

UNIVERSITY OF MAINE
COLLEGE OF ENGINEERING
November 22, 2016

BYLAWS

I. Purpose

These bylaws define the organization of the faculty of the College of Engineering, hereafter known as college. The term “unit(s)” refers to the college academic unit(s) hereafter.

II. Authority

The faculty shall be the policy-making body acting under the following two authorities:

- A. Unit Authority – The faculty of each unit is the authority to make policies regarding such matters as curriculum, courses, research, service, and promotion and tenure. Different standing committees provide recommendations on the above matters to the chair/director and the unit faculty in the regular faculty meetings for final approval. The chair or director presides over the faculty meetings and selects the chair and members of the standing committees.
- B. College Authority – The college authority consists of the dean, associate dean, and chairs/director and is responsible for strengthening and promoting engineering education, research, and public service by making and communicating policies governing matters such as distribution of human and financial resources, admission and transfer, research, selecting college standing committees, and others impacting activities of the units. The college authority is the voting body of the college Executive Committee (ExCom) that regularly meets throughout the year.

III. Faculty

The faculty of the College of Engineering consists of:

- A. The dean of the College; the associate dean; chairs/director; academic coordinators, all full-time professors, associate professors, assistant professors, instructors, and lecturers appointed to any of the units whether for teaching or research; directors of centers within the college; members of the faculties of the other colleges of the University with joint appointments in the college; and regular part-time faculty shall be entitled to debate and vote on all matters brought before the faculty.
- B. Part-time temporary faculty, cooperative faculty of other colleges, visiting faculty, and emeriti faculty, appointed by the College of Engineering, shall have voice but no vote.

- C. Engineering Physics faculty shall have voice but no vote, except for matters related to curriculum, accreditation, enrollment, and awards.

IV. Meetings

The college faculty meetings are:

- A. Unit Faculty Meetings – Unit faculty members meet on a regular schedule throughout the academic year. The chair/director, or designee, presides over the meeting.
- B. College Executive Committee Meetings – The Executive Committee meets bi-weekly during the academic year and monthly during the summer. The dean, or designee, presides over the meeting.
- C. Meeting of all Faculty/Staff – All faculty of the college meet with the dean at least once a year. The dean, or designee, presides over the meeting.

The participants of the meetings are notified of the place, time, and agenda of the meetings at least one day before the meeting. Policy matters may be voted upon during the faculty meetings if there has been reasonable notice to the faculty of such matters and published in the agenda for that meeting.

V. Rules of Order

The order of business for the faculty meetings, as stated in IV, are described below.

- A. Unit Faculty Meetings – The chairs/director set the order of business for their units.
- B. College Executive Committee Meetings – The order of business consists of:
 - a. Approval of minutes of the previous meeting
 - b. Recent good news
 - c. Announcements
 - d. Continuing business (including reports of the standing and ad hoc committees)
 - e. New action items
 - f. Questions and issues
- C. Meeting of all Faculty – The order of business consists of:
 - a. Update on the College of Engineering activities
 - b. Questions and answers
 - c. Other agenda items

VI. Officers

The dean and chairs/director shall be the presiding officers at the college and unit meetings, respectively. In the absence of the dean/chair/director, or when the dean/chair/director wishes to participate in the

debate, the presiding officer shall be designated by the dean/chair/director. A member of the faculty or staff shall act as the meeting secretary.

VII. Agenda

Prior to any regular or special meeting of the faculty, the agenda shall be distributed by the dean/unit staff at least one day prior to the meeting. Faculty members wishing to place an item on the agenda shall submit the item prior to the publication of the agenda.

VIII. College Standing Committees

The college shall have the following committees:

- A. The Executive Committee – The Executive Committee (ExCom) shall consist of the dean, associate dean, chairs/director, and the executive leaders of the college programs such as the Army ROTC, Navy ROTC, and the Pulp and Paper Foundation. The chairs/director are the voting members who provide their recommendations to the dean for his/her final approval. The Executive Committee shall assist the dean in the administration of the affairs of the college and in the implementation of the policies established.

- B. Academic Council - The Academic Council shall consist of one member from each unit and the associate dean who acts as the chair. The chairs/director select the council's members. The Academic Council has the responsibility to oversee proposals affecting academic programs and academic policies of the college. It receives new course/minor proposals, modifications, and elimination from units and assesses the impact of such proposals on college programs. The council coordinates program changes with the University Undergraduate Program and Curriculum Committee (UPCC), to which it forwards proposals/changes it approves. The Academic Council shall appoint one of its members to serve as the college's representative on UPCC.

- C. Awards Committee – The Award Committee consists of one member from each unit and the associate dean who acts as the committee's chair and the tie breaker in case of a tie decision. The chairs/director select the council's members. The dean solicits nominations from unit chairs/director and faculty for different faculty and student awards. The committee convenes in the fall and spring semesters to select or nominate outstanding faculty and students eligible for college and university awards including the college of engineering recognition awards, outstanding senior student award, Maine Distinguished Professor, and the university presidential awards. The exception to the above policy is the College Ashley Campbell Award for which the

selection committee shall be composed of the five most recent recipients of the award. The chairperson of the committee shall be the senior recipient of the award.

a. Special Committees are assigned by the dean to select the recipients of the college professorship and chair awards. These committees shall consist of the college faculty, including a current holder of a professorship or chair position, and an external faculty in the university. The dean or designee chairs the Special Committees.

D. Graduate and Research Committee - The Graduate and Research Committee has the responsibility to oversee matters related to the graduate education and research such as approval of new courses, course modifications, new program proposals, and giving recommendation on the college research agenda. The committee is also responsible for selecting the recipients of the college graduate fellowship awards. The Graduate and Research Committee consists of the graduate coordinators and associate dean who acts as the chair of the committee. A member of this committee is selected as the college representative to the University Research Council.

E. Other Committees - The dean solicits members, with input from the chairs/director, for ad hoc college committees.

IX. Appointment of College Representatives to University Committees

The dean solicits nominations from the chairs/director for the following university committees:

- a. Faculty Senate - The College has several members in the University Faculty Senate. The members are nominated by the chairs/director from the faculty in different units.
- b. Research Council - The College has two members in the University Research Council. The members are nominated by the chairs/director from the faculty in different units. At least one of the members should be in the college Graduate and Research Council.
- c. Undergraduate Program and Curriculum Committee - The College has one member in the University Undergraduate Program and Curriculum Committee (UPCC). The member is nominated by the chairs/director from the faculty in a unit. The UPCC member should be also a member of the college Curriculum Committee.
- d. Other Committees – The dean may form ad-hoc committees to address special issues and solicits members from the chairs/director for serving in these committees.

Approved by Executive Vice President for Academic Affairs and Provost Jeffrey E. Hecker, 10/19/17