

# ***COLLEGE OF ENGINEERING AND INTEGRATED DESIGN (CEID)***

## **BYLAWS**

*(Approved and Accepted on May 14, 2021)*

### **ARTICLE I. FACULTY INVOLVEMENT IN UNIVERSITY GOVERNANCE**

1. The Rules and Regulations of the Board of Regents of The University of Texas System for Governance of The University of Texas System contains the following provision concerning faculty involvement in University governance:

Subject to the authority of the Board and subject further to the authority that the board has vested in the various administrative officers and subdivisions of the System, the faculties of the component institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas: general academic policies and welfare, student life and activities, requirements of admission and graduation, honors and scholastic performance generally, approval of candidates for degrees, and faculty rules of procedure.

2. The College Bylaws are important as it provides the structure for shared governance through various committees listed in Article II and ensuring that faculty and staff have a role in the CEID decision making.

### **ARTICLE II. STANDING COLLEGE COMMITTEES**

1. College Awards Nomination Committee (CANC)

- a. **Charge:** As an advisory committee to the Dean, the College Awards Nomination Committee (CANC) shall solicit nominations from departments and schools and recommend specific faculty and staff deserving of nominations of intramural and extramural awards.

The Committee shall review and update any CANC policies, including timeline for award nominations, rubrics for recommending nominations, review procedures, meeting schedules, etc.

- b. **Membership:** Voting members of the committee shall consist of one (1) faculty representative from each department/school, one (1) staff member and one (1) elected student council representative.

The Associate Dean of Administration shall serve as an ex-officio (non-voting) participant at meetings of this committee and shall participate in meetings at the invitation of the committee members.

2. College Curriculum Committee (CCC)

- a. **Charge:** As a general advisory committee to the Dean in academic areas, the College Curriculum Committee (CCC) shall review and approve all programmatic changes/modifications, including pre-proposals and proposals of new academic programs and changes to existing program of study, curriculums, and/or course and degree descriptions at the undergraduate and graduate levels. These responsibilities include requesting additional information on new programs or programmatic changes/modifications and providing feedbacks and recommendations to departmental curricula committees.

The Committee shall review and update any CCC policies, including development of policy recommendations and guidelines in support of instruction, timeline for reviews, review process, meeting schedules, etc.

- b. **Membership:** Voting members of the committee shall consist of one (1) faculty representative from each department/school and one (1) elected student council representative.

The Associate Dean of Undergraduate Programs shall serve as an ex-officio (non-voting) participant at meetings of this committee and shall participate in meetings at the invitation of the committee members.

### 3. College Community and Events Committee (CCEC)

- a. **Charge:** As an advisory committee to the Dean, the College Community and Events Committee (CCEC) shall recommend and organize specific activities and events that will foster sense of community through community building activities and social connectivity that strengthen interactions of faculty and staff outside research and pedagogy. These activities include organizing holiday activities and events, publicizing these activities and events, and encouraging faculty and staff to participate.

The Committee shall review and update any CCEC policies, including timeline of activities, meeting schedules, etc.

- b. **Membership:** Voting members of the committee shall consist of two (2) staff and/or faculty representatives from each department, school or college and one (1) elected student council representative.

The Associate Dean of Administration shall serve as an ex-officio (non-voting) participant at meetings of this committee and shall participate in meetings at the invitation of the committee members.

### 4. College Executive Advisory Committee (CEAC)

- a. **Charge:** As a general consultative committee to the Dean, responsibilities of the College Executive Advisory Committee (CEAC) shall include convening the College Faculty Forum and developing guidelines for allocation of resources to support and sustain the academic programs, including such areas as support for instruction and research, facilities, information technology, library resources, and faculty development and travel.

The Committee shall review and update any CEAC policies, including meeting schedules, college Bylaws, etc.

- b. **Membership:** Voting members of the committee shall consist of two (2) faculty representatives from each department/school, one (1) elected student council president, and Committee Chairs of all standing college committees. The Committee Chairs of all standing college committees shall provide updates of their committee activities at the CEAC meeting.

The Associate Dean of Administration shall serve as an ex-officio (non-voting) participant at meetings of this committee and shall participate in meetings at the invitation of the committee members.

5. College Inclusive Excellence Committee (CIEC)

- a. **Charge:** As the advisory committee to the Dean, the College Inclusive Excellence Committee (CIEC) shall work on increasing awareness and appreciation of multi-cultural perspectives and establish policies, practices, programs and resources designed to embrace and support diversity within the college. These responsibilities include support and promotion of inclusion through the development of initiatives that strengthen the culture of inclusive excellence.

The Committee shall review and update any CIEC policies, including timeline of activities, meeting schedules, etc.

- b. **Membership:** Voting members of the committee shall consist of one (1) faculty representative from each department/school, one (1) staff representative, and one (1) elected student council representative.

The Associate Dean of Community Engagement and Inclusion shall serve as an ex-officio (non-voting) participant at meetings of this committee and shall participate in meetings at the invitation of the committee members.

