



## College of Engineering and Applied Science Bylaws

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### **I. PURPOSE**

The Bylaws of the College of Engineering and Applied Science are established by provision of UW Regulation 2-411 (Academic Organization).

### **II. MISSION**

The College of Engineering and Applied Science (CEAS) will provide programs of education and research capitalizing on areas of distinction important to Wyoming and the nation, competitive with America's best programs, and ensuring strong demand for the college's graduates, expertise, and research products.

### **III. DEFINITIONS:**

#### **A. PERSONNEL**

Faculty include all tenured, tenure-track, or non-tenure track faculty (as defined by UW Reg. 2-1 (III, A-C). Adjunct and Visiting appointments are typically short-term arrangements, so for the purposes of these Bylaws these individuals are not considered voting faculty despite their important contributions to educating students.

Staff include office associates, academic advising professionals, accounting staff, staff engineers, and others whose appointments facilitate execution of the college's mission in ways that are not primarily through teaching and research.

#### **B. STUDENTS**

Students are those enrolled in degree programs and taking courses to earn a degree in engineering, computer science, or atmospheric science.

### **IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS**

In accordance with UW Regulation 2-411, College Bylaws must be approved by 2/3 of a faculty quorum, where a quorum is defined as 50% of the faculty within the College.

Alternatively, the Bylaws may be approved by a majority of faculty within the College (see [www.uwyo.edu/acadaffairs/bylaws/](http://www.uwyo.edu/acadaffairs/bylaws/) ).

## **V. ORGANIZATION AND GOVERNANCE**

### **A. Personnel**

#### **1. Dean**

The College shall be headed by a Dean who is responsible for all matters relating to the educational, research, service, and administrative affairs of the College. The Dean shall preside at meetings of the College faculty, administer the College budget, and recommend appointments and promotions for faculty and staff of the College.

#### **2. Assistant and Associate Deans**

Associate Deans, Assistant Deans, chaired professors, and ad hoc administrative positions may be appointed by the Dean in accordance with UW Regulations. These individuals shall perform functions assigned by the Dean.

#### **3. Department Heads**

The Dean shall appoint a Department Head to serve as the chief administrative officer of each department. Heads report to the Dean and are to promote the vision of the Dean in advancing the College mission. Department Heads shall have general responsibility for the instructional, research, service, budget, administrative operations, and policies of their departments, in consultation with the members of the department's faculty.

### **B. Academic Departments**

Academic departments within the College shall include:

- Atmospheric Science
- Chemical Engineering
- Civil and Architectural Engineering
- Computer Science
- Electrical and Computer Engineering
- Mechanical Engineering
- Petroleum Engineering.

Faculty in these academic departments are authorized to conduct instruction, conduct research relevant to their discipline, and to establish degree requirements for their programs.

Questions of autonomy and jurisdiction between departments in the College shall be decided by the Dean.

## **VI. MEETINGS**

The Dean shall announce and conduct at least one meeting each fall and spring semester to update College faculty and staff on issues relevant to the College. In addition, the Dean shall call and conduct meetings with a Leadership Council (defined below) as necessary for effective functioning of the College.

## **VII. STANDING COMMITTEES**

The following standing committees and councils shall be established.

### **A. Leadership Council**

The Council shall consist of the Dean, Associate and Assistant Deans, Department Heads, Director of Business Operations, and others whom the Dean may designate as appropriate. The Council will meet on a regular basis as specified by the Dean.

Leadership Council duties include:

- Provide a venue for the open exchange of information, ideas, concerns, 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 long-term planning for the College.
- Provide a mechanism for the timely dissemination of information to faculty and staff within the College.

### **B. Reappointment, Tenure, and Promotion Committee**

The Reappointment, Tenure, and Promotion Committee shall review all candidates for reappointment, fixed-term rolling contracts, promotion, and tenure in the College and report their recommendations to the Dean in writing.

