

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 governance of the J.B. Speed School of Engineering (Speed School) of the University of Louisville.

As a formal policy of the Speed School and in accordance with the University Code of Conduct (Code) and The Redbook (Sec. 2.5.8, Ethical Considerations), Speed School personnel are required to follow this policy, as well as report any lack of compliance per the procedures outlined in the Code.

ARTICLE II. FACULTY MEMBERSHIP

A. Voting Faculty

All persons holding a full-time faculty position with a primary academic appointment (greater than 50 percent) in the Speed School with a contract duration of at least two years, or whose previous and current annual contracts run for a period of two years consecutively, shall be voting members of the Speed School faculty. A list of the Voting Faculty will be provided to the Faculty by the Office of the Dean upon request.

B. Non-voting Faculty

All Speed School faculty who do not meet criteria for Voting Faculty (A), including faculty with part-time or temporary appointments, shall be non-voting members of the Speed School faculty. In addition, faculty with joint appointments whose primary academic appointment is in another unit, shall be non-voting members of the Speed School faculty.

C. Responsibilities

1. Jurisdiction

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, organizational structure, and recommendations through the President to the Board of Trustees for the granting of degrees. As stated in Section I.C of the Minimum Guidelines for Faculty Personnel Reviews, the faculty of each department or unit shall develop a mission statement. The Dean has the final approval of any departmental or unit mission statement.

2. Committees

Organizational Outline and Bylaws of the Speed School

The Faculty may establish as many committees as it deems necessary. Only voting members of the faculty shall be eligible to represent their faculty units on any University, School, or Administrative Committees.

ARTICLE III. OFFICE OF THE DEAN

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 Speed 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 in Appendix I.

The Office of the Dean is organized and staffed at the discretion of the Dean. Staff may include Associate or Assistant Deans whose role is defined by the Dean. 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 Sec. 3.2.3.

ARTICLE IV. FACULTY COUNCIL

Faculty Council is a Standing Committee that represents the entire Speed Faculty on all matters of faculty governance except those specifically assigned to other standing or *ad hoc* committees. Faculty Council provides oversight and review of the various Speed Faculty Committees, and provides avenues of communication between the Faculty, its committees, the departments, and the Dean's Office.

The functions, structure, and operations of the Faculty Council are detailed in Appendix II.

ARTICLE V. FACULTY MEETINGS

A. Time of Meetings

The President of Faculty Council calls and schedules faculty meetings as needed, including at the request of the Dean or by petition of the Voting Faculty. There shall be at least one Faculty Meeting in each academic term (Summer, Fall, Spring). A special Faculty Meeting must be called as soon as practicable upon petition, to the Faculty Council or the Dean, by at least ten members of Speed School's Voting Faculty.

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 (see Article VI), the Faculty Council, the senior Speed School Faculty Senator (Section 3.4.2 of The Redbook), the Staff Council (see Article X), the Speed School representative to the Graduate Council, and the Student Council (see Article XI). Any Voting Faculty member may add items to the agenda with the endorsement of at least ten of the Speed School's Voting Faculty. 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 prepare, distribute, and preserve meeting minutes. Minutes shall be distributed with the agenda for the next meeting to all faculty members and be made readily accessible to faculty via a Speed School SharePoint site or other similar means. Approved minutes shall be forwarded to the President and deposited in the University Archives.

E. Faculty Meeting Parliamentarian

The President of Faculty Council, or the presiding meeting officer, shall appoint a Parliamentarian prior to each faculty meeting. The principal duty of the Parliamentarian is to advise the presiding officer of the Faculty meeting, upon request, on matters of rules of order and of the Speed School Bylaws.

F. Quorum

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

G. Participation

All voting and non-voting Speed faculty members, as defined in Article II, may participate in debate.

ARTICLE VI. ADMINISTRATIVE PLANS AND POLICIES COMMITTEE

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

The functions, meetings, structure, and sub-committees of the Administrative Plans and Policies Committee are detailed in Appendix III.

ARTICLE VII. DEPARTMENTS AND ACADEMIC SUPPORT GROUPS

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

A. Establishment and Elimination of Departments and Academic Support Groups

Established departments are Bioengineering, Chemical Engineering, Civil and Environmental Engineering, Computer Science and Engineering, Electrical and Computer Engineering, Engineering Fundamentals, Industrial Engineering, and Mechanical Engineering. Established Academic Support Groups are (1) Cooperative Education and Career Services and (2) Academic Services.

