

*School of Engineering*

# **Bylaws of the Faculty**

v. 11.02.2018

**Contents**

- I. PREAMBLE..... 4**
- II. MEMBERSHIP IN THE FACULTY..... 4**
  - A. Members of the Faculty ..... 4**
  - B. Voting Members of the Faculty ..... 4**
  - C. Duties and Powers ..... 5**
- III. OFFICERS OF THE SCHOOL ..... 5**
  - A. Dean..... 5**
  - B. Associate and Assistant Deans and Other Administrative Officers..... 6**
  - C. Secretary of the Faculty ..... 6**
  - D. Senators ..... 6**
- IV. MEETINGS OF THE FACULTY ..... 6**
  - A. Meetings ..... 6**
    - 1. Regular Meetings. .... 6
    - 2. Special Meetings..... 7
    - 3. Quorum. .... 7
  - B. Conduct of Meetings ..... 7**
    - 1. Presiding Officer. .... 7
    - 2. Order of Business. .... 7
    - 3. Rules of Order ..... 7
    - 4. Open and Closed Meetings..... 8
- V. COMMITTEES OF THE SCHOOL ..... 8**
  - A. Structure..... 8**
    - 1. Standing Committees. .... 8
    - 2. Select Committees ..... 8
    - 3. Membership ..... 8
    - 4. Term of Service..... 9
    - 5. Ex Officio Membership ..... 10
    - 6. Officers. .... 10
    - 7. Quorum. .... 10
    - 8. Records. .... 10
    - 9. Reporting..... 10
  - B. Standing SoE Committees ..... 11**
    - 1. Administrative Board Committee ..... 11
    - 2. Appointments and Promotions Committee ..... 11
    - 3. Distinguished Professor Committee..... 11
    - 4. Undergraduate Advisory Board Committee ..... 12
    - 5. Health and Safety Committee ..... 12

6. Rules of Procedure Committee ..... 13

7. SoE Planning Committee ..... 13

8. Committee on Committees ..... 13

**VI. DEPARTMENTS AND OTHER UNITS OF THE SOE ..... 14**

**A. The Departments of the School of Engineering ..... 14**

**B. Other SoE units..... 14**

**C. Membership. .... 14**

**D. Departmental Bylaws..... 14**

**E. Chairperson ..... 15**

**F. Eligibility to Serve as Chairperson ..... 16**

**G. Term of Office of Chairperson..... 16**

**H. Eligibility to Vote for Nomination of Chairperson ..... 16**

**I. Procedures for the Appointment of Department Chairpersons..... 16**

**VII. AMENDMENTS ..... 17**

*School of Engineering*

**Bylaws of the Faculty**

**I. PREAMBLE**

These bylaws, prepared and adopted by the faculty of the School of Engineering (SoE), are intended to govern the affairs of the SoE in accordance with the provisions set out in the several articles that follow. These provisions shall not be suspended except by way of the amending procedures specified in Article VII. The bylaws and any amendments thereto, shall be consistent with all applicable sections of university regulations. In the event of any conflict or inconsistency, the university regulations shall prevail.

The School of Engineering shall consist of the departments and units listed in Article VI.

**II. MEMBERSHIP IN THE FACULTY**

**A. Members of the Faculty**

Membership in the Faculty of the School of Engineering shall include:

1. The President and the Chancellor.
2. The Dean of the SoE. The Deputy, Associate, and Assistant Deans of the SoE, and the Director of Continuing Engineering Education.
3. Professors, Associate Professors, Assistant Professors, Instructors, Visiting Faculty, members of the research staff of equivalent rank and service, and faculty members on leave.
4. Officers of the university and representatives of other schools or colleges who are invited by the Dean.

**B. Voting Members of the Faculty**

Voting members of the faculty of the School of Engineering shall include:

1. Tenured and tenure-track faculty with an appointment of 50% or greater in the SoE.

2. Full-time, non-tenure-track faculty at the rank of Assistant Professor and above in the SoE, with 50% or greater funding from unrestricted operating funds<sup>1</sup>.
3. Deans of the SoE.

