BY-LAWS OF THE

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

FAMU-FSU COLLEGE OF ENGINEERING
Florida A&M University and Florida State University

(Adopted by the Faculty of the Department of Civil and Environmental Engineering during
August 17, 2007 CEE Faculty Meeting)
(Two amendments were adopted by the majority of the Faculty of the Department of Civil and
Environmental Engineering on April 12, 2011)

ARTICLE I: NAMES AND ORGANIZATION

I.1. Names

The Department of Civil and Environmental Engineering (which herein after may be
referred to as the "Department") is one of five (5) academic departments within the FAMU-
FSU College of Engineering (which herein after may be referred to as the "College"), a joint
school of engineering between Florida A & M University and Florida State University (which
herein after may be referred to as the "Universities") within the State University System.

I.2. Organization

The Department of Civil and Environmental Engineering shall be operated under the
academic procedures and management responsibilities established by the FAMU-FSU College of
Engineering, the Universities, and the Department itself.

ARTICLE II: PURPOSE

II.1. Mission

The mission of the Department of Civil and Environmental Engineering is to provide
rigorous and fundamentally sound educational programs in Civil and Environmental Engineering
at all levels – undergraduate (BS) and graduate (MS and PhD). The Department also seeks to
promote the conduct of basic and applied research in forefront areas of Civil and Environmental
Engineering. The department mission can not be realized without providing useful services to the
university, the community, and the profession. Overall, our intent is to provide an educational
experience that prepares graduates for the challenges they will face during their professional careers.

II.2. Vision

The vision for the future of the Department of Civil and Environmental Engineering as an educational unit is to be recognized as a place of excellence in Civil and Environmental Engineering education by preparing our graduates to be successfully established in professional careers to generate new knowledge or exercise leadership in their positions to the benefit of society. To attain this vision, the Department should satisfy its major stakeholders -- students, alumni, employers, departmental faculty, the college, the universities, the community, the Accreditation Board for Engineering and Technology (ABET), and other professional societies.

ARTICLE III: MEMBERSHIP AND JURISDICTION

III.1. Membership

The voting members of this organization shall be all persons employed by the Department who hold academic rank of tenure or on tenure-track Professor, Associate Professor, Assistant Professor, Associate/Assistant in Teaching/Research/Engineering. Specifically excluded from voting status are persons who hold the ranks of Instructor, Assistant Professor, Associate Professor, and Professors who have the status modifiers Courtesy, Emeritus, or Affiliate. Also specifically excluded from voting status are persons who hold the non-faculty titles of Post-Doctoral Research Assistant/Associate/Fellow, Graduate Teaching/Research Assistant/Associate, or any other non-faculty title. Herein after, a voting member shall be referred to as faculty member.

III.2. Jurisdiction

The full faculty shall be the basic legislative body of the Department. The faculty shall be responsible for initiating, discussing, and approving changes to the academic policies within the guidelines established by the State and the Universities and procedures of the Department, and shall be responsible for making recommendations on other departmental matters to the Chair of the Department subject to the Chair's authority.
ARTICLE IV: DEPARTMENT STRUCTURE

IV.1. Department Chair

The Chair of the Department of Civil and Environmental Engineering shall serve as the chief operating and financial officer of the Department.

The Chair shall be appointed by the Dean of the FAMU-FSU College of Engineering with the advice of the faculty of the Department.

The Chair shall serve a term of four years, normally beginning at the start of the academic year (August) of appointment. Reappointment of the Chair for further terms shall be made at the discretion of the Dean of the College of Engineering with the advice of the faculty.

The duties of the Department Chair shall include:

Administrative
1. Scheduling and presiding over faculty meetings, and setting the agenda for such meetings;
2. Assigning committee membership and chairs;
3. Formulating and approving faculty activity assignments in accordance with established guidelines;
4. Preparation of the annual faculty evaluations, with the advice of the Department Promotion and Tenure Committee;
5. Preparation of promotion and tenure documents for eligible faculty;
6. Coordination of the recruitment of new faculty, and hiring of Department staff;
7. Assignment and maintenance of office, conference, and laboratory space in the College of Engineering buildings, and assignment of department equipment;
8. Supervision of office and other support staff, delegation of said supervision, and determination of assigned duties of office and support staff;
9. Assure Department compliance with the safety and environmental regulations of the Universities;
10. Public relations for the Department;
11. Serve on the College of Engineering Executive Council;
12. Appointment of a faculty member to represent the Chair at meetings or other functions in the Chair's absence;
13. Other duties as assigned by the Dean.

