

# **Bylaws of the FAMU-FSU College of Engineering**

## **Record of Substantive Revisions and Amendments to these Bylaws**

Original:1986; Old Revisions: 2005, September 2010

These are the bylaws for the FAMU-FSU College of Engineering. These bylaws were last approved on February 2019 by a majority of the applicable voting members of the college and on the respective dates by the universities. FAMU: N/A; FSU Office of Faculty Development and Advancement: June 13, 2022.

### **Preamble**

The FAMU-FSU College of Engineering is a joint school between Florida A&M University and Florida State University. The college is operated under the academic procedures and the management responsibilities in the Memorandum of Agreement (or Joint Management Agreement). The most recent version of the Joint Management Agreement was signed on July 2nd 2018<sup>1</sup>. The bylaws of the FAMU-FSU College of Engineering originate with the Joint Management Agreement and the faculty handbook of each university. The bylaws should undergo a review every five years.

### **I. Bylaws**

**A. Adherence with Other Governing Documents.** At all times, college policy shall adhere to and be consistent with all policies found in the constitutions, the BOT-UFF Collective Bargaining Agreements, the faculty handbooks, and the annual Promotion and Tenure (P&T) processes of each university subject to the most recent version of the Joint Management Agreement.<sup>1</sup>

**B. Bylaws Revision.** One quarter of the College Faculty from at least three departments or the Engineering Executive Council may propose revised bylaws or an amendment to the bylaws. Such proposals are to be circulated at least a month in advance before the faculty voting. The revision or amendment becomes part of the bylaws when it is adopted by a majority of the College Faculty. Voting shall be done by electronic means, and reasonable security for anonymity and integrity of the vote must be ensured.

**C. Substantive Change Statement.** Faculty and staff members are expected to be familiar with and follow the university Substantive Change Policy as found on the university web sites. FAMU: <https://www.famu.edu/administration/sacs/substantive-change-policy.php>; FSU: <https://sacs.fsu.edu/substantive-change-policy/>

### **II. Membership and Voting Rights**

**A. Faculty Membership.** The faculty of the College of Engineering shall consist of those persons holding full-time appointments, whether tenure-track or non-tenure track teaching faculty (NTTF), in the College of Engineering, appointed at FAMU or FSU. These members shall be referred to as College Faculty in these bylaws.

<sup>1</sup> Updates to the Joint Management Agreement supersede these bylaws.

Note: This document implements the latest version of the COE Bylaws (without any substantial changes) in the new FSU template and was approved by the Engineering Executive Council on April 13, 2022.

**B. College Membership.** In addition to the faculty defined in II.A above, the following are members of the College of Engineering: part-time faculty, adjunct faculty, temporary faculty, visiting faculty, post-doctoral fellows, research associates, and instructional personnel working toward graduate degrees at FAMU or FSU.

**C. Faculty Voting Rights.** College Faculty as defined in II.A above are voting members with full voting rights. Others (excluding College Faculty) as defined in II.B above are non-voting members and have no voting rights.

**D. Non-faculty Voting Rights.** Non-voting members may not serve on college-wide committees except as noted hereinafter.

### **III. College Organization and Governance**

#### **A. Jurisdiction.**

1. The basic legislative body of the College of Engineering shall consist of the College Faculty.
2. Subject to the constitutions of the universities and the regulations of the Boards of Trustees and the State University System of Florida Board of Governors, the College Faculty shall determine the various degrees to be granted, shall establish requirements for those degrees, and shall establish admissions and grading policies. It may act on any academic matter of concern to the college
3. The College Faculty may resolve any issue of general interest to the universities or college and make recommendations to the appropriate officer or body.

#### **B. College Faculty Meetings.**

1. **General Faculty Meetings.** General faculty meetings shall be called by the dean at least once per semester. The format will typically be an update on the college progress with opportunity for discussion. A record of the presentation given at a general faculty meeting will be made available afterwards to the faculty.
2. **Special Faculty Meetings.** Special faculty meetings shall be held at the call of the dean on his/her own initiative or on the written request of six members of the College Faculty representing at least two departments.

Normal Order of Business for a special faculty meeting (elements (c), (d) and (g) may be omitted as appropriate):

- (a) Minutes
- (b) Special Orders
- (c) Reports of Standing Committees
- (d) Reports of Special Committees
- (e) Unfinished Business
- (f) New Business
- (g) Announcements

Special faculty meetings shall be conducted in accordance with Robert's Rules of Order, latest Rev., except as otherwise provided in these bylaws.

