

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE BYLAWS

Adopted: December 7, 1990

**Amended: April 11, 1991; May 12, 1995; May 19, 1996; April 20, 2005; June 7, 2006 and
June 28, 2013**

Florida Atlantic University

PREAMBLE

The bylaws stated herein define the processes and policies which will govern the College of Engineering and Computer Science using the best practices of classic shared governance as described in the 1966 *Statement on Government of Colleges and Universities* from the AAUP. Provisions of these bylaws are governed by and subordinate to, where applicable, the Regulations of the Florida Board of Governors; the Regulations of the Florida Atlantic University Board of Trustees, the University policies, 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."

Consistent with the mission of the College of Engineering and Computer Science, these bylaws are intended to facilitate and encourage an academic environment in which knowledge of the disciplines of engineering and computer science is generated, imparted and fostered effectively and efficiently. The faculty and administration of the College shall seek to achieve this goal through the application of shared governance in a partnership where faculty and administration work together with mutual respect, collaboration, and responsibility. Mechanisms to govern the college are presented which will promote communication and give voice to all constituencies as well as delineate responsibility and authority.

Every reasonable effort shall be made by all constituencies to uphold and honor the letter and spirit of these bylaws.

ARTICLE I. NAME

Consistent with Article III, Section A of the FAU UFS Faculty Constitution and Bylaws (revised March 23, 2012), 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

The Faculty shall provide undergraduate and graduate curricula and programs of instruction and research in engineering and computer science, in cooperation with other Faculties of the University including the Division of Undergraduate Studies and the Graduate College. The Faculty shall recommend qualified students for the appropriate degrees. The Faculty shall contribute to the governance of the College and the departments within the College in matters of planning and budgeting, as outlined in Article VIII of the FAU UFS Faculty Constitution and Bylaws (revised March 23, 2012).

ARTICLE III. ORGANIZATION

The governance of the Faculty is the shared and complementary responsibility and duty of the Faculty and the Administration. The College may include departments, organized research units (ORUs), centers and schools. Schools, ORUs and centers are organized for special programs of study or research and are subordinate to the College. Departments are the primary academic and administrative units of the College. Shared governance is achieved, in part, through standing committees of the College, as described in ARTICLE X.

Any proposal to create, transfer into the College, transfer out of the College, merge, split, or abolish a department or a program of the Faculty must be reviewed by the College Policy and Development Committee, the College Personnel Committee, and the College Executive Committee for their recommendations. Before submission by the Dean to the Provost, these recommendations shall be presented by the Dean to the Faculty in a meeting of the College Faculty (see ARTICLE V) and a Faculty vote for recommendation to approve or reject shall be conducted. The results of these votes shall be recorded by the Dean's Office in the College meeting minutes and publically disseminated on the College website within seven days.

ARTICLE IV. PRESIDENT OF THE FACULTY

- A.** The President of the Faculty shall serve as Presiding Officer at meetings of the Faculty.
- B.** 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 that the President will not be from the same department for more than four successive years.
- C.** 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 every other 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.
- D.** 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.
- E.** The President of the Faculty shall have the following responsibilities:
 - 1.** Serve as an advocate for the Faculty of the College.
 - 2.** Preside at Faculty meetings.
 - 3.** Review and circulate minutes of faculty meetings prior to the next meeting.
 - 4.** Prepare Faculty meeting agenda in accordance with ARTICLE V.C.

5. Issue calls for nominations for University Faculty Senate and Chair of the College Personnel Committee at the appropriate times (see ARTICLE VI.D.3 and ARTICLE XIII.B.2).
 6. Supervise college-wide elections administered by the Dean's office and announce the results of such elections.
 7. Send email notices and agendas for faculty meetings at least five (5) days prior to the meeting and a reminder at least 24 hours before the meeting.
 8. Work with Department Chairs and the Dean's Office to ensure all College committee members are elected for the next academic year by the end of the Spring Semester.
 9. Verify all standing committees meet within the first six weeks of the Fall Semester.
- F. The President of the Faculty shall receive a 25% assignment or the academic year and the summer term from the Dean of the College.

