



FAMU-FSU
Engineering

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Mark Weatherspoon, Ph.D.
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Dear Dr. Weatherspoon,

This letter serves to certify that the Bylaws of Dept. of Civil and Environmental Engineering do not have any provisions which conflict with or contradict the recent changes to the FSU Collective Bargaining Agreement. The recent changes include removal of Section 10.8, which eliminates Sustained Performance Evaluations, and changes to Article 15.3(e)(3), which changes the term for Progress Toward Tenure reviews from 2nd and 4th year to 3rd year reviews (with additional provisions for faculty hired before July 1, 2019 who are not yet tenured). As the Bylaws are silent on both issues, no conflicts exist, and no language must be removed or revised. A copy of the CEE Bylaws are attached.

Sincerely,

Lisa Spainhour, Ph.D., P.E.

**BY-LAWS OF THE
DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING**

**FAMU-FSU COLLEGE OF ENGINEERING
Florida A&M University and Florida State University**

*(Adopted by the Faculty of the Department of Civil and Environmental Engineering during
August 17, 2007 CEE Faculty Meeting)*

Approved, Chair, Department of Civil and Environmental Engineering

8/26/07

Date

Approved, Dean, FAMU-FSU College of Engineering

8/27/07

Date

ARTICLE I: NAMES AND ORGANIZATION

I.1. Names

The Department of Civil and Environmental Engineering (which herein after may be referred to as the "Department") is one of five (5) academic departments within the FAMU-FSU College of Engineering (which herein after may be referred to as the "College"), a joint school of engineering between Florida A & M University and Florida State University (which herein after may be referred to as the "Universities") within the State University System.

I.2. Organization

The Department of Civil and Environmental Engineering shall be operated under the academic procedures and management responsibilities established by the FAMU-FSU College of Engineering, the Universities, and the Department itself.

ARTICLE II: PURPOSE

II.1. Mission

The mission of the Department of Civil and Environmental Engineering is to provide rigorous and fundamentally sound educational programs in Civil and Environmental Engineering at all levels – undergraduate (BS) and graduate (MS and PhD). The Department also seeks to promote the conduct of basic and applied research in forefront areas of Civil and Environmental Engineering. The department mission can not be realized without providing useful services to the university, the community, and the profession. Overall, our intent is to provide an educational experience that prepares graduates for the challenges they will face during their professional careers.

II.2. Vision

The vision for the future of the Department of Civil and Environmental Engineering as an educational unit is to be recognized as a place of excellence in Civil and Environmental Engineering education by preparing our graduates to be successfully established in professional careers to generate new knowledge or exercise leadership in their positions to the benefit of society. To attain this vision, the Department should satisfy its major stakeholders -- students, alumni, employers, departmental faculty, the college, the universities, the community, the Accreditation Board for Engineering and Technology (ABET), and other professional societies.

ARTICLE III: MEMBERSHIP AND JURISDICTION

III.1. Membership

The voting members of this organization shall be all persons employed by the Department who hold academic rank of tenure or on tenure-track Professor, Associate Professor, Assistant Professor, Associate/Assistant in Teaching/Research/Engineering. Specifically excluded from voting status are persons who hold the ranks of Instructor, Assistant Professor, Associate Professor, and Professors who have the status modifiers Courtesy, Emeritus, or Affiliate. Also specifically excluded from voting status are persons who hold the non-faculty titles of Post-Doctoral Research Assistant/Associate/Fellow, Graduate Teaching/Research Assistant/Associate, or any other non-faculty title. Herein after, a voting member shall be referred to as a faculty member.

III.2. Jurisdiction

The full faculty shall be the basic legislative body of the Department. The faculty shall be responsible for initiating, discussing, and approving changes to the academic policies within the guidelines established by the State and the Universities and procedures of the Department, and shall be responsible for making recommendations on other departmental matters to the Chair of the Department subject to the Chair's authority.

