

December 4, 2007

ORGANIZATIONAL OUTLINE AND BYLAWS
OF THE J.B. SPEED SCHOOL OF ENGINEERING

ARTICLE I. PURPOSE

The purpose of these Bylaws is to establish the organization and legislative procedures of the faculty of the Speed School of Engineering of the University of Louisville.

ARTICLE II. FACULTY MEMBERSHIP¹

A. Voting Faculty

All persons holding tenured or probationary full-time faculty³ appointments as defined in Sections 4.1.3 and 4.1.4 of The Redbook, and whose primary academic appointment is in the Speed School of Engineering shall be voting members of the faculty. Their appointment by the Board of Trustees shall constitute their appointment as voting faculty members. Faculty retain voting rights as long as the primary academic appointment remains in the School. Voting members on leave shall not vote unless they inform the Office of the Dean in writing that they wish to vote during their leave. A list of eligible faculty will be provided to the Faculty Council and the Elections Committee by the Office of the Dean, at the beginning of the Fall, Spring and Summer terms all other sections of these Bylaws notwithstanding.

B. Non-voting Faculty²

All persons holding non-tenurable appointments (The Redbook Secs. 4.1.1.A and 4.1.2) and all persons holding joint faculty appointments whose primary academic appointment is in another unit shall be non-voting members of the faculty. Upon agreement within a department, persons holding joint faculty appointments

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¹See The Redbook Section 3.3.

²Includes Instructors, Assistant, Associate, and Full Professors.

in that specific department can be accorded defined voting status within that department, but not within Speed School at large. Adjunct faculty appointments shall be limited to three years but are renewable. Their appointment by the Board of Trustees shall constitute their appointment as non-voting faculty members. Such persons are entitled to attend Speed School faculty meetings and departmental faculty meetings where they have assignments and to participate fully in the discussion at such meetings.

C. Responsibilities

1. Legislative Powers

Except as otherwise provided by The Redbook, the Faculty of the Speed School of Engineering shall have general legislative powers over its own affairs including, but not limited to, admissions requirements, curricula, instruction, examination, personnel policy and procedures, collegiate structure, and recommendations through the President to the Board of Trustees for the granting of degrees. In particular, as stated in Section I.C of the Minimum Guidelines for Promotion, Tenure and Periodic Career Review, the faculty shall develop a mission statement. It is understood that the Dean has the final approval of any mission statement developed by the faculty for the unit.

2. Committees

The Faculty may establish as many committees as it deems necessary. Only those voting members of the faculty having at least 50% of their assigned duties in the Speed School of Engineering shall be eligible to represent their faculty units on any University, School or Administrative Committees.

ARTICLE III. OFFICE OF THE DEAN

The Office of the Dean shall include the Dean and such Associate or Assistant Deans as may be appointed. The Dean shall be the administrative head and academic leader of the School. Responsibilities, duties and actions of the Dean shall be in keeping with the decisions, policies and regulations adopted by the Board of Trustees, the Office of the President and the Faculty of the School. Specific responsibilities and duties are specified in a detailed job description which shall be approved by the President of the University and Faculty of the School, and which shall be attached to these Bylaws. Job descriptions of Associate and Assistant Deans shall be prepared by the Dean and be made available to the faculty. The Dean and the School's administration shall be reviewed in accordance with The Redbook.

ARTICLE IV. FACULTY COUNCIL

A. Responsibilities

The Faculty Council shall act as the executive body for the Faculty.

B. Functions

1. To represent the Faculty on all matters except those specifically assigned to other organizations by the Bylaws of the Speed School of Engineering.

2. To present proposals and grievances to the Administrative Plans and Policies Committee, the Dean, or to meetings of the Faculty.

3. To recommend the establishment and abolition of standing faculty committees.

4. To appoint committee members as specified in Committee charge documents.

5. To distribute memoranda to members of the Faculty and to encourage faculty participation in and discussion of important matters affecting the Speed School of Engineering.

6. To resolve disputed elections.

C. Structure

1. Membership of the Faculty Council shall consist of its President, the President Elect, and one representative of each academic department.

2. Nominations for the President Elect shall be made by the Committee on Committees and additional nominations shall be accepted at a regular Faculty meeting; election shall be by mail ballot. Nomination and election of representatives of academic departments shall be by their constituent faculties.

3. The President and President Elect each serve one year terms starting on January 1. Other members serve two year staggered terms. Members representing the Chemical Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, and Computer Engineering and Computer Science departments serve terms starting on January 1 of an even numbered year. Members representing the Bioengineering, Engineering Fundamentals, Industrial Engineering and Mechanical Engineering departments serve terms starting on January 1 of an odd numbered year.

