Bylaws of the College of Engineering and Applied Science

ARTICLE I – DEFINITIONS:

1) The University is the University of Cincinnati;
2) The College is the College of Engineering and Applied Science, also known as CEAS;
3) The Board is the Board of Trustees of the University and the BOT Rules are the current, published rules of the Board;
4) The Contract is the current contract between the American Association of University Professors and the University;
5) Dean, Associate Dean and other administrative titles shall refer to the appropriate administrators of the College;
6) A Department is one of the Departments of the College. Departments can be added or removed by the Dean, with input from the Faculty;
7) Academic Unit is a Department, unless specifically defined otherwise by these Bylaws, the Contract or action of the Board;
8) Department Head is the chief administrator of a Department, appointed in accordance with BOT Rules and the Contract;
9) Faculty is the Faculty of the College, as defined in Article III;
10) Non-tenure-track appointments shall mean those with titles in the Adjunct, Clinical, Educator, Field Service, Practice, and Research series. Non-tenure-track titles shall not carry eligibility for tenure, but are eligible for promotion through the ranks of Instructor, Assistant Professor, Associate Professor, and Professor.
11) Tenure-track appointments shall mean those with titles of Professor, Associate Professor, Assistant Professor, and Instructor, Senior Librarian, Associate Senior Librarian, Associate Librarian, Assistant Librarian, and Beginning Librarian; tenure-track titles without qualification carry eligibility for tenure.
12) Tenured Faculty Members are faculty with tenure-track titles who have been granted indefinite tenure;
13) Untenured Faculty Members are faculty with tenure-track titles who have not been granted indefinite tenure or faculty members with non-tenure-track titles not eligible for indefinite tenure.

ARTICLE II – OBJECTIVES

The objectives of the Faculty shall be:

1) To create and disseminate knowledge and provide excellent education for CEAS students; through instruction, advising and the conduct of research;
2) To serve the academic and professional communities through participation in committees and professional societies;
3) To serve the public by being involved members of the community;
4) To provide a deliberative assembly for the Faculty;
5) To secure representative views on instructional and institutional matters and policies concerning the College;
6) To provide encouragement and direction for initiative and participation in institutional matters and policies concerning the College;
7) To encourage and coordinate College services; and
8) To make recommendations to administrative officers of the University and the College.

ARTICLE III – THE FACULTY
Section 1 – The membership of the Faculty shall be as follows:
1) The President of the University
2) The Senior Vice President for Academic Affairs and Provost of the University
3) The Dean of the College
4) Administrators at the level of Assistant Dean and above (e.g., Associate Dean, Vice Dean, Dean, Vice Provost, University Dean, Assistant Vice President, Associate Vice, President, Vice President, President), who hold either non-tenure-track or tenure-track titles within the College as defined in Article I, 10 and 11
5) Full-time faculty members holding tenure-track titles within the College as defined in Article I, 11
6) Full-time faculty members holding non-tenure-track titles within the College as defined in Article I, 10

Section 2 – Rights of Members
1) All full-time members of the Faculty shall have full voting rights.
2) Part-time, adjunct and emeriti Faculty Members have no voting rights. For the purpose of this article, part-time shall be as defined by BOT Rules or the Contract. If no such definition exists, part-time means an appointment of less than 65% of a full time faculty member.
3) Voting rights on issues related to graduate curriculum and graduate education are reserved to Members of the Faculty who are also Members of the Graduate Faculty.

ARTICLE IV - MEETINGS

Section 1 – Quorum
A quorum for meetings shall be 40% of the Full Time Faculty.

Section 2 – Meetings
1) Faculty Meetings shall be held as set by the Dean at least once per semester.
2) The Dean shall call a special meeting of the Faculty if there is a written petition, specifying the reason, signed by at least 10 members of the College Faculty. The meeting shall be restricted to the subject specified in the petition.

