

## **College of Engineering and Computer Science Bylaws**

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### **1. PREAMBLE AND DEFINITIONS**

The bylaws of the College of Engineering and Computer Science at Wright State University 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, when used in these Bylaws, the term “University” refers to Wright State University, the term “College” refers to the College of Engineering and Computer Science at the University, the term “Department” refers to one of the departments in the College and the term “Faculty,” refers to all NTE and TET BUFMS in the College.

### **2. COMMON COLLEGE COMMITTEE INFORMATION**

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. An ad hoc committee that will be required by the College on a somewhat regular basis is the Senior Lecture Promotion Committee. The charge and composition of the standing committees and the ad hoc Senior Lecturer Promotion Committee are listed below. In this document, College committees refers to all committees in the College, while standing committees and ad hoc committees in the College are identified as such.

#### **2.1. Responsibility**

College 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 College 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 General Faculty meeting.

Recommendations, findings, reports, minutes of meetings, and correspondence of all College committees shall be maintained by the current committee chair or person designated by the College committee, and submitted to the College office.

## **2.2. 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 College 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. The term of appointment to an ad hoc committee is for the duration of the committee or for two years for Faculty members and one year for student members, whichever comes first.

### *2.2.1. Elections*

Elections to the Steering Committee and the Faculty Development Committee 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.

### *2.2.2. Appointments*

Faculty appointments to College 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 standing committee and for the appointment of student members to the standing 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.

## **2.3. Conducting Business**

The basic requirement for approval of action for a College committee is a majority ("more than half") of the persons entitled to vote, regardless of whether or not they are present. For example, a committee with four voting members has a quorum requirement of three members present, and the approval of any motion requires three affirmative votes.

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. The alternate/proxy is eligible to vote in place of the person whose place he/she is filling.

Each College committee will publish its minutes and reports on an access-appropriate area of the college website.

A member of any standing committee, except for the Faculty Development 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 working days of the committee vote.

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.

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

### **3. STEERING COMMITTEE**

#### **3.1. Charge**

The Steering Committee coordinates Faculty governance activities of the College and administers the functions of College Faculty committees. The specific responsibilities of the Steering Committee are:

- 1) preparing an agenda, announcing, and convening General College Faculty Meetings, at least one General College Faculty Meeting per term during the academic year must be held;
- 2) supervising elections for elected committees of the College and charging each committee to select a chair from among those elected;
- 3) appointing membership for all nonelected standing committees and appointing a committee chair for each of these committees;
- 4) maintaining a record of the official activities of the Steering Committee and of the General College Faculty meetings;
- 5) supervising the activities of all College committees and naming a recording secretary who will receive and preserve the records of activities of the various College committees;
- 6) acting in an advisory capacity to the Dean;
- 7) meeting monthly during the academic year; and
- 8) reviewing the fiscal affairs of the college at least once each year.

#### **3.2. Composition**

The Steering Committee shall be composed of one Faculty member from each Department. The Dean of the College and the College representative to student government will serve as ex-officio, non-voting members. The Dean will convene the first meeting. The Chair of the Steering 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 a Faculty election.

### **4. UNDERGRADUATE POLICY AND CURRICULUM COMMITTEE**

#### **4.1. Charge**

The Undergraduate Policy and Curriculum Committee evaluates and makes recommendations on Departmental actions involving all aspects of undergraduate programs and all undergraduate curriculum modifications requiring consideration by the University Undergraduate Curriculum Committee (UCC).