Minutes of special faculty meetings shall be kept by Secretary of the College who shall be appointed by the dean. The minutes shall be distributed to all members of the College Faculty.

3. **Conduct of Meetings.** The dean of the college shall be the presiding officer at all faculty meetings. In the absence of the dean, a person designated by him/her shall preside.
4. **Quorum.** At any meeting for which at least one week's notice has been given, one-third of the College Faculty shall constitute a quorum; at any meeting called on less than one week's notice, a majority of the College Faculty shall constitute a quorum.
5. **Electronic Voting.** The College Faculty may vote on all matters by electronic means, in such cases reasonable security for anonymity and integrity of the vote must be ensured. If more than six College Faculty members representing at least two departments object to electronic voting, they may request a meeting for a conventional vote. However, if a meeting held between one and three weeks from the request fails to secure a quorum, then electronic voting will be permitted.

## C. College Leadership.

### Engineering Executive Council

1. **Purpose.** The Engineering Executive Council functions in an advisory capacity to the dean, advising the dean on all aspects of the college. It shall formulate and recommend college-wide academic policy and procedure. Promotion and Tenure Policy changes must be approved by the College Faculty. Based on the council's recommendation and the dean's approval, other policies and procedures will take effect after a one-month review period by the faculty. However, a petition by at least six College Faculty members representing at least two departments can bring any specific policy for voting at a special faculty meeting. The council serves as a nominating committee to provide candidates for

elective faculty senate and university committees at both FAMU and FSU, and for other elective college committees unless otherwise provided for in these bylaws. In consultation with the dean, the council shall establish the agenda for faculty meetings of the college and shall function as liaison between faculty and college administration.

2. **Membership.** The council shall be chaired by the dean, and shall also include the associate deans, assistant dean(s) (ex-officio), department chairs and other ex-officio members designated by the Dean. The record keeper for the council shall be the Executive Assistant to the Dean.
3. **Functions.** Meetings of the council shall be scheduled at the request of the dean. Typically, such meetings will be held every two weeks. Minutes of each meeting are required and shall be distributed to each council member.

#### **D. College Committees.**

**General.** The College of Engineering shall function with the assistance of a number of standing committees. Two of these committees, the College Curriculum Committee and the Promotion and Tenure Committee, are prescribed in the bylaws as they specifically deal with faculty and academic governance.

Other college committees may be established by the dean or associate deans with the approval of the Engineering Executive Council, but to permit flexibility these are not specifically referred to in these bylaws. These committees may include members other than from the College Faculty, such as staff of the college.

Appointment to all standing committees shall be made each academic year by the dean in consultation with the Engineering Executive Council.

It is the responsibility of the committee chair to conduct regular meetings, keep minutes and when necessary prepare a report to be presented to the faculty at a college faculty meeting. The dean or associate deans may be invited to participate in any committee meeting.

Agenda and other special functions for each committee are outlined for each committee.

#### **College Curriculum Committee**

1. **Purpose.** The committee will be responsible for reviewing, evaluating, and recommending action on course and curriculum proposals submitted by departments in the College of Engineering. The committee shall:

- Approve new curricula, curricula changes, and degree requirements;
  - Review and recommend for approval new course requests, course change requests, and course terminations;
  - Recommend the creation, revision, and termination of degree programs; and
  - Review, create, and recommend college-wide academic policies and procedures.
2. **Membership.** The committee shall be chaired by the Associate Dean for Student Services and Undergraduate Affairs (SSUA) and shall include a voting faculty representative from each department, appointed in accordance with the department bylaws, or appointed by the department chair if the department bylaws are without direction, and others who are needed for resolution of specific issues. The department may send a substitute voting member if needed. Each department may cast one vote; other members will be non-voting. The Associate Dean for Research and Graduate Studies may serve on the committee as a non-voting member, to provide leadership on academic matters at the graduate level. Administrative support from SSUA will be provided to arrange meetings, gather items for meeting agenda, prepare minutes, and submit forms and requests to the universities on behalf of the committee.
3. **Functions.** Meetings shall be scheduled at the request of the Associate Dean for Student Services and Undergraduate Affairs. Minutes of each meeting are required and shall be distributed to each member.

### **Promotion and Tenure (P&T) Committee**

The composition and function of this committee are described in the college's promotion and tenure policy and criteria. See appendix A on College Procedures for P&T, section II (P&T Committees).