ARTICLE V. MEETINGS

A. Conduct of Meetings

1. 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 the openness of meetings (The Sunshine Law) shall apply.
2. 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.
3. All items that require action must be part of the published agenda.

B. 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.

C. 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.

D. Record

1. The minutes are the official record of an organization. It is crucial that they are accurate since they are the legal record of the proceedings and actions of the organization. They are a record of what was done at the meeting, not what was said at the meeting. The official copy of the minutes should include: dean and chair reports, committee reports, correspondence, presentations and written motions.

2. Draft minutes shall be prepared by a staff member from the Dean's Office and edited by the Faculty President before submission to the Faculty for approval.
3. Draft minutes must be posted on the College website within three weeks of the meeting. Approved minutes and policy statements shall be made available within three weeks of their approval and maintained on the College website, as well as kept on file in the Office of the Dean.
4. The meetings shall be video recorded and the video records shall be accessible by all the members of the Faculty.

ARTICLE VI. THE FACULTY

A. Membership

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

1. Voting rights shall be exercised only by tenured or tenure-earning Faculty who hold an appointment of at least fifty per cent in the College.
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.
3. Proxy votes or ballots shall not be permitted.
4. With at least a five day notice, voting for elections and referenda can be conducted via electronic secret ballot (e-ballot). E-ballots can be called for by the President of the Faculty, the Dean, standing committees, or at least 10 members of the voting Faculty. Upon its initiation, an e-ballot shall remain open for at least 5 business days. Conduct of an e-ballot shall be the responsibility of either the Faculty President or the Chair of the College Policy and Development Committee.

C. Rights and Responsibilities

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
2. The Faculty shall
 - a. Contribute to the governance of the College and the departments within the College.
 - b. Advise the Dean on College policy.

- c.** Transact, or delegate business initiated by themselves, by the Dean, or by other officers or bodies of administration.
 - d.** Propose, review, and recommend degree programs through appropriately established channels.
 - e.** Serve on College and University Committees and on the University Faculty Senate, if so elected or appointed.
- D.** Representation of the University Faculty Senate
 - 1.** The number of University Senators allotted to the College will be as specified in the University Faculty Constitution and Bylaws.
 - 2.** The College representatives to the University Faculty Senate shall be elected at large with no more than one elected from each department.
 - 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
 - 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).
 - 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.
 - 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.
 - 4.** Appointments to the Faculty must conform with all search and recruitment policies of the University, including those of affirmative action and equal opportunity.
 - 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.
 - 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
 - 1.** Members of the Graduate Faculty are those who teach graduate courses, direct thesis/dissertation research, or serve on thesis/dissertation supervisory committees.

2. Nominations for 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. The Graduate Studies Committee will review all nominations and forward recommendations to the Dean. The Dean will then forward the nominations with his/her recommendation to the Dean of the Graduate College.
3. 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 years.
 - d. Served on at least one thesis/dissertation supervisory committees as a member over the past five years.
 - e. Active involvement in research activities, a reasonable record of publications, and participation in professional activities.
4. 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.
5. The Dean of the Graduate College, 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 VII. THE ADMINISTRATION

A. The Administration of the college shall consist of: A) the Dean, B) Associate and Assistant Deans, and C) Department Chairs.

1. Eligibility

At the time of appointment, the Dean shall be a tenured Full Professor of the Faculty of a department in the College.

2. Nomination and Appointment

a. The Dean is appointed by the Provost.

b. Appointment shall be made only after formal consultation by the Provost with a search committee that is appointed by the Provost and that includes members of the College Faculty in accordance with University Statutes. The committee shall consist of

i. Two faculty members from each Department in the College.

ii. A non-voting Committee Chair appointed by the Provost and chosen from FAU faculty outside of the College.

iii. One member to represent College ORUs.