Section 3 – Conduct of Meetings
1) The meetings shall be chaired by the Dean, or in their absence, their appointee.
2) In all meetings, Robert’s Rules of Order shall be observed.
3) The Dean shall appoint a recorder who shall:
   a. Notify the Faculty of all meetings;
   b. Send out minutes of the previous meeting at least one week before the meeting;
   c. Request additional agenda items and publish the agenda at least 2 business days before the meeting;
   d. Take and publish accurate minutes of the meeting;
   e. Keep records of all meeting minutes, motions, resolutions, reports, etc.; and
   f. Keep and maintain the College Bylaws
4) A motion, resolution or other action before the Faculty passes if it receives a majority of positive votes, regardless of the number of abstentions.
5) Electronic Meetings - Meetings may be held live via audioconference, teleconference, or videoconference, using any software or technology supported by the University or College IT departments (e.g., WebEx, Zoom, MS Teams, etc.).
6) Electronic Voting during in-person or electronic meetings:
   a. The Chair shall determine on a case-by-case basis if official voting during any meeting will be conducted by electronic means. The decision shall be guided by the expected efficiency of each method.
   b. Voting during an in-person meeting, or a live audioconference, teleconference, or videoconference may be conducted by any electronic means that satisfies the following
i. The intention to vote electronically is announced at least one week prior to the meeting
ii. All voters have access to the software tool necessary to vote
iii. All voters vote using the same method and format.
iv. The process can assure that only eligible voters are allowed or able to vote.
v. The process can assure that each eligible voter may vote only once.
vi. The process is auditable by a disinterested third party.
vii. Final results of the vote are published to all eligible voters within a reasonable time after the close of voting.

7) Electronic Voting in lieu of a special meeting:
   a. In lieu of a special meeting as defined in Article IV, Section 2(2), petitioners may request that the subject of the special meeting proceed immediately to an electronic ballot. In such cases, the voting process may be conducted by a method that complies with Article IV, Section 6(b) and also complies with the following process:
      i. The ballot must be published to all eligible voters (e.g., via email, intranet, OneDrive link, etc.).
      ii. The ballot must clearly state the motion, the deadline for receipt of ballots, and the instructions for voting.
      iii. The ballot should contain a summary of information to aid voters (e.g., pros/cons, rationale, etc.) that may summarize the discussion or issues that have already taken place.
      iv. A method for public electronic discussion (e.g., an open discussion board, shared file, etc.) should be employed for one week after the ballot is published to allow voters to ask questions and for those questions to be publicly answered.
      v. The ballot must remain open for voting for at least two days following the conclusion of the discussion period.
   b. On an electronic ballot, a quorum shall be defined as 40% or greater participation of voting faculty (responding yes, no, or abstain). A motion, resolution, or other action before the Faculty passes if it receives a majority of positive votes, regardless of the number of abstentions.

ARTICLE V – CURRICULUM

Section 1 – General
1) Undergraduate (UG) curriculum is the privilege and responsibility of the Faculty of CEAS.
2) Graduate Curriculum is the privilege and responsibility of the Graduate Faculty of a Graduate Program.
3) The Faculty shall be responsible for the quality of the Curriculum.
4) All curricula must meet applicable State, University, College and accreditation requirements.

Section 2 – New Undergraduate Curricula and Changes to Existing Undergraduate Curricula

Definitions:
   a. Undergraduate Program – any curriculum leading to a B.S. Degree within the College.
   b. Common Course – any course that is part of a required curriculum of two thirds (2/3) or more of the accreditable Undergraduate Programs in the College.
   c. Common Curriculum – any common curriculum required of two thirds (2/3) or more of the accreditable Undergraduate Programs in the College.

1) Changes to an existing course:
   a. Changing the content of an existing course (except for a common course, see 1.b) shall first be approved according to the procedure developed by the Faculty of the department offering that course. An approved change to an existing course shall be forwarded to the College UG Curriculum Committee for review and action;
b. Changes to an existing common course shall first be approved by majority of the Undergraduate Programs for which the common course is required. An approved change to an existing common course shall be forwarded to the College UG Curriculum Committee for review and action; and

c. The College UG Curriculum Committee shall have the authority to decide what constitutes a substantive change to an existing course. If the change is:

   i. Non-substantive – the College UG Curriculum Committee can approve the course change on behalf of the College Faculty or return the document to the originator.

   ii. Substantive – the College UG Curriculum Committee can recommend a course change to the College Faculty for a vote or return the document to the originator.

