

BY-LAWS
OF THE COLLEGE OF ENGINEERING
TEMPLE UNIVERSITY

In the event of any conflict or contradiction between any bylaw of the College or any action taken by the College under the authority of its bylaws and any University Policy now in effect or adopted in the future, the College bylaw or action shall be superceded by the pertinent University Policy. The term "University Policy" shall refer to any action, resolution, or policy of the Temple University Board of Trustees, or (2) any action or policy of the President of Temple University taken within his authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President. University policies as defined here shall include collective bargaining contracts that have been approved by the Board of Trustees or by the President when he/she has been delegated to do so by the Board of Trustees and any amendments or supplementary letters of agreement to such contracts that may be approved by the Board of Trustees or the President during the life of any collective bargaining agreement. (This paragraph means to duplicate Article I and footnote 2 of the Temple University Standard School/College Bylaws).

1. Title

The assembly of the faculty members of the College of Engineering shall be known as the "Collegial Assembly".

2. College Dean

- A. The President of the University appoints the Dean of the College in conformance with such Decanal search guidelines as the President may from time to time promulgate.
- B. The Dean of the College is appointed by the President and shall report to and be accountable to the President or his/her designee, and shall serve at the pleasure of the President.
- C. The Dean of the College is the chief executive officer and the chief academic officer of the College. His/her duties and responsibilities are defined by any pertinent policies of the Board of Trustees, by the Dean's Position Description that shall be issued from time to time by the President, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President.
- D. The Dean of the College shall exercise such authority as may be delegated to him/her by University Policies. He/she shall be responsible for the administration of his/her College budget that may be adopted by the Board of Trustees, including any budget rules or guidelines that may be adopted pursuant to that budget.

- E. The Dean of the College shall be an *ex officio* member without vote of all standing committees of his/her College.

3. Membership

All faculty members within the College shall be members of the Collegial Assembly. Membership shall be without application and upon faculty appointment. Every full-time faculty member not in a full time administrative position has the right to vote and hold office and shall be called Voting Faculty. All members have the privilege of the floor. All full-time College of Engineering faculty shall have the right to vote on those Standing Committees on which they serve. Members are expected to participate in meetings of the Collegial Assembly and in all committees to which they have been selected. The Collegial Assembly may set minimum standards of participation.

4. College Organization

The Dean shall, subject to applicable University policies and within the College's authorized budget, appoint associate deans, assistant deans, department chairs, and other academic and administrative personnel. The Dean shall be responsible for the supervision of the College's administration, pursuant to the University Policies.

5. By-Laws

Revisions or amendments to these bylaws may be initiated by the Dean or by the Collegial Assembly. Revisions or amendments to these bylaws may be recommended by the Collegial Assembly after a favorable two-thirds majority of votes cast. The proposed amendment shall be distributed to each member of the faculty two weeks prior to the faculty meeting at which it is to be discussed. The vote shall be by mail ballot, which will be sent to each faculty member within one week and returned within two weeks after the above meeting. Recommended amendments or revisions shall be forwarded through the Dean to the President or his/her designee. Recommended revisions or amendments will be reviewed by University Counsel to assure conformity to University policies. After review by University Counsel, the President or his/her designee may approve revisions or amendments and set the date upon which they will become effective.

In all cases, the Dean shall review the bylaws of the College every five years and, after consultation with the Assembly, may recommend revisions or amendments to the bylaws.

6. Composition

The College is composed of three academic units: the Department of Civil and Environmental Engineering, the Department of Electrical and Computer Engineering, and the Department of Mechanical Engineering. The Assembly may not recommend alteration of the existing academic departments without a favorable two-thirds majority of votes cast.

7. Rules of Conduct

The members of the Collegial Assembly shall be directed in their actions by University policies and by the By-Laws of the College. Meetings of the faculty shall be governed by Robert's Rules of Order.

