



College of Engineering

Bylaws

Approved and effective May 2017

Amended and approved May 2020

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COLLEGE of ENGINEERING BYLAWS

I. Article I. Prevailing Authority of University Policies.

The term "University Policies" shall refer to (1) any action, resolution, or policy of the Temple University Board of Trustees, or (2) any action or policy of the President of Temple University taken within his/her authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President.¹

In the event of any conflict or contradiction between (a) any bylaw of this College or any action taken by this College under the authority of its Bylaws, and (b) any University Policy now in effect, or adopted in the future, then the College Bylaw or action shall be superseded by the pertinent University Policy.

II. Article II. College of Engineering Dean.

- A. The President of the University appoints the Dean of the College of Engineering in conformance with such Dean search guidelines as the President may, from time to time, promulgate.
- B. The Dean of the College of Engineering is appointed by the President, and shall report to and be accountable to the President and/or his/her designee, and shall serve at the pleasure of the President.
- C. The Dean of the College of Engineering is the chief executive officer and the chief academic officer of the College of Engineering. The responsibilities and duties of the Dean of the College of Engineering are defined by any pertinent policies of the Board of Trustees, by the Dean's position description that shall be issued from time to time by the President, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President.

¹ University policies as defined here shall include collective bargaining contracts that have been approved by the Board of Trustees or by the President when he/she has been delegated to do so by the Board of Trustees and any amendments or supplementary letters of agreement to such contracts that may be approved by the Board of Trustees or the President during the life of any collective bargaining contract.

- D. The Dean of the College of Engineering shall exercise such authority as may be delegated to him/her by University Policies. The Dean of the College of Engineering shall be responsible for the administration of the College of Engineering budget that may be adopted by the Board of Trustees, including budget rules or guidelines that may be adopted pursuant to that budget.
- E. The Dean of the College of Engineering shall be the *ex officio* member of all standing committees of the College of Engineering.

III. Article III. College of Engineering Organization and Structure.

A. College of Engineering administration and staff.

The Dean shall, subject to applicable University policies and within the College of Engineering's authorized budget, appoint associate deans, assistant deans, department chairs, and other academic and administrative personnel. The Dean shall be responsible for the supervision of the College of Engineering administration, pursuant to University Policies.

B. College of Engineering Collegial Assembly.

- i. Every faculty member with a full-time academic appointment within the College of Engineering shall be voting member of the College of Engineering Collegial Assembly.
- ii. Full-time administrative employees in the College of Engineering may participate in the six regular meetings of the Collegial Assembly during the academic year, including discussions and deliberations, but they must recuse themselves from any and all votes carried out by the Collegial Assembly.
- iii. The Dean, Associate Dean(s), Assistant Dean(s) and Department Chairs shall be ex-officio members of the Collegial Assembly and have the right to discuss and make motions but do not vote.
- iv. The Resource-Planning Committee Chair shall serve also as the Chair of the Collegial Assembly.

- v. The Chair of the Collegial Assembly is selected by the Departmental appointees to the Resource Planning committee from amongst themselves at the end of the preceding academic year (normally in April). The Chair of the Collegial Assembly must be tenured.
- vi. The responsibilities of the Chair of the Collegial Assembly include the following.
 - a. At the beginning of the fall semester the Chair of the Collegial Assembly will individually convene both the Academic Affairs committee and the Faculty Development committee. In their respective initial meetings, each committee selects its Chair.
 - b. At the beginning of the fall semester, the Chair of the Collegial Assembly will devise and distribute, a "College of Engineering Faculty Calendar", based on the deadlines from the Dean, Provost, and University Registrar. This document is intended to include the following information:
 - 1) College-specific internal deadlines for University-sponsored awards including but not limited to sabbaticals, promotion and tenure applications, merit-pay recommendations, University research-incentive applications and University faculty awards.
 - 2) The composition and contact information for the three standing committees of the College of Engineering Collegial Assembly.
 - 3) The dates for College of Engineering events, including but not limited to Collegial Assembly meetings, Commencement, accreditation visits, senior-design presentation events, and the annual College of Engineering retreat.
 - c. The Chair of the Collegial Assembly will schedule and advertise the six regular hour-long Collegial Assembly meetings of the academic year (three in the Fall, and three in the Spring).
 - d. In April, the Chair of the Collegial Assembly will obtain the names of each Department's two appointees to each of the three standing committees (Academic Affairs, Resource Planning, and Faculty Development) for the subsequent academic year.

