



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

**Department of Mechanical Engineering
The FAMU-FSU College of Engineering
Florida A&M University and Florida State University**

By-Laws Amendment

November 11, 2019

The By-Laws were adopted by the Faculty of the Department of Mechanical Engineering at the Department General Faculty Meeting held November 19, 2015. This amendment is to comply with the 201-2022 Collective Bargaining Agreement as it relates to the terms and conditions of in-unit faculty member employment in the following categories:

Sustained Performance Evaluations

Removed Section 10.8, eliminating Sustained Performance Evaluations.

Criteria for Promotion and Tenure – Progress Towards Tenure


Article 15.3(e)(3)

1. Assistant Professors hired on July 1, 2019 or later shall receive a tenure review in their 3rd year.
2. Assistant Professors hired before July 1, 2019 who have not had a 2nd year review may choose between a 2nd and 4th year set of reviews or a 3rd year review.
3. Assistant Professors hired before July 1, 2019 and who have already had a 2nd year review shall have a 4th year review.

(See Memo from Janet Kistner dated Oct. 30, 2019)



Approved, Chair, Department of Mechanical Engineering



Date

Approved, Dean, FAMU-FSU College of Engineering

Date




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By-Laws

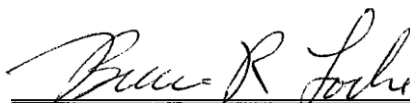
November 2019

(Adopted by the Faculty of the Department of Mechanical Engineering
at the Department General Faculty Meeting held November 19, 2015.)



Approved, Chair, Department of Mechanical Engineering

12/15/15
Date



Approved, Dean, FAMU-FSU College of Engineering

12/22/15
Date

These bylaws are designed to adhere to and be consistent with policies found in the Constitutions, the BOT-UFF Collective Bargaining Agreements, the Faculty Handbooks, and the annual Promotion and Tenure letters of Florida A&M University and Florida State University. If and where they are not found to be in agreement, they will be modified appropriately.

ARTICLE I: NAMES AND ORGANIZATION

I.1. Names

The Department of Mechanical Engineering (which hereinafter may be referred to as the “Department”) is one of five (5) academic departments within the FAMU-FSU College of Engineering (which hereinafter may be referred to as the “College”), a joint school of engineering between Florida A&M University and Florida State University within the State of Florida State University System.

I.2. Organization

The Department of Mechanical 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 Mechanical Engineering is to prepare graduates for diverse careers in mechanical engineering and related engineering fields. This is achieved by offering curriculum and professional programs to equip students with excellent problem solving skills and a fundamental knowledge of mechanical engineering that enables them to continue their education throughout their careers and to function in a diverse work force and society

II.2. Vision

- Maintain and improve the undergraduate educational program by conducting continuous assessment and receiving feedback from industry and the engineering community.
- Establish a nationally recognized graduate program by recruiting top-quality students and graduating them with excellent professional preparation.
- Expand internationally recognized research programs, especially in terms of interdisciplinary research collaborations and professional development.
- Be recognized as one of the top ME programs in terms of education innovations, outstanding research activities, and promotion of diversity.

ARTICLE III: MEMBERSHIP, JURISDICTION, AND SUBSTANTIVE CHANGE POLICY

III.1. Membership

Faculty: The faculty members of the Department shall be all persons employed or appointed by the Department who hold the academic rank of Assistant, Associate or Full Professor; Teaching Faculty I, II, or III; or Research Faculty I, II, or III. Faculty members include persons holding the aforementioned ranks that have the status modifiers Adjunct, Joint, Visiting, Acting, Affiliate, and Emeritus.

Voting Faculty: Voting faculty is limited to those members who hold full-time tenured or tenure-track positions. Faculty on lines funded through other units shall be considered full voting members if their tenure/tenure-track is administered through the Department. Voting faculty shall have the right to vote on all Departmental governance issues and to be involved in unit reorganization.

III.2. Jurisdiction

The full voting 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 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 authorized discretion.

