

COLLEGE OF ENGINEERING

BYLAWS

COLLEGE FACULTY FORUM

Article I. **Faculty Involvement in University Governance**

The Rules and Regulations of the Board of Regents of The University of Texas System for Governance of The University of Texas System contains the following provision concerning faculty involvement in University governance:

Subject to the authority of the Board and subject further to the authority that the board has vested in the various administrative officers and subdivisions of the System, the faculties of the component institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas: general academic policies and welfare, student life and activities, requirements of admission and graduation, honors and scholastic performance generally, approval of candidates for degrees, and faculty rules of procedure.

Article II. **Membership**

The College Faculty Forum shall consist of all *voting members of the General Faculty* as defined in the Handbook of Operating Procedures (HOP) section 2.1B, who have appointments in the College of Engineering (COE). Specifically,

Voting members of the College Faculty Forum will include the following full time faculty:

- a. Those holding more than fifty percent of their appointment in the College of Engineering at the rank of Professor, Associate Professor, Assistant Professor, Instructor, Senior Lecturer, Lecturer III, Lecturer II, or Lecturer I.
- b. Other non-tenure track faculty with more than fifty percent appointment nominated by a COE department and approved by the Forum membership.

Voting members of the College Graduate Faculty Forum will include those voting members of the College Faculty Forum who also hold membership as Graduate Faculty in the College of Engineering and the University of Texas at San Antonio.

Nonvoting members of the College Faculty Forum and the Graduate Faculty Forum can include others holding faculty appointments in the College of Engineering. Nonvoting members have the privilege to attend and speak at meetings, but they may not vote. Nonvoting members can include those holding Emeritus appointments, Visiting appointments, Adjunct appointments, or faculty holding joint appointments with other UTSA Colleges where the College of Engineering portion of the appointment is less than fifty percent. Others, such as staff, students, or members of the larger community, may be invited to attend and speak at meetings, but they may not vote.

Article III. **Officers**

1. **Chair**

- a. The Chair of the College of Engineering Executive Advisory Committee or duly appointed chair in case of the Chair of the College of Engineering Executive Advisory Committee's absence shall preside over all meetings of the College Faculty Forum.
- b. The term of office shall be two years and shall begin on September 1 of each even numbered year. No person may serve more than two consecutive terms.
- c. In the case of a vacancy in the position of Chair, the COE Executive Advisory Committee shall conduct a special election to fill the vacancy for the remainder of the term.

2. **Secretary**

- a. The Secretary shall assist the Chair of the COE Executive Advisory Committee or designee in chairing the meetings of the College Faculty Forum and shall keep summary minutes of its meetings.

The Secretary shall be responsible for seeking nominations and conducting mail ballot elections for the College of Engineering representatives to the University Assembly and student representative to the Graduate Council, and for membership on all other committees requiring college-wide elections. The Secretary shall also be responsible for conducting all College of Engineering elections requiring mail ballot votes. All elections will be carried out in accordance with the bylaws of the College Faculty Forum, the bylaws of the University Assembly, the bylaws of the Graduate Council, and the UTSA Handbook of Operating Procedures.

- b. The term of office for the Secretary shall be two years and shall begin on September 1 of each odd numbered year.
- c. The **COE Executive Advisory Committee** shall seek nominations for the position of Secretary and conduct an election by August of each even numbered year to elect the Secretary. No person may serve more than two consecutive terms.
- d. In the case of a vacancy in the position of Secretary, the **COE Executive Advisory Committee** shall conduct a special election to fill the vacancy for the remainder of the term.

Article IV. **Meetings**

1. The Chair of the COE Executive Advisory Committee shall call a regular meeting of the College Faculty Forum in the first four weeks of each regular semester. A new Chair or Secretary shall be elected during this meeting as noted above. All necessary elections of Chairs for each of the COE Committees described below must also be elected during this meeting.
2. Special meetings of the College Faculty Forum may be called by the Chair of the COE Executive Advisory Committee, by the Dean, by the Secretary of the

College Faculty Forum, or by a written request to the Secretary signed by at least 20% of the members of the College Faculty Forum. The members of the College Faculty Forum must be given notice and agenda of special meetings of the College Faculty Forum at least four days prior to the meeting.

3. The agenda for meetings of the College Faculty Forum shall be set by the Secretary in consultation with the Dean and Chair of the COE Executive Advisory Committee. Members of the College Faculty Forum may request that the Secretary place items on the agenda for a particular meeting. A preliminary agenda will be distributed one week prior to the meeting. Additions may be proposed up to three days prior to the meeting at which time a final agenda will be distributed.
4. A quorum at all meetings of the College Faculty Forum shall consist of at least 30% of the members of the College Faculty Forum.
5. In the event that less than 51% of the members of the College Faculty Forum are present at a regular or special meeting of the College Faculty Forum, then, during that meeting, a request for a mail ballot on any vote taken at that meeting shall be granted if requested by at least (20% of members) of the College Faculty Forum in attendance at that meeting.
6. Robert's *Rules of Order* shall be the standard for parliamentary procedure at all meetings of the College Faculty Forum.
7. Questions of interpretation of the rules and procedures of meetings shall be determined by the chair of the meeting.