**E. Faculty Senators.** The Allocation of Engineering representation in the Faculty Senate shall be as follows:

1. The College Faculty shall have the responsibility of electing senators to the University Faculty Senates.
2. The College Faculty shall elect the senators by electronic ballot.
3. The faculty members receiving the most votes will be elected.

**F. Unit Reorganization.** The procedure that provides for faculty involvement in unit reorganization is contained within the college's policy on reorganization. See appendix B.

#### **IV. Degree Approval**

The procedure that describes the process for approving candidates for the degree is contained within the college's policy on degree approval. See appendix C.

#### **V. Departments**

Departments may develop their own bylaws provided they are consistent with these bylaws, college and university policies and procedures, the Joint Management Council Agreement, and the applicable components of the faculty handbooks of the two universities.

The members of the College Faculty who are affiliated with each department serve as the voting faculty for that department, although other members of a department may be given limited voting rights by the department's bylaws.

A uniform college process on (1) appointment, (2) terms and limits, (3) reviews, and (4) teaching loads for department chairs is contained within the college's policy on department chairs. See appendix D.

## Appendix A



# FLORIDA A&M UNIVERSITY – FLORIDA STATE UNIVERSITY COLLEGE OF ENGINEERING

## Procedures for Promotion and Tenure

April 2017

### I. Introduction:

Contained herein is a description of the procedure for application/nomination and review of candidates for promotion and tenure in the FAMU-FSU College of Engineering (CoE). This procedure is subject to the requirements for promotion and tenure procedure at the two universities and to the policy established by their respective Boards of Trustees, and to the Board of Governors of the State University System of Florida through the Joint Management Council of the College. Unless otherwise specified in these procedures, we revert to the procedures of the university that is, or would be, the tenure home of any candidate for promotion or tenure in the FAMU-FSU College of Engineering. Further information on promotion and tenure procedure is available in the FAMU and FSU Faculty Handbooks.

Each faculty member should be familiar with FAMU-FSU College of Engineering document *Criteria for Evaluation of Faculty for Promotion and Tenure*. The Procedures for Promotion and Tenure document provides a detailed description of the various steps in the process for evaluation of a candidate. These procedures are identical for all faculty of the College and consistent with the general policies of the university in which they hold their primary appointment. Also, unless otherwise constrained by the two universities, the processing of promotion and tenure applications/nominations for faculty holding primary appointments at FAMU and FSU shall be done concurrently.

### II. Promotion and Tenure Committees

1. Each department shall have a promotion and tenure committee made up of three to five tenured faculty, elected by the tenured and tenure earning faculty of the department. The committee should elect from within its ranks a chair, who should if possible be a full professor, and will be responsible for reporting committee actions. If a department does not have a sufficient number of qualified faculty, departmental faculty elected to the committee may ask one or more tenured faculty from other CoE departments to serve in order to meet the minimum membership requirement. The term of the departmental committee is one year, although individual members are eligible for reelection.
2. Each year, the faculty of each department shall select, from among the members of the departmental promotion and tenure committee, one representative to serve on the CoE promotion and tenure committee. The term of the COE P&T representative is one year, with possibility of reelection.
3. The CoE shall have a promotion and tenure committee comprised of the representatives elected by each departmental P&T committee and two representatives elected at-large by the college faculty. One at-large representative shall hold a primary appointment at FAMU and the other shall hold a primary appointment at FSU. The procedure for the election of the at-large

representatives shall be by a vote of all regular college faculty from a slate of eligible tenured faculty from all departments. Terms for the at-large candidates shall be one year, with possibility of reelection. Representatives elected to the promotion and tenure committee by the departments are not eligible for election as at-large representatives.

4. The college promotion and tenure committee shall elect from among its members a chair and a representative to each University P&T Committee. Each representative to the University P&T Committee must hold tenure and primary appointment through that university. The chair may, but is not required to, be one of the University P&T Committee representatives.

5. Elections of the departmental and college promotion and tenure committee and its officers shall take place before the end of the spring semester to be consistent with the schedule requirements of the two universities. Where elections are held they should be by secret ballot.

6. Only tenured, full professors who are not a department chair or higher level academic administrator are eligible to serve on department and college committees.