- vii. No measure, policy, recommendation, or program may be designated "approved by the faculty of the College of Engineering" unless it receives both a majority vote of the Collegial Assembly, after due discussion by that body, and approval by the Dean of the College of Engineering.

Measures for Collegial Assembly consideration may be forwarded to the Chair of the Collegial Assembly for inclusion in the Collegial Assembly agenda, or for consideration by one of the three standing committees of the College, or by any individual member of the Collegial Assembly.

- viii. The agenda for the six regular meetings of the Collegial Assembly is normally set by the Resource Planning committee, which also meets with the same frequency as Collegial Assembly. (Note that the Dean is a permanent member of the Resource Planning committee.)
- ix. The Dean shall preside over an annual day-long meeting of the Collegial Assembly to present the State of the College of Engineering. This meeting will be used to establish goals for the College and to carry out strategic planning. This annual College of Engineering retreat normally takes place at the end of the spring semester.
- x. The Rules contained in the current edition of Robert's Rule of Order shall govern the Collegial Assembly and all committees named in these bylaws.

C. The three standing committees of the College of Engineering Collegial Assembly.

i. The Academic Affairs committee.

a. Purview of the Academic Affairs committee.

This standing committee considers all aspects of both the undergraduate- and graduate-student experience in the College of Engineering. This committee considers all new academic programs, revisions to existing programs, and any student-related issues which may have cross-departmental impact.

Issues taken up by the Academic Affairs committee include, but are not limited to:

- 1) Assessment and accreditation
- 2) Academic program/course initiation and modification
- 3) Recruitment and retention of students
- 4) Implementing University academic initiatives/directives
- 5) Evaluation of teaching and pedagogy
- 6) Resources for student learning

b. Composition of the Academic Affairs committee.

The **core voting** members of the Academic Affairs committee consist of two faculty members appointed by each Department of the College of Engineering. Normally, a Department should appoint its undergraduate-studies coordinator and its graduate-studies director. At its first convened meeting of the academic year, these voting members select from among themselves a Chair.

The **ex-officio non-voting** members of the Academic Affairs committee are College of Engineering administrators whose portfolios reflect the purview of this committee. Such ex-officio members could include (but are not necessarily limited to) College administrators whose duties correspond to that of a college accreditation coordinator, a college undergraduate-studies director, a college undergraduate-advising supervisor, and/or a college associate dean for graduate studies and/or undergraduate studies.

c. Conduct of business for the Academic Affairs committee.

The Academic Affairs committee meets on a regular basis that is determined by the voting members of that committee. In addition to regular meetings, the Chair is empowered to convene cognizant subgroups of the committee to consider specific issues. All business carried out by the Academic Affairs committee is coordinated by its Chair, who is responsible for the timely execution of its work.

Minutes of the Academic Affairs meetings need not be kept. However, any recommendations produced by the Academic Affairs committee for subsequent consideration by the full Collegial Assembly must be made in writing.

d. The usage of *ad hoc* committees for Academic Affairs.

Given the breadth of the issues that may be considered by Academic Affairs, this committee is mandated to form *ad hoc* subcommittees as needed, consisting both of a subset own members and possibly of individuals from outside the committee or even outside the College of Engineering.

The composition of an *ad hoc* Academic Affairs subcommittee is normally determined by that committee's voting members. However, should the composition of a proposed *ad hoc* subcommittee include one or more individuals who are not voting members of the College of Engineering Collegial Assembly, then this composition must be approved by the Dean.

ii. The Faculty Development committee.

a. Purview of the Faculty Development committee.