III.3. Substantive Change Policy

Faculty and staff members are expected to be familiar with and to follow the Florida A&M University Substantive Change Policy, as posted on the Florida A&M University web site (<http://www.famu.edu/index.cfm?sacs&SubstantiveChanges>), and the Florida State University Substantive Change Policy, as posted on the Florida State University web site (<http://provost.fsu.edu/sacs>).

ARTICLE IV: DEPARTMENT STRUCTURE

IV.1. Department Chair

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 Engineering with the advice of the faculty. Under normal circumstances, the Department Chair will serve no more than two consecutive terms (a total of 8 years). Extension of appointment beyond two terms may occur if so recommended by the Department Chair Review Committee (DCRC) and approved by the Dean of COE.

Policy and Procedures for ME Department Chair Appointment/Review are defined in more detail in the attached memorandum, dated November 30, 2005.

In addition to carrying out the general responsibilities defined below, the Chair of the Department of Mechanical Engineering shall provide leadership in introducing ideas and stimulating discussions leading to improvements and innovations in educational, research and outreach programs.

The duties of the Department Chair shall include:

Administrative

1. Schedule and preside over faculty meetings, and setting the agenda for such meetings;
2. Assign committee membership and chairs;
3. Formulate and approve faculty activity assignments in accordance with established guidelines;
4. Prepare the annual faculty evaluations;
5. Nominate qualified faculty for promotion and tenure; working with faculty in preparation of necessary documents;
6. Coordinate the recruitment of new faculty, and the hiring of Department staff;
7. Assign and maintain offices, conference rooms, and laboratory space in the College of Engineering buildings, and assign department equipment;
8. Supervise office and other support staff, delegate said supervision, and determine assigned duties of office and support staff;
9. Assure Department compliance with the safety and environmental regulations of the Universities;
10. Fundraise and handle public relations for the Department;
11. Serve on the College of Engineering Executive Council;
12. Perform other duties as assigned by the Dean.

Academic

13. Uphold the academic quality and cohesiveness of the undergraduate and graduate curricula in consultation with the Undergraduate and Graduate Committees;
14. Schedule courses and assign teaching responsibilities. Summer courses shall be assigned by polling all faculty to determine their interest in teaching a summer course and giving priority to those who are qualified to teach one of the scheduled summer courses and were the least recent to teach a summer course;
15. Coordinate actions for all accreditation or other reviews of the Department's operations;
16. Certify the academic credentials of all graduates from the Department;
17. Assign teaching assistants for the Department's courses.

Financial

18. Prepare the Departmental annual budget request to be submitted to the Dean;
19. Oversee all expenditures from the Department E&G budgets, all budgets containing

Foundation funds donated to the Department, and any budgets containing return on indirect cost funds allocated to the Department;

20. Recommend to the Dean of Engineering faculty and staff salaries, raises, merit increases, bonuses, and promotional increases.

IV.2. Secretary of the Faculty

The Secretary of the Faculty shall be appointed for a term of one year by the Chair at the beginning of the academic year. The secretary shall have the responsibility for keeping minutes of the faculty meetings, posting a copy of these minutes on one of the Department's web sites, and maintaining a summary of all actions voted on by the faculty.

IV.3. Department Committees

The Department shall have five standing committees: Undergraduate Committee, Graduate Committee, Promotion and Tenure Committee, Faculty Performance Evaluation Committee, and Laboratory and Space Committee. Ad hoc committees, including Faculty Recruitment Committees, shall be formed by the Chair as deemed necessary, or at the written request of at least 20% of all tenured/tenure-track faculty members.

Undergraduate Committee

Composition

The Department Chair shall appoint a tenured faculty member as the Undergraduate Coordinator. This individual will also chair the Undergraduate Committee and serve as the Department's representative on the College's Council of Academic Program Coordinators (CAPC). In general, the Undergraduate Coordinator will serve a term of three years; however the appointment will be reviewed by the Chair every year at the beginning of the academic year.

Committee members shall be appointed by the Undergraduate Coordinator in consultation with the Department Chair. Membership of this committee shall include at least one faculty member from each of the primary undergraduate disciplines: thermal systems, mechanical systems, mechanics/materials, dynamics/control, and design. They are titled as discipline coordinators and are representatives for their respective disciplines.