4. In the event of absences of members during any of their term, the Faculty Council shall fill its membership by temporary appointment. Absences of greater than one academic term (fall, spring or summer session) duration and vacancies shall be filled promptly as described in IV.C.5 below.

5. If the office of the President becomes vacant, it shall be filled by the President Elect. If any other position becomes vacant, it shall be filled by nominations and election in accordance with IV.C.2 above.

D. Operations

1. The President Elect shall serve as a recording secretary and keep minutes of Council meetings.

2. The Office of the Dean shall provide the Council with (a) a file cabinet, and (b) the occasional services of a person to maintain the Council files.

ARTICLE V. FACULTY MEETINGS

A. Time of Meetings

The Dean may at any time call a Faculty Meeting. There shall be at least one Faculty Meeting in each academic term. Upon petition to the Dean and to the Faculty Council by at least ten percent of the Speed School of Engineering's voting Faculty, a special Faculty Meeting must be called as soon as practicable by either the Dean or the President of the Faculty Council.

B. Presiding Officer

The President of the Faculty Council or that person's designee shall normally chair all meetings.

C. Agenda

The agenda for all Faculty Meetings shall be compiled and ordered by the President of the Faculty Council in consultation with the Dean. The agenda shall include all items originating from the Dean, the Administrative Plans and Policies Committee, the Faculty Council, the Speed School Senior Senator, the Staff Council, the Speed School representative to the Graduate Council, and the Student Council. The Office of the Dean shall distribute the agenda to all faculty members at least one week in advance of the meeting.

D. Minutes

The Office of the Dean shall provide sufficient staff to record the meeting and type the minutes. Minutes shall be distributed with the agenda for the next meeting to all faculty members. Agendas and approved minutes shall be sent to the Staff and Student Councils, Offices of the School, administrative personnel, the Office of the President and the University Archives. Recordings of the meeting shall be kept for one year.

E. Faculty Meeting Parliamentarian

The Faculty Council shall appoint a Speed School of Engineering Parliamentarian at the beginning of the Spring Semester of each year. The principal duty is to advise the presiding officer of the Faculty meeting, upon request, on matters of rules of order and of the Speed School of Engineering Bylaws.

F. Quorum

Twenty five percent of the entire voting Faculty shall constitute a quorum.

G. Participation

Only faculty members as defined in Article II may participate in debate.

ARTICLE VI. ADMINISTRATIVE PLANS AND POLICIES COMMITTEE

A. Responsibilities

The Administrative Plans and Policies Committee shall serve as an advisory body to the Dean and the Faculty on administrative and academic matters.

B. Functions

The functions of the Administrative Plans and Policies Committee are to recommend to the Dean and/or faculty, courses of action on such matters including:

1. Faculty Personnel Policies
2. Staff Policies
3. Facilities Planning
4. Admission Policies
5. Curriculum Revision

6. Academic Standards
7. Appointment of Committees
8. Honors and Awards

The Committee may refer detailed consideration of an issue to a Standing Committee of the School.

The faculty shall routinely be informed of actions taken and announcements made at meetings by means of the minutes. However, the person representing each constituent group of the Speed School, as established in Section D, Structure, shall be responsible for rapid dissemination of information affecting that group.

C. Meetings

Meetings of the Administrative Plans and Policies Committee shall be held at least once each month, except for the month of August and shall be open to all faculty members. A schedule of meetings shall be distributed at the beginning of each semester to all faculty by the Dean. Any member of the Committee may add items to the agenda. The agenda shall be perpetual. That is, items not acted on in one meeting shall be carried over to the next meeting. A preliminary agenda shall be distributed to all faculty at least two days prior to the meeting. All documentation in support of these agenda items shall be distributed to all members of the Administrative Plans and Policies Committee at least two days prior to the meeting to give them an opportunity to consult with their constituencies prior to the meeting. Items not on the timely agenda described above may be acted on upon the consent of two-thirds of the members present at the meeting and any such items shall be permitted to be reconsidered at a future meeting by the request of any individual member of the Committee. Minutes of the meetings without attachments shall be distributed to all faculty members. Complete minutes of the meeting with attachments shall be distributed to the Offices of the School, the Staff and Student Councils, administrative personnel, the Office of the President, and the University Archives as soon as possible after the meeting.

D. Structure

1. Voting members of this committee shall consist of the Dean, an Associate or Assistant Dean appointed by the Dean, all Department Chairs, the President of the Faculty Council, and the Chair of the Student Council.

