

# Bylaws of the College of Engineering and Applied Science

## ARTICLE I – DEFINITIONS:

- 1) The University is the University of Cincinnati;
- 2) The College is the College of Engineering and Applied Science, also known as CEAS;
- 3) The Board is the Board of Trustees of the University and the BOT Rules are the current, published rules of the Board;
- 4) The Contract is the current collective bargaining agreement between the American Association of University Professors and the University;
- 5) Dean, Associate Dean and other administrative titles shall refer to the appropriate administrators of the College;
- 6) A School is one of the Schools of the College. Schools can be added or removed by the Dean, with input from the Faculty;
- 7) Academic Unit is a School, unless specifically defined otherwise by these Bylaws, the Contract or action of the Board;
- 8) School Director is the Academic Unit Head (as defined in the Contract) and chief administrator of a School, appointed in accordance with BOT Rules and the Contract;
- 9) Faculty is the Faculty of the College, as defined in Article III of these Bylaws.
- 10) Program faculty are a subset of faculty within a School charged with offering the curriculum associated with a specific degree. Program faculty are appointed by the Dean;

## ARTICLE II – OBJECTIVES

The objectives of the Faculty shall be:

- 1) To create and disseminate knowledge and provide excellent education for the CEAS students; through instruction, advising and the conduct of research;
- 2) To serve the academic and professional communities through participation in committees and professional societies;
- 3) To serve the public by being involved members of the community;
- 4) To provide a deliberative assembly for the Faculty;
- 5) To secure representative views on instructional and institutional matters and policies concerning the College;
- 6) To provide encouragement and direction for initiative and participation in institutional matters and policies concerning the College;
- 7) To encourage and coordinate College services; and
- 8) To make recommendations to administrative officers of the University of Cincinnati and the College.

## ARTICLE III – THE FACULTY

Section 1. The membership of the Faculty shall be as follows:

- 1) The President of the University
- 2) The Senior Vice President for Academic Affairs and Provost of the University
- 3) The Dean of the College
- 4) Associate and Assistant Deans with unqualified titles
- 5) Full time members holding any of the following unqualified titles within the College:
  - a. Professor
  - b. Associate Professor
  - c. Assistant Professor
  - d. Instructor
- 6) Full time members of the Academic Schools with Educator Series, Practice Series, Research Series or Field Service titles of Professor, Associate Professor, Assistant Professor or Instructor.

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## Section 2. Rights of Members.

- 1) All full-time members of the Faculty shall have full voting rights.
- 2) Full time Educator Series Faculty Members, Field Service and Practice Series Faculty Members whose appointment is for undergraduate education shall have full voting rights, except on issues related to research and graduate education.
- 3) Full time Research Series Faculty Members, Field Service and Practice Series Faculty Members whose appointment is for research shall have full voting rights except on issues of undergraduate curriculum and undergraduate education.
- 4) Adjunct, visiting and emeriti Faculty Members have no voting rights.
- 5) For the purpose of this article, full time faculty shall be as defined those having an appointment of > 65% of a full time equivalent (FTE) .
- 6) Voting rights on issues related to graduate curriculum and graduate education are reserved to Members of the Faculty who are also Members of the Graduate Faculty.
- 7) All members of the Faculty shall be eligible to hold any elected or appointed position with the following exceptions:
  - a. The Faculty Senators must also meet the membership requirements of the Faculty Senate.
  - b. No member can hold more than one seat on the same committee simultaneously.
  - c. Members of Committees with restricted membership must meet eligibility requirements.

## ARTICLE IV - MEETINGS

### Section 1. Quorum.

A quorum for meetings shall be 40% of the of the Full Time Faculty

### Section 2. Meetings.

Faculty Meetings shall be held at least once per quarter.

### Section 3. Conduct of Meetings

- 1) The meetings shall be chaired by the Dean, or in his absence, his appointee.
- 2) All meetings shall be conducted in accordance with Robert's Rules of Order. The Dean shall appoint a Parliamentarian to enforce Rules of Order and to help in the preparation of meeting materials and the conduct and management of the meeting.
- 3) The Dean shall appoint a recorder who shall:
  - a. Notify the Faculty of all meetings;
  - b. Send out minutes of the previous meeting at least one week before the meeting.
  - c. Request additional agenda items and publish the agenda at least 2 business days before the meeting.
  - d. Take and publish accurate minutes of the meeting.
  - e. Keep records of all meeting minutes, motions, resolutions, reports, etc.
  - f. Keep and maintain the Bylaws
  - g. Maintain the official copy of the College Reappointment, Promotion and Tenure Rules.
- 4) A motion, resolution or other action before the Faculty passes if the positive votes are a majority of all votes, excluding abstentions.

