PREAMBLE

The FAMU-FSU College of Engineering is a joint school between Florida A&M University and Florida State University. The College is operated under the academic procedures and the management responsibilities in the Memorandum of Agreement (or Joint Management Agreement) signed by the universities on May 19, 2005.

The By-laws of the FAMU-FSU College of Engineering is based on the Joint Management Agreement and the faculty handbook of each university.

I. COLLEGE LEGISLATIVE PROCESS

I.1 Membership

1. Voting members of the College of Engineering shall include those persons who hold the rank of Professor, Associate Professor, Assistant Professor, or full time instructor in one of the departments or other administrative units of the College.

2. Part time faculty below the Assistant Professor level, temporary faculty, post doctoral fellows, research associates, and instructional personnel working for graduate degrees at FSU or FAMU shall be non-voting members of the College.

3. Non-voting members may not serve on College-wide committees except as noted hereinafter.

I.2. Jurisdiction

1. The full faculty shall be the basic legislative body of the College.

2. Subject to the Constitutions of the Universities and the regulations of the Board of Trustees and Florida State Board of Education Governors, it shall determine the various degrees to be granted, shall establish requirements for those degrees, and shall establish admissions and grading policies. It may act on any academic matter of concern to the College.
3. The full faculty may resolve any issue of general interest to the Universities or College and make recommendations to the appropriate officer or body.

I.3 Meetings

1. Faculty meetings shall be held at the call of the Dean on his/her own initiative or on the written request of six faculty members from at least two departments.

2. The Dean of the College shall be the presiding officer. In the absence of the Dean, a person designated by him/her shall preside.

3. At any meeting for which at least one week notice has been given, one-third of the voting members of the faculty shall constitute a quorum; at any meeting called on less than one week notice, a majority of the voting members of the faculty shall constitute a quorum.

4. Order of Business:

(1) Minutes
(2) Special Orders
(3) Reports of Standing Committees
(4) Reports of Special Committees
(5) Unfinished Business
(6) New Business
(7) Announcements

5. All meetings shall be conducted in accordance with Robert's Rules of Order, latest Rev., except as otherwise provided in those By-Laws.

6. Minutes shall be kept by a Secretary of the College who shall be appointed by the Dean. The minutes shall be distributed to all members of the College faculty.

II. COUNCILS

II.1 Engineering Executive Council

1. Purpose

The council functions in an advisory capacity to the Dean of Engineering, advising the Dean relative to all aspects of the College. It shall formulate and propose to the full faculty College-wide academic policy, and it shall serve as a nominating committee to provide candidates for elective faculty senate and university committees at both
FAMU and FSU, and for other elective College Committees unless otherwise provided for in these By-laws. In consultation with the Dean, the council shall establish the agenda for general meetings of the College and shall function as liaison between faculty and College administration.

2. Membership

The council shall be chaired by the Dean, and shall also include the Associate Deans, Assistant to the Dean, Department Chairs and others designated by the Dean. The record keeper for the Council shall be the Assistant to the Dean.

3. Functions

Meetings of the council shall be scheduled at the request of the Dean. Minutes of each meeting are required and shall be distributed to each Council member.

II.2 Council on Student Affairs and Curriculum (CSAC)

1. Purpose

The Council shall review, develop, implement and monitor all policies and procedures related to undergraduate student academic affairs at the College of Engineering. It shall also approve new undergraduate curricula and monitor the effectiveness of existing undergraduate curricula in accomplishing the objectives of the College.

2. Members

The CSAC shall be chaired by the Associate Dean for Student Affairs and Curriculum, and shall include representatives appointed by each department chair, and others who are needed for resolution of specific issues.

3. Functions

Meetings of the Council shall be scheduled at the request of the Associate Dean for Students Affairs and Curriculum. Minutes of each meeting are required and shall be distributed to each member.

III. COMMITTEES

1. Purpose

The College of Engineering shall function with the assistance of a number of standing committees
2. Members

Appointment to all committees shall be made each academic year by the Dean in consultation with the Executive Council.

