

February 14, 2005  
September 14, 2010  
April 2, 2015  
[December 22, 2016](#)

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

**Commented [F1]:** Minor grammatical and format changes have been made. More substantial changes have comments explaining them.

ARTICLE I. PURPOSE

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

ARTICLE II. FACULTY MEMBERSHIP

A. Voting Faculty

All persons holding tenured or probationary full-time faculty appointments as defined in Sections 4.1.1.2 and 4.1.1.3 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 Faculty

All persons holding non-tenurable appointments (The Redbook Secs. 4.1.1.1, 4.1.2, and 4.1.3) 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 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 1.3 of the Minimum Guidelines for Faculty Personnel Reviews (Addenda to Chapter 4 of The Redbook), 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. However, non-voting members of a department may be permitted to serve on School or Administrative Committees if such a request is made and justified by the department chair and approved by the Dean.

**Commented [F2]:** This change is needed for departments that have a large number of term faculty in order to spread out the faculty service load.

## ARTICLE III. OFFICE OF THE DEAN

The Office of the Dean shall include the Dean and such any 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 in Appendix 1. 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.

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## ARTICLE IV. FACULTY COUNCIL

The Faculty Council shall act as the executive body for the Faculty in exercising prerogatives of the Faculty as defined in The Redbook Sec. 3.3.2. The Faculty Council shall also provide the structure for effective communication among the Faculty, its committees, and the administration.

The functions, structure, and operations of the Faculty Council are detailed in Appendix 2.

## 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 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 XI), the senior Speed School representative to the University Graduate Council, and the Student Council (see Article XII). 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

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 3.

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 or electronic 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.

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B. Department Chairs

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

C. Departmental Faculty Secretary

The Departmental Faculty Secretary shall be a voting departmental faculty member 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. Department members who are 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 2.3.1.1. 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 structures for transacting the business of the department under the 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 or certificate

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).

Established academic programs lead to the degrees listed below. Certificate programs established by the faculty are listed in Appendix 4.

Doctor of Philosophy in Chemical Engineering  
Doctor of Philosophy in Civil Engineering  
Doctor of Philosophy in Computer Science and Engineering  
Doctor of Philosophy in Electrical Engineering  
Doctor of Philosophy in Industrial Engineering  
Doctor of Philosophy in Mechanical Engineering  
Master of Science in Chemical Engineering  
Master of Science in Civil Engineering  
Master of Science in Computer Science  
Master of Science in Electrical Engineering  
Master of Science in Industrial Engineering  
Master of Science in Mechanical Engineering  
Master of Engineering in Bioengineering  
Master of Engineering in Chemical Engineering  
Master of Engineering in Civil Engineering  
Master of Engineering in Computer Engineering and Computer Science  
Master of Engineering in Electrical Engineering  
Master of Engineering in Engineering Management  
Master of Engineering in Industrial Engineering  
Master of Engineering in Mechanical Engineering  
Bachelor of Science in Bioengineering  
Bachelor of Science in Chemical Engineering  
Bachelor of Science in Civil Engineering  
Bachelor of Science in Computer Engineering and Computer Science  
Bachelor of Science in Electrical Engineering  
Bachelor of Science in Industrial Engineering  
Bachelor of Science in Mechanical Engineering

#### ARTICLE IX. COMMITTEES OF THE FACULTY

The Faculty may alter the charge of Bylaws committees by amendment of Appendix 5. The Faculty may establish Standing Committees by amendment of Appendix 5 of these Bylaws. Dissolution of Standing Committees or major changes in their function requires amendment of Appendix 5.

##### A. ~~Kinds~~-Types of Committees

##### 1. Bylaws Committees

These committees of Speed School of Engineering fulfill the requirements of The Redbook or these Bylaws. The Charge, Composition, Selection, and Terms of the Bylaws committees are detailed in Appendix 5. The Bylaws Committees are:

- Faculty Affairs Committee
- Student Affairs Committee

2. Standing Committees

These committees will serve as the representative faculty bodies 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 of Engineering as deemed necessary by the Faculty. The Charge, Composition, Selection, and Terms of the Standing Committees are detailed in Appendix 5.

B. Changes in Committee Structure and/or Function

\_\_\_\_\_ The faculty shall have the power to create or dissolve a Standing Committee of the faculty of the Speed School of ~~Engineering~~ by amending Appendix 5. 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~~ wish-desire a mail ~~or~~ electronic ballot may be utilized. The charge, method of selecting members and terms of office for each standing committee must be approved by the Faculty by majority vote. Each committee is responsible for annually reviewing its charge and proposing changes to it, when needed, to the Faculty.

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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 covered by~~ not inconsistent with these Bylaws or any special rules of order which the Faculty may adopt.

