

BYLAWS

**THE COLLEGE OF ENGINEERING AND COMPUTER SCIENCE
THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA**

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Preamble

The Bylaws of the University of Tennessee at Chattanooga (UTC) College of Engineering and Computer Science ("CECS" or "College") provide a governing structure needed for the effective operation and conduct of the College's programs of instruction, research, and service.

The Bylaws are intended for the internal operation of the College and shall not supersede any existing University of Tennessee Board or System policies or regulations, or the current UTC Faculty Handbook.

Article I. Organization of the College

A. Dean

The College is administered by a Dean, who is the chief officer responsible for the success of its programs. The Dean is responsible for, but not limited to, the academic programs, departments, relationships with the larger University and the extended public, the faculty and staff of the college, budget, appointments, tenure and promotion, assessment, planning and performance review. The University looks to the Dean for recommendations about the curriculum; staffing; faculty promotion, tenure and review; development needs; and all financial aspects of college operation. The Dean serves at the pleasure of the Provost and the Chancellor.

B. Other College Administration

The Dean may, subject to applicable University policies and within the College's authorized budget, appoint Associate and Assistant Deans, and Department Heads, to support the units of the CECS. The Associate Dean(s) and the Assistant Dean(s) have responsibilities as assigned to them by the Dean. These individuals serve at the pleasure of the Dean.

C. College Faculty

1. Composition

The College faculty ("Faculty") is defined as those members of the College holding appointments at the following professional levels.

a. Tenured and Tenure-Track Faculty

Professor, Associate Professor, Assistant Professor, Research Assistant Professor, Research Associate Professor, Research Professor

b. Non-Tenure-Track Faculty

Emeritus Professor, Instructor, Lecturer, Senior Lecturer, Distinguished Lecturer, Adjunct, and Visiting Professor.

2. Voting Membership

All tenured and tenure-track faculty and full-time non-tenure-track faculty, except Visiting Faculty, are voting members of the College. Emeritus Professors and part-time faculty serve as members of the faculty with non-voting privileges.

3. Faculty Assembly

a. Purpose

The Faculty and administration jointly participate in governance of the College not in conflict with University policies.

b. Meetings

The Faculty shall have at least one meeting each semester (referred to as the College Faculty Forum), the time of such meetings to be set by the Dean.

i. Meeting Call and Agenda

Meetings shall be called by the Dean acting independently, at the written request of at least 1/3 of the Faculty with voting privileges, or by an ad hoc committee.

Issues requiring a vote should be included in the agenda of the meeting and background information on such issues should be made available to the Faculty not less than one week prior to the meeting.

ii. Meeting Minutes

Minutes of the meetings shall be recorded, distributed to the Faculty, and filed. Upon a 24-hour advance request, a College Faculty Forum will be electronically recorded and archived.

iii. Meeting Facilitation

All Faculty meetings and College-wide votes shall be facilitated by the Dean or his/her designee.

The Faculty meetings shall be governed by the most recent revision of Robert's Rules of Order, except in such cases as shall be otherwise provided.

iv. Voting

A vote passes by majority. (Abstentions are not counted in determining a majority.) Votes may be by voice, hand, or secret ballot. Absentee voting is not permissible except for legitimate absences (such as illness and travel responsibilities) approved by the Dean.

v. Quorum

A quorum shall consist of a majority of the voting-eligible Faculty members. The basis for computing the quorum is the number of Faculty members eligible to vote, with the exception of Faculty not present due to sabbatical or other excused absence. A call to count the quorum will apply only to a vote on the current item of business. A lack of quorum will not lead to suspension of all discussion or other business of the meeting. (You cannot abstain from a quorum, but you can abstain from a vote.)

D. College Units

The College shall be organized into Departments that consist of one or more programs. Each Department shall be managed by a Department Head who represents the Faculty of all programs in the Department.

Department Head

The Department Head is responsible to the Dean and the Faculty for the administration of the Department. The Department Head has budgetary responsibilities for the Department and is involved in promotion and tenure evaluations of Faculty within the Department. The Department Head, in consultation with the Faculty, is responsible for the mission of the Department and the coverage of departmental course needs.

The Department Head is required to be at or above the rank of Associate Professor. The Department Head serves at the pleasure of the Dean.