### **C. Duties and Powers**

Under the powers delegated by the President, and subject to review by the University Senate, the faculty has jurisdiction over its own academic matters as follows:

1. Establishing the requirements necessary for admission into its several curricula.
2. Establishing the requisite curricula for its academic work and providing for the schedule of courses.
3. Encouraging the research work of the faculty members and students.
4. Adopting regulations regarding attendance, conduct of examinations, grading, scholastic standing, and honors in courses and other appropriate matters of the SoE.
5. Fixing specific requirements for degrees.
6. Adopting regulations governing its own procedures.
7. Making recommendations to the President or to the Senate respecting any phase of SoE or university activity.
8. Proposing, through the Senate and the President, amendments to the university regulations to be adopted by the Board of Governors.

## **III. OFFICERS OF THE SCHOOL**

### **A. Dean**

The Dean of the SoE shall be responsible for its effective academic and educational administration and shall exercise diligent leadership to achieve these ends. The responsibilities of the Dean include recommendations of candidates for appointment as chairpersons of departments in accordance with university regulations, appointments of members of committees, coordination of the academic activities of the SoE with the other academic Deans of the university,

---

<sup>1</sup> State appropriations or tuition and fees; Fund Type 100

recommendations of faculty appointments and promotions, and recommendations of the budget, except as limited by these bylaws.

### **B. Associate and Assistant Deans and Other Administrative Officers**

The appointment of associate and assistant deans and other administrative officers may be recommended to the Chancellor by the Dean, with such responsibilities as are assigned by the Dean. Administrative officers include the Associate Dean for Undergraduate Education, Associate Dean for Student Services, Associate Dean for Academic Programs, Associate Dean for Administration and Planning, Assistant Dean for First-Year Students, Assistant Dean for Enrichment Programs, Assistant Dean for Academic Affairs, Assistant Dean for Access Programs, Assistant Dean for Transfer Students, Assistant Dean for Women in Engineering, Assistant Dean for Engagement and Recruitment, Assistant Director of Education and Research Computing Services, and any other officers which the Dean may deem necessary.

### **C. Secretary of the Faculty**

The Secretary of the Faculty shall be elected by the faculty for a term of one year. The Secretary shall keep a record of all actions taken by the faculty. A copy of the minutes shall be sent to each member of the faculty no later than two weeks following any meetings. The Secretary shall also maintain and hold available for reference an up-to-date compilation of the SoE and departmental bylaws.

### **D. Senators**

Senators shall be elected by the faculty for terms of three years or for completion of unexpired terms in case of vacancies according to section V.A.3 of these bylaws and in accordance with University Regulations 2.2.1.B(4). They will represent the SoE in the University Senate and report to the faculty on the transactions of the Senate.

## **IV. MEETINGS OF THE FACULTY**

### **A. Meetings**

#### 1. Regular Meetings

A regular meeting of the faculty of the School of Engineering shall be held at least twice each semester. The Secretary of the Faculty with assistance of the

Office of the Dean shall prepare and distribute the agenda to the faculty for all meetings no less than one week prior to the scheduled meeting.

2. Special Meetings

Special meetings of the faculty may be held at the call of the President or of the Dean, and also shall be held on written request to the Dean of at least twenty percent of the voting members for the then current academic year. Unless the Dean proclaims the existence of an emergency, such special meetings shall not be convened until a period of at least seventy-two hours has elapsed from the time that the call was issued. Resolutions and supporting data for consideration at special meetings shall be transmitted to the faculty as expeditiously as possible in advance of the meeting date. The agenda of the meeting shall be limited to such resolutions.

3. Quorum

A quorum shall consist of a simple majority of the voting members of the faculty for the current academic year.