Responsibilities

- Conduct regular meetings discussing undergraduate-related issues. The Committee Chair shall schedule and preside over all committee meetings, but may delegate this duty to another member in his or her absence.
- Carry out ongoing reviews and modifications of the undergraduate educational objectives and outcomes, curriculum, and advising procedures as part of the Department's continuous self assessment process
- Review suggestions and make decisions on changes in the undergraduate curriculum

- Work with the Advising Coordinator to plan and implement the Department's undergraduate advising activities.

Graduate Committee

Composition

The Department Chair shall appoint a tenured faculty as the Graduate Coordinator. This individual will also chair the Graduate Committee and will serve as the Department's representative on the College's Graduate Committee. In general, the Graduate Coordinator will serve a term of three years; however the appointment will be reviewed by the Chair every year at the beginning of the academic year. The Graduate Coordinator will also supervise the Graduate Studies Program Administrator to deal with all graduate-related issues.

Committee members will be appointed by the Graduate Coordinator in consultation with the Department Chair for a one-year term at the beginning of the academic year. Membership of this committee shall include at least one faculty member from each of the primary graduate disciplines: thermal/fluids, mechanics/materials, and dynamics/control. They are titled as discipline coordinators and are representatives of their respective disciplines. The Graduate Coordinator shall not be considered as a discipline coordinator. The Preliminary Exam Coordinator shall be the Graduate Coordinator or another member of the Graduate Committee and may be assisted by the Graduate Studies Program Administrator. The faculty member can also represent his/her area, or be the graduate coordinator, but may not serve in all three capacities. The committee shall consist of at least four members including Graduate Coordinator. Additional members may be added if deemed necessary.

Responsibilities

- Conduct regular meetings discussing all graduate program-related issues; the Committee Chair shall schedule and preside over all committee meetings, but may delegate this duty to another member in his or her absence.
- Carry out ongoing reviews and modifications of the graduate educational objectives/outcomes, admissions and entrance requirements, curriculum, and advising procedures as part of the Department's continuous self-assessment process.
- Review suggestions and make decisions on changes to the graduate program.
- Work with the Graduate Coordinator to appoint a Graduate Committee member as the Preliminary Exam Coordinator, who is responsible for the coordination of the annual preliminary exam with the assistance of the Graduate Studies Program Administrator.
- Work with the Chair to plan and implement the Department's graduate advising and recruitment activities

Promotion and Tenure Committee

Composition

The Department's Promotion and Tenure Committee shall consist of at least 3 tenured full professors who also have doctoral directive status in the Department. Each member must be able to participate in the full promotion and tenure review process in a given year. The committee will elect a Chair who will preside over all meetings and represent the Department on the College Promotion and Tenure Committee. At the request of the Department Chair, sub- committees may be formed for other Promotion and Tenure related matters.

Responsibility

- Review and vote on all folders submitted for promotion and/or tenure considerations following appropriate Department, College of Engineering, and University guidelines associated with this process.
- Upon the request of the Department Chair, form a sub-committee to review and make recommendations on the eligibility of the faculty member being considered for promotion and tenure for the following year.
- Upon the request of the Department Chair, form a sub-committee to conduct a post-tenure faculty review.
- Upon the request of the Department Chair, form a sub-committee to review the Department's promotion and tenure policies to ensure both uniformity and compliance with College and University policies, procedures, and regulations and make recommendations to the faculty for changes deemed necessary.

Criteria

The Department's criteria follow the criteria approved by the faculty of the College of Engineering on October 31, 1995 (attached in the appendix). In summary, promotion and tenure are "based on recognition of demonstrated effectiveness in teaching, service, definitive scholarly or creative accomplishments, and recognized standing in the discipline and profession."

Process

In consideration of the unique situation of the College being administered by two Universities with different Promotion and Tenure policies and procedures, the Department adopts the following guidelines to ensure that a uniform standard will be applied to all candidates from the Department.