**Academic**

14. Responsibility for upholding the academic quality and cohesiveness of the undergraduate and graduate curricula in consultation with the Undergraduate and Graduate Committees;
15. Scheduling of courses and assignment of teaching responsibilities;
16. Coordination of actions for all accreditation or other reviews of the Department's operations;
17. Certification of the academic credentials of all graduates from the Department;
18. Assignment of teaching assistants to the Department's courses.

**Financial**

19. Preparing a Departmental budget request to be submitted to the Dean, and reporting the budget to the faculty during the Fall Term of each academic year;
20. Overseeing all expenditures from the Department Educational & General (E&G) and Expense budgets, all budgets containing Foundation funds donated to the Department, and any budgets containing return on overhead funds allocated to the Department;
21. Recommendation to the Dean of the College of Engineering regarding faculty and staff salaries, raises, merit increases, bonuses, and promotional increases.

**IV.2. Secretary of the Faculty**

The Secretary of the Faculty shall be chosen for a term of one year by a majority vote of the faculty at the faculty meeting in April of each year, to begin service the following August. In the event that there are no volunteer candidates for this position, the Chair shall appoint the Secretary of the Faculty. The Secretary shall have the responsibility for keeping minutes of the faculty meetings, posting a copy of these minutes on the Department's web site, and maintaining a summary of all actions voted on by the faculty.

**IV.3. Department Committees**

The Department shall have six standing committees: Undergraduate Committee, Graduate Committee, and Promotion and Tenure Committee, Laboratory Committee, IT
Committee, Student–Faculty Committee. The department Chair shall appoint the members and the chair of each committee at the beginning of each academic year. *Ad hoc* committees shall be formed by the Chair as deemed necessary, or at the request of at least three tenured faculty members.

**General Committee Framework**

The Undergraduate and Graduate Committees are responsible for planning, maintaining, and reviewing the Department's curriculum content in accordance with the perceived demands of its stakeholders. The Department Chair, the Undergraduate Committee Chair, and the Graduate Committee Chair serve as the *de facto* Curriculum Committee and, in consult with the undergraduate and graduate program coordinators and the general faculty as needed, implement the curricula.

**Undergraduate Committee**

The principal responsibility of the Undergraduate Committee shall be the ongoing review and modification of the undergraduate educational objectives and outcomes, curriculum, and advising procedures as part of the Department's continuous self assessment process. Another responsibility of the Undergraduate Committee is developing procedures for and implementing an undergraduate student performance assessment. The Chair of the Undergraduate Committee shall be appointed by the Department Chair for a one-year term. The Undergraduate Committee shall consist of at least five members of the faculty. All recommendations for changes in the undergraduate curriculum shall be reviewed by this committee.

**Graduate Committee**

The principal responsibility of the Graduate Committee shall be the ongoing review and modification of the graduate curriculum as part of the Department's continuous self assessment process. Another major responsibility of the Graduate Committee is developing procedures for and implementing a graduate student performance assessment. The Chair of the Graduate Committee shall be appointed by the Department Chair, for a one-year term. The Graduate Committee shall consist of at least three members of the graduate faculty. All recommendations for changes in the graduate curriculum shall be reviewed by this committee.
Promotion and Tenure Committee

The Promotion and Tenure committee shall serve two main purposes. First, this committee shall review yearly evidence of performance documents or Faculty Activity Summaries (FAS), prepared by all faculty members and submitted in the Spring semester of every academic year, and make recommendations to the Chair as part of the annual evaluation procedure. For non-tenured faculty, these recommendations shall include comments regarding appropriate progress towards tenure.

Second, this committee shall also perform a review of all folders submitted for either promotion or tenure. The committee shall follow appropriate College of Engineering and University guidelines associated with this process. This committee shall also periodically review the Department's promotion and tenure policies to ensure compliance with College and University regulations and make recommendations to the faculty for changes deemed necessary.