E. Changes in College Organizational Structure

The organizational structure of the College and its Departments is the responsibility of the Dean. However, input from Faculty, staff, and student should be incorporated into any decisions for change of the organizational structure.

Article II. Committees

The following committees assist the Faculty in the execution of its professional responsibilities.

A. College Administrative Council

The College Administrative Council (CAC) consists of the Dean, Associate and Assistant Deans, and all Department Heads.

The duties of the CAC include but are not limited to:

- Providing overall leadership of the college;
- Providing a venue for the open exchange of ideas and opinions between the departments and the Dean's Office;
- Promoting good relations and cooperation within the College with the purpose of creating a cohesive culture;
- Providing a forum for the discussion and formulation of short-term and long-term planning for the College; and
- Providing a mechanism for the timely dissemination of information to the College.

The Dean or a designee will serve as the Chair of the CAC. The CAS will meet on a regular basis as specified by the Dean.

B. Standing Faculty Committees

The College has the following standing committees:

- Undergraduate Curriculum Committee
- Graduate Curriculum Committee
- Scholarship, Awards, and Honors Committee
- College Governance and Assessment Committee
- Outreach and Research Committee
- College Tenure Promotion Review Committee

Each Department has the following standing committees:

- Departmental Curriculum Committee

1. Undergraduate Curriculum Committee

Undergraduate curriculum changes shall be initiated by the Departmental Curriculum Committee. Once approved by the Departmental Curriculum Committee, all appropriate documents shall be forwarded to the College Undergraduate Curriculum Committee for review and procedural approval. Recommendations will be provided to the Departmental Curriculum Committee for procedural revision if the approved procedures of the University and College are not followed. Proposals must be submitted to the Undergraduate Curriculum Committee no later than one month before they must be submitted to the University Curriculum Committee in order to allow time for adequate consideration and possible revision.

a. Responsibilities of Committee

The Undergraduate Curriculum Committee shall hold meetings on dates to be determined by the chair, who shall notify each member and the office of the Dean at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The committee shall meet at least once in the fall semester and once in the spring semester.

The Undergraduate Curriculum Committee, as an agent of the Faculty, shall review and notify all faculty members of proposed curricular changes subject to the following conditions:

- All proposed curriculum changes must be submitted by the Department Head or his/her designee to the UTC curriculum proposal system per the university due date.
- The committee will review the proposals to ensure they meet procedural requirements. This includes ensuring that affected Departments and programs are notified of the proposals and the affected Departments' comments and concerns are acknowledged and/or addressed in the proposals.

b. Composition of Membership

The Undergraduate Curriculum Committee shall consist of one elected representative from each Department and one additional member appointed by the Dean. Professional advisors are non-voting members of the committee.

Committee members may not serve more than two consecutive 2-year terms.

Other members of the Faculty may attend the meetings and speak in support of or in opposition to a proposal.

2. Graduate Curriculum Committee

a. Responsibilities of Committee

The Graduate Curriculum Committee (GCC), shall hold meetings on dates to be determined by the chair, who shall notify each member and the office of the Dean at least three days before each meeting, specifying the time, the place and the agenda of the meeting.

The GCC will meet at least once in the fall semester and once in the spring semester.

The GCC, as an agent of the Faculty, acts to uphold the integrity of the graduate programs of the College with respect to admissions, research, program focus, and curriculum. The committee makes recommendations to the Dean or his/her designee. The committee serves as a forum to share best practices in graduate teaching, curriculum, assessment, and student recruiting.

As a reviewer of curriculum matters, the GCC shall recommend curriculum changes subject to the following conditions:

- All proposed curriculum changes must be submitted by the Department Head or his/her designee to the UTC curriculum proposal system per the university due date.
- Recommendations may be for or against graduate curriculum proposals. All graduate curriculum proposals reviewed by the GCC shall be returned to the originating Department, which then shall respond to the GCC regarding the recommendation.

b. Composition of Membership

The GCC consists of graduate coordinator representatives from each Department, appointed by the Department Heads, and one additional member, appointed as the Dean's representative.

Committee members may not serve more than two consecutive 2-year terms.