6. College Faculty Review Advisory Committee (CFRAC)

- a. **Charge:** As the advisory committee to the Dean and following the guidelines found in Chapter 2, Section 10 of the UTSA Handbook of Operating Procedures, the College Faculty Review Advisory Committee (CFRAC) shall make recommendations to the Dean concerning tenure, promotion, and termination of tenured and tenure-track faculty members in CEID.

The Committee shall review and update any CFRAC policies, including timeline of activities, meeting schedules, etc.

- b. **Membership:** Voting members of the committee shall consist of two (2) tenured faculty representative from each department/school, of which, one (1) faculty shall be elected/appointed by the Department/School and the other one (1) faculty shall be appointed by the Dean. Voting members shall also consist of one (1) tenured faculty member appointed from outside CEID and shall serve a one-year term.

All members may only vote once and shall vote in the lowest committee. In the case of CFRAC members who are also members of the Department Faculty Review Advisory Committee (DFRAC), they should vote in their respective DFRAC.

DFRAC members who also served as CFRAC members should follow the following procedures during the CFRAC meetings:

- 1) Members may be assigned as lead presenters of faculty candidates who are being reviewed for tenure, promotion, and termination.
- 2) For members who are in the same department/school as the faculty candidate and have already voted in the DFRAC, they may act as lead presenters, but shall not vote in the CFRAC for that faculty candidate.

The Associate Dean of Administration shall serve as an ex-officio (non-voting) participant at meetings of this committee and shall participate in meetings at the invitation of the committee members.

7. College Research Committee (CRC)

- a. **Charge:** As an advisory committee to the Dean, the College Research Committee (CRC) shall recommend policies regarding research and scholarly activities in CEID.

The Committee shall review and update any CRC policies, including timeline of activities, meeting schedules, etc.

- b. **Membership:** Voting members of the Committee shall consist of one (1) faculty representative from each department/school and one (1) elected student council representative.

The Associate Dean of Research and the Associate Dean of Community Engagement and Inclusion shall serve as ex-officio (non-voting) participants at meetings of this committee and shall participate in meetings at the invitation of the committee members.

8. College Space Advisory Committee (CSAC)

- a. **Charge:** As an advisory committee to the Dean, the College Space Advisory Committee (CSAC) shall provide advice on all space usage in CEID, including research lab space, faculty and staff office space, teaching space, storage space and student space. Responsibilities include reviewing space requests from departments/schools and making recommendations on how space is used.

The Committee shall review and update any CSAC policies, including timeline of activities, meeting schedules, etc.

- b. **Membership:** Voting members of the committee shall consist of one (1) faculty representative from each department/school and the Assistant Dean for Student Success.

The Associate Dean of Administration shall serve as an ex-officio (non-voting) participant at meetings of this committee and shall participate in meetings at the invitation of the committee members.

9. College Student Executive Committee (CSEC)

- a. **Charge:** As an advisory committee to the Dean, the College Student Executive Committee (CSEC) shall represent the student body and shall act as liaison between the College and student body in CEID.

The Committee shall review and update any CSEC policies, including timeline of activities, meeting schedules, etc.

- b. **Membership:** Voting members of the Committee shall consist of student representatives from each student level.

The Assistant Dean of Student Success shall serve as an ex-officio (non-voting) participant at meetings of this committee and shall participate in meetings at the invitation of the committee members.

### ARTICLE III. AD HOC COMMITTEES

1. **Charge:** As an advisory committee and appointed, as necessary by the Dean, the Ad Hoc Committee shall provide advice on a specific task that are not the assigned responsibilities of committees listed in Article II.
2. **Membership:** Voting members of an Ad Hoc committee shall consist of one (1) faculty representative from each department/school.

### ARTICLE IV. RESPONSIBILITIES OF OFFICERS AND COMMITTEE MEMBERS

1. **Committee Chair:** The Committee Chair-elect in the preceding year automatically resumes the position of the Committee Chair. The position of the Committee Chair shall rotate between the departments/schools. Serving as one of the voting member, the responsibilities of the Committee Chair include convening and presiding over all meetings.

The term for Committee Chair shall be one year and shall begin on September 1 of each year. No person may serve as the Committee Chair for more than two (2) consecutive terms.

In the case of a vacancy in the position of Chair, the current Chair-elect shall fill the vacancy for the remainder of the term.

2. **Committee Chair-elect:** The position for the Committee Chair-elect shall rotate between the department/schools. In a given academic year, the Committee Chair and the Committee Chair-elect shall not be from the same department/school. Serving as one of the voting member, responsibilities of the Committee Chair-elect include assisting the Committee Chair and keeping written summary minutes of its meetings.

The term for the Committee Chair-elect shall be one year and shall begin on September 1 of each year. No person may serve as the Committee Chair-elect for more than two (2) consecutive terms.

In the case of a vacancy in the position of Chair-elect during the academic year, the committee shall conduct a special election to fill the vacancy for the remainder of the term.