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.

B. Chair of Departments

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

C. Departmental Faculty

The faculty of a Speed School department shall consist of all persons whose primary academic appointment is within that department. All Speed School Voting Faculty shall also be voting members of their primary department within the Speed School. Faculty who have joint academic appointments between two (or more) Speed School departments are not permitted to vote in secondary departments unless specifically permitted by the departmental bylaws of the secondary departments.

D. Departmental Meetings

Meetings of departmental faculty shall be scheduled upon the department chair's initiative or upon the request of a number of the voting members (as specified in the departmental bylaws). Agenda items may be proposed by the chair or by individual faculty members (as specified in the departmental bylaws).

E. Departmental Rules of Governance

The Voting Faculty of each department shall collectively be its governing body and may develop departmental bylaws as appropriate for transacting the business of the department. The departmental bylaws must conform to The Redbook and the Speed School Bylaws, and be approved by the Dean.

ARTICLE VIII. COMMITTEES OF THE FACULTY

The Standing Committees are established by the Speed School faculty to assist with administration and other duties as required and to fulfill the requirements of The Redbook. These committees will serve as the representative of the faculty body for all matters involving rules and policies regarding academic programs and governance, or as the advisory bodies for other areas of responsibility within the Speed School as deemed necessary by the Faculty.

The Standing Committees are:

- Faculty Council
- Administrative Plans and Policies Committee
- Faculty Affairs Committee
- Student Affairs Committee
- Undergraduate Education Committee
- Graduate Education Committee
- Diversity Committee

The Charge, Composition, Selection, and Terms of the Standing Committees are detailed in the Appendices. Each committee is recommended to annually review its charge and propose changes to the charge, as needed. The changes are enacted through amendment of the Bylaws. Unless required by The Redbook, the Faculty may establish or dissolve any Standing Committee, or enact changes to their structure or operation, by amendment of these Bylaws.

ARTICLE IX. PARLIAMENTARY AUTHORITY

In all cases not specified by these Bylaws, the Speed School Faculty and Committee meetings shall be governed by the rules contained in the current edition of Robert's Rules of Order.

ARTICLE X. THE STAFF OF THE SPEED SCHOOL

The Speed School Staff Council shall be the representative organization of the Staff of the School and shall operate under its own set of Bylaws. Staff Bylaws that affect the operation of the School require review and approval by the Dean, in consultation with the Administrative Plans and Policies Committee.

ARTICLE XI. STUDENTS

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

ARTICLE XII. PROCEDURE FOR AMENDMENTS

Proposals to amend these Bylaws may originate from the Dean, Faculty Council, or any Standing Committee. Any Voting Faculty member may also propose an amendment to the Bylaws, if endorsed by at least ten (nine additional to the proposing member) of the Speed School's Voting Faculty. A proposed amendment will be placed on the agenda of the next Faculty Meeting for debate. 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 an amendment shall be made by a favorable vote of two thirds of those voting but not less than a majority of the entire Voting Faculty. A mail or electronic ballot may be utilized if approved by a majority of the faculty present. Amendments receiving a favorable votes will be

forwarded appropriately in order to gain University approval.

ARTICLE XIII. VOTING PROCEDURES

Prior to any vote, a list of Voting Faculty shall be provided to Faculty Council by the Office of the Dean. This faculty count will be used to establish a quorum as defined in Article V.F. Unless otherwise stated, a majority vote is necessary to adopt a motion or to elect a person to office. A majority vote is defined as “more than half” of the votes cast by persons entitled to vote, excluding blanks or abstentions.

Per the current edition of Robert’s Rules of Order, the voting procedures may take several forms. If the faculty do not specifically identify a voting procedure, Faculty Council will select the voting procedure.

Per Robert’s Rules of Order, ballots are treated as secret unless stated otherwise.

Online or electronic balloting is an acceptable method of voting. All Voting Faculty may participate in online or electronic ballots and do not have to be on campus to participate. Faculty Council will make reasonable efforts to inform the faculty body on the voting method selected and the timetable for completing the vote.

Even when not specifically required, faculty may request and be granted a secret vote, when supported by at least ten Voting Faculty members. If online or electronic balloting is used, then Faculty Council will take reasonable precautions to ensure voter anonymity within an online environment.