8. Faculty Council

A. Duties

The Collegial Assembly shall form a Faculty Council as its Executive Body and it shall perform the following functions:

1. The Faculty Council shall act for the faculty in matters of College or inter-academic unit issues when the faculty is not, or cannot, be convened. When such actions occur, the Faculty Council shall immediately notify the Faculty through College mail distribution. The Council shall take no action which contravenes an action of the whole faculty.
2. The Faculty Council shall serve as an advisory body to the Dean.
3. The Faculty Council shall be empowered to create *ad hoc* committees and to determine their function.
4. The Faculty Council shall take other actions as the Collegial Assembly may direct.
5. The Faculty Council shall have a term of office from May 1 to April 30.

B. Composition

The Faculty Council shall be composed of two voting members, one of whom must be tenured, selected by and from each department.

C. Selection of Officers

Each department shall select two representatives to the Faculty Council. All representatives will serve a two-year term, staggered in such a way so that one departmental representative is elected in even-numbered years, and the other in odd-numbered years. Selections to Council shall be completed before April 1 and terms of selected members shall run from May 1 to April 30.

Before May 1 of each year the voting faculty shall elect from the membership of the Faculty Council for the following year a Chairperson, a Vice-Chairperson, and a Secretary of the Collegial Assembly. The Chairperson must be a tenured faculty member.

1. Elections for officers shall be conducted as follows:
 - a. Upon receipt of department Representatives to the Faculty Council, the Personnel, Nominations and Elections Committee will accept nominations for each office from members of the Collegial Assembly.
 - b. Ballots will be prepared by the Personnel, Nominations and Elections Committee and a mail vote taken within one week of nominations.
 - c. Election to each office shall be by a simple majority of the votes cast.

D. Duties of Officers

The duties of the officers of the Collegial Assembly are as follows:

1. Chairperson: convene and conduct Collegial Assembly and Faculty Council meetings; solicit and obtain membership from each department for committees; ex-officio member of all Collegial Assembly Committees without vote unless otherwise empowered.
2. Vice-Chairperson: Chairman of the By-Laws Committee; ex-officio member of all Collegial Assembly committees without vote unless otherwise empowered; assembles all collegial assembly minutes; assembles an annual report of all committee meetings and actions to be submitted to the Collegial Assembly at the last meeting of the Academic year.
3. Secretary: record and distribute minutes of all Faculty Council and Collegial Assembly meetings.

E. Meetings

1. Faculty Council Regular Meetings
The Faculty Council shall meet each month during the regular academic year. The Chairperson shall call the first meeting with subsequent meetings scheduled by the Faculty Council. A member who is unable to attend a meeting will designate an alternate.
2. Faculty Council Special Meetings
Special meetings of the Council may be requested either by: a) the Chairperson of the Council, b) the Dean to the Chairperson of the Faculty Council or, c) petition of at least twenty-five percent of the Council's membership. All special meetings shall require a notice to be circulated to the members two days prior to the meeting.

F. Faculty Council Quorum

The quorum for all meetings of the Faculty Council shall be a majority of its membership. In case of a tie vote, the question will be brought to the entire Assembly for a vote.

G. Administrative Support

The Assembly wishes the Dean to consider service in determining teaching workloads of faculty serving as Faculty Council officers and Faculty Senators.

9. Collegial Assembly

A. Collegial Assembly Regular Meetings

The faculty of the College of Engineering shall hold at least one Fall and one Spring meeting each year and such special meetings as the Council may determine. Notice of each meeting shall be given to each member at least one

month before the date set for the meeting. The agenda shall be delivered at least one week before the date set for the meeting. These meetings shall be called by the chairperson of the Collegial Assembly who will also prepare and distribute the agenda one week prior to the meeting.

Minutes shall be distributed by the Secretary no later than one week prior to the next regularly scheduled meeting.

B. Collegial Assembly Special Meetings

The Chairperson may call for a special meeting and shall do so upon receipt of either:

1. A request by the Dean of the College
2. An affirmative, or a tie, vote of the Faculty Council.
3. A petition signed by twenty-five percent or more of the Collegial Assembly voting members.

A notice of special meetings and agenda shall be delivered to the member at least one week prior to the special meeting. Also, each department chair will be notified by phone one week prior to the special meeting.