3. **Committee Members:** The number of department/school representatives in each committee are defined in Article II. Serving as voting members, faculty representatives in the committee may be nominated, elected, or appointed.

The term for committee members shall be for two (2) years year and shall begin on September 1 of each year. No faculty representative shall serve two (2) consecutive terms as a member of a committee.

Department Chairs, School Directors and Associate Deans shall not serve as voting members of the committee.

## **ARTICLE V. COLLEGE FACULTY FORUM**

1. **What:** The College Faculty Forum (also referred to as “the Forum”) is to provide an event for sharing of CEID information and discussion of issues, pursuant to Article I of the College Bylaws. The CEAC Chair shall provide a venue for the Dean to address voting and non-voting members of CEID at the Forum.

The Forum shall include voting members (defined in Article VII, section 4) and invited non-voting members (defined in Article VII, sections 5 and 6). The Forum shall be presided by the CEAC Chair. In consultation with the Dean, the CEAC Chair sets the agenda of the Forum.

Robert's *Rules of Order* shall be the standard for parliamentary procedure at all meetings of the Forum.

Interpretation of the rules and procedures of meetings shall be determined by the CEAC Chair.

2. **When:** The College Executive Advisory Committee (CEAC) Chair shall call a regular meeting of the Forum in each regular semester. Special meetings of the Forum may be called by the CEAC Chair or by the Dean.
3. **Quorum:** A quorum shall consist of at least thirty (30) percent of the voting members present at the Forum. In the event that a meeting does not have quorum, the CEAC Chair may request for a mail-in ballot vote on any initiatives discussed at the Forum. Approval for mail ballot shall be granted with approval from at least twenty (20) percent of voting members present at that Forum.

The following rules will apply for voting on any initiatives presented at College Faculty Forum:

- a. In instances where there is quorum, an initiative is adopted when at least fifty-one (51) percent of the voting members present at the meeting approves to adopt the initiative, or
- b. In a mail-in ballot, an initiative is adopted when at least fifty-one (51) percent of mailed-in votes by voting members approves to adopt the initiative.

## **ARTICLE VI. COLLEGE FACULTY FORUM MEMBERSHIP**

1. **Voting members:** College Faculty Forum membership shall consist of all *voting members of the General Faculty* as defined in the Handbook of Operating Procedures (HOP) section 2.1B, who have appointments in the CEID. These voting members shall be from the following departments/schools:
  - a. School of Architecture and Planning,
  - b. Department of Biomedical Engineering and Chemical Engineering,

- c. School of Civil and Environmental Engineering, and Construction Management,
- d. Department of Electrical and Computer Engineering, and
- e. Department of Mechanical Engineering

Faculty in newly approved CEID departments or schools shall be automatically added as voting members.

Voting members shall meet the following requirements:

- a. Tenure-track, tenured, and fixed-term track faculty whose appointment effort is at fifty percent or more in a CEID department, and
- b. Faculty holding the rank of Professor, Associate Professor, Assistant Professor, Lecturer, Senior Lecturer, Assistant Professor of Instruction or Practice, Associate Professor of Instruction or Practice, or Professor of Instruction or Practice.

2. ***Non-voting faculty members:*** Non-voting faculty members include CEID faculty holding Emeritus appointments, Visiting appointments, or Adjunct appointments.

Non-voting faculty members include faculty holding joint appointments with other UTSA Colleges and having appointment effort of less than fifty percent in a CEID department.

Other non-voting members include staff, students, or members of the larger community.

## **ARTICLE VII. VOTING**

Initiatives and adoption of amendments/modifications will be by voting. Quorum shall exist when at least thirty (30) percent of the voting members are present. Approvals to adopt initiatives, amendments or modifications will be by a simple majority of the votes cast.

## **ARTICLE VIII. COLLEGE POLICIES**

Approved college policies shall be made electronically accessible to all faculty and staff in CEID.

## **ARTICLE IX. COLLEGE AND DEPARTMENT OR SCHOOL STRUCTURE**

1. ***College:*** The Dean is the leader in the college and is assisted by Assistant and Associate Deans. The number of Assistant and Associate Deans shall depend on the size of the college, number of task areas, and the complexity and responsibilities in each task area.
2. ***Department/School:*** Reporting to the Dean, the Department Chair or School Director is the leader of each academic unit within the college. Within each academic unit, leadership roles are assigned by the Director or Chair with approval of the Dean.

**ARTICLE X. AMENDMENTS AND/OR REVISIONS TO CEID BYLAWS**

1. ***Initiation:*** Bylaws amendments and/or revisions may be initiated by the Dean, the CEAC or by a petition signed by at least twenty (20) percent voting members of the CEID.

Proposed amendments shall be presented to the CEAC in writing at least thirty (30) days prior to voting. Amended and/or revised CEID Bylaws shall be recommended for presentation at the College Faculty Forum by a simple majority vote of all CEAC members.

2. ***Approval:*** Amended and/or revised CEID Bylaws shall be voted for adoption at the College Faculty Forum as described in Article V and Article VII.