2. The Dean shall be permanent chair of the committee. At the discretion of the Dean, however, another voting member of the committee may be designated to preside.

3. A staff secretary to this committee shall be appointed from the Dean's Office. The secretary will not hold membership on this committee.

E. Advisory Subcommittees

The Dean may appoint ad hoc or standing advisory subcommittees for advice. The Dean or the Dean's designee shall serve as chair. Meetings will be called by the Dean. Reports of all issues discussed and decisions reached will be made in writing to the Administrative Plans and Policies Committee at its next meeting.

ARTICLE VII. DEPARTMENTS AND ACADEMIC SUPPORT GROUPS

Departments and academic support groups shall be designated by the faculty commensurate with the educational programs and policies of the School.

A. Establishment and Elimination of Departments and Academic Support Groups

A faculty recommendation to establish or eliminate a department or Academic Support Group requires a favorable vote of two thirds of those voting but not less than a majority of the entire voting faculty. A mail ballot shall be used. Established departments are Bioengineering, Chemical Engineering, Civil and Environmental Engineering, Computer Engineering and Computer Science, Electrical and Computer Engineering, Engineering Fundamentals, Industrial Engineering, and Mechanical Engineering. Present Academic Support Groups are (1) Cooperative Education and Career Services and (2) Academic Services.

B. Chair of Departments

Department Chairs will be selected in accordance with The Redbook Section 3.3.5.B

C. Departmental Faculty Secretary

The Departmental Faculty Secretary shall be selected by the faculty within the department.

D. Departmental Faculty

The faculty of a department shall consist of all persons whose primary academic appointment is within that department. Only voting members of the Speed School of Engineering Faculty may be voting members of a department. Faculty whose primary appointments involve a division of assignments may participate, but not vote, in the proceedings of a department in which the faculty member has a secondary appointment unless the department agrees to give such voting privileges. Meetings of departmental faculty shall be scheduled by the chair upon his or her initiative or upon the request of a majority of the departmental faculty. Agenda items may be proposed by the chair or by individual faculty members.

E. Academic Support Group Administrators

Each Academic Support Group shall have an administrator who shall serve at the pleasure of the Board of Trustees in accordance with The Redbook, Section 2.3.1.B. A job description for each such administrative position shall be developed by the Dean and approved by the faculty.

F. Departmental Rules of Governance

The voting faculty of each department shall collectively be its governing body. They may establish committees, or other appropriate machinery for transacting the business of the department under Rules of Governance, which must conform to The Redbook, these Bylaws and be approved by the Dean.

ARTICLE VIII. ACADEMIC PROGRAMS

A faculty recommendation to establish or eliminate an academic degree program requires a favorable vote by two-thirds of those voting but not less than a majority of the entire voting faculty. The faculty shall make its recommendations with appropriate comments and/or endorsement to the Dean. The Dean shall forward these recommendations to the University Provost, who submits such recommendations to the Faculty Senate for its recommendations (The Redbook, Section 3.4.2.A.).

Established academic programs lead to the degrees listed below:

Master of Engineering with specialization in Bioengineering
Master of Engineering with specialization in Chemical Engineering
Master of Engineering with specialization in Civil Engineering
Master of Engineering with specialization in Electrical
Engineering
Master of Engineering with specialization in Engineering
Management
Master of Engineering with specialization in Computer Engineering
and Computer Science
Master of Engineering with specialization in Industrial
Engineering
Master of Engineering with specialization in Mechanical
Engineering
Bachelor of Science in Bioengineering
Bachelor of Science in Chemical Engineering
Bachelor of Science in Civil Engineering
Bachelor of Science in Electrical Engineering
Bachelor of Science in Computer Engineering and
Computer Science
Bachelor of Science in Engineering Science
Bachelor of Science in Industrial Engineering
Bachelor of Science in Mechanical Engineering

Programs leading to the M.S. and Ph.D. degrees are offered through the Graduate School and are not included in this list.

ARTICLE IX. COMMITTEES OF THE FACULTY

A. Kinds of Committees

1. Bylaws Committees

These committees of Speed School of Engineering are mandated by The Redbook or by these Bylaws. Bylaws Committees are:

Committee on Committees and Credentials
Promotion and Tenure Committee
Speed Student Academic Grievance Committee

2. Standing Committees

The faculty shall have the power to create or dissolve Standing Committees of the faculty of the Speed School of Engineering. The decision to create or dissolve a Standing Committee requires a favorable vote of two-thirds of those voting but not less than a majority of the entire voting faculty. If a majority of the faculty members present at a meeting so wish a mail ballot may be utilized. The charge, method of selecting members and terms of office for each standing committee must be approved by the Speed School's Faculty by majority vote. The list of Standing Committees, their charge, method of selecting members and terms of office shall be maintained by the Dean and by the Faculty Council. Each committee is responsible for annually reviewing its charge and proposing changes to it, when needed, to the Faculty.

