. The charge and composition of the standing committees are listed below.

2.2. General Responsibility

It is expected that standing committees may establish guidelines they view as helpful in the efficient execution of their duties. These guidelines are not binding on future committees. If a standing committee formulates guidelines that it believes should be incorporated into College policy, it may submit a proposal to the Steering Committee for inclusion on the agenda of the next faculty meeting. Recommendations, findings, reports, minutes of meetings, and correspondence of all standing or ad hoc committees shall be maintained by the current committee chair or person designated by the Committee, and submitted to the College office.

2.3. Terms of Service

Members of the Steering Committee and the Faculty Development Committee are elected by eligible faculty of their departments. Members of all other committees are appointed. The term of appointment or election to a standing committee is two years for faculty members and one year for student members. Appointments will take effect and the new committees will take office at the beginning of the Fall term.

2.3.1. Elections

Elections shall be supervised by the College Steering Committee. Elections shall be conducted so as to be completed by the end of the Spring term. Initially, all College faculty eligible for membership will be canvassed to solicit nominations, according to the requirements for each elected committee, until a slate of candidates who have explicitly agreed to serve is available. The

election shall then be conducted by secret ballot. If a vacancy develops on an elected committee, an election will be held to elect a replacement for the remainder of the unexpired term.

2.3.2. Appointments

Faculty appointments to standing and ad hoc committees shall be the responsibility of the Steering Committee. Each year, the outgoing Steering Committee shall request nominations from the appropriate faculty body in each Department for committee vacancies that will occur and appoint the members to the committees for the following year. The Steering Committee is also responsible for the appointment of a chair for each committee pursuant to 3.1.2 and 3.1.3 below and for the appointment of student members to the committees on a yearly basis. When possible, appointments should be completed and provided to the Dean and College Faculty Senators prior to the tenth week of Spring Semester, so that the College can appropriately coordinate selection for the next year's University Faculty Committees for approval in the last University Faculty Senate meeting of the Academic year.

2.4 Conducting business

The basic requirement for approval of action for a standing committee is a majority ("more than half") of the persons entitled to vote, regardless of whether or not they are present. Committee members may designate an alternate/proxy for meetings that they cannot attend; however, any person so designated must be eligible to fill the applicable committee position.

For standing committees, a quorum required for conducting business must include a majority of the voting members or their designee. For example, a committee with four (4) voting members has a quorum requirement of three (3) members present, and the approval of any motion requires three (3) affirmative votes.

A member of any standing committee, except for the Faculty Development Committee and the Senior Lecturer Promotion Committee, may report any minority opinion on any committee action to the Steering committee for consideration as a potential item of business for reconsideration in a general college faculty meeting. Such a request must be made within five (5) working days of the committee vote.

2.4 Conducting business

The steering committee will set, for each standing committee, a minimum frequency of meetings and will, with cooperation of the standing committees, publish all meeting dates on the college website. Additionally, each standing committee will publish its minutes and reports on an access-appropriate area of the college website.

When business initiated by a department is to be considered, the originating department shall make all pertinent documentation available to the committee at least five (5) working days in advance of the meeting unless an exception is granted by the chair of the college committee.

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3. STEERING COMMITTEE

3.1. Charge

The Steering Committee coordinates faculty governance activities of the College and administers the functions of Engineering and Computer Science faculty committees. The specific responsibilities of the Committee are as follows:

   3.1.1. Shall prepare an agenda for and announce College faculty meetings, and shall arrange at least one general College faculty meeting per term during the academic year.

   3.1.2. Shall supervise elections for elected committees of the College, and shall charge each committee to select a chair from among those elected.

   3.1.3. Shall appoint membership for all nonelected committees, and shall appoint a committee chair for each such committee.

   3.1.4. Shall maintain a record of the official activities of the Steering Committee and of the faculty meetings.

   3.1.5. Shall supervise the activities of all standing and ad hoc committees, and shall name a recording secretary who will receive and preserve the records of activities of the various standing and ad hoc committees.