The Committee shall consist of one tenured (full) Professor from each academic department. If a department does not have any faculty at the rank of Professor who can serve, a tenured Associate Professor may serve. The Dean, or his/her representative, will be an ex-officio member without vote. Elected members shall serve staggered three-year terms and may not be re-elected for more than two consecutive terms if there are other eligible faculty within the department. A member serving as a replacement may be elected to a subsequent full term. Associate or Assistant Deans and Department Heads may not serve as members on the Committee. Members of the University Reappointment, 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 the discussion and vote on his/her own case.

Two non-tenure track faculty having rolling contracts will be elected by a group of their peers (i.e., the group of non-tenure track faculty with rolling contracts) to participate in Committee discussions only for cases that pertain to other non-tenure track faculty. The non-tenure track faculty representatives will serve staggered three-year terms and may not be re-elected for consecutive full terms if other eligible candidates are available. A non-tenure track faculty serving as a replacement may be elected to a subsequent full term. Non-tenure track committee members may participate and vote only on non-tenure track faculty cases.

### **C. Academic Programs Committee**

Duties of the Academic Programs Committee are to oversee the educational programs in the College, including:

- Represent the College faculty in making recommendations to the Dean on matters regarding curricular affairs.
- Review proposals for new degree, minor, and certificate programs.
- 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 by reviewing all Course Action Request Forms that are generated within the CEAS.
- 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 mechanisms to assure quality control of the Engineering Science Program.
- Coordinate offerings with the two-year colleges in Wyoming, and consider any other matters related to program articulation.

Membership shall consist of two faculty members from each academic department within the CEAS, and members will serve staggered 3-year terms. Undergraduate Program Coordinators and Department Heads are encouraged to represent their departments on the Committee.

### **D. Graduate Studies and Research Committee**

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 point of contact 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, curriculum assessment, and graduate student recruiting.

The Committee shall consist of one representative, normally the Graduate Coordinator, from each department in the College, an Associate or Assistant Dean, and all College representatives to the University Graduate Council.

#### **E. Student Appeals Hearing Pool and Hearing Panels**

Student appeals are heard by a hearing panel. Members of each hearing panel are selected by the Dean or the Dean's designee from a pool of students and faculty. A hearing panel shall consist of three students, two of whom must be of at least senior standing, and two faculty members. The hearing panel shall be chaired by one of the senior student members.

The procedures followed by the Student Appeals Hearing Panel shall be governed by the applicable portions of UW Regulations and the College Student Appeals Hearing Procedure. The hearing panel shall hear appeals concerning matters of academic dishonesty, grade review, and exceptions to College rules and regulations which involve students, faculty, academic professionals, or administrative staff in the College. The hearing panel shall present its recommendations in each case considered to the Dean in writing.

The Student Appeals pool consists of up to ten CEAS students selected by the CEAS Joint Engineering Council. A minimum of three students will be of senior or graduate standing. The term of office for student members of the pool shall be one year.

The Student Appeals pool should also include one faculty member from each department. The term of office for faculty members shall be four years with staggered replacements.

#### **F. Ad Hoc Committees**

The Dean may appoint ad hoc committees or the faculty may establish and elect membership to these committees to address specific issues within 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.

## **VIII. CURRICULUM OF THE COLLEGE**

Faculty in each department are responsible for determining and administering their curricula and maintaining accreditation (where applicable). All new or modified courses will require a Course Action Request Form be considered and approved by the College's Academic Program Committee (described above), and then by the University-level Course Committee. Department faculty are also responsible for assuring that assessment and improvement plans developed through ABET self-studies are consistent with their curricular and program needs.

## **IX. OTHER AMENDMENT OF THE BYLAWS**

CEAS Bylaws or amendments thereof must be approved by a vote of the faculty as described in Paragraph IV of the Bylaws. The Bylaws must also be approved by the Provost and Vice President of Academic Affairs and must be reviewed every three (3) years.

## **X. CONFLICT BETWEEN COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES**

University of Wyoming Regulations and Standard Administrative Policies and Procedures (SAPP) take precedence over College and Academic Unit Bylaws.

**BYLAWS ACCEPTED BY FACULTY VOTE ON: May 27, 2020**

**Approved by Provost: July 22, 2020**

**Revised:**