The Promotion and Tenure Committee shall consist of at least three tenured Full Professors from the Department chosen by a plurality vote of the faculty each year. In case of shortage of full professors, the department shall choose by a plurality vote of the faculty an addition of at least one full professor from another engineering program. In the event of a tie vote in the election process, another balloting shall be held between the tied candidates. If the tie is not broken after the second balloting; the tie shall be broken by the casting of lots. The chosen members shall select a Chair, who shall also serve as the representative to the College of Engineering Promotion and Tenure Committee.

Laboratory Committee

The main tasks of the Laboratory Committee shall include the following:

1- Determine the faculty needs of laboratory space and equipment to support the teaching and research activities in the department.

2- Oversees departmental laboratory plans including operational procedures, compliance with the university health and safety rules, maintain laboratory safety manual, prioritize laboratory needs of equipment purchasing/maintenance, and maintain current records of laboratory inventory.
Information Technology Committee

This Committee shall examine the use of new technologies on information technology and make recommendations for the enhancement of department facilities including hardware and software matters used in our curriculum, involve faculty in implementing distance or E-learning in their courses, assess student and faculty desires for system improvement.

Student–Faculty Committee

This committee shall consist of two faculty members and two undergraduate or graduate students. The committee’s responsibility is to work as a liaison between faculty and students in department to communicate information to the Civil and Environmental Engineering students, and to study and recommend solutions to department-wide problems. The committee shall act in the interest of the student body and of the department as a whole, and compile a strategic plan for outreach, promotional and fundraising activities.

Ad Hoc Committees

The Chair shall appoint ad hoc committees, including the Chairs of such committees, as required to conduct the business of the Department. The time limit for the existence of an ad hoc committee shall be determined by the Chair and announced to the faculty at the committee's formation.

IV.4. Department Area Coordinators:

The Department of Civil and Environmental Engineering encompasses five major areas including Structural Engineering, Geotechnical Engineering, Water Resources and Environmental Engineering, Transportation Engineering, and Construction Engineering. Each area is led by an “Area Coordinator,” who shall be appointed by the Chair of the Department. The main responsibilities of the area coordinator are to administer new courses, changes in existing courses, course scheduling, and course assessment in the major area, and to assist the undergraduate and graduate coordinators in the accreditation process.

ARTICLE V: MEETINGS
V.1. Faculty Meetings

Meetings

The faculty of the Department shall meet in regular session once each month during the regular academic year. The dates and times of the meetings shall be established by the Chair in consultation with the course schedule and the faculty. The schedule of the meetings shall be made available to all faculty members at the beginning of each academic term. Attendance of faculty meetings is mandatory.

In an extraordinary circumstance, a faculty meeting may be called by the Chair as deemed necessary, or at the written request of at least three tenured faculty members. At least twenty-four (24) hours notice should be given for any meetings under extraordinary circumstances.

The Chair shall be responsible for the preparation of an agenda for each meeting; this agenda shall be distributed to the faculty prior to the day of the meeting.

The Chair shall preside at all faculty meetings where possible. In the absence of the Chair, the Chair shall designate another faculty member to serve in this position.

The Chair may request to forward academic matters to the pertain committee/committees for further discussion.

Quorum and Voting

At any duly called faculty meeting, one-half (50% or greater) of the total voting membership of the faculty shall be physically present at the meeting to constitute a quorum. A simple majority of the quorum of voting faculty members present at a faculty meeting renders a decision on a motion. A voice vote or secret ballot shall be called for at the discretion of the Department Chair.

Proxies

In the event of a faculty member's absence from a faculty meeting, the faculty member may vote by proxy by notifying the Department Chair by e-mail or written document of his/her voting intention. The Department Chair shall register the proxy vote the same as an in-person vote in any decision rendered. Proxies shall not be used to constitute a quorum at any meeting.
Meeting Agenda and Conduct

The order of business at each faculty meeting shall be:

1. Call to order.
2. Approval of the minutes from the last meeting.
3. Announcements by the Chair.
4. Reports of the standing committees.
5. Reports of Ad Hoc committees.
6. Unfinished business.
8. Announcement of the date and time of the next faculty meeting.

Meetings shall be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided by in these By-Laws.