   3.1.6. Shall be in an advisory capacity to the Dean.

   3.1.7. Shall meet monthly during the academic year.

   3.1.8. Shall review the fiscal affairs of the college at least once each year.

3.2. Composition

The Steering Committee shall be composed of one faculty from each Department. The Dean of the College and the College of Engineering and Computer Science representative to student government will serve as ex-officio, non-voting members. The Dean will convene the first meeting.

The Chair of the committee shall be selected by the committee from its own voting members at the first meeting. Should the naming of a chair become deadlocked, it shall be put to election.

4. UNDERGRADUATE POLICY AND CURRICULUM COMMITTEE

4.1. Charge

The Committee:

   4.1.1 Shall evaluate and make recommendations on Departmental actions involving all aspects of undergraduate programs and all undergraduate curriculum modifications   requiring consideration by the University Undergraduate Curriculum Committee (UCC).

   4.1.2 Shall establish, review, and modify all aspects of college-level undergraduate academic policies applying to students including, but not limited to, admission standards, academic standards, academic advising.

   4.1.3 Shall establish, review, and modify all aspects of college-level undergraduate curricular policies including, but not limited to, course offerings, designations, and delivery modes.

The College Curriculum Committee shall verify annually that all college courses and programs have a home Department and an associated departmental curriculum committee charged with the primary oversight, delivery, modality, maintenance, and assessment of each individual course or program.

4.2. Composition

The committee shall be composed of one faculty member from each Department who has completed at least six (6) years as a full-time faculty member at Wright State University. The Dean (or designee) and one CECS undergraduate student will serve as ex-officio, non-voting members. The faculty representatives shall serve staggered two-year terms. The committee will recommend to the Steering Committee each year a continuing member to be the College representative to the UCC for the following year.

5. UNDERGRADUATE PETITIONS COMMITTEE

5.1. Charge

The Committee:

   5.1.1. Shall make recommendations on undergraduate student petitions specifically related to College of Engineering and Computer Science policies and requirements that pertain uniquely to the College.

5.1.2. Shall make recommendations on petitions involving University requirements to be acted on by the University Undergraduate Student Petitions Committee.

5.1.3 Shall mediate and where possible help to resolve disputes between faculty and undergraduate students over grades or other academic evaluations, when these cannot be resolved by normal consultation with faculty, Chairs, or the Dean.

5.2. Composition

The Undergraduate Petitions Committee shall be composed of one faculty from each Department. The Dean (or designee) and one undergraduate CECS student will serve as ex-officio, non-voting members. The faculty members shall serve staggered two-year terms. The committee will recommend to the Steering Committee each year a continuing member to be the College representative to the University Undergraduate Student Petitions Committee for the following year.

6. GRADUATE STUDIES COMMITTEE

6.1. Charge

The Committee:

6.1.1. Reviews College policies for graduate programs and makes appropriate recommendations.

6.1.2. Provides liaison between the College and the University Graduate Council/Committees.

6.1.3. Reviews all graduate course changes, additions, or deletions, and major curriculum changes proposed by departments or by the program faculty of multi-disciplinary programs and makes appropriate recommendations.

6.1.4. Reviews graduate student petitions and makes recommendations.

6.1.5. Reviews applications for full graduate faculty membership and makes recommendations to the Graduate School.

6.1.6. Mediates and where possible helps to resolve disputes between faculty and graduate students over grades or other academic evaluations, when these cannot be resolved by normal consultation with faculty, Chairs, or the Dean.

6.1.7. Acts as a liaison between the College and the University library.

6.2. Composition

The committee shall be composed of one faculty member, from each Department, with graduate faculty status and who has completed at least six (6) years as a full-time faculty member at Wright State University. The CECS faculty representative to the university Graduate Council, Dean (or designee), and one CECS graduate student will serve as ex-officio non-voting members. The faculty representatives shall serve staggered two-year terms.