Article V. **Committees**

1. For purpose of determining the membership of College committees the departments of the College of Engineering will be:

Biomedical Engineering
Civil Engineering
Electrical Engineering
Mechanical Engineering

If additional departments are officially approved, they will be automatically added to the College Bylaws.

2. **College Academic Policy and Curriculum Committee**

- a. The College Academic Policy and Curriculum Committee (CAPCC) shall serve as the general advisory committee to the Dean in academic areas. The responsibilities of the CAPCC shall include the development of policy recommendations and guidelines in support of instruction and research. The Committee shall review proposals for new and modified academic programs and courses at the undergraduate level and review the recommendations of departmental curricula committees.
- b. The committee shall consist of one member from each department elected by the respective Department Faculty Forum. An alternate member may also be elected by the respective Department Faculty Forum. Each member of this committee must be a member of the College Faculty Forum. The

Chair of the Committee shall convene the initial meeting of a newly elected Committee. The COE Executive Advisory Committee shall elect one of its members as the Chair of this Committee.

- c. The members of the Committee shall serve two-year staggered terms. Initial duration of appointments will be determined by lot. No person may serve two consecutive terms as a member of the Committee. The term of each member of the Committee shall begin on October 1.
- d. Department Chairs may not serve as members of the Committee.
- e. The Associate Dean of Undergraduate Programs may be invited by the Chair to serve as an ex officio (non-voting) participant at meetings of this Committee.

3. **College Administration Committee**

- a. The College Administration Committee participates in the development of policies regarding administrative issues within COE, such as space allocation, development leave, information technology, infrastructure, conflict of interest, faculty workload, etc. This Committee may recommend specific actions pertaining to the execution of these policies on a case-by-case basis.
- b. The committee shall consist of one member from each department elected by the respective Department Faculty Forum. An alternate member may also be elected by the respective Department Faculty Forum. Each member of this committee must be a member of the College Faculty Forum. The Chair of the Committee shall convene the initial meeting of a newly elected Committee. The COE Executive Advisory Committee shall elect one of its members as the Chair of this Committee.
- c. The members of the Committee shall serve two-year staggered terms. Initial duration of appointments will be determined by lot. No person may serve two consecutive terms as a member of the Committee. The term of each member of the Committee shall begin on October 1.
- d. Department Chairs may not serve as members of the Committee.
- e. The Associate Dean of Administration may be invited by the Chair to serve as an ex officio (non-voting) participant at meetings of this Committee.

4. **College Faculty Review Advisory Committee**

- a. The College Faculty Review Advisory Committee shall make recommendations to the Dean concerning tenure, promotion, and termination of tenured and tenure-track faculty members in the College of Engineering. The committee shall follow the guidelines found in Chapter 2, Section 10 of the UTSA Handbook of Operating Procedures.

The College Faculty Review Advisory Committee will be responsible for providing recommendations to the Dean on the College's nominees for faculty awards.

- b. The members of the College Faculty Review Advisory Committee shall consist of one tenured faculty member from each department elected by the respective Department Faculty Review Advisory Committee, one tenured faculty member from each department appointed by the Dean, and one member from outside the College of Engineering appointed by the Dean.
- c. The College of Engineering members of the College Faculty Review Advisory Committee shall serve two-year terms. The member appointed from outside the College of Engineering shall serve a one-year term. The department representatives on the College Faculty Review Advisory Committee shall be selected in such a way that their terms are staggered. No person may serve two consecutive terms as a member of the College Faculty Review Advisory Committee. The terms of the members of the College Faculty Review Advisory Committee shall begin on October 1.
- d. The Chair of the College Faculty Review Advisory Committee shall be elected from among the COE Executive Advisory Committee members.
- f. Department Chairs shall not serve as members of the College Faculty Review Advisory Committee.
- g. In the event that some members are also appointed to the Department Faculty Review Advisory Committee (DFRAC), the following voting protocol should then be followed:
 - i. All members should vote in their respective DFRAC.
 - ii. In the CFRAC, all members may only vote on cases that are not from their department. However, members may advocate for any promotion or tenure case, including cases from their own department. In the event that members also serve on the University Faculty Review Advisory Committee (UFRAC), members may vote on any case for which they have not already voted during UFRAC deliberations.