2) Creating a new course:

   a. A new course (except for a new common course, see 2.b) shall first be approved according to the procedure developed by the Faculty of the department offering the course. An approved new course shall be forwarded to the College UG Curriculum Committee for review and action.

   b. A new common course shall first be approved by majority of the Undergraduate Programs for which the common course will be required. An approved new common course shall be forwarded to the College UG Curriculum Committee for review and action.

   c. The College UG Curriculum Committee shall have the authority to recommend a new course to the College Faculty for a vote or return the document to the originator.

3) Changes to an existing curriculum:

   a. Changes to required courses within an existing curriculum (except for a common curriculum, see 3.b) shall be approved according to the procedure developed by the Faculty of the department offering that curriculum. An approved change to an existing curriculum shall be forwarded to the College UG Curriculum Committee for review and action.

   b. Changes to an existing common curricula shall first be approved by majority of the Undergraduate Programs for which the common curriculum is required. An approved change to an existing common curriculum shall be forwarded to the College UG Curriculum Committee for review and action; and

      i. The College UG Curriculum Committee shall have the authority to decide what constitutes a substantive change to an existing curriculum. If the change is:

         a. Non-substantive – the College UG Curriculum Committee can approve the curriculum change on behalf of the College Faculty or return the document to the originator.

         b. Substantive – the College UG Curriculum Committee can recommend a change to a curriculum to the College Faculty for a vote or return the document to the originator.

4) Creating a new curriculum:

   a. Any curriculum for a new program (except for a new common curriculum, see 4.b) shall first be approved according to the procedure developed by the Faculty of the department offering the curriculum. An approved new curriculum shall be forwarded to the College UG Curriculum Committee for review and action.

   b. A new common curriculum shall first be approved by majority of the Undergraduate Programs for which the common curriculum is to be required. An approved new common curriculum shall be forwarded to the College UG Curriculum Committee for review and action.

   c. The College UG Curriculum Committee shall have the authority to recommend a new curriculum to the College Faculty for a vote or return the document to the originator.

5) Create a new, or changes to, an UG Certificate or Minor that is:

   a. required by an Undergraduate Program:

      i. Will follow the procedures outlined in “Changes to an existing curriculum” (3) or “creating a new curriculum” (4).

   b. not required by an Undergraduate Program:

      i. May be brought by an individual, or group of, faculty directly to the UG College Curriculum Committee for review and action;

      ii. The College UG Curriculum Committee shall have the authority to:

          a. Recommend a new UG Certificate or Minor to the College Faculty for a vote or return the document to the originator.
b. Decide what constitutes a substantive change to an existing UG Certificate or Minor. If the change is:
   i. Non-substantive – the College UG Curriculum Committee can approve the UG Certificate or Minor change on behalf of the College Faculty or return the document to the originator.
   ii. Substantive – the College UG Curriculum Committee can recommend the UG Certificate or Minor change to the College Faculty for a vote or return the document to the originator.

6) The originator of a returned document may:
   a. withdraw the document;
   b. revise and resubmit the document for normal processing; or
   c. request a vote of the College faculty without the approval of the College UG Committee.

7) For any UG curriculum document process not explicitly described herein, the College UG Curriculum Committee shall have the authority to develop, describe and implement a process the committee feels represents the will of the faculty.

8) Any action of the College UG Curriculum Committee may be changed by a College Faculty Vote.