- iv. One member to represent the Dean's staff.
- v. One member to represent the College Advisory Council.
- vi. One member to represent the Department Chairs of the College.
- vii. One member to represent the Deans of Academic Colleges.

The number of committee members representing faculty as stated in item ARTICLE VII.A.2.b.i always constitutes a majority. All of the committee members referenced in ARTICLE VII.A.2.b.ii- ARTICLE VII.A.2.b.vi shall be chosen at the discretion of the Provost. The faculty members referenced in ARTICLE VII.A.2.b.i shall be elected by their respective department faculty.

3. Rights and Responsibilities

- a.** The position of Dean shall be primarily that of the executive officer who administers the affairs of the College under policies determined by the Faculty of the College, consistent with University policies.
- b.** The Dean shall represent the College to industry, government, and academia. As such the Dean is expected to: 1) provide leadership for the College in its relations with these groups, 2) take an active role in reporting to the Faculty regarding relations with these groups, and 3) make policy and administrative recommendations to the appropriate University administrators regarding such matters.
- c.** The Dean shall be responsible for the accreditation of the academic degree programs.
- d.** The Dean shall promote research across the College by actively facilitating external funding from governmental and industrial funding agencies.
- e.** The Dean shall actively facilitate the recruitment and retention of faculty.
- f.** The Dean shall actively facilitate the recruitment and retention of students.
- g.** The Dean shall represent the College to other administrative elements of the University and to outside constituencies.
- h.** The Dean shall establish open communication with the Faculty and students and encourage a professional and collegial atmosphere within the College.
- i.** The Dean shall monitor and report on the progress of the College, as appropriate; process nominations for appointment of academic personnel to the Provost; and process recommendations for Faculty promotion and tenure.
- j.** The Dean shall appoint Department chairs in consultation with Departmental Faculty.
- k.** The Dean shall appoint Directors of College ORUs in consultation with the College Research Committee and the College Personnel Committee.
- l.** The Dean may designate a member of the Faculty as representative to act in the absence of the Dean.
- m.** The Dean may delegate responsibility to members of the Faculty or members of the Dean's staff.
- n.** The Dean may form a College Advisory Board consisting of representatives from industry, government and academia and organize meetings with them.

o. 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. The Dean shall rely upon these committees for advice and counsel. In the event that the recommendation of a committee is not accepted by the Dean, then the Dean should communicate in writing the rationale for the decision to the committee.

p. The Dean may appoint one or more Assistant and/or Associate Deans with specific responsibilities in relation to the administrative, research, industry relations, and academic affairs of the College. Prior to the appointments, Dean's rationale for such appointments shall be communicated to the Faculty.

4. Reports to the College

a. Annually, the Dean, or the designee(s) of the Dean, shall provide to the Faculty information on the budget and resources of the College, by department, by program, and by category. The report should include year-to-date expenditure and a projected budget spread sheet.

b. 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 research productivity of each department and each Organized Research Unit (ORU).

c. At least once each year, the Dean shall provide to the Faculty an assessment 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.

5. Evaluation

In synchrony with the triennial Comprehensive Evaluation of College Deans and the Dean of University Libraries, a performance assessment survey of the Dean by the Faculty will be conducted every three years. The College Policy and Development Committee and the Personnel Committee will jointly prepare and carry out the survey. The results of the survey shall be communicated to the Faculty and reported to the Provost by the joint committee.

B. Associate and Assistant Deans

Assistant and/or Associate Deans shall assist the Dean in the administrative, research, industry relations, and academic affairs of the College. In addition to their designated roles, they will provide administrative assistance to standing College committees as non-voting *ex officio* members.

C. Department Chairs

The Department Chair shall be the executive officer who administers the affairs of the department, consistent with College and University-wide regulations and policies. His/her duties and responsibilities are described in Provost's Memorandum 2004-08

(<http://www.fau.edu/provost/files/jobdescriptionchairs.pdf>).