V.1. Committee Meetings

Meetings

The committees of the Department shall meet in regular session as needed to conduct the Department's business during the regular academic year. The dates and times of the meetings shall be established by the Committee Chair in consultation with the course schedule and the committee members. The schedule of the meetings shall be made available to all committee members and all other faculty members at the beginning of each academic term.

The Committee Chair shall be responsible for (a) the preparation and distribution of an agenda for each meeting; and shall preside at all committee meetings where possible, (b) presenting the recommendations of the committee in faculty meetings or any other meeting the Chair of the department calls for, (c) periodically brief the Chair of the Department of the committee’s activities, (d) submitting a summary of the committee’s activities at the end of each academic year.

Quorum and Voting

At any duly called committee meeting, one-half (50% or greater) of the total voting membership of the committee shall be physically present at the meeting to constitute a quorum. A
simple majority of the quorum of voting faculty members present at a committee meeting renders a decision on a motion. A voice vote or secret ballot shall be called for at the discretion of the Committee Chair.

**Proxies**

In the event of a faculty member's absence from a committee meeting, the faculty member may vote by proxy by notifying the Committee Chair by e-mail or written document of his/her voting intention. The Committee Chair shall register the proxy vote the same as an in-person vote in any decision rendered. Proxies shall not be used to constitute a quorum at any meeting.

Meetings shall be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided by in these By-Laws.

**ARTICLE VI: AMENDMENTS TO THE BY-LAWS**

**VI.1. Procedure**

Any three members of the faculty may propose amendment(s) to these By-Laws. Such action shall be initiated by submitting the proposed amendment(s) to the Department Chair. The Department Chair shall cause such proposed amendment(s) to the By-Laws to be (1) distributed to the faculty via printed media and by e-mail; (2) read at the next faculty meeting immediately following distribution to the faculty; and, (3) voted upon by the faculty at the next meeting following the meeting of the first reading.

**VI.2. Quorum and Voting**

A super-majority of two-thirds (2/3) of the faculty shall be physically present at any faculty meeting at which any amendment(s) to the By-Laws may be considered to constitute a quorum. A super-majority affirmative vote of two-thirds (2/3) of the faculty members present and voting at a faculty meeting at which a quorum is met shall be required for the adoption of proposed By-Law amendment(s).
I. Introduction

The criteria and procedure on promotion and tenure of the FAMU-FSU Civil Engineering Department is subject to the policies of the Board of Regents (FAC 6C-5.133 and FAC 6C-5.225) and the Universities. The official statements of University policy on promotion and tenure criteria may be found in the current respective faculty handbooks. In summary, promotion and tenure are 'based on recognition of demonstrated effectiveness in teaching, service, definite scholarly or creative accomplishments, and recognized standing in the discipline and profession.' The present document provides additional guidance to candidates for criteria of promotion and tenure.

Each faculty member shall have an assignment of duties that provides equitable opportunities in relation to other faculty members in the department so that he/she may meet required criteria for promotion and tenure. These assignments, signed by the faculty member and the department chair, shall be prepared prior to the start of each academic year. Evaluations, based on the written assignments, must be made for each faculty member by the department chair at the end of each academic year.

II. Criteria for Initial Appointment, Promotion, and Tenure

1- The criteria for initial appointment, promotion, and tenure shall be identical for all faculty, independent of the university in which they hold their "primary" appointment.

2- In general, promotion to a given rank shall be justified by the faculty member's increased skills in the performance of duties, increased knowledge in the fields of specialty, and increased recognition of the faculty member as an authority in his or her discipline from the current rank.
3- The criteria for awarding tenure shall be the same as the rank to which the candidate is being considered for promotion or the rank held by the candidate if the candidate is not being considered for promotion. Early promotion without tenure is possible where there is sufficient justification as related to the criteria for that rank (see below).

4- Appointment to the rank of assistant professor shall be based on recognition of anticipated competency in teaching, service, and promise of scholarly contributions or accomplishments. The candidate shall hold the Ph.D. or an equivalent terminal degree. Tenure shall not be awarded to assistant professors.

5- Initial appointment, promotion, or the granting of tenure at the rank of associate professor shall be based on sufficient evidence of demonstrated effectiveness in teaching, adequate service, definite scholarly or creative accomplishments, and the promise of national or international standing in the discipline and profession. The candidate shall hold the Ph.D. or an equivalent terminal degree.