Commented [F6]: Clarified wording

ARTICLE XI. THE STAFF OF THE J.B. SPEED SCHOOL OF ENGINEERING

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~~ that 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~~ wish ~~desire~~, a mail or electronic ballot may be utilized. Amendments receiving sufficiently many votes will be forwarded, as necessary, through appropriate channels to the Board of Trustees for approval. Changes to the Appendices of these Bylaws do not require approval beyond the Speed School Faculty.

**Commented [F7]:** Revise to allow electronic balloting.

Approved by the Faculty of the J. B. Speed School of Engineering  
July 15, 2014

Approved by the Board of Trustees (President approval)  
April 2, 2015

#### 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.
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 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 J. B. Speed School of Engineering  
November 8, 1979.

Functions, Structure, and Operations of the Faculty Council

The Faculty Council shall act as the executive body for the Faculty of the Speed School of Engineering.

A. 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 define vacancies on the Faculty Council and/or Speed School Bylaws and Standing Committees as temporary or permanent.
7. To manage elections to Faculty Council, Bylaws, and Standing Committees-, and for other such ballots as requested by the Faculty at faculty meetings.
8. 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.
9. To resolve disputed elections.

B. Structure

1. Membership of the Faculty Council shall consist of its President, the President Elect and one representative of each academic department that is neither the President or President Elect.

2. ~~Nominations for the President Elect shall be made by the Faculty Council 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. Nominations for the President Elect shall be solicited by the Faculty Council and during regular Faculty meetings; should the Faculty Council be unable to identify a nominee prior to that 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~~

**Commented [F8]:** Change to allow mail or electronic balloting. Also Added provisions to have a fall back for selecting a nominee for president elect. The one year remaining part has the benefit of dividing things up between departments since the terms are staggered. Further, since the representative has one year remaining, it only adds one year to the term of service to minimize the impact.

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the final faculty meeting of the Fall term where additional nominees will be solicited; an election will then occur by mail or electronic ballot. Nomination and election of representatives of academic departments shall be by their constituent faculties.

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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 years. Members representing the Bioengineering, Engineering Fundamentals, Industrial Engineering, and Mechanical Engineering departments serve terms starting on January 1 ~~of an~~ odd numbered years.

Commented [F9]: Clarify wording

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 B.2 above.

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 B.2 above.

#### 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 the Council with (a) a file cabinet, and (b) the occasional services of a person to maintain the Council files.

Approved by the Faculty of the J.B. Speed School of Engineering on:  
February 14, 2005  
September 14, 2010  
July 15, 2014

#### Functions, Meetings, and Structure of the 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.

##### A. 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 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 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.

#### C. 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.

#### 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.

Approved by the Faculty of the [J.B. Speed School of Engineering](#) on:  
February 14, 2005  
September 14, 2010  
July 15, 2014

Established Certificate Programs

The following certificate programs have been accepted by the faculty of the J.B. Speed School of Engineering.

1. Data Mining – Department of Computer Engineering and Computer Science (joint with the Department of Mathematics)
2. Environmental Engineering – Department of Civil and Environmental Engineering
3. Logistics and Distribution – Department of Industrial Engineering (joint with the College of Arts and Sciences and the College of Business)
4. Network and Information Security – Department of Computer Engineering and Computer Science

Approved by the Faculty of the Speed School of Engineering  
July 15, 2014

Bylaws and Standing Committees

The Committees of the Speed School of Engineering are:

Section 1. Bylaws Committees

A. Faculty Affairs Committee

1. 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. The committee shall report its activities regularly at faculty meetings and in a brief written report to the Dean (or designee) at least once a year. 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.

**Commented [F10]:** A request for clear reporting requirement was made by the Deans office.

2. Composition

Each academic department will be represented by a member. Department chairs are ineligible to be committee members. The Associate Dean for Administration Planning and Faculty Affairs shall serve as an ex-officio (non-voting) member of the committee, but will not participate in promotion and tenure reviews or periodic career reviews. A chair shall be elected by the committee from among its members between July 1 and September 1 each year. In the event that no committee members agree to be nominated for chair, the President of the Speed Faculty Council will select the chair by lot from the committee's members.

**Commented [F11]:** IF the FAC cannot appoint a chair on its own. This process will apply.

3. Selection

Each department shall nominate two candidates. The department representative shall be selected from these nominees by a vote of the entire Speed School 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~~serve as department representative.~~ In the case that a department has no tenured faculty at the rank of pProfessors, two eligible tenured associate professors with tenure shall be nominated. 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

**Commented [F12]:** Clarification of this section was requested.

substitute to provide representation only for that case.