7. FACULTY DEVELOPMENT COMMITTEE

7.1. Charge

The Committee works on behalf of the College to achieve a faculty of outstanding ability and superior performance in teaching, research, and service. The specific responsibilities of the Committee are as follows:

7.1.1. Reviews submitted Promotion and Tenure files according to applicable bylaws criteria and recommends action to the University Faculty Development Committee.

7.1.1.1 In cases where deviations from a reasonable and consistent application of bylaws criteria are noted, the committee will so notify, in writing, the candidate, the department faculty development committee, the department chair, the dean, and the university faculty development committee.

7.1.2 Reviews departmental annual evaluations of progress toward promotion and tenure for all untenured tenure-eligible faculty for equity and consistency with applicable bylaws criteria.

7.1.2.1 In cases where deviations from bylaws criteria are noted, the committee will so notify, in writing, the candidate, the department faculty development committee, the department chair, and the dean.

7.1.2.2 In cases where the department has failed to adequately mentor the candidate or provide a reasonable working environment the committee will so notify, in writing, the department faculty development committee, the department chair, and the dean.

7.1.3. Reviews and makes recommendations to the Dean on applications for professional development leave.

7.1.4. When requested by the Dean, reviews and makes recommendations on applications for WSU-sponsored funding opportunities.

7.1.5 Maintains archival records of its recommendations and communications.

7.1.6 Develops and reviews policies and procedures for the advancement and support of faculty.

7.2. Composition

The Faculty Development Committee shall be composed of two tenured Professors and one tenured Associate Professor (all Bargaining Unit Faculty Members) representing each Department. The College representative serving on the University Promotion and Tenure Committee must be a tenured Professor in the bargaining unit and elected at-large by TET BUFMs at the College level. This person shall serve as a non-voting member of the College Faculty Development Committee, and his or her term will begin on the first day of the summer term. The committee members serve staggered two-year terms. In the event that a Department has insufficient tenured professors or associate professors to be elected for this committee, the Department may elect:

7.2.1. An additional professor to fill the associate professor position or

7.2.2. Additional associate professors to fill professor positions

7.2.3. Associate professors will not vote on promotions to the rank of professor. The Dean is an ex-officio non-voting member and is the Chair for The Faculty Development Committee.

8. SENIOR LECTURER PROMOTION COMMITTEE (SLPC)

8.1. Charge

The Committee:

8.1.1. Makes recommendations for promotion to Senior Lecturer

8.1.2. Shall use the procedures for Consideration of Promotion as specified by the Collective Bargaining Agreement

8.1.3. Report to the faculty at least once a semester.

8.1.4. Meet as called by the Chair as needed. The Dean and Dean's office shall manage the initiating, processing, and disseminating of information and shall be the repository of documents and records of the SLPC.

8.1.5. The Chair of the committee shall call committee meetings as needed, preside at the meetings consistent with its listed charge/responsibilities, and encourage confidentiality in the deliberations of the committee.

8.1.6. The Chair of the committee shall call meetings consistent with University deadlines for the submission of requests for grants of promotion.

8.2. Composition

8.2.1. The SLPC shall be composed and chaired as specified in the CBA.

9. SCHOLARSHIP AWARDS COMMITTEE

9.1. Charge

The Committee reviews and ranks applicants for various scholarships available to students in the College of Engineering and Computer Science. This is done in cooperation with the Coordinator of Scholarships of the University Office of Financial Aid.

9.2. Composition

The Scholarship Awards Committee shall be composed of one faculty and one CECS student from each Department. The College Development Officer will be an ex-officio non-voting member of the committee.

10. TEACHING AWARDS COMMITTEE

10.1. Charge

The Committee recognizes outstanding teaching within the College of Engineering and Computer Science by selecting the annual recipients of the Excellence in Teaching Awards for Tenured/Tenure-Track faculty, Non-Tenure Track and Adjunct faculty, and Teaching Assistants.