At the discretion of Faculty Council, motions can be brought to the faculty body between formal meetings for time-critical business. These online or electronic motions are introduced, discussed online on an electronic webpage provided by Faculty Council for a prescribed period of time, followed by online or electronic balloting. However, faculty members have the right to object to any motion introduced outside of a formal faculty meeting. Therefore, the motion shall be ruled as out of order if at least four Voting Faculty members, prior to the start of voting, state their objection to Faculty Council. The debate of the motion will then be resumed at the next faculty meeting.

APPENDIX I

Responsibilities and duties of the **Dean of the J.B. 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.
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.

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.
15. Coordinating class and room schedules, preparing copy for the School's Bulletin and ensuring that textbook 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.

APPENDIX II

Functions, Structure, and Operations of the **Faculty Council**

Faculty Council is a Standing Committee that represents the entire Speed Faculty on all matters of Faculty Governance except those specifically assigned to other standing or *ad hoc* committees.

A. Functions

1. To represent the Faculty on all matters except those specifically assigned to other organizations by the Bylaws of the Speed School.
2. To schedule, call, and chair all Speed-wide Faculty Meetings.
3. To present proposals and grievances to the Administrative Plans and Policies Committee, the Dean, or to meetings of the Faculty.
4. To recommend the establishment and abolition of standing faculty committees.
5. To appoint committee members as specified in committee charge documents.
6. To assign committee chairs when committees fail to do so.
7. To distribute memoranda to members of the Faculty and to encourage faculty participation in and discussion of important matters affecting the Speed School.
8. To define vacancies on the Faculty Council and/or Speed School Standing Committees as temporary or permanent.
9. To manage elections to Faculty Council, and Standing Committees, and for other such ballots as requested by the Faculty.
10. 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 from the faculty at-large is provided.
11. To resolve disputed elections.

B. Structure

1. Membership of the Faculty Council shall consist of its President, the President Elect and one representative from each academic department that is neither the President nor President Elect.
2. Nominations for the President Elect shall be solicited by the Faculty Council during regular Faculty meetings. Should the Faculty Council be unable to identify a nominee prior to the final Faculty meeting of the Fall term, the President of the Speed Faculty Council will select (by lot) one nominee from the existing faculty council members who

are tenured and whose term has at least one year remaining. This President Elect nominee will be presented at the final faculty meeting of the Fall term where additional nominees will be solicited; an election will then occur. Nomination and election of representatives of academic departments shall be filled 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 Science and Engineering 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 terms, the Faculty Council shall fill its membership by temporary appointment. Absences of greater than one academic term (fall, spring or summer session) and vacancies shall be filled promptly as described in B.2.
5. If the office of the President becomes vacant, it shall be filled by the President Elect.

C. 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 administrative support to the Council and maintain the Council files.

APPENDIX III

Functions, Meetings, and Structure of the **Administrative Plans and Policies (AP&P) Committee**

The Administrative Plans and Policies Committee is a Standing Committee established by the Speed Faculty to serve as an advisory body to the Dean and the Faculty.

A. Functions

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

1. Faculty Personnel Policies
2. Staff Policies
3. Facilities Planning
4. Admission Policies
5. Curriculum and degree/credential requirements
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 C, Structure, shall be responsible for rapid dissemination of information affecting that group.

B. 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 AP&P members by the Dean.

A preliminary agenda, and all supporting documentation and attachments shall be distributed to the Administrative Plans and Policies Committee members at least two days prior to the meeting. The two-day notice is intended to provide an opportunity for committee members to consult with their constituencies prior to the meeting.

Items not timely on the 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. 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.

Minutes of the meetings and attachments shall be made readily available to the entire Speed School by SharePoint or other web-based archive. Personal matters requiring confidentiality may be redacted from the archived documents.

C. Structure

1. Voting members of this committee shall consist of all Department Chairs, the President of the Faculty Council, and the Chair of the Student Council. Because AP&P advises the Dean, the Dean and Associate/Assistant Deans are non-voting members in this committee.
2. The Dean shall be permanent chair of the committee. At the discretion of the Dean, however, another voting member of the committee or a non-voting Associate or Assistant Dean 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.

D. 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.

APPENDIX IV

Charge, Composition, Selection and Terms of the **Faculty Affairs Committee (FAC)**

The Faculty Affairs Committee (FAC) is a Standing Committee established to fulfill the requirements of The Redbook (Article 4.2 on Faculty Personnel Reviews).

