

Bylaws of the College of Engineering and Applied Science

1. PURPOSE

These bylaws define the College administrative structure.

2. STANDING COMMITTEES/COUNCILS—ESTABLISHMENT, MEMBERSHIP, AND DUTIES

The following standing committees and/or councils shall be established. Each committee and/or council shall file a copy of meeting minutes in the office of the Dean. Each standing committee and/or council shall meet at least once during the academic year. All committee and/or council chairs, with the exception of the Administrative Council and Academic Programs Committee, shall annually be elected or re-elected by members of their respective committees. The Academic Programs Committee, the Graduate Studies and Research Committee, and the Technology Committee shall submit their annual reports to the Faculty Council for review.

a. Administrative Council

The Council shall consist of the Dean, Associate/Assistant Dean(s), Department Heads, Business Manager, Executive and the chair of the Faculty Council. The Council will meet on a regular basis as specified by the Dean.

Administrative Council duties are to:

- Provide an avenue for Council members to express and share experiences, concerns, and provide collegiality within the College through participation in decision-making.
- Provide a venue for the open exchange of ideas and opinions between the department heads and Dean's Office representatives.
- Promote good relations and cooperation within the College with the purpose of creating cohesive culture.
- Provide a forum for the discussion and formulation of short-term and long-term planning for the College of Engineering and Applied Science.
- Provide a mechanism for the timely dissemination of information to the College.

b. Faculty Council

The Faculty Council shall consist of representatives of the faculty of the College as outlined in the Faculty Council's Bylaws.

Faculty Council duties are to:

- Assist and advise in the conduct of College business in such areas as the faculty or the Dean shall request. Such activities shall normally include but not be limited to recommendations concerning –
 - Long-range goals and objectives of the College
 - Short-range College priority items
- Solicit volunteers for and appoint members to the other standing committees, formulate annual charges to these committees, and review annual committee reports prior to their submission to the faculty.
- Prepare items to be included in the agenda of the Meetings of the College Faculty.
- Supervise elections that are pertinent to the faculty of the College.
- Address matters presented to it for consideration by any member of the faculty of the College.
- Consult with the Dean or the Dean's representative on a continuing basis.
- Consult with the department heads on a continuing basis and make appropriate recommendations concerning undergraduate and graduate programs.
- Act as interim in the name of the faculty of the College in emergency situations on matters of curriculum and instruction. Any such action shall be subject to review by the faculty of the College.
- Generate additional interaction between the College and the Faculty Senate.

c. Staff Council

The Staff Council shall consist of staff representatives as outlined in the Staff Council's Bylaws.

Staff Council duties are to:

1. Provide an avenue whereas staff can express and share experiences, concerns, and provide collegiality within the College through communication and participation in decision-making.
2. Provide open staff meetings for timely dissemination of information and to foster an environment for expression and increased communication between the staff, faculty, administration, and students.
3. Promote good relations and increased cooperation within the College community with the purpose of creating cohesive culture.
4. Establish ad hoc committees to address pertinent issues.
5. Provide a channel in which to share core staff competencies between colleagues in different departments throughout the College.

6. Provide an open line of communication to transfer information between the CEAS Staff Council and UW Staff Senate.
7. Consult with the Dean or Dean's representative to identify Staff Council charges and relay information regarding staff interests or concerns.
8. Call for nominations and hold elections to select staff representatives to serve on the Executive Staff Council Committee.

d. Academic Programs Committee

The Committee shall consist of two representatives from each department in the College, the appropriate Assistant or Associate Dean, and one additional member, ex-officio without vote, appointed by the Dean. All departmental representatives shall be elected by the faculty of the respective departments, shall serve staggered three-year terms, and may be re-elected. The chairperson of the Committee shall be appointed by the Dean from the elected membership of the committee.

The duties of the Committee are to:

- Act for the faculty of the College in making recommendations to the Dean on matters regarding policies connected with general curricular affairs.
- Review and make recommendations to the Dean and to the University Course Review Committee regarding departmental requests for additions, deletions, and changes in their course offerings.
- Provide College representation to the University Course Review Committee.
- Assist in assuring minimal overlap of material covered in various course offerings and duplications of facilities required.
- Assist in fulfillment of the educational objectives of the College and the University.
- Provide oversight of College-wide and program-level outcomes-based assessment and accreditation processes.
- Serve as a forum for sharing best practices in curricular development, innovation, and assessment.
- Coordinate assessment activities that are applicable within more than one department in the College or involve academic programs outside the College.
- Assist the Director of the Engineering Science Program (appointed by the Dean) in the development of all phases of the Engineering Science Program including class schedules,

teacher assignments, and mechanisms to assure quality control. It shall monitor and update course objectives, review textbooks and adequacy of laboratory and other teaching components of the program, coordinate offerings with the two-year colleges in Wyoming, and consider any other matters related to the program.

e. Graduate Studies and Research Committee

The Committee shall consist of one representative, normally the graduate coordinator, from each department in the College, the appropriate Assistant or Associate Dean, and all College members of the University Graduate Council.