6- Initial appointment, promotion, or the granting of tenure at the rank of professor shall be based on sufficient evidence of significant contributions to teaching, adequate service, and scholarly or creative accomplishments of high quality with recognized national or international standing in the discipline and profession. The candidate shall hold the Ph.D. or an equivalent terminal degree.

III. Evidence

Each candidate will be evaluated on the basis of documents presented as evidence of performance of assigned responsibilities and of attainment of recognized standing in the discipline.

1- Evidence of teaching effectiveness may include, but not limited to, student evaluations, class
2- Visitation by the chair or his designate, course/laboratory development, and teaching awards.

3- Information technology tools to support teaching and learning.

4- Evidence of research and scholarly activities may include, but not limited to, external peer review of research proposals, funded research, documented efforts in seeking funds for research, journal publications and proceedings papers, publications in engineering practice or education oriented journals or magazines, and published computer algorithms.

5- Evidence of service to the department, college, universities, community and the profession may include, but not limited to, letters of assignment/appointment to the duties and evidence of participation or performance of such duties, service awards, and letters of recognition.

6- Evidence of recognized standing in the discipline and profession may include editorship of a journal, named chair, national award, patent, membership in code drafting committees, For each activity (teaching, research and scholarly, service, attainment of recognized standing), evidence presented by the candidate will be rated either sufficient or insufficient to merit promotion or tenure.

IV. Procedure for Promotion and Tenure

1- The department shall have a promotion and tenure committee made up of at least three tenured faculty at the rank of full professor elected by the tenured and tenure earning faculty of the department. The electorate will further elect a chair for the committee from the three committee members. The elections shall take place early in the fall of a given academic year. The term of the committee is one year.

2- The chair of the committee will be responsible for reporting committee actions and will represent the department in the college P&T committee.
3- On receipt from the office of the Dean, the department chair will distribute the timelines for the promotion and tenure process to all faculty and the guidelines for preparation of application binders to all potential candidates for promotion and/or tenure.

4- The candidates will submit the completed binders to the chair of the department P&T committee who will then make the binders available to the chairperson of the department and members of the promotion and tenure committee for review and evaluation.

5- Actions by the department P&T committee: The committee shall first vote by secret ballot to recommend or not to recommend promotion. The committee shall then vote by secret ballot to recommend or not to recommend tenure. The vote for tenure will not be taken for a candidate who is applying for both promotion and tenure but did not receive a positive recommendation for promotion. All negative votes must be accompanied with the reason for such a vote. The reasons will be in the form of *insufficient evidence* in one or more of the areas of activity. The result of the vote(s) will be recorded in the binder and the candidate will be notified in writing by the chair of the P&T committee.

6- Action by tenured faculty: Subsequent to a positive recommendation by the department P&T committee in the cases involving tenure, the chair of the committee will poll all tenured faculty members in the department. All negative votes must be accompanied with the reason(s) for such a vote. The reasons will be in the form of *insufficient evidence* in one or more of the areas of activity. The result of the vote, including the reasons given for any negative votes, will be recorded in the binder and communicated to the candidate in writing by the chair of the P&T committee.

7- Action by the department chairperson: The department chairperson will review the candidate’s binder and submit her/his recommendation to the department P&T committee chair. In the case of a negative recommendation, the chair will provide the reasons in the form of *insufficient evidence* in one or more of the areas of activity. The recommendation, including the reasons given for a negative recommendation, will be
recorded in the binder and communicated to the candidate in writing by the chair of the department.

8- Possible actions by candidate: In case of a negative recommendation for promotion or tenure by the department committee or a negative recommendation for tenure by the tenured faculty, the affected candidate may appeal to the college level by writing a letter to the chair of the college P&T committee. Such a letter should contain a rebuttal to the negative recommendation. In the case of a negative recommendation by the department chair, the candidate may write a letter containing a rebuttal to the recommendation. The candidate will forward the appeal letter and/or the rebuttal to the department P&T chair for inclusion in her/his binder.

9- Final action by the chair of the P&T committee: In the case of a positive recommendation by the department P&T committee and by the tenured faculty or an appeal by the candidate, the binder shall be forwarded to college P&T chairperson by the department P&T chairperson. The candidate has the right to withdraw the binder at any point in the process.