- Eligibility: The candidate shall submit a formal Promotion and Tenure request memo or email along with an updated vita and relevant activity documents to the Department Chair by the end of the fall semester prior to the beginning of the Promotion and Tenure process. The Department Chair shall work with the Chair of the Promotion and Tenure Committee in appointing a sub-committee to review the candidate's record in terms of promotion/tenure consideration. Within two weeks after the receipt of the request memo, this subcommittee will provide to the candidate a written report detailing their analysis and providing a recommendation as to whether or not the

candidate meets the published criteria. Although permitted, a candidate with a negative recommendation is strongly discouraged from moving forward with his/her application.

- Application timeline: The Department will adopt the earlier set of timeline/deadlines for the Promotion and Tenure process among those established for that year by the two Universities.
- As a minimum, the candidate needs to satisfy criteria and procedures established by the University at which the candidate holds his/her primary appointment. However, either the Department Chair or the Promotion and Tenure Committee can request that additional evidence be added to and/or unacceptable evidence be removed from the portfolio to make sure that a unified standard of evaluation is applied to all candidates regardless of their primary university affiliation. (Evidence permissible to one University but not the other may be placed in the Appendix section, if appropriate.)
- A faculty member is normally considered for tenure during his/her sixth (6th) year of service in a tenure earning position. Following the seven-year rule, no tenure-track faculty member may hold such position for more than seven years without having been granted tenure.

Faculty Performance Evaluation Committee

Composition

The Faculty Performance Evaluation Committee shall consist of at least three tenured faculty members at the rank of Full Professor and will elect a Chair who will preside over all meetings. A faculty member who is receiving a Sustained Performance evaluation cannot serve on the Performance Evaluation Committee.

Responsibility

- Based on the current vita and activity statements of faculty members, provide both qualitative and quantitative feedback to the Chair for the annual evaluation process.
- Based on the current vita and activity statements of faculty members, provide both qualitative and quantitative feedback to the Chair for the merit evaluation process.
- Based on the current vita and activity statements of faculty members, provide both qualitative and quantitative feedback to the Chair for the sustained performance evaluation process.

Laboratory and Space Committee

Composition

The Laboratory and Space Committee shall consist of at least three faculty members, with at least one faculty from each of the three fundamental disciplines: thermal-fluid systems, mechanics/materials, and dynamics/control. The committee will elect a Chair who will preside over all meetings.

Responsibility

- Monitor the equipment and space needs of the Department's undergraduate labs and advise the Faculty and Chair of specific needs.

Faculty Recruitment Committee

Composition

A Faculty Recruitment Committee is an ad hoc committee that will be formed whenever the Department is recruiting a new faculty member. The committee will consist of at least three faculty members and will elect a Chair who will preside over all meetings.

Responsibility

- Review all applications for the open faculty position.
- Seek feedback from all faculty members on a short list of candidates.
- Select and arrange interviews for the top candidates.
- After the interviews, seek feedback from all faculty members on the top candidates.
- Provide hiring recommendations to the Chair and Dean.

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 time of the committee's formation.

ARTICLE V: MEETINGS

V.1. Faculty Meetings

Meetings

The faculty of the Department shall meet at least once a semester during the regular academic year. The dates and times of the meetings shall be established by the Chair in consultation with the faculty. The schedule of the meetings shall be made available to all faculty members at least two weeks before the meeting.

When required due to exigent circumstances, a faculty meeting may be called by the Chair as deemed necessary, or on written request of at least 20% of all tenured/tenure-track faculty members. At least forty-eight (48) hours (not including weekends and holidays) notice should be given for any meetings under this situation.

The Chair shall be responsible for the preparation of an agenda for each meeting; this agenda shall be distributed to the faculty at least forty-eight (48) hours before the meeting.

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

Quorum and Voting

At any 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 voting faculty members is necessary to render a decision on a motion. A voice vote or secret ballot shall be called for at the discretion of the Department Chair. The meeting shall abide by the Department's own rules of procedure; otherwise Robert's Rules of Order shall govern.

Proxies

In the event of faculty member's absence from a faculty meeting, he/she may delegate another faculty to cast a vote on his/her behalf acting as proxy. This delegation may be limited to a single topic or may be unrestricted, allowing the proxy to act on their behalf on any and all matters being voted upon. The faculty member wishing to delegate his/her vote by proxy must do so by notifying the Department Chair by e-mail or written document of his/her 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.