### **III. College Procedures for Tenure and Promotion**

During the spring semester of a given academic year, each faculty member below the rank of tenured full professor should, in consultation with the department chair, or designated advisory committee, be assessed as to his or her readiness for promotion and/or tenure. If the faculty member is viewed to be ready for consideration for promotion and/or tenure, the department chair, in collaboration with the faculty member, should prepare a nomination binder in accordance with university governing regulations. P&T folders will be prepared in the format, and with all the elements required by the appropriate university in which the candidate holds his or her primary appointment. However, the college requires all P&T dossiers to include at least 5 external letters. In supplying the required specific documentation, candidates should carefully consult the College's criteria document, "*Criteria for the Evaluation of Faculty for Promotion and Tenure.*" The failure of the department to recommend promotion or tenure shall not preclude a faculty member from making application or being nominated.

During the fall semester of each academic year, the departmental and college promotion and tenure committees shall do the following:

1. Prepare a schedule of activities related to the college promotion and tenure process that is compatible with the known or expected schedules of the two universities. The college adopts a uniform calendar for all candidates, consistent with the earliest deadlines of either university. Each year the Dean of the College will send a letter to all departments describing any changes to the college processes that result from modifications of the two universities procedures.

2. Upon submission of the completed application/nomination binders, the departmental P&T committee shall carefully consider the accomplishments, performance, and future potential of each candidate in light of the established college criteria for promotion and tenure. Based on this consideration, the committee shall first vote by secret ballot to recommend or not to recommend



promotion. A second secret ballot vote for tenure will be taken, if applicable\*. The results of these votes shall be recorded in the binder. Each candidate shall be notified in writing of the results of this vote and in the case of a negative vote, should discuss with the committee chair the reasons for such a recommendation.

3. Subsequent to the positive recommendation of the departmental committee, the chair of the departmental promotion and tenure committee shall, in cases involving tenure, hold a meeting of all tenured faculty in the department. A poll of all tenured faculty shall be taken by secret ballot and the results recorded in each candidate's binder. Each candidate shall be notified by the committee chair in writing of the results of this vote and, in the case of a negative vote, should discuss with the committee chair the reasons for such a recommendation.

4. In the case of a negative recommendation for promotion or tenure by the departmental committee, the affected candidate may appeal to the College level, by writing a letter to the chair of the CoE promotion and tenure committee within 5 business days of receiving the recommendation. Such a letter should contain a rebuttal to the action recommended by the departmental committee. The appeal letter together with the candidate's folder should then be forwarded to the department chair for further action.

5. In the case of a positive action by the department promotion and tenure committee or an appeal by the candidate, the nomination binder/application shall be delivered to the department chair who, after making his/her recommendation, should forward it for consideration to the CoE promotion and tenure committee.

6. The department chair shall write a letter summarizing the case and justification for his or her recommendation on promotion and tenure for each candidate.

7. The CoE promotion and tenure committee shall review the folder of each candidate in light of the established college criteria for promotion and tenure. Based on this consideration, the committee shall first vote by secret ballot to recommend or not to recommend promotion. A second secret ballot vote for tenure will be taken, if applicable\*. Results of the voting should be recorded in the candidate's binder. The candidate shall be notified of the results of the vote in a letter from the committee chair. In the case of a negative vote, the candidate should discuss with the committee chair the reasons for such a recommendation.

8. In the case of a negative recommendation for promotion or tenure by the college committee, the candidate may write a letter of appeal to the Dean within 5 business days of receiving the recommendation. Such a letter should contain a rebuttal to the action recommended by the college promotion and tenure committee.

9. In the case of a positive action by the CoE promotion and tenure committee or an appeal by the candidate, the Dean shall review the candidate's folder and provide a letter justifying his/her recommendation according to the requirements established for the two university promotion and tenure committees. The folders are then forwarded to the respective appropriate university level official<sup>+</sup> for further action.

\* Since tenure is not awarded to Assistant Professors, the tenure vote will only be taken after a positive recommendation for promotion unless the candidate already has associate professor or higher status.

<sup>+</sup> For FAMU, letters should be addressed to the Provost's office. For FSU, the appropriate official is the Vice President for Faculty Development.

**Appendix B**

FLORIDA A&M UNIVERSITY – FLORIDA STATE UNIVERSITY  
**COLLEGE OF ENGINEERING**

**Policy on Unit Reorganization**

*(Approved by the Executive Council on April 13, 2022)*

If there should be any discussion of unit reorganization, individual faculty members of the unit will have the right to participate in said discussion. Any special college committee established for the purpose of unit reorganization shall contain members of the College Faculty with representation from the unit as prescribed in III.D. of the College Bylaws.