REASONS FOR DENIAL OF CANDIDATES FOR PROMOTION AND/OR TENURE

I. FOR NEGATIVE BALLOT FOR PROMOTION TO ASSOCIATE PROFESSOR
   A. Insufficient evidence of demonstrated effectiveness in teaching (to justify early/to merit) promotion to associate professor.
   B. Insufficient evidence of definite scholarly or creative accomplishments (to justify early/to merit) promotion to associate professor.
   C. Insufficient evidence of recognized standing in the discipline and profession (to justify early/to merit) promotion to associate professor.
   D. Insufficient evidence of service activity
II. FOR NEGATIVE BALLOT FOR TENURE (Associate Professor rank)

A. Insufficient evidence of demonstrated effectiveness in teaching to merit recommendation for tenure.

B. Insufficient evidence of definite scholarly or creative accomplishments to merit recommendation for tenure.

C. Insufficient evidence of recognized standing in the discipline and profession to merit recommendation for tenure.

D. Insufficient evidence of service activity

III. FOR NEGATIVE BALLOTS FOR PROMOTION TO PROFESSOR

A. Insufficient evidence of superior teaching (to justify early/to merit) promotion to professor.

B. Insufficient evidence of scholarly or creative accomplishments of high quality (to justify early/to merit) promotion to professor.

C. Insufficient evidence of recognized standing in the discipline and profession (to justify early/to merit) promotion to professor.

D. Insufficient evidence of service activity

IV. FOR NEGATIVE BALLOT FOR TENURE (Professor rank)

A. Insufficient evidence of superior teaching to merit recommendation for tenure.

B. Insufficient evidence of scholarly or creative accomplishments of high quality to merit recommendation for tenure.

C. Insufficient evidence of recognized standing in the discipline and profession to merit recommendation for tenure.

D. Insufficient evidence of service activity
By-Law Amendments, Department Procedures, and Evaluation Criteria
Department of Civil and Environmental Engineering

1. Departmental Procedures

1.1. Assignment of Faculty Responsibilities

An annual assignment of responsibilities is required by the universities. These written assignments are developed by the Chair in consultation with the individual concerned, and with the approval of the Dean of the College. Normally the assignments consist of teaching, research and service. If a mutual agreement could not be reached on an assignment of responsibility, the Chair shall make the assignment, note in the faculty member’s personnel file that agreement could not be reached, and forward the assignment to the Dean for approval. Evaluation of the faculty member will be made on the basis of these mutually agreed upon assignments.

Changes in the assigned responsibilities may be made if departmental or university needs arise. Such changes will be made only after consultation and will be made a matter of written record for purposes of evaluation.

1.2. Faculty Evaluation

1.2.1. Annual Faculty Evaluation

Each faculty member other than the Chair (who is evaluated by the Dean) will be evaluated annually by the Chair, who will be advised in this matter by the P&T Committee (members of the P&T Committee will give advice on other members but not on themselves). The results of this evaluation are used as the basis for the progress of faculty toward promotion and/or tenure, recommendations of merit pay increase (see 'Merit Pay Increases' below), and recommendations for faculty awards and recognition. This summary is filled out by the Chair and discussed with the faculty member in accordance with university policy. It then is submitted to the Dean and becomes a part of the faculty member’s permanent file.

The evaluations will be conducted in March and April, after the submission deadline for the Faculty Activities Summary (FAS), and will be based upon performance over the prior calendar year (January 1st to December 31st). Research, teaching, and service will be evaluated separately, and their relative contributions to the overall assessment will be weighted in accord with the faculty member's assignment of responsibilities. Teaching will be evaluated as detailed
under 'Teaching Evaluation' below. Research will be evaluated in accord with the current standards in the profession. The most weight will be given to refereed articles in reputable journals (i.e., journals with high ratings within the field of study), active funded research projects and supervision of graduate students. Service will be evaluated in accord with the degree and efficacy of its performance.

1.2.2. Faculty Activities Summary (FAS)

Each faculty member prepares a FAS (a departmental template is provided) by March 1 of each year covering activities in the areas of teaching, research and service undertaken during the preceding calendar year (this calendar year requirement is current university policy and set in the UFF bargaining agreement). The FAS then is submitted to the Chair for use by him/her and the Promotion and Tenure Committee (P&T Committee) in performing the annual evaluation. The P&T Committee as specified in current By-Laws is the Department Promotion and Tenure Committee (P&T Committee) is responsible of the annual faculty evaluation.