B. Bylaws Committees

1. Committee on Committees and Credentials

a. Charge

This committee serves to consider and propose nominees for positions which are filled by Speed School faculty elections and to monitor the structure of the Speed School Standing Committees. To implement the purpose of this committee, as described above, this committee shall be charged with the following functions:

1. To define vacancies on the Faculty Council and/or Speed School Standing Committees as temporary or permanent.

2. To recommend to the Faculty Council methods to fill the vacancies.

3. To have jurisdiction in the case of disputed elections and to recommend to the Faculty Council resolution of the disputes.

4. To be responsible for the creation of all slates for committee memberships and other offices filled by Speed School faculty election. This shall include the responsibility of ensuring that the opportunity for nominations is provided at regular faculty meetings.

5. To review the charge, structure, and operations of the Speed School Standing Committees every fifth year, starting in 1995.

b. Composition

The Committee on Committees and Credentials shall consist of one faculty member from each academic department.

c. Selection

Members are elected by their respective constituencies.

d. Terms

Members serve two year staggered terms. Members representing the Chemical Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, and Computer Engineering and Computer Science departments serve terms starting on January 1 of an even numbered year. Members representing the Bioengineering, Engineering Fundamentals, Industrial Engineering and Mechanical Engineering departments serve terms starting on January 1 of an odd numbered year.

2. Promotion and Tenure Committee

a. Charge

The committee shall serve as the representative faculty body on all matters pertaining to promotion, tenure, and, when necessary, career review. When appropriate, it will advise the Dean and the faculty and prepare courses of action.

b. Composition and Selection

1. Each department will be represented by an elected member. Chairs are ineligible to be committee members. All members of the committee will be at or above the rank of associate professor with tenure. A chair shall be elected by the committee from among its members each year during the Fall Semester, at a meeting called by a member designated during the previous Spring.

2. The term of office for committee members shall be three years. To provide continuity, the terms will be staggered (by lot, if necessary) such that each year the terms of about one-third of the members will expire. Any member is eligible for reelection.

3. When a vacant position occurs, the department represented by that position shall present the names of two nominees from among themselves to the Speed School faculty, and one of them will be elected to fill the vacancy.

4. Elections are to be conducted by the Speed School Election Committee by mail ballot.

5. Regular elections to fill vacancies created by expired terms of office are to be held in the Spring Semester prior to the time of the vacancy. Special elections to fill other vacancies will be held within one month of the date the vacancy occurs. Members elected at special elections shall serve the remainder of the relevant term.

6. The term of new members shall begin on July 1.

3. Speed Student Academic Grievance Committee

a. Charge

This Committee will hear and make recommendations on student grievances concerning academic matters per The Redbook, Chapter 6, and the Student Academic Grievance Procedure adopted by the Board of Trustees.

The Committee shall make a written report to the Faculty of its activities annually. These annual reports should be submitted to the President of the Faculty Council before July 1, of each year.

b. Composition

Four Faculty members, one of whom is elected chair, and three student members.

c. Selection

Faculty members are appointed by the Faculty Council and the student members are selected by the Student Council.

d. Terms

Faculty terms are two year staggered terms. The term of the student member is one year. The term of new members shall begin on July 1.

ARTICLE X. PARLIAMENTARY AUTHORITY

The Speed School Faculty and Committee meetings shall be governed by the rules contained in the current edition of Robert's Rules of Order in all cases in which they are not inconsistent with these Bylaws or any special rules of order which the Faculty may adopt.

ARTICLE XI. THE STAFF OF THE SPEED SCIENTIFIC SCHOOL

The Speed School of Engineering Staff Council shall be the representative organization of the Staff of the School and shall operate under its own set of bylaws, except that staff matters which affect the operation of the School require the approval of the Dean upon the advice of the Administrative Plans and Policies Committee.

ARTICLE XII. STUDENTS

The Speed School of Engineering Student Council shall be the organization of the students of the School and shall operate under its own set of bylaws.