1. Eligibility

At the time of appointment, a Chair shall be a tenured Professor within the College and a member of the Faculty of the department in which to hold office

2. Appointment and Review

- a.** The Department Chair is appointed by the Dean of the College of Engineering and Computer Science in consultation with the Faculty of the department, and in accordance with the Provost's Memorandum (<http://fau.edu/provost/files/jobdescriptionchairs.pdf>). Working with input from the COECS Personnel Committee, the Dean shall conduct an annual performance survey of the Chair by departmental Faculty during the Spring Semester and the results will be discussed with the departmental Faculty. The Dean shall consider the review of the Faculty in his/her decision to continue the appointment of the Chair. To make room for new ideas and energy, it is recommended that the Chair normally serve no more than six consecutive years.
- b.** At least three months prior to the end of the appointment of an incumbent Chair, 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.
- c.** Applications and nominations of external candidates will be accepted for review only if there is a prior determination that financial resources are available.
- d.** 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 Department Faculty, shall form a committee to review and receive nominations. The committee shall consist of five members and a non-voting Chair. Three of the members shall be selected or elected 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 without. The Dean shall appoint the Committee Chair from outside the Department.
- e.** The Faculty of the department shall review the qualifications of the short-listed candidates and communicate their recommendations to the search committee. The committee shall provide an unranked list of acceptable candidates to the Dean.
- f.** The Dean is expected to make a selection from the list of recommended candidates. 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.
- g.** The Dean may appoint an interim Chair from the Departmental Faculty until selection and approval of a Chair is made. Consultation with the Faculty of the Department shall also be required before appointment of the interim Chair. Selection of the new Chair shall be made in an expedient manner.

3. Rights and Responsibilities

- a.** 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 (<http://www.fau.edu/provost/files/jobdescriptionchairs.pdf>).
- b.** The Chair 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.** The Chair, in consultation with the Faculty and departmental Resource Committee, 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.
- d.** 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.
- e.** The Chair shall 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.
- f.** 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.
- g.** The Chair shall:
 - i. Monitor and report on the teaching and research activities of the department, as appropriate.
 - ii. Be responsible for the expenditure of departmental funds according to departmental policy.
 - iii. Be responsible for the inventory of equipment assigned to the department.
 - iv. Call to order and preside at meetings of the faculty.
 - v. Forward to the Dean nominations for the appointment of academic personnel, as recommended by the faculty.
 - vi. 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.
 - vii. Prepare and submit to the Dean recommendations for Faculty promotions after obtaining the opinions of the Faculty of the department.
- h.** The Chair may recommend for appointment such administrative assistants as required, for approval by the Dean, the Provost, and the President of the University.
- i.** The Chair, 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.

4. Review Process

In addition to annual review by the Dean, an in-depth review of the Chair shall be conducted by the Dean no less frequently than every three years in accordance with Provost's Memorandum 2011 (<http://fau.edu/provost/files/jobdescriptionchairs.pdf>).

ARTICLE VIII. 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

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

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.
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.
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 IX. ORGANIZED RESEARCH UNITS

An Organized Research Unit (ORU) is a State or University institute and/or center, established in accordance with State University System / Division of Colleges & Universities/ Institutes and Centers [Policy Guideline 04-07-27](#), to coordinate intra- and inter-institutional research that supplements and extends existing instruction and research in the College.

A. Mission

Subject to approval of the University Faculty Senate, Organized Research Units 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

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.
2. Each ORU shall be administered by a Director, who shall be responsible for the conduct of the affairs of the unit.
3. The Director of a College ORU shall be appointed by, and shall report to, the Dean or a designated representative of the Dean. The Dean will make the appointment after the approval of the College Personnel Committee and consultation with the Faculty.
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. The Chair will make the appointment after the approval of the College Personnel Committee and consultation with Departmental Faculty. In the event that the Director is also the department Chair, the appointment shall be made by the Dean according to item 3 of this section, and the Director shall report to the Dean or a designated representative of the Dean.
5. 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

1. ORU Faculty members 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.
2. ORU Faculty members are expected to pursue teaching, research and service activities to the same standard as other Faculty in the College. It is recommended that ORU Faculty members be permitted to teach at least one or two courses each year.
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

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.