## ARTICLE V – CURRICULUM

### Section 1 – General

- 1) Undergraduate (UG) curriculum is the privilege and responsibility of the Faculty of CEAS
- 2) Graduate Curriculum is the privilege and responsibility of the Graduate Faculty of a Graduate Program, Graduate Faculty of CEAS and Graduate Faculty of the Graduate School. Requirements for changing a Graduate Curricula shall be as specified by the Graduate School.
- 3) The Faculty shall be responsible for the quality of the Curriculum.

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## Section 2 – New Undergraduate Curricula and Changes to Existing Undergraduate Curricula

- 1) Any substantive change to an existing curriculum shall be approved by the Faculty of the program offering that curriculum.
- 2) Any curriculum for a new program or substantive change to an existing curriculum shall be approved by the Faculty of the School offering that curriculum.
- 3) The College UG Curriculum Committee shall review any new curriculum or any substantive change to an existing curriculum and make a recommendation to the College Faculty.
- 4) The Faculty of the College shall vote to approve or disapprove any new curriculum or any substantive change to an existing curriculum.
- 5) The College UG Curriculum Committee shall have the authority to decide what constitutes a substantive change requiring a Faculty vote and to approve non-substantive changes to a curriculum without a College Faculty vote. Any action of the College UG Curriculum Committee may be changed by a College Faculty Vote.

## ARTICLE VII – COMMITTEES

### Section 1 – General

- 1) Committee members must meet any membership requirements for that committee.
- 2) Elections/appointments of Committee Members shall occur before the end of the Spring Term of the previous academic year.
- 3) Unless prohibited, committee members may serve consecutive terms.
- 4) If required by the Committee rules, voting members shall have an alternate, chosen by the same method as the voting member.
- 5) If a Committee has alternates and a Committee Member resigns or cannot fulfill his/her duties, the alternate joins the committee and a new alternate is chosen.
- 6) If a Committee has an undergraduate student member
  - a. The member shall be chosen by the CEAS Student Tribunal or its successor organizations.
  - b. The Tribunal may appoint more than one member to the committee (to accommodate student schedules and co-op), but only one member may vote.

### Section 2 – Standing Committees

#### **College Reappointment, Promotion, and Tenure (RPT) Committee**

1. Charge
  - a. To review Faculty dossiers, with accompanying School Director and School RPT committee recommendations, and to make recommendations to the Dean regarding reappointment, promotion, and tenure based on the applicable RPT policies of the College and the School.
  - b. To create recommended College RPT guidelines; maintain the Guidelines passed by the Faculty and recommend to the Faculty changes to those guidelines, when appropriate.
  - c. To create recommended Committee Procedures; maintain the procedures passed by the Faculty and recommend to the Faculty changes to those procedures, when appropriate
  - d. To make suggestions, when appropriate, to School Directors and School RPT committees regarding their procedures by recommending techniques and procedures that may assist School Directors and Committees in fairly assessing Faculty performance.
2. Membership
  - a. The committee members must be of the rank of tenured Professor, unless a School does not have an eligible faculty member at the rank of tenured Professor. In this event, the School shall have a choice:
    - i. A tenured associate professor will be allowed to serve on the committee but cannot vote on issues of promotion to Professor;
    - ii. Elect a tenured Professor from another School to represent them.
  - b. There shall be one Committee Member per School serving a two-year term.
    - i. Advanced Structures; Aerospace Systems and Dynamic Systems shall elect representatives in years when the Autumn Term falls in an even numbered year.