The duties of the Committee are to:

- Act for the faculty of the College in making recommendations to the Dean on matters regarding policies and programs related to graduate studies and research.
- Provide the College with a contact point for the University Graduate Council.
- Assist in assuring minimal overlap of material covered in various course offerings and duplication of facilities.
- Assist in stimulating interdisciplinary research and graduate programs.
- Serve as a forum for sharing best practices in graduate teaching and curriculum, assessment, and graduate student recruiting.

f. Profession Interaction Committee

The Committee shall consist of four professional engineers, licensed to practice in Wyoming, appointed by the dean from faculty of the College. A senior, licensed faculty member shall chair the committee. If the Dean is licensed, he or she shall serve as committee chair.

The duties of the Committee are to:

- Oversee all engineering capstone design courses. The Committee will ensure that each engineering capstone design course is taught by or under the supervision of a faculty member who is a licensed professional engineer.
- Encourage eligible faculty to become licensed professional engineers and/or land surveyors.
- Promote ethical behavior and the importance of professional society membership and

professional licensure to faculty and students.

- Provide the Wyoming Board of Registration for Professional Engineers and Professional Land Surveyors an annual report (due June 1st of each year) documenting the College's activities pertaining to licensure, including a list of instructors for the capstone design courses and a list of program-specific courses addressing ethical behavior and professional licensure.

g. Student Appeals Committee

The Committee shall consist of three students, appointed by the Joint Engineering Council, two of whom must be of at least senior standing, and two faculty appointed by the Dean. The Committee shall be chaired by one of the senior (or higher) student members. The term of office for student members shall be one year starting with the beginning of the fall semester. The term of office of the faculty members shall be four years with staggered replacements. Two alternate student members, one of at least senior standing, and two alternate faculty members shall be appointed also. The operation and actions of the Committee shall be governed by the applicable portions of UW Regulations. The Committee shall hear appeals concerning only the academic matters of academic dishonesty, academic review, and exceptions to College rules and regulations which involve students, faculty, academic professionals, or administrative staff in the College. The committee shall present its recommendations in each case considered to the Dean in writing.

h. Technology Committee

The Committee shall consist of two representatives from and elected by the faculty of each academic department in the College, plus three ex-officio members without vote; two appointed by the Dean, one of which shall be a student, and the third the engineering representative to the University Academic Information Technology Committee. Elected members shall serve staggered three-year terms and may be re-elected. Deans and department heads may not serve on the Committee. The Committee shall be advisory to the Dean regarding College computing and telecommunications requirements.

i. Tenure and Promotion Committee

The Committee shall consist of one tenured representative from and elected by the tenured and tenure-track faculty of each academic department. The Dean, or his representative, will be an ex-officio member without vote. Elected members shall serve staggered three-year terms and may not be re-elected for consecutive terms. A member serving as a replacement may be elected to a subsequent full term. Assistant or Associate Deans and Department Heads may not serve as elected members on the committee. Members of the University Tenure and Promotion Committee may not serve on the College committee. A member of the committee being considered for promotion may not be present during that discussion and vote.

Two academic professionals who have earned an Extended Term Appointment will be elected by the College Academic Professionals and will be added to the Committee exclusively during deliberation of Academic Professional cases. These Academic Professional representatives will serve staggered three-year terms and may not be re-elected for consecutive full terms. An Academic Professional serving as a replacement may be elected to a subsequent full term. Academic Professional members may participate and vote only on Academic Professional cases.

The Tenure and Promotion Committee shall review all candidates for reappointment, extended year contracts, promotion, and tenure in the College and report their recommendations to the Dean in writing.

3. AD HOC COMMITTEES

The Dean may appoint ad hoc committees or the faculty may establish and elect membership to these committees within the College as may be necessary and appropriate for the accomplishment of the purposes of the College. The Dean shall define the duties and responsibilities of each ad hoc committee and shall appoint the chairperson. The ad hoc committee functions shall not usurp the functions, duties, or responsibilities of any standing committee. Ad hoc committee charters will normally expire one year after establishment.

4. FACULTY SENATE

Members of the College faculty shall be eligible for nomination and election to the University Faculty Senate in accordance with UW Regulations.

5. FACULTY MEETINGS

Meetings of the College Faculty shall be governed by the following considerations:

a. Time

Meetings of the College faculty shall be called by the Dean at such times as the Dean deems necessary or on request of the President of the University, or by written request of five members of the College faculty. At least one meeting shall be held each semester.

b. Secretary

The Secretary for the College faculty shall be appointed by the Dean, and shall keep the minutes of the meetings, distribute them to the faculty, certify to the Secretary of the University Faculty all regulations enacted by the College faculty and perform such other duties as the Dean requests.

The Secretary will archive and post the minutes of the College councils and committees.

c. Presiding Officer

The Dean shall preside at all meetings of the College faculty or, in his absence, the Dean shall appoint a presiding officer.

d. Quorum

One-third of the members of the College faculty shall constitute a quorum.

e. Rules of Order

The conduct of the business of the faculty meetings shall be in accordance with the most recent revision of Robert's Rules of order.

6. AMENDMENTS TO THE BYLAWS

These bylaws may be changed or amended and additional bylaws may be adopted at any meeting of the faculty of the College by an affirmative vote of two-thirds of the members present, provided that the CEAS Faculty Council and CEAS Staff Council have reviewed the proposed changes. A copy of the intended changes, amendments, or additions shall be presented in writing to the faculty at least one month prior to the meeting at which the legislation is to be considered.

7. EFFECTIVE DATE

These bylaws and any changes, amendments, or additions thereto shall become effective immediately upon the approval of the faculty of the College.