Section 3 – New Graduate Programs and Changes to Existing Graduate Curricula

1) Changes to an existing curriculum:
   a) For changes to MS or PhD curriculum (required courses within an existing curriculum, distribution of credit hours between research and coursework, required course groupings for a focus area, and other changes to an existing curriculum) these changes shall be approved according to the procedure developed by the Graduate Faculty of the program offering that curriculum.
   b) For changes to curriculum within the MEng program, these changes shall be approved according to the following:
      i. Changes to discipline (track) related portions of the curriculum (courses required, course groupings for a focus area, and other discipline (track) related curriculum issues) are approved by the Graduate Faculty in the program.
      ii. Changes to core course portions of the curriculum (new core courses, changes to the number of required core courses) are recommended by the College Graduate Program Director of MEng Programs and approved / denied by a majority vote of the College Graduate Program Directors.
   c) If the change is substantial, the Graduate School must be notified since substantial changes may need to be approved by the State. Changes are considered substantial if 50% or more of the curriculum is affected.

2) Creating a new MEng track or new MS / PhD program:
   a) Any proposal for a new MEng track or MS / PhD program shall first be approved according to the procedure developed by the Graduate Faculty of the program offering the new MEng track or MS / PhD program.
   b) A new MEng track or MS / PhD program shall be voted on by the Graduate Faculty of the College.
   c) Once approved by the Graduate Faculty of the College, a new MEng track or MS / PhD program shall be forwarded to the Graduate School for review and action.
   d) The Graduate School shall have the authority to recommend a new curriculum to move forward in the process or return the document to the originator.

ARTICLE VI – COMMITTEES

Section 1 – General
   1) Committee members must meet any membership requirements for that committee.
   2) Elections/appointments of Committee Members shall occur before the end of the Spring Term of the previous academic year.
3) Unless prohibited, committee members may serve consecutive terms.
4) If required by the Committee rules, voting members shall have an alternate, chosen by the same method as the voting member.
5) If a Committee has alternates and a Committee Member resigns or cannot fulfill their duties, the alternate joins the committee and a new alternate is chosen.
6) If a Committee has an undergraduate student member:
   a. The member shall be chosen by the CEAS Student Tribunal or its successor organizations.
   b. The Tribunal may appoint more than one member to the committee (to accommodate student schedules and co-op), but only one member may vote.

Section 2 – Standing Committees

Reappointment, Promotion, and Tenure (RPT) Committee

1) Charge
   a. Review Faculty dossiers, with accompanying Department Head and Department RPT committee recommendations, and make recommendations to the Dean regarding reappointment, promotion, and tenure based on the applicable RPT policies of the College and the Department.
   b. Create recommended Committee Procedures; maintain the procedures passed by the Faculty and recommend to the Faculty changes to those procedures, when appropriate.

2) Membership
   a. The committee members must be of the rank of tenured Professor, unless a Department does not have an eligible faculty member at the rank of tenured Professor. In this event, the Department shall have a choice:
      i. A tenured associate professor will be allowed to serve on the committee but cannot vote on issues of promotion to Professor;
      ii. An untenured professor (educator, researcher, etc.) will be allowed to serve on the committee but cannot vote on issues of tenure.
      iii. Elect a tenured Professor from another Department to represent them.
   b. There shall be one Committee Member per Department serving a two-year term.
      i. Civil and Architectural Engineering and Construction Management; Aerospace Engineering and Engineering Mechanics; and Mechanical and Materials Engineering shall elect representatives in years when the Autumn Term falls in an even numbered year.
      ii. Engineering Education; Electrical Engineering and Computer Science; Biomedical Engineering; and Chemical and Environmental Engineering shall elect representatives in years when the Autumn Term falls in an odd numbered year.
      iii. Representatives are elected by the Departmental Faculty and the Department Head shall conduct the elections.
   c. Members and Alternates are limited to two consecutive terms. Alternates may succeed Members.
   d. The first meeting of an academic year will be convened by the Dean’s Office.
   e. The Committee will elect a Chairperson at the first meeting of the academic year, who shall convene all subsequent meetings.
   f. Members of the College RPT Committee may not participate at the unit level of review.