ARTICLE VI: AMENDMENTS TO THE BY-LAWS

VI.1. Procedure

Amendments to the By-Laws may be proposed by greater than 20% of the faculty. Such action shall be initiated by written submission of the proposed amendments(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; (2) read at the next faculty meeting immediately following distribution to the faculty; and, (3) voted upon by the faculty at the next Faculty Meeting following the meeting of the first reading.

VI.2. Quorum and Voting

At a Faculty Meeting at which any amendment(s) to the By-Laws are to be put to a vote, at least two-thirds (2/3) of the faculty must be present (i.e., physically present or present through phone or other means that enable involvement in the amendment discussion) to constitute a quorum for the purpose of voting on such amendments. This provision shall not preclude conducting all other business at said meeting should only a regular quorum be in attendance. A super-majority of 2/3 of the voting faculty shall be required for passage of any amendments. In the event that a quorum is not present at the Faculty Meeting, voting on proposed amendments to the by-laws may be conducted using electronic means (e.g., email, SharePoint, or Blackboard) that enable the validation of the identity of each member of the voting faculty. Voting results will be tallied independently by the Chair and the Secretary of

the Faculty. When votes are cast by e-mail, at least 2/3 of all members must cast a vote in order to constitute a quorum. A super-majority affirmative vote of at least 2/3 of the faculty members voting shall be required for passage of any amendments. In such cases, an abstention may be formally declared for the purpose of constituting a quorum and will count as a vote for the purpose of obtaining a quorum only. Abstentions shall not be counted as votes for the purpose of determining the majority. A super- majority affirmative vote of two-thirds (2/3) of the faculty members voting though e-mail shall be required for the adoption of proposed By-Law amendment(s).

ARTICLE VII: FACULTY EVALUATIONS

VII.1 Criteria for Faculty Evaluations

Research, teaching (including undergraduate and graduate courses and graduate student supervision), and service are interrelated aspects of the duties of a productive faculty member. It is understood that tenure-track or tenured faculty members may place different emphasis on each of these aspects of their activities over the course of their careers and a specialized faculty member (i.e., a Teaching Faculty or Research Faculty) should be evaluated primarily on the criteria related to his or her specialization. The three criteria will generally be evaluated as follows.

1. Research productivity will be measured by the number and quality of peer reviewed publications, the number of patents, the number of professional presentations, and by other appropriate scholarly works. It is also expected that all faculty members will aggressively seek external funding to support their research activities.
2. One factor of consideration in evaluating teaching performance will be the use of the faculty member's student evaluation rating results. It will be a cause for concern if a faculty member has consistently unsatisfactory student evaluations. Other measures such as teaching new courses, developing and upgrading laboratories, initiating educational enhancement activities including textbook writing, and the receipt of teaching awards/recognitions will also be considered.
3. For teaching performance each faculty member's accomplishments in supervising students pursuing graduate degrees will be considered. Special emphasis will be placed on success in graduating students with doctoral degrees. The Department also encourages faculty to co-author scholarly works with their students, both at undergraduate and graduate-level. It is understood that successfully directing both graduate and undergraduate students in research is considered part of the teaching responsibilities.
4. Evaluation of the service aspect will cover the broad range of professional activities, including service to the Department, College, University, and Profession (e.g. editorial work, reviewing, panels, professional organization committees, etc.). The faculty member's effective participation in one or more of these various aspects will be given

significant consideration in the overall service evaluation and in the determination of merit salary increase recommendations.

VII.2 Annual Faculty Evaluations

1. Annually, each faculty member shall submit a vita and additional activity documents requested by the Chair by April 1st. These documents, in prescribed format, shall detail the teaching (including curriculum development), research (including publications, external funding and presentations) and service activities of the faculty member (including service to the profession) .
2. The Chair shall receive qualitative and quantitative feedback from the Faculty Performance Evaluation Committee for each faculty member. However, a faculty member may not evaluate his/her own performance.
3. Based on the feedback from the Faculty Performance Evaluation Committee and the Chair's own assessment of the vita and activity documents, the Chair shall provide an annual evaluation of each faculty member. The evaluation shall be conducted by the Chair in consultation with the individual faculty member during the scheduled annual evaluation meeting.