A special meeting shall restrict its deliberations to the matters for which it has been specifically called. The Secretary shall keep the minutes, which shall be approved at the next regular meetings.

C. Collegial Assembly Quorum

The quorum for all meetings of the Collegial Assembly shall be one-third of the voting members.

10. Faculty Senate

The representatives of the College of Engineering to the Faculty Senate shall be selected by the departments before May 1 to serve a three-year term. Each department will select one senator from its voting members.

The College Representative to the Faculty Senate Steering Committee shall be elected by the College's Faculty Senate Representatives for a three-year term.

11. Committees

The Collegial Assembly shall form Standing Committees and *Ad-hoc* Committees to assist in the conduct of its business. Similarly, *ad-hoc* subcommittees may be formed by each Standing Committee on an as-needed basis, and disbanded by the same Standing Committee when no longer needed. The Dean, after consultation with the Collegial Assembly, may also establish committees necessary to undertake the work of the College.

Each Standing Committee may establish its own procedures and responsibilities and report in writing to the Collegial Assembly for approval by a two-thirds majority of votes cast. Upon approval these reports shall become a part of the historical data files for this assembly. Before May 1 of each academic year each Standing Committee shall submit a written report to the Vice-chairperson summing up the work of the committee and when necessary an agenda for the following academic year.

The Chairperson of each committee may, at their discretion, call for a meeting of the committee of the whole and exclude the *ex-officio* members. The Chairperson of a committee shall be elected by the members of that committee at their first meeting of the academic year, but no later than September 30. Standing Committee Members are selected by May 1 to serve the following academic year.

The following shall be Standing Committees:

A. Personnel, Nominations and Elections Committee

1. Function: The committee shall seek nominations of candidates for all elective offices as provided for in these By-Laws, conduct all elections, count ballots, and announce results. The committee shall seek nominations of various faculty awards when necessary. The committee may make recommendations to others regarding faculty personnel matters.
2. Composition: The committee shall consist of one member appointed by each department for a two-year term. For the initial year the members from the three departments shall serve one year. Thereafter, all members will serve a full term.

B. Planning and Budget Committee

1. Function: In consultation with the Dean and the department Chairs, to make independent faculty recommendations on future budgets for the college based on critical evaluations of historical data on the recent past and specific college objectives and priorities for the future; to periodically review and assess (as deemed appropriate by the committee or as instructed by the assembly) budget implementation, and current allocations and needs of college resources in such areas as staffing, student teaching and research assistants, space allocations, and equipment.
2. Composition: as in A-2 above

C. Graduate Affairs Committee

1. Function: To review curricula to evaluate any duplication of courses, to review proposed programs, to review changes in graduation requirements, to review changes in curriculum for graduate degrees granted by the College, and to review other matters related to graduate affairs.
2. Composition: The committee shall consist of one member selected by each department for a two-year term.
3. The Director of Graduate Studies shall serve as an *ex-officio* non-voting member of this committee.

D. Undergraduate Affairs Committee

1. Function: To review curricula to evaluate any duplication of courses, to review changes in graduation requirements, to review changes in curriculum for undergraduate degrees granted by the College, to review curricula for meeting any University standards for graduation, to review academic standing, to recommend awards, to review professional and technical development courses, and to review other matters related to undergraduate affairs.
2. Composition: The committee shall consist of two members selected by each department for a two-year term.
3. The Director of Undergraduate Studies shall serve as an *ex-officio* non-voting member of this committee.

E. Promotion and Tenure Committee

1. Function: To make recommendations annually to the Dean on the following:
 - a. Tenure: The Committee's function is to review each department's recommendations for compliance with their own written criteria, which must be consistent with *TAUP* criteria and the Faculty Guide; to conduct an analysis of the department recommendation in order to make certain that the department review was rigorous and that the candidate meets college-wide standards for tenure.
 - b. Promotion will be guided by the written criteria of the department, the College, and the procedures and criteria set forth in the Faculty Guide (August 1993).
2. Composition: The committee shall consist of nine people selected in accordance with the following guidelines:
 - a. three faculty members from each department among tenured associate or full professors.
 - b. any member of the Committee who is to be considered for promotion and/or tenure must step down from the Committee for that year. Alternate members are to be appointed by the respective department.
 - c. for the initial term upon adoption of these By-Laws one member from each department shall be selected for one year. Thereafter, all members shall serve a two-year term.
3. Voting: All members of the college committee from the candidate's department will absent themselves from the college committee vote concerning the candidate.