Dean’s Advisory Committee

1) Charge
   a. Meet with the Dean to review the College’s performance and opportunities, and advise the Dean on areas requiring attention.
   b. Communicate with Departments issues raised in the committee’s meetings with the Dean.
c. Inform Faculty of decanal plans, intentions, and concerns.
d. Solicit input from Department Faculty and communicate any concerns or issues to the Dean.
e. Periodically review the Bylaws and, as needed, propose changes to the Bylaws for conformity with University Rules; submit proposed changes to the Faculty.
f. Provide advice to the Dean on the formation of Standing and Ad Hoc Committees.
g. Provide advice to the Dean on Committee Membership.

2) Membership
h. One representative from each Department, elected by that Department for a two year term. Terms shall be rotated so half the committee is elected each year on the same schedule as the RPT committee. Members are limited to two consecutive terms.

3) Meetings
i. The committee shall be convened by the Dean at least once in each of the Fall and Spring Semesters. Summer meetings shall be called as needed.
j. The Dean shall convene a meeting for a specific purpose at the written request of at least half the membership or if required to do so by a vote of the College Faculty.

Committee on Academic Standards

1) Charge
a. Review student academic records and take appropriate action for students who are failing to meet the College Academic Standards.
b. Review admission, progression, and graduation standards and make recommendations to the Faculty concerning these standards.
c. Provide advice to Faculty concerning methods to measure the success of the College in meeting its academic objectives and goals.
d. Recommend criteria governing grading, scholastic standing, and related matters for approval by the Dean.
e. Specify the method for approval/denial of student academic petitions.
f. Act on student grievances in cases where a faculty-student resolution is not possible following procedure and policy in the Student Code of Conduct or the Undergraduate Student Grievance Policy and Procedures.

2) Membership
g. One voting Faculty Member from each Department, serving a three year term, chosen by that Department by any democratic means
h. One voting member from Professional Practice Faculty
i. One voting Undergraduate Student member
j. A voting Chair, appointed by the Dean
k. The CEAS College Conduct Administrator, who may also serve as the Chair and will both convene and chair the College Hearing Panel when required for student grievance cases
l. Other non-voting members may be appointed by the Dean

Undergraduate Curriculum Committee

1) Charge
a. Review proposed changes to curricula and make recommendations to the faculty on those changes.
b. Develop and monitor curricular guidelines and proposals for curricular changes to undergraduate programs.

2) Membership
c. One voting Faculty Member from each Department serving a three year term chosen by that Department by any democratic means
d. One voting Undergraduate Student member
e. A voting Chair, appointed by the Dean
f. Other non-voting members may be appointed by the Dean

Assessment/Accreditation Committee

1) Charge
   a. Coordinate assessment and accreditation activities of the College both internally and externally.

2) Membership
   b. Each accredited degree program shall have a voting Faculty Member to represent their program.
   c. The Associate Dean of Undergraduate Affairs will serve as chair and have voting rights.
   d. The College Assessment/Accreditation Coordinator (if one exists), who is non-voting, will convene and co-chair the Committee.

Decanal Search and Decanal Review Committees

1) General
   a. When notified of the need to elect faculty to a Decanal Search or Review Committee, the College shall conduct an election.
   b. The election shall be conducted by the Senior Associate Dean and supervised by the Faculty Senator representing the College who is in their second year of their current term. If there is not a Senior Associate Dean or the Senior Associate Dean is unavailable, the Associate Dean who has served the longest in their current position shall conduct the election. If the Faculty Senator in their second year of their term is not available, the Faculty Senator representing the College in their first year of their term shall supervise the election.
   c. The Faculty Senator supervising the election shall withhold their vote to resolve ties.
   d. Ballots with more votes than permitted or which do not follow the ballot requirements shall be disqualified. Ballots with fewer votes than permitted shall be counted. Multiple votes on a ballot for a single individual shall count as only one vote.
   e. Faculty Members eligible to vote are as defined by Article III, Section 2 of these Bylaws.