1.2.3. Faculty Evaluation File

For each faculty member there is an annual faculty evaluation file containing: Assignments of Responsibilities, Faculty Activities Summary (FAS), Faculty Course Activity Report (FCAR), Annual Faculty Evaluation Summaries, and Annual Letters pertaining to progress toward Promotion and/or Tenure. There may also be additional material, such as student and/or peer evaluations of teaching, book reviews, and unsolicited, signed letters pertaining to teaching, research, or service.

1.3. Faculty Evaluation Criteria

Department criteria shall meet or exceed all relevant College of Engineering and appropriate university requirements.

1.3.1. Teaching Evaluation

All faculty members will have their teaching observed by the department chair or a designee/s selected from the tenured faculty in the department. In accordance with university policy, any faculty member being observed must be given at least two weeks notice of the
upcoming observation and a report of the observation must be submitted to the faculty member within 10 working days of its occurrence.

Performance on teaching will be evaluated annually by the Chair, with the advice of the P&T Committee, based upon reports of such observation, results of student evaluations, and review of Faculty Course Activity Report (FCAR) along with course folders including syllabi and teaching materials, and samples of Student Learning Tasks (SLTs). All faculty members are required to prepare course binders (with appropriate assessment documents) for all courses taught in all semesters, including summer. Professional licensure (P.E.) is important to teach design courses in civil and environmental engineering. Evidence of teaching effectiveness can also include teaching, advising, mentoring awards, acquiring PE license, innovative and improved teaching methods, and developing and teaching new courses.

1.3.2 Teaching Load

The normal teaching load in the Department is two courses per term. Faculty with extensive research productivity will teach three courses per academic year (fall and spring). The associate chair of the department and the chairs of the undergraduate and graduate committees will be granted three courses per year. Faculty with little or no significant research, including limited or no external funding, graduate student supervision or publications, will be given higher teaching responsibilities as determined by the Chair. The Chair, in consultation with a faculty member, may alter this normal assignment in recognition of special circumstances. The teaching loads of non-ranked and/or non-tenure track faculty are to be determined by the Chair on a case-by-case basis.

1.3.3 Research Evaluation

All tenured and tenure-track faculty are required to submit evidence of their scholarly activities and graduate student supervision. Publication is one crucial piece of this evidence and include refereed papers, textbooks, research monographs, conference/symposium/congress proceedings, handbooks, etc., of which the faculty is an author or an editor. Additionally, other scholarly activities include books and paper reviews, technical reports, seminars and lecture presentations, short courses, workshop, invited talk and departmental seminars. Evidence of research grant activities is also required for faculty evaluation. For long-term faculty
development, promotion and tenure, and merit raises, more weights are given to refereed papers in archival journal, federal grants, and supervision of doctoral graduate students.

1.3.4. Service Evaluation

In the area of service, duties for an non-tenured faculty member ideally should be kept to a minimum, but any duties or offices that are undertaken will certainly be given due weight in promotion and tenure considerations. Faculty members at the rank of full professor, must show sustained unselfish contributions to departmental welfare and improvement through leadership and initiative in service to the Department, College, universities, and profession. Collegiality is expected of all faculty members and will be considered in promotion and tenure decisions.

1.4. Annual Letters Pertaining to Progress Toward Promotion and/or Tenure

Each April and May, the Chair, in consultation with the P&T Committee, writes letters (which are to be included with the annual evaluation summary) apprising all faculty below the rank of full professor of their progress toward promotion and/or tenure. In the case of the third year of service of non-tenured tenure-track assistant professors, a particularly thorough review is conducted (see appendix below).

1.5. Supplemental Summer Appointments

The Chair shall be responsible for making supplemental summer appointments. In accordance with university policy, during February or March, s/he will request each member of the Department to state in writing whether s/he is interested in receiving a supplemental summer appointment to teach courses recommended by the Department. Insofar as financial resources allow, the Chair will endeavor to ensure that as many resident faculty as possible teach summer courses, subject to the following ordered proviso: priority will be given to assistant professors without external funding or other summer support, faculty who requested supplemental summer assignments in previous years but did not receive one in any of those years (the greater that number of years, the higher the priority), and faculty who do not have other research or funding sources for the summer.
1.6. **Academic Policies**

With respect to such matters as grading practices, posting and keeping of office hours, and the University Honor Code, etc., the Department follows those procedures as stated in the faculty handbooks and as required by the College of Engineering.