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.

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

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 Research Committee.
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 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

1. The College Policy and Development Committee (CP&D) shall consist of two members of the Faculty from each department of the College.
2. Tenured members of the Faculty with the rank of Associate Professor or Professor shall be eligible to serve on CP&D, except department Chairs and Assistant or Associate Deans of the College. Members of the Personnel Committee may not serve simultaneously on the CP&D.
3. The Faculty of each department shall elect its representative to the 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 the 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.
4. The term of office is two years, beginning with the first meeting of the Fall Semester. No individual shall serve on the 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

1. The College 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.
2. The primary functions of the 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.
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.
4. 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 the CP&D the specific authority to act.
5. Unless prohibited by University Statutes or by law, the 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.
6. 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

1. The first meeting shall be held within the first three 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 Chair and a Secretary from among the elected members of the CP&D. If during the election process, no faculty members accept nominations, then, by default, the Chair and Secretary shall be most senior and most junior Committee faculty members, respectively (based on years of FAU employment).
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 the CP&D. The Dean shall be notified of all Committee meetings.
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 ARTICLE V.D.3)
4. The Committee shall meet as required for the timely conduct of the affairs of the Faculty and the College. The Committee shall meet at least once each semester.
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.

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 the CP&D, these subcommittees shall report in writing to the CP&D.

ARTICLE XII. EXECUTIVE COMMITTEE

A. Membership

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

B. Duties

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.
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.
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

1. The Dean is Chair of the Executive Committee. The Dean, or the Dean's designee, shall set the agenda, convene the Committee, and serve as Presiding Officer at meetings.
2. A Secretary, appointed by the Dean, shall record and maintain a complete and public record of the minutes of Executive Committee meetings.
3. The Committee shall meet, as required, for timely conduct of the affairs of the Faculty and the College.
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

- 1.** The Personnel Committee shall consist of two members of the Faculty and one alternate from each department of the College and a Chair elected from the Faculty at-large. The Dean shall be notified of all Committee meetings.
- 2.** Tenured members of the Voting Faculty with the rank of Associate Professor or Professor shall be eligible to serve 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.
- 3.** The Faculty of each department shall elect its representatives to the Personnel Committee for the next academic year, along with 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.
- 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. Chair

- 1.** The Chair of the Personnel Committee shall be a tenured member of the Faculty with the rank of Professor.
- 2.** The Chair of the Personnel Committee for the next academic year 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 Chair 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 Chair shall rotate such that the Chair will not be from the same department for more than two successive years.
- 3.** The Chair shall be a non-voting member of the Personnel Committee.
- 4.** The Chair of the Personnel Committee shall serve as the College representative to the University Tenure and Promotion Committee.

C. Rights and Responsibilities

- 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.

- 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; these cases can involve 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.
- 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 VI.B.
 - 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

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

- 1.** The voting membership of the Undergraduate Studies Committee shall be comprised of two members 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.

2. All members of the Faculty shall be eligible for membership on the Undergraduate Studies Committee.
3. Each Department shall determine how its Undergraduate Studies Committee members will be selected. Vacancies shall be filled in a timely manner.
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. Chair

1. The Chair 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 Chair 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 Chair, then, by default, the Chair shall be the most senior Committee faculty member (based on years of FAU employment).
2. If the Chair, for any reason, is unable to complete the term of service, a replacement Chair shall be elected from the remaining membership to serve for the remainder of the vacated term of office.
3. The Chair shall be the representative of the College on the University Undergraduate Programs Committee.