2) Decanal Search Committee
   f. Upon notification from the Provost’s Office that a Decanal Search is to be conducted, the Senior Associate Dean or Associate Dean conducting the election shall notify the Faculty.
   g. As soon as practical, each Department shall nominate one faculty member by any democratic means. Unless otherwise specified in the University Rules, the faculty member may be tenured or untenured.
   h. After receiving the nominations, the Senior Associate Dean or Associate Dean conducting the election and the Faculty Senator supervising the election shall assemble a ballot with the names in random order. The ballot shall identify the nominees’ Department. The ballot may be paper, electronic or both, but if both are used there shall be a system to assure there is only one ballot per eligible faculty member. The election shall be completed within 10 working days.
   i. The number of positions open shall be as defined by the University Rule. Each Faculty Member may cast up to one vote per open position (e.g. if there are 3 positions, a faculty member may vote for up to 3 individuals).
   j. The Senior Associate Dean or Associate Dean conducting the election and the Faculty Senator supervising the election shall count the ballots. Election shall be by plurality.
   k. The Senior Associate Dean or Associate Dean conducting the election shall notify the Provost’s Office and the faculty of the results.

3) Decanal Review Committee
   a. Upon notification from the Provost’s Office that a Decanal Review is to be conducted, the Senior Associate Dean or Associate Dean conducting the election shall notify the Faculty.
Approved April 24, 2020

b. As soon as practical, each Department shall nominate one tenured and one untenured faculty member by any democratic means. If a Department does not have tenured faculty, both faculty may be untenured. If a Department does not have untenured faculty, both faculty may be tenured.

c. After receiving the nominations, the Senior Associate Dean or Associate Dean conducting the election and the Faculty Senator supervising the election shall assemble a ballot with the names in random order. Tenured and untenured faculty shall be separated. The ballot shall identify the nominees’ Department. The ballot may be paper, electronic or both, but if both are used there shall be a system to assure there is only one ballot per eligible faculty member. The election shall be completed within 10 working days.

d. The number of positions open shall be as defined by the University Rule. Each Faculty Member may cast up to one vote per open position (e.g. if there are 5 positions, a faculty member may vote for up to 5 individuals).

e. If the University Rule requires the committee to have at least one tenured and at least one untenured faculty member, then the tenured and the untenured faculty with the most votes will be elected. The remainder of the open positions will then be filled by the faculty with the most votes, regardless if they are tenured or untenured. If the University Rules do not require that at least one tenured and one untenured faculty are on the committee, the election shall simply be by plurality.

f. The Senior Associate Dean or Associate Dean conducting the election and the Faculty Senator supervising the election shall count the ballots.

g. The Senior Associate Dean or Associate Dean conducting the election shall notify the Provost’s Office of the result.

Section 3 – Ad Hoc Committees

1) Search Committees
   a. Decanal Search Committees are governed by BOT Rules.
   b. Department (Unit) Head Search Committees are governed by the AAUP Contract.
   c. Faculty Search Committees shall be governed by Department bylaws.

2) Other Ad Hoc Committees
   All other Ad Hoc Committees shall be formed, governed and dismissed by the Dean on an as needed basis.

ARTICLE VII – DEAN’S TERM IN OFFICE

The Dean shall be appointed or reappointed for a term of 3-7 years, as determined by the Provost and recommended to the Board and the President. The Decanal Search or Decanal Review Committee shall recommend a specific term to the Provost.

ARTICLE VIII – AMENDMENT, SUPREMACY AND SEVERABILITY

Section 1 – Amendment

Faculty may amend these bylaws with a majority vote. There will be a 3 week notice of proposed bylaw changes.

Section 2 – Severability

Should any part of these bylaws become invalid due to changes in applicable law, BOT Rules, the AAUP Contract or the order of a Court of Law with jurisdiction, the remainder of the bylaws remain in effect.
Section 3 – Supremacy

These Bylaws shall comply with all applicable laws, court rulings, University Rules and the provisions of the AAUP Contract. In the event that all or part these bylaws are no longer in compliance, the Deans Advisory Committee shall make those changes as necessary to assure compliance.