4. Terms  
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. The term of new members shall begin on July 1.

B. Student Affairs Committee

1. Charge  
This Committee shall serve as the representative faculty body on all matters pertaining to student affairs and is tasked with the following four main responsibilities. First, the committee will serve as an appeals board for all challenges to the administration and application of admission rules and academic policies. 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. Third, the committee will address Breaches of Academic Integrity by students as defined in the 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 be expected to recommend penalties, if any, to the Dean for the violator commensurate with both the nature and severity of the case. Fourth, the committee will compile and maintain a list of all appropriate student honors and awards and seek eligible students to compete for them. The Committee shall report on their activities regularly at scheduled Speed School faculty meetings and in a brief written report to the Dean (or designee) at least once a year.

**Commented [F13]:** A request for clear reporting requirement was made by the Deans office.

2. Composition  
The committee will be composed of four Faculty members, representing 4 different departments, ~~one of whom is elected chair~~ and three student members (two from the undergraduate/MEng programs and 1 from the graduate program). The chair shall be a faculty member of the committee, and elected by the committee between July 1 and September 1 each year (for a July 1 to June 30 term). In the event that no eligible committee members agree to be nominated for chair, the President of the Speed Faculty Council will select the chair by lot from the tenured faculty. The Associate Dean for Academic Affairs and an academic counselor will serve as ~~a~~ non-voting, ex-officio members.

**Commented [F14]:** To address the condition where no faculty agrees to be nominated as chair.

**Commented [F15]:** It was felt that an academic counselor should be involved with this committee since they are aware of (and have access to) more student information than the faculty and student members of the committee. Additionally the academic counselors are more aware of SSoE and University policies and procedures pertaining to student records, admissions, registration, fresh start, academic bankruptcy, repeat policy, etc.

3. Selection  
Faculty members are nominated by the Faculty Council and elected by the faculty while the student members are selected by the Student Council.
4. Terms  
Faculty terms are three year staggered terms. The term of the student members is one year. The term of new members shall begin on July 1.

Section 2: Standing Committees

A. Undergraduate Education Committee

1. Charge  
The committee shall serve as the representative faculty body on all matters pertaining to the following: establishing and monitoring undergraduate admission policies and requirements; approving and monitoring undergraduate curriculum matters and degree requirements proposed by the individual departments; establishing 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 or the central administration; coordinating with the Graduate Education Committee on curriculum issues; coordinating with the co-op office on matters pertaining to and enforcing co-op requirements; and coordinating technological resources, programs, policies and facilities of the School. The committee shall, when appropriate, make recommendations to the AP&P and/or to the faculty. The committee shall report its activities regularly at faculty meetings and in a brief written report to the Dean (or designee) at least once a year. ~~All curriculum changes shall be forwarded to the (or designee) Dean and to the School of Interdisciplinary and Graduate studies immediately upon approval.~~
2. Composition  
Each academic department will be represented by a member. The Associate Dean for Academic Affairs shall serve as an ex-officio (non-voting) member of the committee. The student body will be represented by a student representative. ~~A chair shall be elected by the committee from among its members between July 1 and September 1 each year. The chair shall be a faculty member of the committee, and elected by the committee between July 1 and September 1 each year (or a July 1 to June 30 term). In the event that no eligible committee members agree to be nominated for chair, the President of the Speed Faculty Council will select the chair by lot from the committee's tenured faculty members.~~
3. Selection

**Commented [F16]:** A request for clear reporting requirement was made by the Deans office. An additional reporting requirement to SIGs for curriculum changes was added.

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When a vacant position occurs, the academic department represented by that position shall elect a member from among their eligible faculty. Committee members, whose terms are expiring, are eligible for reelection by their representative department. The student representative will be selected by the Student Council.

4. Terms  
The term of office for committee members shall be three years. The chair's term will be one year. The student representative's term will be one year. All appointments may be renewed. The term of new members shall begin on July 1.

B. Graduate Education Committee

1. Charge  
The Graduate Education Committee shall review and recommend graduate minimum guidelines, educational policies, programs, and procedures on a continuous basis. Specific functions of the committee include recommendations of the following: establishment, continuation, modification, and termination of graduate courses and degree programs; processes for awarding graduate scholarships, assistantships, and fellowships; criteria for election to the Graduate Faculty; graduate admission policies, academic standards and other regulations and rules affecting graduate students; and acting as an advisory capacity on matters concerning the engineering library collection. Recommendations will be brought to the Administrative Plans and Policies Committee. The committee shall continuously assess graduate programs and advise the Associate Dean of Academic Affairs on graduate education issues. The Graduate Education Committee shall consult with the Undergraduate Education Committee on those policies and procedures which jointly affect graduate and undergraduate education. The committee shall report its activities regularly at faculty meetings and in a brief written report to the Dean (or designee) at least once a year. All curriculum changes shall be forwarded to the Dean (or designee) immediately upon approval.