ARTICLE XIII. PROCEDURE FOR AMENDMENTS

Any faculty member may propose an amendment to these Bylaws. If endorsed by at least four other faculty members, the amendment will be placed on the agenda of the next Faculty Meeting for discussion. A copy of the proposed amendment and a copy of the Article or Section to be amended shall be distributed to each faculty member at least one week prior to the Faculty Meeting. Approval of the amendment may be made after such discussion by a favorable vote of two-thirds of those voting but not less than a majority of the entire voting faculty. If a majority of the faculty present so wish, a mail ballot may be utilized. Amendments receiving sufficiently many votes will be forwarded through appropriate channels to the Board of Trustees for approval.

Approved by the Faculty of the Speed School of Engineering
12-04-2007

Approved by the Board of Trustees 10-14-2010

Attachments

- I) Job description for Dean (4 pages) approved December 4, 2007

RESPONSIBILITIES AND DUTIES OF THE DEAN OF THE SPEED
SCHOOL of Engineering

The Dean of the Speed School shall be the administrative head and academic leader of the School and as such shall be responsible directly to the Office of the President through the University Provost.

A. Responsibilities of the Dean shall include:

1. Enforcing the decisions, policies, and regulations adopted by the Board of Trustees, the Office of the President, the Office of the University Provost and the Faculty of the School.
2. Efficiently and effectively managing the School and its educational programs.
3. Preparing the goals, objectives and long range plans of the School.
4. Planning and developing the School's facilities consistent with the School's goals and objectives and with its enrollment.
5. Periodically evaluating the School's achievements to determine the extent to which the School's goals and objectives have been realized.
6. Ensuring that all academic programs attain or continue to maintain appropriate accreditation standards and supervising the preparation for accreditation visits.
7. Keeping the Office of the President and the School's Faculty fully informed concerning the educational and financial condition of the School and the adequacy and physical condition of the School's facilities and of the School's compliance with the accreditation standards of the Accreditation Board for Engineering and Technology.
8. Exercising a leadership role in curricular development by ensuring that all degree programs at both the undergraduate, graduate/Professional and graduate levels are responsive to the needs of the Community and of the Commonwealth, and are consistent with the highest levels of professional attainment as measured by professional accreditation standards.

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9. Recommending to the Office of the University Provost the appointment, tenure, promotion, retention, sabbatical leave, annual salary increase and retirement actions of any faculty members and administrative officers of the School.
10. Representing the Faculty of the School to the University Administration.
11. Disciplining students for breach of conduct in academic matters to the extent of dismissal from the School subject to the appeal procedure in The Redbook.
12. Coordinating the development activities of the School in cooperation with the Vice President for Development and Alumni.
13. Maintaining liaison with the Alumni, government agencies and the industrial and professional communities.
14. Serving by gubernatorial appointment as an ex officio member of The Kentucky State Board of Registration for Professional Engineers and Land Surveyors, a policy making Board of the Commonwealth of Kentucky, which has been incorporated into the Kentucky Revised Statutes. (KRS 322.230)
15. Serving within the University as an ex officio member of the Faculty Senate; the President's Executive Cabinet; and the Provost/Deans Council.

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B. Duties of the Dean shall include:

1. Organizing and managing the Office of the Dean.
2. Coordinating and integrating the work of the departments and service units within the School.
3. Working with the Office of the President through the University Provost to integrate the plans for the School with those of the University.
4. Preparing a budget for submission to the Office of the President and administering it as approved.
5. Allocating available funds for instruction and research within the various departments and offices of the School.
6. Preparing and submitting to the Office of the President and the School's Faculty an annual report.
7. Encouraging improved teaching, research and service performance of the School's Faculty.
8. Recruiting and retaining the School's Faculty and Staff in response to programmatic needs and encouraging their professional development.
9. Administering University and School personnel policies as developed according to The Redbook procedures.
10. Supervising the School's affirmative action efforts.
11. Coordinating with the University's Admissions Office the counseling of potential engineering and technology students.
12. Working to ensure the adequate placement of cooperative interns and graduating students.
13. Providing all continuing engineering education sponsored by the University of Louisville.
14. Enrolling and advising students, evaluating advanced standing credits, and maintaining student records.

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15. Coordinating class and room schedules, preparing copy for the School's Bulletin and ensuring that text book orders are processed in a timely fashion.
16. Participating in all university committees as assigned.

The aforementioned duties shall be accomplished in accordance with the decisions, policies and regulations adopted by the Board of Trustees, the Office of the President and the Faculty of the School. Unless prohibited by The Redbook or the Bylaws of the Speed School of Engineering, the Dean may delegate the aforementioned duties to appropriate administrators.

Approved by the Faculty of the Speed School of Engineering
December 4, 2007

Approved by the Board of Trustees October 14, 2010