

Approved by Provost's Office May 1, 2020

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

Adopted: December 7, 1990

**Amended: April 11, 1991; May 12, 1995; May 19, 1996; April 20, 2005; June 7, 2006, and
June 28, 2013, May 1, 2020, December 1, 2021, April 15, 2024**

Florida Atlantic University

PREAMBLE

The bylaws stated herein define the process and policies which will govern the College of Engineering and Computer Science using the best practices of classic shared governance as described in the most recent *Statement on Government of Colleges and Universities* from the AAUP. These bylaws are subject to approval by the Provost. 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, Presidential and Provost memoranda, and of Florida 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 Statues."

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 voices 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 May 1, 2017), 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. The Faculty shall be comprised of all full-time faculty inclusive of instructors, excluding visiting positions.

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 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 May 1, 2017).

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 of 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).

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, as per the procedure described in VI.B.4. 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 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 all execute the election using ballots. Election to office shall require a majority affirmative vote from 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 President is elected. The College Policy and Department 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 Personal Committee at the appropriate items (see ARTICLE VI.D 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 may receive a one course reduction per academic year including 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 ballot on any question.
2. A quorum for the transaction of business at meetings of the Faculty shall be twenty-five percent (25%) of those defined in Article VI 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 noticed and signed by at least five members of the Voting Faculty

D. Record

1. The minutes are the official record of an organization and should be accurate. 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 provided available within three weeks of the meeting. Approved minutes and policy minutes shall be made available within three weeks of their approval, as well as kept on file in the Office of the Dean.

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.

B. Voting Rights

All members of the Faculty shall have a voice matters of the Faculty. Subject to the following provisions, all Faculty members shall have the right to vote at the College Faculty meetings and in College elections and referenda.

1. Voting rights shall be exercised only by tenured or tenure-earning. Faculty and full-time Instructors who hold an appointment of at least fifty percent 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 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. Propose, review, and recommend degree programs through appropriately established channels.
 - d. Serve on College and University Committees and on the University Faculty Senate.

D. Representation of the University Faculty Senate

1. The number of University Senators allotted to the College will be specified in the University Faculty Constitution and Bylaws.
2. The College representative to the University Faculty Senate shall be elected at large with at least one and no more than two from each department.
3. University Faculty Senate Representatives shall be elected 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 Faculty.

1. The appointment of faculty shall follow the procedures stated in the Provost Memorandum- Faculty Search and Hiring Procedures and FAU Collective Bargaining Agreement (CBA) ARTICLE 8 APPOINTMENT.

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. For any membership level requiring initial nomination, the initial nomination is 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 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 College 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. Although re-appointment in the Graduate Faculty is automatic, examples of active participation in the graduate program include the following:
 - a. taught at least one graduate course.
 - b. chaired at least one thesis/dissertation to completion.
 - c. served on at least one thesis/dissertation supervisory committees as a member.
 - d. actively involved in research activities, have a reasonable record of publications, and be participating in professional activities.
4. The duration of membership in the Graduate Faculty shall be in conformance with the Graduate College Governance Document. 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. Appointment and evaluation of College administrators will follow policies and procedures outlined in Provost Memoranda 2.2.6, Appointment and Evaluation of Academic Administrators, and 2.2.5, Job Description: Department Chairs / School Directors

ARTICLE VIII. 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.** Distribution of faculty assignments and salary increases will be provided in accordance with the Collective Bargaining Agreement.

ARTICLE IX. ORGANIZED RESEARCH UNITS

An Organized Research Unit (ORU) is a State or University institute and/or center, established in accordance with Florida Board of Governors State University System Regulation 10.015, 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.
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. In the event that the Director is also the department Chair, 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 Florida Board of Governors State University System Regulation 10.015.

ARTICLE X. COMMITTEES

A. Standing Committee

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 existing department of the College, and the Dean or Dean's designee who can serve as non-voting members. Any new department in the college shall have one member to the CP&D Committee, and up to two members if the number of faculty in the department exceeds ten.
2. Tenured members of the Faculty with the rank of Associate Professor or Professor shall be eligible to serve on CP&D. 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 at the end of the Spring Semester, as per the procedures described in ARTICLE VI.B.4. 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 bylaws and to monitor

operations within the College to verify compliance with the bylaws; 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.
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.

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 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 ballot on any question.
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 may be invited to the meeting, along with the Dean of Engineering. All meetings where students are present will be governed by the Family Educational Rights and Privacy Act (FERPA). Student members shall be trained on FERPA and confidentiality procedures, and shall leave the meeting whenever the committee considers student petitions or other matters requiring privacy of personal information.

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 COMMITTEES

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.

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 record of the minutes of Executive Committee meetings.
3. The Committee shall meet, as required, to review and advise on the affairs of the Faculty and the College.

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 existing department of the College and a Chair elected from the Faculty at-large as per the procedure described in ARTICLE VI.B.4. The Dean shall be notified of all Committee meetings. Any new department in the college shall have one regular and one alternate members to the Personnel Committee, and up to two regular and one alternate members if the number of faculty in the department exceeds 10.
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 in April of the Spring Semester. Vacancies on the Committee shall be filled in a timely manner by the procedure described in ARTICLE VI.B.4; 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 elected 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 ballots. Election to Office shall require a majority affirmative vote from among the ballots cast. In the event that a 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 will not be from the same department for more than two successive terms.

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. 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.
 - b. 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.
 - c. 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.

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 record of the minutes of the proceedings.
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.

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. 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, 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 of service, a replacement Chair shall be elected from the remaining membership to serve for the remainder of the vacated 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 course 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 curriculum and petitions, limited access programs and senior design courses that involve participation of students from more than one department.
 - d. 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.
 - e. Act as the adjudication body for the College of Engineering in matters of academic irregularities, in accordance with FAU Regulation 4.007, Student Code of Conduct.
 - f. Advise the Dean on any problems relating to College undergraduate programs.
2. All disapproved actions may 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 is kept and so long as no member objects.

3. A quorum shall consist of the majority of the membership of the Committee.
4. All meetings where students are present will be governed by the Family Educational Rights and Privacy Act (FERPA). Students members shall be trained on FERPA and confidentiality procedures, and 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 the College ORU to nonvoting members of 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 Committee 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 Undergraduate 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 with the College of Engineering.
 - c. Develop and recommend to the College Faculty for consideration, policies and procedures relating to graduate admissions and petitions, and curricula.

- 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 FAU Regulation 4.007, Student Code of Conduct.
 - 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 may be explained in writing as a part of the approval 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. All meetings where students are present be governed by the Family Educational Rights and Privacy Act (FERPA). The student member shall be trained on FERPA and confidentiality procedures, and 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 proposal for research centers and institutes at the request of the Associate Dean of Research.
4. Assist the Associate 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. Advise the Dean and the Division of Research on any problems relating to research activities in the College in accordance with Division of Research Policies and Procedures.

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 matter 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 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 policies, regulations, and Presidential and Provost memoranda. These Standing Rules shall be adopted by a majority vote of the Faculty.

ARTICLE XVIII. 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, the Dean or Dean designee or 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 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 XIX. 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.