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- ii. Engineering Education; Electronics and Computing Systems; Computing Sciences and Informatics; and Energy, Environment and Biomedical Engineering shall elect representatives in years when the Autumn Term falls in an odd numbered year.
- iii. For the first full academic year these bylaws are in force, all Schools shall elect representatives, but if a School was not due to elect representatives that year, the representatives shall serve a one year term. This provision shall be deleted after the first year.
- c. Members and Alternates are limited to two consecutive terms. Alternates may succeed Members.
- d. The first meeting of an academic year will be convened by the senior member of the RPT committee (That is the member who has served longest on the College RPT Committee.)
- e. The Committee will elect a Chairperson at the first Committee meeting of the academic year.

### Dean's Advisory Committee

- 1. Charge
  - a. Meet with the Dean at least twice a year to review the College's performance and opportunities, and advise the Dean on areas requiring attention
  - b. Communicate with Schools issues raised in the committee's meetings with the Dean
  - c. Inform Faculty of decanal plans, intentions, and concerns
  - d. Solicit input from School Faculty and communicate any concerns or issues to the Dean.
  - e. Periodically review the By-laws and, as needed, propose changes to the By-laws for conformity with University Rules; submit proposed changes to the Faculty.
  - f. Provide advice to the Dean on the formation of Standing and Ad Hoc Committees
  - g. Provide advice to the Dean on Committee Membership
- 2. Membership
  - a. One representative from each School, elected by that School for a two year term. Terms shall be rotated so half the committee is elected each year on the same schedule as the RP&T committee. Members are limited to two consecutive terms.

### Committee on Academic Standards

- 1. Charge
  - a. To review student academic records and take appropriate action for students who are failing to meet the College Academic Standards.
  - b. To review admission, progression, and graduation standards and to make recommendations to the Faculty concerning these standards.
  - c. To provide advice to Faculty concerning methods to measure the success of the College in meeting its academic objectives and goals.
  - d. To recommend criteria governing grading, scholastic standing, and related matters.
  - e. To specify the method for approval/denial of student academic petitions.
  - f. To act on student grievances in cases where a faculty-student resolution is not possible following procedure and policy in the Student Code of Conduct.
- 2. Membership
  - a. One, voting Faculty Member from each School, serving a three year term, chosen by any democratic means.
  - b. One voting member from Professional Practice Faculty.
  - c. One voting Undergraduate Student member.
  - d. A voting Chair, appointed by the Dean.
  - e. The CEAS College Conduct Administrator, who will also serve as a Committee Member and will both convene and chair the College Hearing Panel when required for student grievance cases.
  - f. Other non-voting members may be appointed by the Dean.

### Undergraduate Curriculum Committee

- 1. Charge
  - a. To review proposed changes to undergraduate curricula and make recommendations to the faculty on those changes.

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- b. Develop and monitor curricular guidelines and proposals for curricular changes to undergraduate programs.
2. Membership
  - a. One, voting Faculty Member from each School, serving a three year term chosen by any democratic means.
  - b. One voting Undergraduate Student member.
  - c. A voting Chair, appointed by the Dean.
  - d. Other non-voting members may be appointed by the Dean.
3. The Committee may approve, without Faculty vote, changes to curricula which the Committee deems minor and/or temporary and which do not affect the character or rigor of the curriculum. The Faculty may vote to override any such decisions.

### Section 3 – Ad Hoc Committees

1. Search Committees:
  - a. Decanal Search Committees are governed by BOT Rules.
  - b. School Director (Unit Head) Search Committees are governed by the AAUP Contract.
  - c. Faculty Search Committees shall be governed by School Bylaws.
2. Other Ad Hoc Committees
  - a. All other Ad Hoc Committees shall be formed, governed and dismissed by the Dean on an as needed basis.

### ARTICLE VIII - DEAN'S TERM IN OFFICE

The Dean shall be appointed or reappointed for a term of 3-7 years, as determined by the Board and the President. The Decanal Search or Decanal Review Committee shall recommend a specific term to the President.

### ARTICLE IX – AMENDMENT, SEMESTER CONVERSION AND SEVERABILITY

#### Section 1 – Amendment

Faculty may amend these bylaws with a majority vote. There will be a 3 week notice of proposed bylaw changes.

#### Section 2 – Severability

Should any part of these bylaws become invalid due to changes in Ohio State Law, BOT Rules, the AAUP Contract or the order of a Court of Law with jurisdiction, the remainder of the bylaws remains effective.