ARTICLE IV: DEPARTMENT STRUCTURE

IV.1. Department Chair

The Chair of the Department of Civil and Environmental Engineering shall serve as the chief operating and financial officer of the Department.

The Chair shall be appointed by the Dean of the FAMU-FSU College of Engineering with the advice of the faculty of the Department.

The Chair shall serve a term of four years, normally beginning at the start of the academic year (August) of appointment. Reappointment of the Chair for further terms shall be made at the discretion of the Dean of the College of Engineering with the advice of the faculty.

The duties of the Department Chair shall include:

Administrative

1. Scheduling and presiding over faculty meetings, and setting the agenda for such meetings;
2. Assigning committee membership and chairs;
3. Formulating and approving faculty activity assignments in accordance with established guidelines;
4. Preparation of the annual faculty evaluations, with the advice of the Department Promotion and Tenure Committee;
5. Preparation of promotion and tenure documents for eligible faculty;
6. Coordination of the recruitment of new faculty, and hiring of Department staff;
7. Assignment and maintenance of office, conference, and laboratory space in the College of Engineering buildings, and assignment of department equipment;

8. Supervision of office and other support staff, delegation of said supervision, and determination of assigned duties of office and support staff;
9. Assure Department compliance with the safety and environmental regulations of the Universities;
10. Public relations for the Department;
11. Serve on the College of Engineering Executive Council;
12. Appointment of a faculty member to represent the Chair at meetings or other functions in the Chair's absence;
13. Other duties as assigned by the Dean.

Academic

14. Responsibility for upholding the academic quality and cohesiveness of the undergraduate and graduate curricula in consultation with the Undergraduate and Graduate Committees;
15. Scheduling of courses and assignment of teaching responsibilities;
16. Coordination of actions for all accreditation or other reviews of the Department's operations;
17. Certification of the academic credentials of all graduates from the Department;
18. Assignment of teaching assistants to the Department's courses.

Financial

19. Preparing a Departmental budget request to be submitted to the Dean, and reporting the budget to the faculty during the Fall Term of each academic year;
20. Overseeing all expenditures from the Department Educational & General (E&G) and Expense budgets, all budgets containing Foundation funds donated to the Department, and any budgets containing return on overhead funds allocated to the Department;
21. Recommendation to the Dean of the College of Engineering regarding faculty and staff salaries, raises, merit increases, bonuses, and promotional increases.

IV.2. Secretary of the Faculty

The Secretary of the Faculty shall be chosen for a term of one year by a majority vote of the faculty at the faculty meeting in April of each year, to begin service the following August. In

the event that there are no volunteer candidates for this position, the Chair shall appoint the Secretary of the Faculty. The Secretary shall have the responsibility for keeping minutes of the faculty meetings, posting a copy of these minutes on the Department's web site, and maintaining a summary of all actions voted on by the faculty.

IV.3. Department Committees

The Department shall have six standing committees: Undergraduate Committee, Graduate Committee, and Promotion and Tenure Committee, Laboratory Committee, IT Committee, Student-Faculty Committee. The department Chair shall appoint the members and the chair of each committee at the beginning of each academic year. *Ad hoc* committees shall be formed by the Chair as deemed necessary, or at the request of at least three tenured faculty members.

General Committee Framework

The Undergraduate and Graduate Committees are responsible for planning, maintaining, and reviewing the Department's curriculum content in accordance with the perceived demands of its stakeholders. The Department Chair, the Undergraduate Committee Chair, and the Graduate Committee Chair serve as the *de facto* Curriculum Committee and, in consult with the undergraduate and graduate program coordinators and the general faculty as needed, implement the curricula.

Undergraduate Committee

The principal responsibility of the Undergraduate Committee shall be the ongoing review and modification of the undergraduate educational objectives and outcomes, curriculum, and advising procedures as part of the Department's continuous self assessment process. Another responsibility of the Undergraduate Committee is developing procedures for and implementing an undergraduate student performance assessment. The Chair of the Undergraduate Committee shall be appointed by the Department Chair for a one-year term. The Undergraduate Committee shall consist of at least five members of the faculty. All recommendations for changes in the undergraduate curriculum shall be reviewed by this committee.