F. The By-Laws Committee

The By-Laws Committee is an *ad-hoc* committee of the Collegial Assembly operating on a stand-by basis to consider questions of interpretation or modification of the By-Laws. The By-Laws Committee shall be chaired by the Vice Chairman of the Collegial Assembly with one additional Faculty Council

member from each of the other departments not represented by the Vice Chairman.

G. Research, Computers and Communications Committee

1. Function:
 - a. To evaluate research and study leave, research incentive funds, grant-in-aid, and faculty summer fellowship applications by a committee of the whole following University policies and procedures; and to advise on policies affecting research capabilities and opportunities in the College.
 - b. To advise the administration and faculty on the planning and acquisition of College-wide devices and systems of advanced technology including, but not limited to computer hardware and software, library media and equipment, networking, telecommunications, and common laboratory equipment.
2. Composition: as in A.2 above.
3. The Director of Computing Services shall serve as an *ex-officio* non-voting member of this committee.

H. Student Appeal and Grievance Committee

The Dean shall constitute a student appeal and grievance committee that shall include student representation to hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance. The student appeal and grievance committee shall make recommendations to the Dean on each appeal or grievance. The student appeal and grievance committee shall follow all University and all college policies and procedures for student appeals and grievances. It shall refer student appeals of grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance. Unless precluded by University or College policies, the committee shall assure a student a full opportunity to present his/her appeal or grievance, including reasonable evidence in support of his/her claim, and shall give the student's claim full and fair consideration. Where the appeal or grievance seeks to change a decision taken by a member of the faculty, staff or administration of the College, that person shall be given a full and fair opportunity to describe and document the rationale for his/her decision. All recommendations to the Dean shall reasonably summarize the student's claim, provide the basis for the committee's recommendation, and state clearly the committee's recommended disposition of the student's claim.

I. Faculty Responsibility Committee

The Dean, in consultation with the Faculty Council, shall appoint an *ad hoc* Faculty Responsibility Committee to investigate allegations of serious misconduct against a faculty member. A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of serious misconduct; it is not a

standing committee. The members of a Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to investigation. Not more than one member of the Faculty Responsibility Committee should be appointed from the same department as the faculty member who is subject to investigation. A Faculty Responsibility Committee shall have no fewer than three, and preferably at least five, members.

The Faculty Responsibility Committee shall assure that any person who brings allegations of serious misconduct will have a full and fair opportunity to present written or oral information to support his/her assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of serious misconduct or to explain such conduct. The complainant and the faculty member accused of serious misconduct may offer relevant written or oral statements by others who have knowledge of the alleged serious misconduct. However, the Committee may determine whether to hear such oral evidence or the extent of such evidence that will be heard. The Faculty Responsibility Committee may examine documents or seek statements independently of information offered by the complaint or the faculty member accused of serious misconduct. If the Committee relies on such information in making its report, it shall, wherever possible, include such information or summaries of it as attachments to its final report.

The Faculty Responsibility Committee shall maintain confidentiality as to allegations of serious misconduct submitted to it, all evidence-oral, written, or tangible-submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others to conduct its investigation. The Faculty Responsibility Committee may seek the advice of University Counsel if it deems necessary and University Counsel shall endeavor to give reasonable assistance if possible.

The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report should provide a full statement of its deliberations, findings, conclusions and recommendations and, to the extent reasonably possible, should include as attachments any written statements, any documents and any other written or tangible evidence upon which the Committee relied. The Dean shall transmit the report and his/her recommendations for any actions or further proceedings to the Faculty Senate Personnel Committee and to the President or his/her designee.