- A. Charge - The committee shall serve as the representative faculty body on all matters pertaining to promotion and tenure, periodic career reviews for faculty, graduate faculty status, and faculty honors and awards. The committee shall, when appropriate, make recommendations to the Dean and the faculty. Specific procedures for the reporting of faculty promotion, tenure, and periodic career review recommendations shall follow those as described in the Speed School Personnel Policies & Procedures document. The committee shall report its activities regularly at faculty meetings (and if requested by the Dean, in a brief written report) at least once a year.
- B. Composition – The committee will be composed of eight faculty members selected to represent each academic department.

The chair shall be a faculty member of the committee, and elected by the committee each year (for a July 1 to June 30 term). A chair shall be elected by the committee by September 1 each year.

- C. Selection - Each department shall nominate two candidates. The department representative shall be selected from these nominees by a vote of all Speed School Voting Faculty. If possible, all nominees will be at the rank of Professor with tenure. In the case that a department has only one eligible tenured professor, that individual will be one nominee and an eligible associate professor with tenure shall also be nominated. In the case that a department has no tenured faculty at the rank of Professor, two eligible associate professors with tenure shall be nominated. Department chairs are ineligible to be committee members.

Committee members who are the subject of a review or other committee action, shall recuse themselves from the committee discussion of the case. The relevant academic department will provide a suitably qualified substitute to provide representation only for that case.

- D. Terms - The term of office for committee members shall be three years. To provide continuity, the terms will be staggered (by Faculty Council, if necessary) such that each year the terms of about one-third of the members will expire. The term of new members shall begin on July 1.

APPENDIX V

Charge, Composition, Selection and Terms of the **Student Affairs Committee (SAC)**

The Student Affairs Committee (FAC) is a Standing Committee established to fulfill the requirements of The Redbook (Section 6.8.5) and shall serve as the Academic Grievance Committee for the Speed School.

- A. Charge - This Committee shall serve as the representative faculty body on all matters pertaining to student affairs and is tasked with the following three main responsibilities.
1. First, the committee will serve as an appeals board for all challenges to the administration and application of admission rules and academic policies.
 2. Second, the committee will hear and make recommendations to the Dean on student grievances concerning academic matters per The Redbook, Chapter 6, and the Student Academic Grievance Procedure adopted by the Board of Trustees.
 3. Third, the committee will address Breaches of Academic Integrity by students as defined in Chapter 6 of The Redbook and the Code of Student Conduct. This will begin with an attempt at an informal resolution of the issue. Should such a resolution not be possible, the committee will then be charged with conducting a fair and impartial hearing of the case. Upon completion of the hearing, the committee will recommend penalties commensurate with both the nature and severity of the case-, if any, to the Dean for a student found to have committed a breach of academic integrity.

The committee shall report its activities regularly at faculty meetings (and if requested by the Dean, in a brief written report) at least once a year.

- B. Composition - The committee will be composed of four Faculty members, three student members, a representative of the Dean, and an Academic Counselor. The faculty members will be selected from four different departments. The student members will be selected from the undergraduate (BS) and graduate (MEng, MS and PhD) programs. At least two of the students shall be selected from the BS or MEng programs.

The Dean's representative will commonly be the Associate Dean for Academic and Student Affairs. The Dean's representative and the Academic Counselor shall serve as *ex-officio* (non-voting) members of the committee.

The chair shall be a faculty member of the committee, and elected by the committee each year (for a July 1 to June 30 term).

- C. Selection - Faculty members are nominated by the Faculty Council and elected by the faculty. The student members are selected by the Student Council. The Dean's representative and the Academic Counselor will be appointed by the Dean.
- D. Terms - Faculty terms are three-year staggered appointments as defined by Faculty Council. The term of new faculty members shall begin on July 1. The term of the student members is one year and shall begin on September 1. All appointments may be renewed.

APPENDIX VI

Charge, Composition, Selection and Terms of the **Undergraduate Education Committee (UEC)**

The Undergraduate Education Committee is a Standing Committee established by the Speed Faculty to represent the Faculty in serving as an advisory body to the Dean and the Faculty.