The specific responsibilities of the Undergraduate Policy and Curriculum Committee are:

- 1) establishing, reviewing, and modifying all aspects of College undergraduate academic policies applying to students including, but not limited to, admission standards, academic standards, and academic advising;
- 2) establishing, reviewing, and modifying all aspects of college-level undergraduate curricular policies including, but not limited to, course offerings, designations, and delivery modes; and
- 3) verifying 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 Undergraduate Policy and Curriculum Committee shall be composed of one Faculty member from each Department who has completed at least three years as a full-time Faculty member at the University. The Dean (or designee) and one College 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 Undergraduate Petitions Committee evaluates and makes recommendations on undergraduate student petitions. The specific responsibilities of the Undergraduate Petitions Committee are:

- 1) making recommendations on undergraduate student petitions specifically related to College policies and requirements that pertain uniquely to the College;
- 2) making recommendations on petitions involving University requirements to be acted on by the University Undergraduate Student Petitions Committee; and
- 3) mediating and, where possible, helping 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) will serve as an ex-officio, non-voting member. 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 Graduate Studies Committee reviews, evaluates and makes recommendations on all graduate program issues at the College level. The specific responsibilities of the Graduate Studies Committee are:

- 1) reviewing College policies for graduate programs and making appropriate recommendations;
- 2) providing a liaison between the College and the University Graduate Council including its associated committees;
- 3) reviewing all graduate course changes, additions, deletions, and major curriculum changes proposed by departments or by the program Faculty of multi-disciplinary programs and making appropriate recommendations;
- 4) reviewing graduate student petitions and making recommendations;
- 5) mediating and, where possible, helping 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; and
- 6) acting as a liaison between the College and the University library.

### **6.2. Composition**

The Graduate Studies Committee shall be composed of one Faculty member from each Department with graduate Faculty status who has completed at least three years as a full-time Faculty member at Wright State University. The College Faculty representatives to the University Graduate Curriculum Committee and the Faculty Senate Graduate Academic Policy Committee, Dean (or designee), and one College 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 Faculty Development 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 Faculty Development Committee are listed below.

- 1) They need to review submitted Promotion and Tenure files according to applicable bylaws criteria and recommend action to the University Faculty Development Committee.
  - a. In cases where deviations from a reasonable and consistent application of bylaw 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.

- 2) They need to review Departmental annual evaluations of progress toward promotion and tenure for all untenured, tenure-eligible Faculty for equity and consistency with applicable bylaws criteria.
  - a. 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.
  - b. In cases where the department has failed to adequately mentor the candidate or provided a reasonable working environment, the committee will so notify, in writing, the Department Faculty Development Committee, the Department Chair, and the Dean.
- 3) They need to review and make recommendations to the Dean on applications for professional development leave.
- 4) They need to review and make recommendations on applications for Wright State University sponsored funding opportunities, when requested by the Dean.
- 5) They need to maintain archival records of the committee's recommendations and communications.
- 6) They need to develop and review policies and procedures for the advancement and support of Faculty.

## **7.2. Composition**

The Faculty Development Committee shall be composed of two tenured Faculty professors and one tenured Faculty associate professor representing each department. The College representative serving on the University Promotion and Tenure Committee must be a Faculty member who is a tenured Professor 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:

- 1) additional professors to fill the associate professor positions or
- 2) additional associate professors to fill the professor positions.

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 of the Faculty Development Committee.

## **8. SENIOR LECTURER PROMOTION COMMITTEE (SLPC)**

### **8.1. Charge**

The Senior Lecturer Promotion Committee is an ad hoc committee that is formed when lecturers apply for promotion. The primary duty of the committee is to make recommendations for the promotion to senior lecturer. The specific responsibilities of the Senior Lecturer Promotion Committee are:

- 1) making recommendations for promotion to senior lecturer;
- 2) using the procedures for Consideration of Promotion as specified by the Collective Bargaining Agreement;
- 3) reporting to the Faculty at least once a semester if they are meeting; and
- 4) managing the initiating, processing, and dissemination of information and maintaining archival records of its recommendations and communications.

The specific responsibilities of the Chair of the Senior Lecturer Promotion Committee are:

- 1) calling committee meetings as needed, presiding at the meetings consistent with its listed charge and responsibilities, and encouraging confidentiality in the deliberations of the committee and
- 2) calling meetings consistent with University deadlines for the submission of requests for grants of promotion.