Graduate Committee

The principal responsibility of the Graduate Committee shall be the ongoing review and modification of the graduate curriculum as part of the Department's continuous self assessment process. Another major responsibility of the Graduate Committee is developing procedures for and implementing a graduate student performance assessment. The Chair of the Graduate Committee shall be appointed by the Department Chair, for a one-year term. The Graduate Committee shall consist of at least three members of the graduate faculty. All recommendations for changes in the graduate curriculum shall be reviewed by this committee.

Promotion and Tenure Committee

The Promotion and Tenure committee shall serve two main purposes. First, this committee shall review yearly evidence of performance documents or Faculty Activity Summaries (FAS), prepared by all faculty members and submitted in the Spring semester of every academic year, and make recommendations to the Chair as part of the annual evaluation procedure. For non-tenured faculty, these recommendations shall include comments regarding appropriate progress towards tenure.

Second, this committee shall also perform a review of all folders submitted for either promotion or tenure. The committee shall follow appropriate College of Engineering and University guidelines associated with this process. This committee shall also periodically review the Department's promotion and tenure policies to ensure compliance with College and University regulations and make recommendations to the faculty for changes deemed necessary.

The Promotion and Tenure Committee shall consist of at least three tenured Full Professors from the Department chosen by a plurality vote of the faculty each year. In case of shortage of full professors, the department shall choose by a plurality vote of the faculty an addition of at least one full professor from another engineering program. The chosen members shall select a Chair, who shall also serve as the representative to the College of Engineering Promotion and Tenure Committee.

Laboratory Committee

The main tasks of the Laboratory Committee shall include the following:

- 1- Determine the faculty needs of laboratory space and equipment to support the teaching and research activities in the department.
- 2- Oversees departmental laboratory plans including operational procedures, compliance with the university health and safety rules, maintain laboratory safety manual, prioritize laboratory needs of equipment purchasing/maintenance, and maintain current records of laboratory inventory.

Information Technology Committee

This Committee shall examine the use of new technologies on information technology and make recommendation for the enhancement of department facilities including hardware and software matters used in our curriculum, involve faculty in implementing distance or E-learning in their courses, assess student and faculty desires for system improvement.

Student-Faculty Committee

This committee shall consist of two faculty members and two undergraduate or graduate students. The committee's responsibility is to work as a liaison between faculty and students in department to communicate information to the Civil and Environmental Engineering students, and to study and recommend solutions to department-wide problems. The committee shall act in the interest of the student body and of the department as a whole, and compile a strategic plan for outreach, promotional and fundraising activities.

Ad Hoc Committees

The Chair shall appoint *ad hoc* committees, including the Chairs of such committees, as required to conduct the business of the Department. The time limit for the existence of an *ad hoc* committee shall be determined by the Chair and announced to the faculty at the committee's formation.

IV.4. Department Area Coordinators:

The Department of Civil and Environmental Engineering encompasses five major areas including Structural Engineering, Geotechnical Engineering, Water Resources and Environmental Engineering, Transportation Engineering, and Construction Engineering. Each

area is led by an "Area Coordinator," who shall be appointed by the Chair of the Department. The main responsibilities of the area coordinator are to administer new courses, changes in existing courses, course scheduling, and course assessment in the major area, and to assist the undergraduate and graduate coordinators in the accreditation process.

ARTICLE V: MEETINGS

V.1. Faculty Meetings

Meetings

The faculty of the Department shall meet in regular session once each month during the regular academic year. The dates and times of the meetings shall be established by the Chair in consultation with the course schedule and the faculty. The schedule of the meetings shall be made available to all faculty members at the beginning of each academic term. Attendance of faculty meetings is mandatory.