- A. Charge - The committee shall serve on all matters pertaining to the following:
1. approving and monitoring undergraduate admission policies and requirements;
 2. recommendations to establish or eliminate academic undergraduate degree programs;
 3. approving and monitoring undergraduate course and curriculum matters as well as degree/credential requirements proposed by the individual departments;
 4. establishing academic standards and other regulations and rules affecting undergraduate students;
 5. coordinating technological resources, programs, policies, and facilities that impact undergraduate education;
 6. proposing guidelines for undergraduate assistantships and fellowships for those awarded by the school or individual departments and that do not fall under the control of FAFSA (Free Application for Federal Student Aid) or the central administration;
 7. approving and monitoring matters pertaining to and enforcing co-op requirements;
 8. coordinating with the Graduate Education Committee on curriculum issues when needed.

The committee shall, when appropriate, make recommendations to the AP&P Committee and/or to the faculty. The committee shall report its activities regularly at faculty meetings (and if requested by the Dean, in a brief written report) at least once a year.

- B. Composition - The committee will be composed of eight faculty members, one student member, and two representatives of the Dean. The faculty members shall be selected to represent their respective academic departments. The student member will be selected from the undergraduate student body.

The Dean's two representatives will commonly be the Associate Dean for Academic and Student Affairs and the Director of Speed Technology Solutions. The Dean's representatives shall serve as *ex-officio* (non-voting) members of the committee.

The chair shall be a faculty member of the committee and elected by the committee each year (for a July 1 to June 30 term).

- C. Selection - The Speed School faculty members shall be selected by their departments in accordance with their own departmental procedures. The student representative will be selected by the Student Council.
- D. Terms - Faculty terms are three-year staggered appointments as defined by Faculty Council. The term of new faculty members shall begin on July 1. The term of the student member is one year and shall begin on September 1. All appointments may be renewed.

APPENDIX VII

Charge, Composition, Selection and Terms of the **Graduate Education Committee (GEC)**

The Graduate Education Committee is a Standing Committee established by the Speed Faculty to represent the Faculty in serving as an advisory body to the Dean and the Faculty.

- A. Charge - The committee shall serve on all matters pertaining to the following:
1. approving and monitoring graduate admission policies and requirements;
 2. recommendations to establish and eliminate academic graduate degree programs;
 3. approving and monitoring graduate course and curriculum matters as well as degree/credential requirements proposed by the individual departments;
 4. propose minimum guidelines for graduate education;
 5. academic standards and other regulations and rules affecting graduate students;
 6. coordinating technological resources, programs, policies and facilities that impact graduate education;
 7. proposing processes for awarding graduate scholarships, assistantships, and fellowships;
 8. proposing criteria for election to the Graduate Faculty;
 9. acting in an advisory capacity on matters concerning the engineering library collection;
 10. and coordinating with the Undergraduate Education Committee on curriculum issues when needed.

The committee shall, when appropriate, make recommendations to the AP&P and/or to the faculty. All curriculum changes shall be forwarded to the Dean (or designee) and the Graduate School immediately upon approval. The committee shall report its activities regularly at faculty meetings (and if requested by the Dean, in a brief written report) at least once a year.

- B. Composition - The committee will be composed of eight faculty members, one student member, and two representatives of the Dean. The faculty members shall be selected to represent their respective academic departments. The student member will be selected from the graduate student body.

The Dean's two representatives will commonly be the Associate Dean for Research and Graduate Affairs and the Associate Dean for Academic and Student Affairs. The Dean's representatives shall serve as *ex-officio* (non-voting) members of the committee.

A The chair shall be a faculty member of the committee, and elected by the committee each year (for a July 1 to June 30 term).

- C. Selection –The Speed School faculty members shall be selected by their departments in accordance with their own departmental procedures. Commonly, the Director of Graduate Studies of each department will serve on this committee. The student representative is selected by the Speed Student Council.
- D. Terms - There are no term limits for departmental faculty representatives. The student representative term is for one year, beginning on September 1, but may be renewed.

APPENDIX VIII

Charge, Composition, Selection and Terms of the **Diversity Committee**

The Diversity Committee is a Standing Committee established by the Speed Faculty to serve as an advisory body to the Dean and the Faculty.