This standing committee considers all aspects of faculty development, faculty assessment, and faculty performance within the College of Engineering, and it carries out University-mandated reviews of faculty. Issues and procedural evaluations undertaken by the Faculty Development committee include, but are not limited to:

- 1) Promotion and tenure review at the College level.
- 2) Sabbatical review at the College level.
- 3) University award reviews at the College level.
- 4) Faculty evaluation/appointment procedures.
- 5) Faculty workload, space, etc.

b. Composition of the Faculty Development committee.

The Faculty Development committee consists of two tenured faculty members appointed by each Department of the College of Engineering². A Department may appoint a tenured faculty from another Department in the College of Engineering to serve as one of its representatives to the Faculty Development committee, if needed. There are no ex-officio members of the Faculty Development committee. If a department does not have any tenure track or tenured faculty members, they are not required to participate in the Faculty Development Committee decisions related to tenure and promotion of tenure track/tenure faculty.

The Chair of the Collegial Assembly will convene the first meeting of the Faculty Development committee as soon as possible in the fall semester, and in this meeting the committee members select from amongst themselves a Chair.

² A faculty who intends to apply for a promotion or a sabbatical in a given academic year cannot serve on the Faculty Development committee in that same year.

- c. Conduct of business for the Faculty Development committee.

The full Faculty Development committee must meet at least once early in the fall semester to strategize on its anticipated workload for the academic year. In general, subgroups of this committee will be organized and charged with considering a particular application or issue, and these subgroups will carry out their work in an appropriately confidential matter. All the reviews and deliberations carried out by the Faculty Development committee will be coordinated by its Chair, who is responsible for the timely execution of its work.

Should the Faculty Development committee wish to propose an initiative for consideration by the full Collegial Assembly, this proposal must be made in writing.

- d. The usage of *ad hoc* sub-committees for Faculty Development.

This committee has the mandate to form *ad hoc* subcommittees as needed, consisting both of a subgroup of its own members and possibly individuals from outside the committee or even outside the College of Engineering.

For example, Full Professors from either inside or outside the College of Engineering may be needed to create a full complement of reviewers for an application for promotion to Full Professor. Note also that in the consideration of issues relevant to non-tenure track (NTT) faculty, such as for consideration of NTT promotion, or merit recommendations for NTT faculty, an *ad hoc* subcommittee including at least one NTT faculty need be formed.

All *ad hoc* subcommittees of the Faculty Development committee that include an individual who is not a voting member of the College of Engineering Collegial Assembly must be approved by the Dean.

iii. The Resource Planning committee.

A. Purview of the Resource Planning committee.

The Resource Planning committee considers College of Engineering resources, including but not limited to: intellectual resources, budgetary resources, and space. The Resource Planning committee advises the Dean for prioritizing of the many competing needs of the College.

The Resource Planning committee also sets the agenda for the regular Collegial Assembly meetings, and thus meets with the same frequency as the Collegial Assembly (and, normally, one or two weeks before the Collegial Assembly meeting).

College-level issues taken up by the Resource Planning committee include, but are not limited to:

- 1) College of Engineering strategic planning.
- 2) Infrastructure and space utilization.
- 3) Academic program redirection.
- 4) College of Engineering new academic initiatives.
- 5) College of Engineering staffing issues at all levels.
- 6) College of Engineering and university budget requirements.
- 7) College of Engineering morale and intellectual culture.
- 8) College of Engineering outreach and development.

B. Composition of the Resource Planning committee.

The Resource Planning Committee **voting members** consists of two appointments (who must be voting members of the Collegial Assembly) from each Department of the College.

A preliminary meeting of the Departmental appointees should take place in April of the prior academic year to select a Chair for upcoming academic year from amongst themselves. The Chair must be tenured. This Chair of the Resource Planning committee also serves as the Chair of the Collegial Assembly in the subsequent academic year.

The Resource Planning Committee shall also elect a Vice Chair and a Secretary, who will also act as Vice Chair and Secretary of the Collegial Assembly.

C. Conduct of business for the Resource Planning committee.

The Resource Planning committee sets the Collegial-Assembly agenda. Diverse issues from Collegial Assembly members, College of Engineering staff, Department Chairs, or one of the other standing committees, may be brought to the Resource Planning committee for consideration. The Resource Planning/Collegial Assembly Chair shall develop the agenda for the Resource Planning Committee meetings in consultation with the Dean, which shall include the adoption of the agenda for the next Collegial Assembly meeting.