**Commented [F17]:** A request for clear reporting requirement was made by the Deans office.

2. Composition  
Each academic department will be represented by its departmental Director of Graduate Studies. The graduate student body will be represented by a graduate student representative. The Associate Dean for Academic Affairs shall serve as an ex-officio (non-voting) member of the committee. ~~A chair shall be elected by the committee from among the faculty representatives between July 1 and September 1 each year. The chair shall be a faculty member of the committee, and elected by the committee between July 1 and September 1 each year (for a July 1 to June 30 term).~~ In the event that no eligible committee members agree to be nominated for chair, the President of the Speed Faculty

Council will select the chair by lot from the committee's tenured faculty members.

**Commented [F18]:** To address the condition where no faculty agrees to be nominated as chair.

3. **Selection**  
Faculty representatives are selected in accordance with departmental process for determining the Director of Graduate Studies. The student representative is selected by the Student Council.
4. **Terms**  
There are no term limits for faculty representatives, with members serving as long as they remain Directors of Graduate Studies. The student representative term is for one year, beginning on July 1, but may be renewed.

C. Research and Scholarship Committee

1. **Charge**  
The committee shall serve as an advisory faculty body for the Dean on matters of research and scholarship. Guided by the Speed School Strategic Plan, the committee will initiate school-wide research activities, identify research facility requirements and coordinate activities of Research Area Faculty Groups. In addition, the committee will promote recognition of research and scholarship by identifying candidates for local, national and international awards and recognitions. The committee will report its recommendations to the Dean as needed.

Members of the committee, as specified below, will meet regularly with their Research Area Faculty Groups in order to identify and communicate research opportunities; identify facility, equipment, staff and faculty needs; mentor junior faculty researchers; create news items, announcements and promotional material; and invite speakers and visitors that will advance their respective research area. The committee shall report its activities regularly at faculty meetings and in a brief written report to the Dean (or designee) at least once a year.

**Commented [F19]:** A request for clear reporting requirement was made by the Deans office.

2. **Composition**  
The committee will consist of one member representing each Research Area Faculty Group, plus one ad hoc member to chair the committee and to represent faculty members who are not associated with a Research Area Faculty Group. The Associate Dean for Research will serve as a non-voting member.
3. **Selection**  
Research Area Faculty Groups are established for each area of research excellence identified in the Strategic Plan and for the underpinning areas of a) materials and nanoscience, and b) engineering education;

other areas may be established by the Chair of the Research and Scholarship Committee, if approved by the Dean. All faculty members who identify their research as aligned with one of these areas are members of this group. Each group will select an individual to serve as group leader and to represent the group on the Research and Scholarship Committee. The Dean will select the ad hoc member.

**Commented [F20]:** Add the Engineering Education Research area and a mechanism to add other areas.

4. Terms  
Members will agree to serve at least three years, at the pleasure of the Dean.

D. Diversity Committee

1. Charge  
The Speed School ~~of Engineering~~ Diversity Committee is given the responsibility of assisting the School to meet its diversity goals, as outlined in ~~SSoE's~~ 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 ~~of Engineering~~ Diversity Committee is the unit voice for the University's comprehensive focus on diversity as outlined in its strategic plan.

~~The committee shall select its own chairperson.~~ The committee shall report its activities regularly at faculty meetings and in a brief written report to the Dean (or designee) at least once a year.

**Commented [F21]:** A request for clear reporting requirement was made by the Deans office.

2. Composition  
The Committee shall consist of the Director of Student Success and a faculty member from each department as well as one Speed School staff member. The Committee shall also include students for one year terms: one student representing the Speed Student Council, one student who is a member of each Speed School RSO with a diversity focus, such as but not limited to: the National Society of Black Engineers (NSBE), the Society of Women Engineers (SWE) and the Society of Hispanic Professional Engineers (SHPE). All members may vote. The chair shall be a faculty member of the committee, and elected by the committee between July 1 and September 1 each year (for a July 1 to June 30 term). In the event that no eligible committee members agree to be nominated for chair, the President of the Speed Faculty Council will select the chair by-lot from the committee's tenured faculty members.

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3. Selection  
The ~~Speed School~~~~SoE~~ faculty members shall be appointed by their departments. The student members shall be appointed by the

organizations that they represent. The staff representative shall be appointed by the Dean.

4. Terms

Faculty and staff terms are two-year staggered appointments. The term of the student members is one year. The term for new members shall begin on July 1.

| Committee Structure Approved by the Faculty of the [J.B.](#) Speed School of Engineering on:  
December 16, 2013

| Approved by the Faculty of the [J.B.](#) Speed School of Engineering  
July 15, 2014