Other members of the Faculty may attend the meetings and speak in support or opposition of a proposal.

c. Representation to University Graduate Council

Three members of the GCC: one each from Engineering Management, Computer Science, and Engineering programs, will serve as representatives of the Faculty of the College to the University Graduate Council. One College representative will be elected by the committee members.

The representatives of the Faculty of the College of Engineering and Computer Science to the University Graduate Council may serve no more than two consecutive 2-year terms staggered to provided continuity in representation on the university curriculum committees.

3. Scholarship, Awards, and Honors Committee

a. Responsibilities of Committee

The committee reviews, ranks, and selects applicants following established criteria for various scholarships, awards, and honors that are available to students in the College. This is done in cooperation with the University Office of Financial Aid & Scholarships. The committee will develop and publish the scholarships' criteria.

The committee also reviews, ranks, and selects Faculty for the various College awards and honors from students, department, Dean, and faculty nominations. The committee also reviews and recommends nominations for University awards.

b. Composition of Membership

The committee is composed of one faculty member from each Department and the College representative from the University Development Office. The University Development Office representative of the College is an ex officio non-voting member of the committee. Committee members may not serve more than two consecutive 2-year terms.

4. College Governance and Assessment (CGA) Committee

a. Responsibilities of Committee

This CGA Committee develops, revises, and reviews College policies and procedures. This committee also addresses College practices and determines if a College policy for a practice should be formally drafted. The committee is also responsible for overseeing the overall assessment efforts of the College for its programs, and making recommendations to the CAC.

The committee shall present its draft policies to the CAC for review before they are presented to the Faculty. Draft policies must be distributed to the Faculty prior to a College Faculty Forum as part of the meeting agenda per the College Faculty Forum Call and Agenda requirements. A policy becomes effective when approved by the Faculty.

b. Composition of Membership

The CGA Committee consists of an appointed representative from each Department and one additional member appointed as the Dean's representative. Committee members may not serve more than two consecutive 2-year terms.

5. Outreach and Research Committee

This committee works with the Dean and the entire College community to broaden the College's participation in the regional community and to strengthen its research.

a. Responsibilities of Committee

This committee will

- make recommendations to the CAC on matters regarding programs and actions related to undergraduate and graduate outreach and research;
- assist in stimulating discipline-based and interdisciplinary research; and
- serve as a forum for sharing best practices in research, teaching, assessment, and recruiting.

b. Composition of Membership

The committee consists of one appointed representative from each Department, a designee of the Dean, a representative from the GCC, and a non-voting representative from the Office of Partnerships and Sponsored Programs. Committee members may not serve more than two consecutive 2-year terms.

6. College Tenure and Promotion Review Committee

This committee reviews the faculty member's promotion/tenure dossier and provides a promotion/tenure recommendation to the Dean.

a. Responsibilities of Committee

This committee will

- evaluate the qualification of a candidate for tenure/promotion using the dossier of a candidate and external evaluation letters.
- give full consideration of the promotion/tenure recommendations made at the departmental level.
- make an independent judgement and recommendation in writing with signatures of all committee members to the Dean. The assessment of both majority and minority judgements should be included in the recommendation.
- not identify individual assessment of its members.

b. Composition of Membership

The committee consists of one elected faculty member at the rank of Professor from each Department and a faculty designee of the Dean. When a senior faculty member from a Department is unavailable, a member at the same rank from another Department may be selected. An additional non-voting member from the Department of the candidate may attend any committee meetings to answer questions regarding the qualification of the candidate. Committee members may not serve more than two consecutive 2-year terms.

7. Post Tenure Review Committee

The Post Tenure Review (PTR) Committee is charged to review a tenured faculty member's performance and to conclude whether that performance satisfies the expectations of rank.

a. Responsibilities of Committee

The PTR Committee is charged to review a tenured faculty member's performance during the review period and to conclude whether the faculty member's performance satisfies the expectations for the faculty member's discipline and academic rank. All conclusions and recommendations shall be adopted upon the vote of a simple majority of the PTR Committee. Based on the judgment of its members, the PTR Committee must conclude either:

- That the faculty member's performance satisfies the expectations for the faculty member's discipline and academic rank; or
- That the faculty member's performance does not satisfy the expectations for the faculty member's discipline and academic rank.