- A. Charge - The Speed School Diversity Committee is given the responsibility of assisting the School to meet its diversity goals, as outlined in Speed School's Diversity Plan. The plan specifies that the engineering school is committed to the improvement of diversity and outlines specific goals. These goals include a diverse employee workforce, a diverse student body, a curriculum that prepares students to work in an increasingly diverse society, and a welcoming campus climate that is appreciative and inclusive of all individuals.

The Speed School Diversity Committee is the unit voice for the University's comprehensive focus on diversity as outlined in its strategic plan.

The committee shall report its activities regularly at faculty meetings (and if requested by the Dean, in a brief written report) at least once a year.

- B. Composition - The committee will be composed of eight faculty members, one Speed School staff member, four students, and one representative of the Dean. The faculty members shall be selected to represent their respective academic departments. The Speed School staff member shall be selected to represent the Speed School Staff.

One student member shall be selected to represent the Speed Student Council. Three student members shall be selected to represent the Speed School RSOs which have a diversity focus. Speed School RSOs with a diversity focus include, but are not limited to: the National Society of Black Engineers (NSBE), the Society of Women Engineers (SWE), and the Society of Hispanic Professional Engineers (SHPE).

The Dean's representative shall serve as an *ex-officio* (non-voting) member of the committee.

The chair shall be a faculty member of the committee, and elected by the committee each year (for a July 1 to June 30 term).

- C. Selection - The Speed School faculty members shall be appointed by their departments in accordance with their own departmental procedures. The student members shall be appointed by the organizations that they represent. The staff representative shall be appointed by the Dean.
- D. Terms - Faculty and staff terms are two-year staggered appointments as defined by Faculty Council. The term of new faculty members shall begin on July 1. The term of the student members is one year. The term for student members shall begin on September 1. All appointments may be renewed.

APPENDIX IX

Speed School Approval Process for Departments, Degree Programs, Courses

- A. Purpose - This appendix clarifies the processes within Speed School for approval of establishing, changing, or terminating departments, degree programs (including minors and certificates), curricula, and courses. Specifically, the faculty votes and vote counts required for approval are specified. The justification for including this document in the Bylaws is to ensure that the Speed Faculty appropriately exercise their “legislative powers” over academic and curricular matters per Sec. 3.3.2 of The Redbook: “Except as otherwise provided, each faculty shall have general legislative powers over all matters pertaining to ... the admission requirements, curricula, instruction, examinations, and recommendations to the Board of Trustees for granting of degrees in its own academic unit.”

B. Procedures - :

To establish or terminate a Department

- 1 Proposal from faculty, UEC/GEC, or Dean
- 2 Recommended to Speed Faculty by UEC and/or GEC
- 3 Approval recommended to AP&P and Dean by a 2/3 vote of Speed Faculty
- 4 Approval recommended to Dean by AP&P
- 5 Approval recommended to UofL Administration by Dean

To establish or terminate an Undergraduate/Graduate Degree Program (including certificates and minors)

- 1 Proposal from Department(s) forwarded with a majority vote to UEC/GEC*
- 2 UEC/GEC review includes soliciting reviews on the proposal from the entire Speed School faculty
- 3 If UEC/GEC propose modifications, the proposal is returned to Department for acceptance, alternative modification and resubmission with departmental faculty vote. If substantive changes are made, UEC/GEC shares the revised proposal for additional comments with the Speed School Faculty.
- 4 After completion of the previous steps, approval recommended by UEC/GEC to AP&P and Dean
- 5 Approval recommended to Dean by AP&P
- 6 Approval recommended to UofL Administration by Dean or Dean’s designee

To establish, modify or terminate a course

- 1 Approval recommended by Department (or Departments for co-listed courses) to UEC/GEC by a majority vote* (or majority votes*, for co-listed courses)
- 2 Approval recommended by UEC or GEC (or both for 500 level courses) to AP&P and Dean
- 3 Approval recommended to Dean by AP&P
- 4 Approval recommended to UofL Administration by Dean or Dean’s designee

*Or higher voting standard per department bylaws (e.g. majority of all participating faculty, 2/3 vote, or other)

- C. Annual Reporting - To help longer term monitoring of these activities UEC/GEC include in their annual report to the Dean and Faculty a status summary of all (1) Department, (2) degree and (3) course proposals that were made or received by UEC/GEC, including if they are recommended by

the Dean to UofL and if accepted, denied, or pending by UofL. The Dean's office will provide assistance as necessary on the status of pending approvals at the Dean's Office or higher levels of UofL Administration.