## **8.2. Composition**

The Senior Lecturer Promotion Committee shall be composed and chaired as specified in the Collective Bargaining Agreement.

## **9. SCHOLARSHIP AWARDS COMMITTEE**

### **9.1. Charge**

The Scholarship Awards Committee reviews and ranks applicants for various scholarships available to students in the College. 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 from each Department. The College Business Manager will be an ex-officio non-voting member of the committee.

## **10. TEACHING AWARDS COMMITTEE**

### **10.1. Charge**

The Teaching Awards Committee recognizes outstanding teaching within the College 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 for two years. These past Faculty award winners are ineligible to receive the award for a period of two years. 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 College Technology Committee serves as an advisory body to the Dean on issues dealing with the acquisition and usage of technology in the College. The specific responsibilities of the College Technology Committee are:

- 1) making recommendations on allocations of technology resources involving hardware, software, and supporting personnel;
- 2) making recommendations on strategic planning for technology resources, which involves suggesting technical solutions and suggesting priorities for education and College supported research;
- 3) making recommendations on instructional standards, course content delivery quality, Faculty preparation, and support for distant learning; and
- 4) reviewing spending of College tech fee money and ensuring money is being spent wisely.

### **11.2. Composition**

The College Technology Committee shall be composed of one Faculty and one student from each Department, the Assistant Dean for Fiscal Affairs, one technician or lab manager from every Department, and the computer system administration staff. Each Faculty representative has one vote, as a group the technicians and lab manager have one vote, and as a group the system administration staff has one vote. The Assistant Dean for Fiscal Affairs serves in a non-voting advisory role.

## **12. SELECTION OF DEAN**

The selection process for a Dean of the College 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 an ad hoc Dean Search Committee that will include at least four BUFM's from the College. A majority of the committee shall be BUFM 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 Dean Search Committee will recommend one or more candidates to the Provost according to the charge of the committee.

## **13. GENERAL COLLEGE FACULTY MEETINGS**

### **13.1. Function**

General College Faculty Meetings are opportunities for the entire Faculty of the College to meet and discuss issues important to the College. Appropriate activities at College Faculty meetings include:

- 1) making final College-level recommendations on curricular matters,



- 2) discussing and making recommendations on issues of interest to the Faculty,
- 3) making recommendations to the appropriate University committees, and
- 4) informing the Faculty of items of interest occurring in the College and in the University.

General College Faculty Meetings shall be held at least once per semester 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 General College Faculty Meetings.

### **13.2. Meeting Format**

The format of General College Faculty Meetings will be: committee reports, old business, new business, and announcements.

The Steering Committee shall:

- 1) schedule each General College Faculty Meeting,
- 2) announce the occurrence of a meeting no fewer than 10 business days prior to the meeting and solicit agenda items,
- 3) set the agenda for each General College Faculty Meeting, and
- 4) make the agenda available to all full-time College Faculty and staff no fewer than five business days prior to the meeting.

Items may be placed on the agenda by:

- 1) the Dean,
- 2) any standing College committee, or
- 3) any Faculty, via having the matter petitioned by 10% of the College Faculty.

### **13.3. Voting**

All issues presented at the General College Faculty Meetings will be voted by electronic ballot. Electronic ballots on issues, except meeting minutes, will be sent to the Faculty after the issue has been discussed at a General College Faculty Meeting as old business. Acceptance of meeting minutes can be voted on after the General College Faculty Meeting for which the minutes were taken. No new business issues will be put to a vote, except meeting minutes.

Only TET and NTE BUFM members are allowed to vote. All electronic voting will be decided by a majority of the valid votes cast. Ballots will remain active for 7 business days, allowing one weekend for Faculty members to cast their vote. Approval of meeting minutes will also be performed this way.

## **14. AMENDMENTS TO THE COLLEGE BYLAWS**

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