**B. Conduct of Meetings**

1. Presiding Officer

The Dean shall normally preside at regular or special meetings of the faculty unless the President or Chancellor is present and presides.

2. Order of Business

The order of business shall ordinarily be: approval of minutes; Dean's report; reports of standing committees; reports of select committees; old business; and new business.

3. Rules of Order

The Dean, with the approval of the faculty, shall appoint a parliamentarian to serve for one year to advise on procedure. The parliamentarian shall be consulted by the Dean before ruling except on routine procedures.

Robert's Rules of Order, in the edition specified by the parliamentarian, shall govern, except that normally a speaker shall be limited to five minutes on each question. An additional minute may be allowed for rebuttal.

All resolutions, reports, and motions that will commit the faculty to any policy position must be submitted to the Secretary of the Faculty in sufficient time that a copy can be sent to each member of the faculty not later than seven calendar days before the meeting at which an action is contemplated.

Motions or resolutions that have not been circulated in written form may be put on the floor and debated, by a vote of two-thirds of the voting members present, and will require a two-thirds vote for adoption.

The presiding officer shall be responsible for decorum of the meeting.

#### 4. Open and Closed Meetings

All elected and appointed student members of the SoE committees and the student Senators are invited to attend open faculty meetings as non-voting participants.

The faculty may at any time by majority vote move to close a meeting to all except members of the faculty.

### **V. COMMITTEES OF THE SCHOOL**

#### **A. Structure**

##### 1. Standing Committees

There shall be two types of standing committees of the faculty as detailed in section V.B.

- a. *Appointed Committees.* The appointed committees of the faculty are specified in section V.A.3
- b. *Elected Committees.* The elected committees of the faculty are specified in section V.A.3

##### 2. Select Committees

To further the work of the SoE, the faculty or the Dean may at any time establish an ad hoc select committee.

After a select committee has been in existence for two consecutive years, it shall be either established by the faculty as a standing committee or be disbanded.

##### 3. Membership



The faculty members of all committees shall be voting members of the faculty.

Where student participation is authorized, the number of students shall be one-third of the number of faculty members, or a minimum of two, of each standing committee (with fractions rounded to the nearest integer).

The Dean shall appoint the faculty and student members to the following standing committees:

1. Administrative Board Committee
2. Appointments and Promotion Committee
3. Distinguished Professor Committee.

The SoE Committee on Committees shall appoint the faculty and student members of the following standing committees:

4. Undergraduate Advisory Board Committee
5. Health and Safety Committee
6. Rules of Procedure Committee.

Faculty members shall be elected to the following committees:

7. SoE Planning Committee
8. Committee on Committees.

The procedure for electing the faculty members to the elected committees is the following. Each of the academic departments nominates one faculty member for each position or committee. Any eight faculty members may similarly nominate one candidate by petition. The administration of the election is the responsibility of the department or the petitioning group. In instances where more nominees exist than allowable positions, the Committee on Committees will conduct an election. The results of such elections or petitioning shall be reported to the departments and the Office of the Dean.

Student members of elected committees shall be elected by the student representatives of the Committee on Committees.

#### 4. Terms of Service

Except as otherwise provided in these bylaws, an effort should be made to rotate the membership of SoE committees. Vacancies shall be filled such that not more than half the members of a committee will change from year to year in order to ensure continuity of operation.

### 5. Ex Officio Membership

All members of committees serving ex officio shall be non-voting members.

In addition to the membership as hereinafter defined, the Dean or a representative shall be a non-voting member of each committee except for the Committee of Review and the Appointments and Promotion Committee. The Dean cannot be a member of either committee.

### 6. Officers

Each standing committee shall elect, from its voting membership, a chairperson, and a secretary who shall keep minutes of the committee's significant actions except for those of the Committee of Review. A copy of these minutes shall be kept in a central file in the Dean's office.

### 7. Quorum

A quorum shall consist of a simple majority of the members eligible to vote on a committee unless that committee shall establish a different quorum.