5. **College Executive Advisory Committee**

- a. The College Executive Advisory Committee shall serve as the general consultative committee to the Dean. The responsibilities of the Executive Advisory Committee shall include the development of policy recommendations and guidelines and the recommendation of priorities to the Dean for the acquisition and allocation of resources to support and sustain the academic programs in the College, including such areas as support for instruction and research, facilities, information technology, library resources, and faculty development and travel.
- b. The Secretary of the Committee shall be responsible for seeking nominations and conducting mail ballot elections for the position of Secretary, for the College of Engineering's representatives to The University Assembly/Faculty Senate and student representative to the Graduate Council, and for membership on all other committees requiring college-wide elections. The Secretary of the Committee shall also be responsible for conducting all College of Engineering elections requiring mail ballot votes. All elections will be carried out in accordance with the bylaws of the College Faculty Forum, the bylaws of The University Assembly, the bylaws of the Graduate Council, the UTSA Faculty Handbook and the UTSA Handbook of Operating Procedures.

- c. The members of the College Executive Advisory Committee shall consist of **two faculty members from each department elected by each respective Department Faculty Forum**. Each member of the Committee must be a member of the College Faculty Forum. The initial meeting of a newly elected Executive Advisory Committee shall be convened by the Chair Committee. The Committee shall elect its own Chair and Secretary. The Committee shall elect from its membership Chairs of each of the COE Committees listed below.
 - d. The members of the College Executive Advisory Committee shall serve two-year staggered terms. The term of each member of the Executive Advisory Committee shall begin on September 1.
 - e. A member of the Committee who must be absent from a meeting of the Committee may designate another member of the College Faculty Forum from the same Department to attend the meeting in his or her place.
 - f. Department Chairs shall not serve as members of the Committee.
2. The Dean and/or Associate Dean of Administration may be invited by the Chair to serve as an ex officio (non-voting) participant at meetings of this Committee.

6. **College Awards Nomination Committee (CANC)**

- a. The College Awards Nomination Committee shall make recommendations to the Dean regarding specific COE faculty and staff deserving of nominations for intramural and extramural awards in research, teaching, and service. The Committee shall create nomination packets for limited nomination opportunities (i.e. such cases where COE can only nominate one individual for an award).
- b. The committee shall consist of one member from each department elected by the respective Department Faculty Forum. An alternate member may also be elected by the respective Department Faculty Forum. Each member of this committee must be a member of the College Faculty Forum. The Chair of the Committee shall convene the initial meeting of a newly elected Committee. The COE Executive Advisory Committee shall elect one of its members as the Chair of this Committee.
- c. The members of the Committee shall serve two-year term and shall begin on October 1 of their appointment.

7. **College Student Research Committee (CRC)**

- a. The College Student Research Committee shall recommend policies regarding undergraduate and graduate students, as well as recommend student recipients for research awards and scholarships.
- b. The committee shall consist of one member from each department elected by the respective Department Faculty Forum. An alternate member may also be elected by the respective Department Faculty Forum. Each member of this committee must be a member of the College Faculty Forum. The Chair of the Committee shall convene the initial meeting of a newly

elected Committee. The COE Executive Advisory Committee shall elect one of its members as the Chair of this Committee.

- c. The members of the Committee shall serve two-year staggered terms. Initial duration of appointments will be determined by lot. No person may serve two consecutive terms as a member of the Committee. The term of each member of the Committee shall begin on October 1.
- d. Department Chairs may not serve as members of the Committee.
- e. The Associate Dean(s) of Research and Graduate Programs, and/or Undergraduate Studies may be invited by the Chair to serve as an ex officio (non-voting) participant at meetings of this Committee.

8. **Ad hoc Committees**

- a. Ad hoc committees may be appointed as necessary by the Dean. Ad hoc committees shall not be assigned tasks which are the responsibilities of the committees listed in this by-laws.
- b. Ad hoc committees shall make their recommendations to Dean.

Article VI. **Elections**

College-wide elections whose process is not specified by the Bylaws of the University Assembly, Faculty Senate, the Bylaws of the Graduate Council or the UTSA Handbook of Operating Procedures, shall require that the winning candidate obtain a majority of the votes cast. If no candidate receives a majority, a run-off election between the two candidates with the most votes will be conducted. In case of multiple ties, a run-off between the tied winners will be conducted.

Article VII. **Revisions**

These bylaws may be amended by at least a 2/3 majority vote of all votes cast by the members of the College Executive Advisory Committee. Bylaw amendment votes will be conducted either at a meeting or, if requested by any member(s) of the College Executive Advisory Committee, by a mail ballot. Bylaws revisions may be initiated by the Dean, the College Academic Policy and Curriculum Committee or by a petition signed by at least 10 members of the College Faculty Forum.