A detailed PTR Committee report shall be prepared summarizing conclusions and recommendations. The report shall include: (a) an enumeration of the vote, (b) the supporting reasons for its conclusion, (c) a dissenting explanation for any conclusion that is not adopted unanimously, (d) an identification of any incongruences observed between the faculty member's performance and his or her annual evaluations, (e) a statement of any additional concerns identified or actions recommended, and (f) an identification of areas of extraordinary contribution and/or performance.

The detailed PTR Committee report shall be submitted to the faculty member, the faculty member's department head, the dean, and the provost.

b. Composition of Membership

The Committee shall consist of one full time tenured faculty member per college department who is nominated by the faculty of that department and appointed by the Dean; whose rank is equal to or above the rank of the faculty under review; who is not a department head or with 50% or above administration assignment; and whose designation avoids any conflict of interest. For the purposes of this process, a conflict of interest shall be defined as any professional or personal consideration which may compromise or have the appearance of compromising, the committee's judgement. To

this end, the faculty member under review is encouraged to identify where any such conflict may exist. An additional non-voting member from the department of the candidate may attend any committee meetings to answer questions regarding the tenured faculty under review.

c. Materials to be Reviewed by the Committee:

The PTR Committee shall review the following:

- Completed EDOs with department head's evaluation and rating of the faculty member's performance, and if available, peer evaluation of teaching for each year since the last review (supplied by department head).
- EDO goals for the current review period (supplied by department head).
- The faculty member's current Curriculum Vitae (supplied by faculty member).
- A narrative describing the faculty member's milestone achievements and accomplishments since the last review as well as goals for the next post tenure review period (prepared by the faculty member).
- A copy of the narrative submitted as a part of the faculty member's previous PTR (supplied by the faculty member if available).

The PTR Committee may seek external reviews in accordance with Faculty Handbook only when requested by the faculty member under review or when triggered by EDO ratings of Needs Improvement or Unsatisfactory for Rank in the materials supplied by the department head in c. above. When triggered, the external review process will be in accordance with the college bylaws and policy for external review.

C. Committee Members on Sabbatical Leave or Other Type Leave

If any committee member is unable to serve because of sabbatical leave or for other reasons, the supporting unit or department shall make a temporary appointment to replace that member. Temporary appointments shall be automatically terminated at the time the regularly-appointed member is able to resume service to the committee.

D. Committee Leadership

1. Election of Chair

The Chairs of each faculty committee shall be elected by the members of the committee during the first seating of the committee each academic year.

2. Role of Chair

The Chair of the committee calls all committee meetings, sets agendas, and ensures recording of meeting minutes. The Chair also signs, authenticates, and forwards, as appropriate and/or necessary, such resolves, votes, and formal acts as the committee may present.

3. Term of Chair

An individual may serve only two (2) consecutive two (2)-year terms as the Chair of the same committee.

4. Appointment of Recorder

If needed, a Recorder of each committee shall be appointed by the committee Chair. The Recorder records and archives the minutes and actions of all meetings.

E. Ad Hoc Committees

The Dean may form ad hoc committees as needs arise. The responsibilities and membership of ad hoc committees shall be established at the time of formation. When the purpose of any such ad hoc committee has been fulfilled, the committee shall be disbanded.

Article III. College Policies

Rules of procedure or practice adopted by the Faculty shall be known as College Policies.

Article V. Amendments to Bylaws

These Bylaws may be amended at a regular meeting of the College Faculty by two-thirds of the voting-eligible Faculty present. A proposed amendment must be recommended by at least 1/3 of the members of the College voting faculty to the Dean, and distributed to the Faculty at least ten (10) working days prior to the scheduled meeting. An amendment becomes effective when approved by the College Faculty.

Article VI. Dissemination of Bylaws and Policies

A copy of the current College Bylaws and College Policies shall be readily available on the College website.

Article VII. Revision History

- The Bylaws were adopted on Thursday, 1 December 2016.
- The Bylaws were amended on Friday, 23 February 2018: Article II, Section B, Item 6 (College Tenure Promotion Review Committee) was added.
- The Bylaws were amended on Wednesday, 27 February 2019: Article II, Section A, Sub-sections 1b, 2b, 2c, 3b, 4b, 5b, 6b were amended.
- The Bylaws were amended on Monday, 15 April 2019: Article II, Section B, Item 7 (Post Tenure Review Committee) was added.