In an extraordinary circumstance, a faculty meeting may be called by the Chair as deemed necessary, or at the written request of at least three tenured faculty members. At least twenty-four (24) hours notice should be given for any meetings under extraordinary circumstances.

The Chair shall be responsible for the preparation of an agenda for each meeting; this agenda shall be distributed to the faculty prior to the day of the meeting.

The Chair shall preside at all faculty meetings where possible. In the absence of the Chair, the Chair shall designate another faculty member to serve in this position.

The Chair may request to forward academic matters to the pertinent committee/committees for further discussion.

Quorum and Voting

At any duly called faculty meeting, one-half (50% or greater) of the total voting membership of the faculty shall be physically present at the meeting to constitute a quorum. A simple majority of the quorum of voting faculty members present at a faculty meeting renders a decision on a motion. A voice vote or secret ballot shall be called for at the discretion of the Department Chair.

Proxies

In the event of a faculty member's absence from a faculty meeting, the faculty member may vote by proxy by notifying the Department Chair by e-mail or written document of his/her voting intention. The Department Chair shall register the proxy vote the same as an in-person vote in any decision rendered. Proxies shall not be used to constitute a quorum at any meeting.

Meeting Agenda and Conduct

The order of business at each faculty meeting shall be:

1. Call to order.
2. Approval of the minutes from the last meeting.
3. Announcements by the Chair.
4. Reports of the standing committees.
5. Reports of *Ad Hoc* committees.
6. Unfinished business.
7. New business.
8. Announcement of the date and time of the next faculty meeting.
9. Adjournment.

Meetings shall be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided by in these By-Laws.

V.1. Committee Meetings

Meetings

The committees of the Department shall meet in regular session as needed to conduct the Department's business during the regular academic year. The dates and times of the meetings shall be established by the Committee Chair in consultation with the course schedule and the committee members. The schedule of the meetings shall be made available to all committee members and all other faculty members at the beginning of each academic term.

The Committee Chair shall be responsible for (a) the preparation and distribution of an agenda for each meeting; and shall preside at all committee meetings where possible, (b)

presenting the recommendations of the committee in faculty meetings or any other meeting the Chair of the department calls for, (c) periodically brief the Chair of the Department of the committee's activities, (d) submitting a summary of the committee's activities at the end of each academic year.

Quorum and Voting

At any duly called committee meeting, one-half (50% or greater) of the total voting membership of the committee shall be physically present at the meeting to constitute a quorum. A simple majority of the quorum of voting faculty members present at a committee meeting renders a decision on a motion. A voice vote or secret ballot shall be called for at the discretion of the Committee Chair.

Proxies

In the event of a faculty member's absence from a committee meeting, the faculty member may vote by proxy by notifying the Committee Chair by e-mail or written document of his/her voting intention. The Committee Chair shall register the proxy vote the same as an in-person vote in any decision rendered. Proxies shall not be used to constitute a quorum at any meeting.

Meetings shall be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided by in these By-Laws.

ARTICLE VI: AMENDMENTS TO THE BY-LAWS

VI.1. Procedure

Any three members of the faculty may propose amendment(s) to these By-Laws. Such action shall be initiated by submitting the proposed amendment(s) to the Department Chair. The Department Chair shall cause such proposed amendment(s) to the By-Laws to be (1) distributed to the faculty via printed media and by e-mail; (2) read at the next faculty meeting immediately following distribution to the faculty; and, (3) voted upon by the faculty at the next meeting following the meeting of the first reading.

VI.2. Quorum and Voting

A super-majority of two-thirds (2/3) of the faculty shall be physically present at any faculty meeting at which any amendment(s) to the By-Laws may be considered to constitute a quorum. A super-majority affirmative vote of two-thirds (2/3) of the faculty members present and voting at a faculty meeting at which a quorum is met shall be required for the adoption of proposed By-Law amendment(s).