1.7. **Faculty Senators**

The Department will participate in the election of faculty senate candidates through the College of Engineering procedure.

1.8. **Hiring**

The Chair is responsible to request from the Dean permission to fill vacant faculty lines and to initiate new faculty lines. S/he will solicit the views of all the ranked faculty of the Department and take due account of these views in making requests to the Dean. The Dean will authorize the Department to hire on any open lines. The Chair will appoint a faculty search committee who will make recommendations of candidates to interview. The candidates are to be evaluated according to the following procedure. The decision about who to interview is made by the majority of the search committee in consultation with the Department Chair. The Department Chair then will recommend to the Dean the faculty members to hire, based upon the recommendation of the search committee. In the case of a new incoming faculty member who wishes to be appointed with tenure, the decision about whether to recommend that the university make the appointment and grant tenure are made by majority vote of all tenured associate and full professors (associate professors vote even in the case of the appointment of a full professor). Non-tenured ranked faculty, however, shall be given the opportunity to express their views at Department meetings at which such candidates are discussed.

1.9. **Graduate Admissions**

The graduate committee provides rankings of the graduate student applicants to the Chair. S/he then is responsible for compiling an overall ranking of the applicants and making offers of funding and admission in accord with this ranking, taking into account the budgetary limitations.
1.10. Procedures for TA selection

All doctoral students in the Department are required to perform significant TA duties at least one time during their studies. It is recommended that second year or higher students be assigned to this duty. Assignments will be made by the Chair based upon recommendations from the graduate committee and the availability of funds.

2.0. Merit Raise Criteria

In order to evaluate merit raises for the Department, information from all faculty members' performance is to be assessed. The quantitative assessment of merit will be made by the following.

1) For each faculty member, a score of 1 to 5 (with 5 being the highest score) will be made for each category of teaching, research, and service as appropriate to the assignment of duties (Table 1).

2) In the case of research assignments, the score will be based upon three year averages on the number of peer reviewed publications, graduate students supervised, and research funding. Departmental averages will be computed for publications, graduate student supervision, and research funding. Merit should indicate a high degree of excellence, above and beyond the department average. Scores from 1 to 5 will be made based upon comparison to departmental averages and expectations.

3) Scores for teaching will be based upon student evaluations, the Chair's evaluation, and/or peer evaluation. Scores will be assigned by the evaluation committee in consultation with the Chair.

4) Scores for service will be made by the Chair, the faculty evaluation committee, and, where appropriate, consultation with committee chairs. The Chair's discretion for such activities as meritorious service will be included in assigning the score.

5) Each score for service, teaching, and research will be multiplied by the percentage of each activity on the assignment of duties. The composite scores will be computed and the faculty ranked accordingly. Merit raises will be allocated according to this ranking. Only faculty exceeding the Department average for the composite score will be considered for merit raises.
6) Regarding salary compression, only faculty members who fall within the ranking (above average as stated in 5 above) qualify for salary compression considerations. Faculty members who have a salary significantly below the Department mean for that ranking will be considered for additional raises.

Table 1: Annual Faculty Evaluation Summaries and Evaluation Worksheet for Merit Raise Criteria

<table>
<thead>
<tr>
<th>Faculty member’s name</th>
<th>S.S. #</th>
<th>Evaluation period</th>
<th>Date</th>
</tr>
</thead>
</table>

**EVALUATION WORKSHEET**

<table>
<thead>
<tr>
<th>Assigned activity</th>
<th>% FTE effort assigned</th>
<th>Performance evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>Teaching</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Research</td>
<td>40</td>
<td>30</td>
</tr>
<tr>
<td>Advising</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Service</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

**SUS scale used:** E = Excellent (5), VG = Very Good (4), G = Good (3), F = Fair (2), P = Poor (1).

**Comments by the Chairman:**

Signature of the Chairman: ___________________________ Date ____________

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