C. Rights and Responsibilities

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 degrees, certificates, 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 (see ARTICLE XII.B.1).
 - 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.
2. All disapproval actions shall be explained in writing as a part of the approved minutes of the Committee.

D. Meetings

1. The Undergraduate Studies Committee shall meet whenever 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.
2. Voting may take place by phone or by e-mail, as long as a record of the vote is kept and so long as no member objects.
3. A quorum shall consist of the majority of the membership of the Committee.
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

1. The voting membership of the Graduate Studies Committee shall be comprised of two members 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.
2. All members of the Graduate Faculty shall be eligible for membership on the Graduate Studies Committee.
3. Each Department shall determine how its Graduate Studies Committee members will be selected. Vacancies shall be filled in a timely manner.
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. Chair

1. The Chair 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 Chair 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 Chair, then, by default, the Chair shall be the most senior Committee faculty member (based on years of FAU employment).
2. If the Chair for any reason is unable to complete the term of service, a replacement Chair shall be elected from the remaining membership to serve for the remainder of the vacated term of office.
3. The Chair shall be the representative of the College on the University Graduate Programs Committee.

C. Rights and Responsibilities

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 VI.F.

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

D. Meetings

- 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.
- 2.** Voting may take place by phone or by e-mail, as long as a record of the vote is kept and so long as no member objects.
- 3.** A quorum shall consist of the majority of the membership of the Committee.
- 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. RESEARCH COMMITTEE

A. Membership

- 1.** The voting membership of the Research Committee shall be comprised of two Faculty members 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.
- 2.** Each Department shall determine how its Research Committee members will be selected. Vacancies shall be filled in a timely manner.
- 3.** The term of office shall be two years, beginning with the first meeting of the fall semester. Terms of Research 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 Committee member may serve consecutively.

B. Chair

- 1.** The Chair of the Research Committee shall be elected by the Membership of the Committee at the first meeting of the fall semester each year. The Chair 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 Chair, then, by default, the Chair shall be the most senior Committee faculty member (based on years of FAU employment).
- 2.** If the Chair for any reason is unable to complete the term of service, a replacement Chair shall be elected from the remaining membership to serve for the remainder of the vacated term of office.

C. Rights and Responsibilities

The Research Committee shall

- 1.** Develop and recommend to the College Faculty for consideration, policies and procedures relating to research activities and encouragement of research in the College.
- 2.** Assist the Associate Dean of Research in identification of needs and trends in engineering research
- 3.** Review and provide recommendations on proposals for research centers and institutes at the request of the Associate Dean of Research.
- 4.** Assist the Dean of Research in periodically organizing faculty research forums.
- 5.** Advise on expenditure of funds that may become available in support of improvement of research infrastructure.
- 6.** Provide recommendations to the Associate Dean of Research on nominations of Researchers of the Year and other faculty research excellence awards.
- 7.** Act as the adjudication body for the College in matters of research irregularities, in accordance with the provisions of the FAU Policies and Procedures.
- 8.** Advise the Dean on any problems relating to research activities in the College.

D. Meetings

1. The Research 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.
2. Voting may take place by phone or by e-mail, as long as a record of the vote is kept and so long as no member objects.
3. A quorum shall consist of the majority of the membership of the Committee.

E. Subcommittees

The Research 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 XVII. RESOURCE COMMITTEE

Each department shall have a Resource Committee with responsibility for advising the Chair on budgetary matters and for reviewing the allocation of departmental financial resources including travel, conference attendance, laboratory equipment, computers and software. At least once every two months, the Department's fiscal officer shall provide the Committee with a report on departmental expenditures. The Committee shall have no fewer than four members, elected by the Faculty. At least once each semester during the academic year, the Committee shall present a summary report to departmental faculty.

ARTICLE XVIII. 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 a 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 made available on the College website.

ARTICLE XIX. AMENDMENT OF THE 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 XX. DISSEMINATION OF THE BYLAWS

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