3. Functions

It is the responsibility of the Committee Chair to conduct regular meetings, keep minutes and when necessary prepare a report to be presented to the faculty at the College Faculty Meeting. Dean or Associate Deans may be invited to participate in the committee meeting.

4. Agenda and Other Descriptions

Agenda and other special functions for each committee are outlined for each committee.

III.1 Information and Technology Committee

1. Study the impact of new technologies on computation and information technology and make recommendations for enhancement of College facilities.

2. Involve faculty in implementing distance and online learning in their courses.

3. Promote use of electronic search and communication technologies and inform students, staff and faculty about the information technology resources available.

4. Assess student and faculty needs for system improvement.

III.2 P&T Committee

1. Membership of the College P&T Committee consists of one senior, tenured faculty member from each department and one FAMU and one FSU at large member elected during the fall semester.

2. The College P&T Committee conducts the promotion and tenure review according to the Criteria for Evaluation of Faculty for Promotion and Tenure adopted by the general faculty in October 1995. This document is appended at the end of by-laws.

3. The procedures for Promotion and Tenure in the FAMU-FSU College of Engineering were established in November 1996. This document is appended at the end of by-laws.

4. Make recommendations on promotion and tenure matters to the Dean.

5. Elect one FAMU representative and one FSU representative from the P&T members to serve at the university P&T committees.
6. Conduct informational workshop for the faculty regarding the process of Promotion and Tenure.

III.3 Graduate Committee

1. Review, develop, implement and monitor all policies and procedures related to graduate student academic affairs
2. Approve new graduate curricula and monitor the effectiveness of existing graduate curricula.
3. Coordinate tuition waivers with the Associate Dean.
4. Study ways to increase enrollment for Ph.D. degree, costs involved, and needed actions.
5. Conduct a workshop for senior undergraduates to recruit them to graduate study.
6. Coordinate seminars across departmental lines.
7. Coordinate publicity for seminars within the college, university and community.
8. Integrate Industry Day keynote talks as department seminar.

III.4 Ombudsman Committee

1. The Ombudsman Committee consists of three faculty members and two students appointed by the Dean in consultation with the Executive Council.
2. Conduct hearings and make recommendations to the Dean on situations and cases requested by the Dean.
3. Hold hearings and gather evidence in cases involving academic conduct and grievances according to approved College and University procedural guidelines.
4. Formulate a position and make recommendations to the Dean on the appropriate disposition of the cases.

III.5 College Relations Committee

1. The college relation committee will be chaired by Associate Dean for College Relations.
2. Strengthen linkage of the college of engineering with K-12 education, compile strategic plan for outreach activities.
3. Organize a cadre of mentors and ambassadors or volunteers from College students, staff and faculty to interact with high school students and teachers as part of the outreach process.
4. Organize visits to high schools, and high school visits to the college and Challenger Learning Center.

III.6 Scholarship Committee

1. The Scholarship Committee will be chaired by Associate Dean for Student Affairs and Curriculum.
2. Manage accounting, application process, award and distribution of scholarship funds.
3. Establish relations with university financial aid offices to coordinate scholarship process.

IV. REPRESENTATIVES TO THE FACULTY SENATE

IV.1 Engineering Representation in the Faculty Senate

The Allocation of Engineering representation in the Faculty Senate shall be as follows:

1. Faculty members of the College shall have the responsibility of electing senators to the university Faculty Senates.
2. The voting members of the College Faculty shall elect the senators by mail ballot.

V. REVISIONS AND AMENDMENTS

One quarter of the voting members of the faculty from at least three departments, or the Engineering Executive Council may propose revised By-Laws or an amendment to the By-Laws, such proposals to be circulated at least a month in advance before the faculty voting. The revision or amendment becomes part of the by-laws when it is adopted by the majority of the voting faculty members.

VI. CONSISTENCY

All policies, procedures and rules of the College of Engineering shall be consistent with provisions of the Memorandum of Agreement signed on May 19, 2005 by FAMU and FSU, Board of Governors, Faculty Handbooks, and other legal agreements that take precedence.