### 8. Records

The records of each committee shall be transferred from each outgoing chairperson to each incoming chairperson to preserve continuity. Official records of the Appointments and Promotion Committee and the Committee of Review shall be confidential. They shall be kept by the Dean, for the use of the Dean and the committee only, and none shall be in the hands of the committee members. Records of all other committees shall be available to members of the faculty.

### 9. Reporting

The Administrative Board, the Appointments and Promotion Committee, and the Distinguished Professor Committee are advisory to the Dean and may, at their discretion, report to the faculty. All other committees shall report their activities to the faculty and to the Dean.

## **B. Standing SoE Committees**

### 1. Administrative Board Committee

*Membership:* The Administrative Board Committee is composed of the chairpersons of the academic departments, the Dean, who acts as chairperson, and the Associate Dean for Academic Affairs, who serves as secretary.

*Responsibilities:* This board prepares business for the faculty. All committees, except the Committee of Review, may submit reports and recommendations to the Administrative Board which will consider each matter and determine whether or not action is required by the entire faculty under the subjects listed in Article II.C as *Duties and Powers* of the Faculty. When action by the entire faculty is necessary, the secretary of the Administrative Board will give to the Secretary of the Faculty a list of subjects to be considered. Any committee or member of the faculty may present questions for consideration by the faculty without acting through the Administrative Board. The board, at its discretion, may act for the faculty in matters not deemed sufficiently important to warrant consideration by the entire faculty. The Administrative Board may give advice concerning administrative action when requested by the Dean.

### 2. Appointments and Promotion Committee

*Membership:* The Appointments and Promotion Committee is comprised of one tenured faculty member from each Department appointed by the Dean.

*Responsibilities:* The duties of this committee are to advise the Dean of the SoE on appointments, reappointments, promotions, retirements, or personnel procedures generally. In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the committee shall also be forwarded to the Chancellor by the Dean. The committee may also on its own initiative make suggestions as to personnel matters to SoE and university administrative officers.

### 3. Distinguished Professor Committee

*Membership:* The Distinguished Professor Committee is composed of four Distinguished Professors from within the School, appointed by the Dean. Each member shall have a term of four years. No more than one member shall be from the same department, discipline, or professional field.

*Responsibilities:* To review the qualifications of candidates for Distinguished Professor submitted by the departments and to make recommendations regarding elevation to the Dean.

#### 4. Undergraduate Advisory Board Committee

*Membership:* Undergraduate Program Directors from each academic department, the Associate Dean for Student Services, and Associate Dean for Undergraduate Education. The UAB may add additional SoE faculty members to the board when needed. The Associate Dean for Undergraduate Education serves as the chair of the UAB. Board members rotate each year to serve as the co-chair.

*Responsibilities:*

- a. The UAB meets monthly during the academic year.
- b. Undergraduate Curriculum. The UAB is responsible for course and curriculum issues that affect undergraduate programs of the School. The UAB reviews, approves or denies proposals for new courses as well as major changes in existing courses or undergraduate curriculum. The UAB develops interdepartmental programs of study. The UAB advises the School leadership on strategic initiatives related to undergraduate programs.
- c. Scholastic Standing Review and Academic Action. This UAB establishes policies and procedures for scholastic standing review and academic actions; examines the academic standing of the undergraduate students at the end of the semester (or more frequently, when needed); and sends out probation warnings, places a student on probation, or drops a student from the School due to poor academic performance.
- d. Undergraduate Affairs. The UAB reviews and recommends changes in academic policies, general academic advising procedures, and student recruitment policies and practices.

#### 5. Health and Safety Committee

*Membership:* At least one appointed faculty member from each academic department and research center.

