

ORGANIZATIONAL OUTLINE AND BYLAWS
OF THE
INDUSTRIAL ENGINEERING DEPARTMENT

ARTICLE I. PURPOSE

The purpose of these Bylaws is to establish the organization, operation and governance of the Industrial Engineering (IE) department within the J.B. Speed School of Engineering (Speed School) of the University of Louisville.

ARTICLE II. MISSION

The mission of the Department of Industrial Engineering is to provide outstanding industrial engineering educational opportunities for regional, national, and international students, while maintaining our societal commitment to the creation and dissemination of new knowledge through the integration of research, scholarship, and practice.

ARTICLE III. FACULTY MEMBERSHIP

A. Voting Faculty

All faculty whose primary academic appointment is in the IE department, and are eligible to vote within the Speed School, are eligible to vote within the IE department.

B. Responsibilities

1. Jurisdiction

Except as otherwise provided by The Redbook, the Speed School Bylaws, and the Speed School Personnel Policy and Procedures (PPP) documents, the IE Faculty shall have general legislative powers over its own affairs including, but not limited to, admissions requirements, curricula, program offering, teaching, personnel policy and procedures, and organizational structure.

2. Committees

The Faculty may establish as many committees as it deems necessary. Only voting members of the IE faculty shall be eligible to represent the IE department on any University, School, or Administrative Committees. This does not prohibit voting privileges for student, staff, or other members of committees, as per the charge of those committees.

ARTICLE IV. DEPARTMENT CHAIR

The Department Chair shall be the administrative head and academic leader of the Department. Responsibilities, duties, and actions of the Chair shall be in keeping with the decisions, policies, and regulations adopted by the Board of Trustees, the Office of the President, the Faculty of the Speed School, and the IE Faculty. The duties of the Department Chair are outlined in Appendix I.

Department Chairs will be selected in accordance with The Redbook Sec. 3.3.5.

ARTICLE V. FACULTY MEETINGS

A. Time of Meetings

The Department Chair calls and schedules faculty meetings as needed, including at the request of the Dean. There shall be at least two Faculty Meetings in each academic year. A special Faculty Meeting must be called as soon as practicable upon petition to the Chair by at least 30 percent of the department's Voting Faculty.

B. Presiding Officer

The Department Chair, or that person's designee, shall chair all meetings.

C. Agenda

The agenda for all Faculty Meetings shall be compiled and ordered by the Department Chair. Any Voting Faculty member may add additional items to the agenda with the endorsement of at least three IE Voting Faculty members (not including the faculty member initiating the item). The chair shall distribute the agenda to all faculty members at least one day in advance of the meeting.

D. Minutes

The Chair shall provide sufficient resources to prepare, distribute, and preserve meeting minutes. Minutes shall be distributed with the agenda for the next meeting to all department faculty members and be made readily accessible to faculty via a Speed School SharePoint site or other similar means. Approved minutes shall be archived in accordance with University guidelines.

E. Faculty Meeting Parliamentarian

The Chair, or the presiding meeting officer, shall appoint a Parliamentarian prior to each faculty meeting. The principal duty of the Parliamentarian is to advise the presiding officer of the Faculty Meeting, upon request, on matters of rules of order and of the Speed School Bylaws.

F. Quorum

Fifty percent of the entire department Voting Faculty shall constitute a quorum.

G. Participation

All members of the Voting Faculty, as defined in Article III, may participate in debate.

ARTICLE VI. DEPARTMENT DEGREE PROGRAMS

The Industrial Engineering Department provides Bachelor of Science, Master of Engineering, Master of Engineering in Engineering Management, Master of Science, and Doctoral degrees. A faculty recommendation to establish or eliminate an IE Department degree program requires a favorable vote of two thirds of the entire Voting Faculty.

ARTICLE VII. COMMITTEES OF THE FACULTY

The IE Department faculty may form committees to serve as the representative of the faculty body for all matters involving rules and policies regarding academic programs and governance, or as the advisory bodies for other areas of responsibility within the Speed School as deemed necessary by the Faculty.

A. Standing Committees

The Standing Committees are established by the IE faculty to assist with administration and other duties as required and to fulfill the requirements of The Redbook and the Speed School.

The Standing Committees are:

- Department Faculty Affairs Committee (DFAC)
- IE Undergraduate Education Committee
- IE Graduate Education Committee

The Charge, Composition, Selection, and Terms of the Standing Committees are detailed in Appendices II, III, and IV. Each committee is responsible for annually reviewing its charge and proposing changes to the charge, as needed. The changes are enacted through amendment of the Bylaws. Unless required by The Redbook, the Speed School Bylaws, or the Speed School PPP document, the Faculty may establish or dissolve any Standing Committee, or enact changes to their structure or operation, by amendment of these Bylaws.