VII.3 Faculty Merit Evaluations

1. Merit evaluations are performed only when merit pay is available.
2. The Chair shall receive qualitative and quantitative feedback from the Faculty Performance Evaluation Committee for each faculty member not on the Evaluation Committee. The quantitative feedback shall enable performance ranking of the faculty.
3. Based on the feedback from the Faculty Performance Evaluation Committee and the Chair's own assessment of the Vita and Activity Statement, the Chair shall make merit raise recommendations to the Dean for each faculty member.

~~VII.4 Faculty Sustained Performance Evaluations (Removed Nov. 11, 2019 – due to FSU CBA September 2019)~~

- ~~1. Each regular tenured faculty member who has been in rank for at least seven years since being promoted or since achieving tenure shall be reviewed once every seven years to document sustained performance during the previous six years of assigned duties and to encourage continued professional growth and development.~~
- ~~2. The Chair shall receive qualitative and quantitative feedback from the Faculty Performance Evaluation Commijulyttee for each faculty member not on the Evaluation Committee. The quantitative feedback will enable performance ranking of the faculty.~~
- ~~3. Based on the feedback from the Faculty Performance Evaluation Committee and the Chair's own assessment of the Vita and Activity Statement, the Chair shall make merit~~

~~raise recommendations to the Dean for each faculty member.~~

VII.5 Promotion and Tenure of Faculty

Promotion and tenure of tenure-track or tenured faculty and promotion of specialized faculty (i.e., Teaching Faculty and Research Faculty) shall be based on the content of promotion binders that follow the general guidelines for promotion of faculty. The criteria for evaluating these binders are the same as those given in Section VII.1 – Criteria for Faculty Evaluations.

The contents of the binders for specialized faculty should reflect the specialization of these faculty members, which may preclude the inclusion of certain content. As illustrations, Teaching Faculty who perform no research should have binders that do not contain content related to research and Research Faculty who do not teach should have binders that do not contain content related to teaching. The Promotion and Tenure Committee shall consider the responsibilities of a Specialized Faculty Member when voting for promotion.

VII.6 Time Period for Review of Assistant Professors for Tenure and Promotion (Added Nov. 11, 2019 – due to FSU CBA September 2019)

Assistant Professors hired July 1, 2019 or later shall receive a tenure review in their third year. Assistant Professors hired before July 1, 2019 and who have not yet had a 2nd-year review may choose between a 2nd and 4th year set of reviews or a 3rd year review. Assistant Professors hired before July 1, 2019 and who have already had a 2nd year review shall have a 4th year review. These reviews are mentoring opportunities during which the department/units Promotion and Tenure Committee shall provide specific feedback and advice reflecting expectations for tenure and how the faculty member is progressing toward meeting those expectations. The faculty member shall meet with the department/units chair to discuss the report. Tenure Review Report(s) shall be included in the tenure binder. Assistant Professors hired with credit toward tenure shall have credited years included in the determination of the timing of the third-year review unless an alternative schedule is mutually agreed upon by the faculty member and his or her supervisor.

ARTICLE VIII: ME DEPARTMENT CHAIR APPOINTMENT

VIII.1 Appointment Period and Term Limit

Nominal Appointment Period

The Department Chair shall be appointed for a four-year term that commences July 1 of a given year. 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.

Term Limit

Under normal circumstances, the Department Chair will serve for no more than two consecutive terms (a total of eight years). Extension of appointment beyond two terms may

occur if so recommended by the Department Chair Search Committee (DCSC) and approved by the Dean of COE.

VIII.2 Chair Review Process

First Term Review

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.

Search 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.

Voting for New 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 Chair of the DCSC should forward the Departmental recommendation to the Dean for further action.

Allowance for Continuation of 2 Term Chair

Under exceptional circumstances should no other suitable candidates be available, the Chair of the DCSC can recommend to the Dean that the current Department Chair continue for one additional term or until a suitable candidate can be found at the discretion of the Dean.