*Responsibilities:* To oversee and observe all existing and planned facilities in the SoE for any existing or potential health risks to all students, faculty, staff and visitors. To ensure compliance with all appropriate or applicable health and

safety standards and regulations of the federal, state or municipal authorities, and that the consensus standards of recognized national and international health and safety organizations be adhered to. The committee shall recommend to the Dean, faculty, staff and students, required remedial action. In addition, the committee shall act as liaison between the SoE and Rutgers Environmental Health and Safety (REHS).

#### 6. Rules of Procedure Committee

*Membership:* One appointed faculty member from each academic department. Two student members can be appointed when necessary.

*Responsibilities:*

- a. To establish rules of procedure.
- b. To resolve conflicts with or interpretation of the SoE bylaws.
- c. To resolve conflicts with or interpretation of the university regulations.

Any member or committee of the faculty may request guidance of the committee.

#### 7. SoE Planning Committee

*Membership:* One elected member of each academic department, exclusive of the department chairperson, each to serve three years.

*Responsibilities:* To study planning projects initiated by the Dean, the administrative board, the faculty or on its own initiative, and to report to the faculty.

#### 8. Committee on Committees

*Membership:* One elected faculty member from each department. Members of the Committee on Committees are elected on or before February 15<sup>th</sup> of each year. Faculty members serve for two years with half of the departments holding elections each year. The elected members choose one of the faculty members to serve as chairperson. One student member can be selected from each department when necessary.

*Responsibilities:* To appoint faculty and student members to appointed committees in which the members are not appointed by the Dean. To assist, as necessary, in department elections of elected committee members and other committee activities of the SoE.

## **VI. DEPARTMENTS AND OTHER UNITS OF THE SOE**

### **A. The Departments of the School of Engineering**

1. Biomedical Engineering
2. Chemical and Biochemical Engineering
3. Civil and Environmental Engineering
4. Electrical and Computer Engineering
5. Industrial and Systems Engineering
6. Materials Science and Engineering
7. Mechanical and Aerospace Engineering

### **B. Other SoE Units**

8. Bioenvironmental Engineering is a program administered jointly by the School of Environmental and Biological Sciences and the SoE.
9. The Department of Technical Services provides support for instruction and research by operating the computer laboratory and duplicating and mailing.
10. The Bureau of Engineering Research provides coordination and services personnel who are conducting research in any of the other departments and whose salaries are paid by grants and contracts.

Any additions or deletions from the above shall be made in accordance with Article VII.

### **C. Membership**

For purposes of these bylaws, a "member" of a department is construed as a member of the faculty in that department with the rank of Instructor, or its equivalent, or above.

### **D. Departmental Bylaws**

Each department shall prepare a set of departmental bylaws, written in accordance with university regulations and the bylaws of the SoE. A copy of the bylaws, and all subsequent amendments, shall be placed in the Office of the Dean no later than six months after the adoption of these bylaws. These bylaws shall encompass at least the following matters:

1. *Membership.* There shall be definitions of membership in the department consistent with Section VI.C of these SoE bylaws and with the principle that academic policy should be primarily the responsibility of those engaged in teaching, research, or administration.
2. *Voting Membership.* Tenured and tenure-track faculty. Full-time, non-tenure-track faculty at the rank of Assistant Professor and above with 50% or greater funding from unrestricted operating funds<sup>1</sup>. For the cases of joint appointments there must be a definition of primary and secondary department. Full voting rights shall be given for the primary department whereas the primary members of the secondary department will establish the voting rights of the jointly appointed member.
3. *Meetings.* There shall be not less than two regular meetings per year at which reports are heard and policy decisions are made or confirmed.
4. *Officers and Committees.* There shall be lists of officers and committees, a statement of the method of appointment, and a description of their principal rights and duties.
5. *Appointments, Promotions, and Non-Reappointment.* There shall be an established procedure for members to meet and to vote upon these matters.
6. *Balloting.* There shall be a provision for secret balloting on the call of any member.