10.2. Composition

The Teaching Awards Committee shall be composed of one student from each Department nominated by the Student Government senator of the College, approved by the Steering Committee. The past two TET and the past two NTE faculty award winners serve as ex-officio, non-voting members. These past faculty award winners are ineligible to receive the award while serving on the committee. The chair of the committee shall be elected from among the student members at the first meeting of the academic year.

11. COLLEGE TECHNOLOGY COMMITTEE

11.1. Charge

The Committee serves as an advisory body to the Dean on issues dealing with the acquisition and usage of technology in the College. In particular the committee will make recommendations regarding:

   11.1.1. Allocations of technology resources involving hardware, software, and supporting personnel.

   11.1.2. Strategic planning for technology resources, which involves suggesting technical solutions, suggesting priorities for: Education and College supported research.

   11.1.3 Instructional standards, course content delivery quality, faculty preparation, and support for distant learning.

11.2. Composition

Membership consists of one faculty and one student from each Department, the Assistant Dean for Fiscal Affairs, and the system administration staff. Each representative, as well as the designee of the system administration staff, has one vote. The Assistant Dean for Fiscal Affairs serves a non-voting advisory role.

12. SELECTION OF DEAN

The selection process for a Dean shall be initiated by the Provost. The Provost shall announce whether the search is to be external or restricted to candidates currently employed by the University. The Provost shall appoint a Search Committee that will include at least four BUFMs from the College. A majority of the committee shall be persons who have faculty status, including both BUFMs and administrative faculty. The committee shall consult with the College faculty such that every faculty member has an opportunity for input, both at the onset of the search and in response to specific candidates. The committee will recommend one or more candidates to the Provost according to the charge of the committee.

13. COLLEGE FACULTY MEETINGS

13.1. Function

The functions of College faculty meetings include: making final College-level recommendations on curricular matters, discussing and making recommendations on issues of interest to the faculty, making recommendations to the appropriate University committees, and informing the faculty of items of interest occurring in the College and the University. College faculty general meetings shall be held at least once per term during the academic year. Dates for general college faculty meetings shall be announced prior to or near the start of each academic year. The chair of the Steering Committee shall be the chair of the College faculty meetings.

A quorum for conducting scheduled business in a general college faculty meeting is simply the number of voting members present at the time. An affirmative vote on scheduled business in a general college faculty meeting is a majority ("more than half") of the voting members present at the time of the vote.

A quorum for conducting business in special college faculty meetings, for voting on unscheduled items in a general meeting, or for suspending the rules in any college faculty meeting is a majority of those eligible to vote (more than half of the total faculty). An affirmative vote on special business, unscheduled business, or suspension of the rules requires an affirmative vote of at least two-thirds of the voting members present. Thus, at a minimum, more than one third of the total college faculty eligible to vote (two-thirds of a minimal majority quorum) must vote in the affirmative to conduct unscheduled business.

Any member of the body may request that any vote be performed by secret ballot.

13.2. Meeting Format

The format of College faculty meetings will be: **Approval of minutes of preceding meeting, Presentation by the Dean, Committee Reports, Unfinished Business, New Business, Announcements.**

13.3. The Steering Committee shall:

 13.3.1. Schedule each College faculty meeting.

 13.3.2. Announce the occurrence of a meeting no fewer than 10 business days prior to the meeting and solicit agenda Items.

 13.3.3. Set the agenda for each College faculty meeting.

 13.3.4. Make the agenda available to all full-time College faculty and staff no fewer than five (5) business days prior to the meeting.

13.4. Items may be placed on the agenda by:

 13.4.1. The Dean, or

 13.4.2. Any standing College committee, or

 13.4.3. By any faculty, the latter via having the matter petitioned by 10% of the College faculty.

14. AMENDMENTS TO THE COLLEGE BYLAWS

These Bylaws may be amended pursuant to the Collective Bargaining Agreement.