

BY-LAWS OF THE FAMU-FSU COLLEGE OF ENGINEERING

(1986 By-laws, as revised 2005)

Revision September 2010

Revision February 2019

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). The most recent version of the Joint Management Agreement was signed on July 2nd 2018¹. The by-laws of the FAMU-FSU College of Engineering originate with the Joint Management Agreement and the faculty handbook of each university. The by-laws should undergo a review every five years.

ARTICLE I: COLLEGE LEGISLATIVE PROCESS

A. Membership of the College Faculty

1. Voting members of the College of Engineering shall be all those persons who are considered full-time faculty, whether tenure-track or non-tenure track, in the College of Engineering, appointed at FAMU or FSU. Voting members shall be referred to as College Faculty in these by-laws.
2. Part time faculty, adjunct faculty, temporary faculty, visiting faculty, post-doctoral fellows, research associates, and instructional personnel working toward graduate degrees at FAMU or FSU shall be non-voting members of the college.
3. Non-voting members may not serve on college-wide committees except as noted hereinafter.

B. Jurisdiction of the College Faculty

1. The College Faculty shall be the basic legislative body of the college. The College Faculty delegates jurisdiction to standing committees in matters pertaining to the committee's purview.
2. Subject to the constitutions of the universities and the regulations of the Boards of Trustees and the State University System of Florida Board of Governors, the College Faculty 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 College Faculty may resolve any issue of general interest to the universities or college and make recommendations to the appropriate officer or body.

¹ Updates to the Joint Management Agreement supersede these by-laws.

ARTICLE II: FACULTY MEETINGS

A. General Faculty Meetings

General faculty meetings shall be called by the dean at least once per semester. The format will typically be an update on the college progress with opportunity for discussion. A record of the presentation given at a general faculty meeting will be made available afterwards to the faculty.

B. Special Faculty Meetings

1. Special faculty meetings shall be held at the call of the dean on his/her own initiative or on the written request of six members of the College Faculty representing at least two departments.
2. Normal Order of Business for a special faculty meeting (elements (c), (d) and (g) may be omitted as appropriate):
 - (a) Minutes
 - (b) Special Orders
 - (c) Reports of Standing Committees
 - (d) Reports of Special Committees
 - (e) Unfinished Business
 - (f) New Business
 - (g) Announcements
3. Special faculty meetings shall be conducted in accordance with Robert's Rules of Order, latest Rev., except as otherwise provided in these by-laws.
4. Minutes of special faculty meetings shall be kept by Secretary of the College who shall be appointed by the dean. The minutes shall be distributed to all members of the College Faculty.

C. Conduct of Meetings

The dean of the college shall be the presiding officer at all faculty meetings. In the absence of the dean, a person designated by him/her shall preside.

D. Quorum

At any meeting for which at least one week's notice has been given, one-third of the College Faculty shall constitute a quorum; at any meeting called on less than one week's notice, a majority of the College Faculty shall constitute a quorum.

E. Electronic Voting

The College Faculty may vote on all matters by electronic means, in such cases reasonable security for anonymity and integrity of the vote must be ensured. If more than six College Faculty members representing at least two departments object to electronic voting, they may request a meeting for a conventional vote. However, if a

meeting held between one and three weeks from the request fails to secure a quorum, then electronic voting will be permitted.

ARTICLE III: ENGINEERING EXECUTIVE COUNCIL

A. Purpose

The Engineering Executive Council functions in an advisory capacity to the dean, advising the dean on all aspects of the college. It shall formulate and recommend college-wide academic policy and procedure. Promotion and Tenure Policy changes must be approved by the College Faculty. Based on the council's recommendation and the dean's approval, other policies and procedures will take effect after a one-month review period by the faculty. However, a petition by at least six College Faculty members representing at least two departments can bring any specific policy for voting at a special faculty meeting.

The council serves 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 faculty meetings of the college and shall function as liaison between faculty and college administration.

B. Membership

The council shall be chaired by the dean, and shall also include the associate deans, assistant dean(s) (ex-officio), department chairs and other ex-officio members designated by the Dean. The record keeper for the council shall be the Executive Assistant to the Dean.

C. Functions

Meetings of the council shall be scheduled at the request of the dean. Typically, such meetings will be held every two weeks. Minutes of each meeting are required and shall be distributed to each council member.

ARTICLE IV: STANDING COMMITTEES

A. General

The College of Engineering shall function with the assistance of a number of standing committees. Two of these committees, the College Curriculum Committee and the Promotion and Tenure Committee, are prescribed in the by-laws as they specifically deal with faculty and academic governance.

Other college committees may be established by the dean or associate deans with the approval of the Engineering Executive Council, but to permit flexibility these are not specifically referred to in these by-laws. These committees may include members other than from the College Faculty, such as staff of the college.

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

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 a

college faculty meeting. The dean or associate deans may be invited to participate in any committee meeting.

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

B. College Curriculum Committee

1. Purpose

The committee will be responsible for reviewing, evaluating, and recommending action on course and curriculum proposals submitted by departments in the College of Engineering. The committee shall:

- Approve new curricula, curricula changes, and degree requirements;
- Review and recommend for approval new course requests, course change requests, and course terminations;
- Recommend the creation, revision, and termination of degree programs; and
- Review, create, and recommend college-wide academic policies and procedures.

2. Membership

The committee shall be chaired by the Associate Dean for Student Services and Undergraduate Affairs (SSUA) and shall include a voting faculty representative from each department, appointed in accordance with the department by-laws, or appointed by the department chair if the department by-laws are without direction, and others who are needed for resolution of specific issues. The department may send a substitute voting member if needed. Each department may cast one vote; other members will be non-voting. The Associate Dean for Research and Graduate Studies may serve on the committee as a non-voting member, to provide leadership on academic matters at the graduate level. Administrative support from SSUA will be provided to arrange meetings, gather items for meeting agenda, prepare minutes, and submit forms and requests to the universities on behalf of the committee.

3. Functions

Meetings shall be scheduled at the request of the Associate Dean for Student Services and Undergraduate Affairs. Minutes of each meeting are required and shall be distributed to each member.

C. Promotion and Tenure (P&T) Committee

The composition and function of this committee are described in the college's promotion and tenure policy and criteria.

ARTICLE V. REPRESENTATIVES TO THE FACULTY SENATE

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

- (1) The College Faculty shall have the responsibility of electing senators to the University Faculty Senates.
- (2) The College Faculty shall elect the senators by electronic ballot.

(3) The faculty members receiving the most votes will be elected.

ARTICLE VI. DEPARTMENTS

Departments may develop their own by-laws provided they are consistent with these by-laws, college and university policies and procedures, the Joint Management Council Agreement, and the applicable components of the faculty handbooks of the two universities.

The members of the College Faculty who are affiliated with each department serve as the voting faculty for that department, although other members of a department may be given limited voting rights by the department's by-laws.

ARTICLE VII. REVISIONS AND AMENDMENTS

One quarter of the College 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 are 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 a majority of the College Faculty. Voting shall be done by electronic means, and reasonable security for anonymity and integrity of the vote must be ensured.

ARTICLE VIII. CONSISTENCY

All policies, procedures and rules of the College of Engineering shall be consistent with provisions of the Memorandum of Agreement signed on July 2nd 2018 by FAMU and FSU and any updates, State University System of Florida Board of Governors Regulations and Guidelines, University Faculty Handbooks, and other legal agreements that take precedence.