*Note: This policy describes the procedure for faculty involvement in unit reorganization. (re: CB-III.F.)*

## Appendix C



### FLORIDA A&M UNIVERSITY – FLORIDA STATE UNIVERSITY COLLEGE OF ENGINEERING

## Policy on Degree Approval

*(Approved by the Executive Council on April 13, 2022)*

College administrators and staff within the Office of the Associate Dean for Student Services and Undergraduate Affairs and the Office of the Senior Associate Dean for Research and Graduate Studies work on behalf of the Dean with the Registrar's Office at both universities and the academic departments of the college as part of the process for approving candidates for the degree. This process also includes performing online graduation certifications through systems at FAMU (iRattler) and FSU (Student Central).

*Note: This policy describes the process of approving candidates for the degree. (re: CB-IV.)*

## Appendix D



FLORIDA A&M UNIVERSITY – FLORIDA STATE UNIVERSITY

# COLLEGE OF ENGINEERING

## Policy on Department Chairs

*(Approved by the Executive Council on April 13, 2022)*

1. **Appointment, Terms, and Limits.** The Department Chair shall be appointed by the Dean of the FAMU-FSU College of Engineering with the advice of the faculty of the department for a four-year term that commences on July 1<sup>st</sup>. A Chair appointed prior to that time due to vacancy or extenuating circumstances shall have his or her four-year term begin on the following first day of July. Under normal circumstances, the Department Chair will serve for no more than two consecutive terms (a total of eight years). Under extraordinary circumstances, an extension of appointment beyond two terms may occur if so recommended by the faculty of the department and approved by the Dean.
2. **Teaching Load.** The Department Chair shall have a reduced teaching load of typically one or two courses per year based upon allocation of AOR in service as chair and in research.
3. **Review Process.** At the beginning of the fall semester of the fourth year of a Department Chair's first term, the Dean, in consultation with the Chair, shall appoint a Department Chair Review Committee (DCRC) consisting of 4 to 5 tenured members of the department faculty. A Committee Chair should be elected by the members of the DCRC. The Committee should solicit a report from the current Department Chair outlining his/her accomplishments to date and vision for the next four years. Subsequently, the chair will be required to present his or her vision to a meeting of the faculty. The Committee should also request input in writing from all faculty members of the department. Based on this information, the Committee should vote to recommend reappointment (or non-reappointment) of the Department Chair for a second term. This recommendation will be sent to

the Dean for further action. All the above activities should be completed before the end of the fall semester of the fourth year.

Should the DCRC decision be against reappointment, the Committee should advise the incumbent about the negative recommendation. The Committee Chair should invite the incumbent to provide rebuttal and/or more supportive materials for the Committee to consider. The Committee has the discretion to either reconvene the review process if a compelling case is made or forward the negative recommendation to the Dean, with a copy to the incumbent.

4. **Search, Voting for New Chair.** The Dean, in consultation with tenured members of the faculty, shall appoint a Department Chair Search Committee (DCSC) consisting of 4 to 5 tenured members of the department faculty. If the current Chair is in his/her second term, the DCSC is formed at the beginning of the fall semester of the fourth year of a Chair's second term. A Committee Chair should be elected by the members of the DCSC. Once a slate of candidates is identified, the DCSC will review each candidate's application selecting no fewer than two candidates for further consideration if two or more candidates are identified. Internal candidates will be considered and external candidates may be considered with the permission of the Dean. Should there be only one qualified candidate, that candidate shall be selected for potential election by the faculty. Each of these candidates will be asked to present his/her case before a meeting of the entire departmental faculty. This meeting should take place before the end of the fall semester of the same year. The Chair of the DCSC will then call for a vote of the faculty to elect the new Department Chair.

A simple majority of the voting faculty is required for election. If more than two candidates are under consideration and none of the candidates receive a majority vote on the first ballot, then the lowest vote receiving candidate should be dropped from consideration and the faculty should vote again. Should two or more candidates tie with the fewest votes, all such candidates shall be dropped from consideration provided at least two candidates remain on the final ballot. In such case where this is not possible,

subsequent ballot(s) with all candidates shall be taken until such time as a final slate of at least two candidates remain or one candidate receives a simple majority. This process should continue until one candidate receives a simple majority. The DCSC, led by its Chair, should forward the departmental recommendation to the Dean for further action.

*Note: This policy describes the appointment conditions and teaching requirements of the department chair; it also identifies faculty involvement in the processes for review, search and selection of the department chair.*