#### **E. Chairperson**

The chairperson shall have general administrative responsibility for the program of the department, plan with the department members a progressive program for the department, evaluate continuously the instructional, research, and administrative processes of the department, and make appropriate recommendations to the Dean. The chairperson shall periodically evaluate members of the department, and report these evaluations as required on consultation with the members of the department on indefinite tenure to recommend appointments, reappointments, promotions, and dismissals. The chairperson shall see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby and generally promote the effectiveness of the department, school, and university by every appropriate means.

---

<sup>1</sup> State appropriations or tuition and fees; Fund Type 100

## **F. Eligibility to Serve as Chairperson**

Any tenured member of the department who is a professor or associate professor is eligible to serve as chairperson, provided that he or she is a voting member of both the SoE and the department.

## **G. Term of Office of Chairperson**

The term of office of the department chairperson shall be three years. If, during the term of office, a chairperson is on leave, that time shall be counted as part of the term.

If it is necessary to appoint an acting chairperson for a term longer than six months, the Dean shall consult with all voting members of the department concerned on the selection of an acting chairperson as outlined in section VI.I.

During the second semester of the academic year prior to the expiration of the term of the chairperson, or in the event of a vacancy, the process outlined in section VI.I will be initiated for the appointment of a department chairperson.

## **H. Eligibility to Vote for Nomination of Chairperson**

Faculty with voting membership as defined by section VI.D.2 shall be entitled to participate in the ballot, subject to limitations of the following sections, and provided that no member of a department shall ordinarily participate in ballots in more than one department.

Members of a department, whose services to the department are terminating at the end of the academic year in which a ballot is conducted, shall not participate in the nomination of a department chairperson.

An assistant professor who has been given a one-year terminal appointment for the coming year shall not participate in the nomination of a department chairperson at any time after notification of such appointment.

Members of a department on leave of absence and otherwise eligible may participate in the nomination of a department chairperson, provided that the leave does not exceed one year and provided that the nomination process is completed by May 1st preceding the academic year in which the vacancy is to occur.

## **I. Procedures for the Appointment of the Department Chairperson**



Department chairpersons are appointed by the Dean on the recommendation of the faculty, conveyed via a department-wide confidential vote.

An election committee, elected by the department faculty, will solicit candidacies, administer the election, and will report at least the ranking of the candidates back to the faculty at the same time as they are communicated to the Dean.

In those cases when the decanal prerogative of not following the recommendation of the faculty is exercised, the Dean shall provide adequate explanation to both the members of the department and to the Chancellor.

The Dean will certify, at the time of announcement of the chairperson's selection, to both the members of the department and to the Chancellor that all department and school bylaws have been followed.

Faculty members are allowed to report to the Chancellor violations of bylaws in the selection of a chairperson by a Dean, or to report that inadequate explanation was given for a decision by the Dean to appoint a chairperson that does not follow the faculty recommendation, with anonymity of the reporter guaranteed.

## **VII. AMENDMENTS**

These bylaws may be amended at any regular meeting of the faculty by a vote of two-thirds of voting members present. Amendments may be initiated by the Rules of Procedure Committee (RPC) or by any voting member of the faculty of the SoE who submits a proposed amendment in writing to the RPC. The RPC shall have up to two months to study such proposals and, if approved, transmit the written text of the proposed amendment clearly marked with the changes, additions, and omissions, to the Secretary of the Faculty for distribution to the faculty at least two weeks prior to a regular faculty meeting.

After approval by the faculty, the chairperson of the RPCCommittee shall transmit the amendment to the Secretary of the Faculty who will then distribute the revision to all faculty members. The Dean shall transmit the amendment to the Chancellor for final approval.

---

*Adopted by Engineering Faculty 2/1977*  
*Amended and approved 5/11/1977, 4/22/1987, 4/24/1992*  
*Merger of MMS faculty to CBE & CME 1995*

Board of Governors approved COE named change to SoE 6/11/1999

Amended and approved 2/9/2007, 10/12/2012

Amended 5/13/2017

Amended 10/23/2018

Amended and Approved 11/02/2018