Minutes of the Resource Planning meetings are not kept, so as to promote open discussion. However, should the Resource Planning committee devise a recommendation intended for consideration by the full Collegial Assembly, it must be made in writing.

D. The usage of *ad hoc* sub-committees for Resource Planning.

Given the breadth of the issues that may be considered by the Resource Planning committee, this committee has the mandate to form *ad hoc* subcommittees as needed.

D. University-mandated committees of the College of Engineering Collegial Assembly.

i. The Student Appeal and Grievance Committee.

The Dean, in consultation with the Academic Affairs committee, shall constitute a Student Appeal and Grievance committee to hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance.

The Student Appeal and Grievance committee shall make recommendations to the Dean on each appeal or grievance. The student appeal and grievance committee shall follow all University and College policies and procedures for student appeals and grievances. It shall refer student appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance.

Unless precluded by University or College policies, the committee shall assure a student a full opportunity to present his/her appeal or grievance, including reasonable evidence in support of his/her claim, and shall give the student's claim full and fair consideration.

Where the appeal or grievance seeks to change a decision taken by a member of the faculty, staff, or administration of the school/college, that person shall be given a full and fair opportunity to describe and document the rationale for his/her decision.

All recommendations to the Dean shall reasonably summarize the student's claim, provide the basis for the committee's recommendation, and state clearly the committee's recommended disposition of the student's claim.

ii. The Faculty Responsibility Committee.

The Dean, in consultation with the Faculty Development committee, shall appoint an *ad hoc* Faculty Responsibility Committee to investigate allegations of misconduct against a faculty member.

A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of misconduct; it is not a standing committee. The members of a Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to investigation. Not more than one member of the Faculty Responsibility Committee should be appointed from the Department of the faculty member under investigation. A given Faculty Responsibility Committee shall have no fewer than three, and preferably at least five, members.

The Faculty Responsibility Committee shall assure that any person who brings allegations of misconduct will have a full and fair opportunity to present written or oral information to support his/her assertions. Furthermore, the faculty under investigation shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of misconduct or to explain such conduct.

The complainant and the faculty member accused of misconduct may offer relevant written or oral statements by others who have knowledge of the alleged misconduct. However, the Committee may determine whether to hear such oral evidence or the extent of such evidence that will be heard.

The Faculty Responsibility Committee may also examine documents or seek statements independently of information offered by the complaint or the faculty member accused of misconduct. If the Committee relies on such information in making its report, it shall clearly identify the source and character of such information and shall, wherever possible, include such information or summaries of it as attachments to its final report.

The Faculty Responsibility Committee shall maintain confidentiality as to allegations of misconduct submitted to it, all evidence-oral, written, or tangible-submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others in order to conduct its investigation.

The Faculty Responsibility Committee may seek the advice of University Counsel if it deems necessary and University Counsel shall endeavor to give reasonable assistance if possible.

The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report should provide a full statement of its deliberations, findings, conclusions and recommendations and, to the extent reasonably possible, should include as attachments any written statements, any documents and any other written or tangible evidence upon which the committee relied. The Dean shall transmit the report and his/her recommendations for any actions or further proceedings to the Faculty Senate Personnel Committee and to the President or his/her designee.

IV. Article IV. Revisions or Amendments to these Bylaws.

Revisions or amendments to these Bylaws may be recommended by the Dean at any time, after consultation with the Resource Planning Committee and then approved at a regularly scheduled meeting of the Collegial Assembly. Any voting faculty member may propose revision/amendment of these bylaws, which must be reviewed by the Resource Planning Committee, and then approved at a regularly scheduled meeting of the Collegial Assembly.

Recommended revisions shall be forwarded to the President or his/her designee. Recommended revisions or amendments will be reviewed by University Counsel to assure conformity with University policies. After the review by University Counsel, the President or his/her designee may approve the revisions or amendments as set the date upon which they will become effective.

The Dean shall review these bylaws every five years and may, after consulting with the Resource Planning committee and the Collegial Assembly, recommend revisions or amendments to these bylaws.