B. Ad Hoc Committees

The Department Chair may create ad hoc committees as necessary to effectively run the department. The Department Chair may set the number of committee members, appoint faculty to serve, and appoint the committee chair. The IE department faculty may restructure or dissolve an Ad Hoc committee by a majority vote of all Voting Faculty.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

In all cases not specified by these Bylaws, the Speed School Faculty and Committee meetings shall be governed by the rules contained in the current edition of Robert's Rules of Order.

ARTICLE IX. PROCEDURE FOR AMENDMENTS

Proposals to amend these Bylaws may originate from the Dean, Chair, or any IE Department voting faculty member with the endorsement of at least three additional IE Voting Faculty. A proposed amendment will be placed on the agenda of the next Faculty Meeting for debate. A copy of the proposed amendment, and a copy of the Article or Section to be amended shall be distributed to each faculty member at least one week prior to the Faculty Meeting. Approval of an amendment shall be made by a favorable vote of two thirds of the entire Voting Faculty.

ARTICLE X. VOTING PROCEDURES

Unless otherwise stated, a majority vote is necessary to adopt a motion or to elect to office. A majority vote is defined as "more than half" of the votes cast by persons entitled to vote, excluding blanks or abstentions.

Per the current edition of Robert's Rules of Order, the voting procedures may take several forms. If the faculty do not specifically identify a voting procedure, the Chair will select the voting procedure.

Per Robert's Rules of Order, ballots are treated as secret unless stated otherwise.

Online or electronic balloting is an acceptable method of voting. All Voting Faculty may participate in online or electronic ballots and do not have to be on campus to participate. The Chair will make reasonable efforts to inform the faculty body on the voting method selected and the timetable for completing the vote.

At the discretion of the Chair, motions can be brought to the faculty body between formal meetings for time-critical business. These online or electronic motions are introduced, discussed online on an electronic webpage provided by the Chair for a prescribed period of time, followed by online or electronic balloting. However, faculty members have the right to object to any motion introduced outside of a formal faculty meeting that lacks a quorum. Therefore, the motion shall be ruled as out of order if at least two Voting Faculty members, prior to the start of voting, state their objection to the chair. The debate of the motion will then be resumed at the next faculty meeting.

APPENDIX I

The duties of the Department Chair shall include:

Administrative

1. Schedule and preside over faculty meetings, and set the agenda for such meetings;
2. Assign committee membership and, if appropriate, chairs;
3. Formulate and approve faculty activity assignments in accordance with established guidelines;
4. Approve faculty annual workplans and prepare the annual faculty and staff evaluations;
5. Nominate qualified faculty for promotion and tenure; working with faculty and DFAC in preparation of necessary documents;
6. Coordinate the recruitment of new faculty, and the hiring of Department staff;
7. Oversees the recruitment of new GTAs, GRAs and Graduate Fellows, and the hiring of student assistants;
8. Assign and maintain offices, conference rooms, and laboratory space in the Department;
9. Supervise office and other support staff, and determine assigned duties of office and support staff;
10. Assure Department compliance with the safety and environmental regulations of the University;
11. Perform other duties as assigned by the Dean.

Academic

12. Uphold the academic quality and cohesiveness of the undergraduate and graduate curricula in consultation with the curriculum committees;
13. Schedule courses and assign teaching responsibilities;
14. Coordinate actions for all accreditation or other reviews of the Department's operations;
15. Certify the academic credentials of all graduates from the Department;
16. Assign teaching assistants for the Department's courses.

Financial

17. Oversee all expenditures from the Department budgets, all budgets containing Foundation funds donated to the Department, and any budgets containing return on indirect cost funds allocated to the Department;
18. Recommend to the Dean of Engineering faculty and staff salaries, raises, merit increases, bonuses, and promotional increases;
19. Present budget overview to all faculty at least once a semester.

APPENDIX II

Charge and Composition of the **Department Faculty Affairs Committee (DFAC)**

The Department Faculty Affairs Committee (DFAC) is a Standing Committee established to fulfill the requirements of the Speed School Personnel Policies and Procedures (PPP) document, Section 2.3.

- A. Charge - The Department Faculty Affairs Committee (DFAC) shall serve as the representative of departmental faculty body on all matters pertaining to promotion, tenure, and career reviews. The committee shall, when appropriate, make recommendations to the Dean and the faculty. Specific procedures for the reporting of faculty promotion, tenure, and periodic career review recommendations shall follow those as described in the Speed School PPP document.
- B. Composition – In tenure review cases, the DFAC will consist of all voting faculty in the department who have tenure. In promotion review cases, the DFAC will consist of all voting faculty in the department of higher rank than the individual under consideration. In periodic career reviews, the DFAC will consist of voting faculty in the department with the same and higher rank as the individual under consideration (excluding the individual under review). For dispute resolution regarding annual reviews and workplans, the DFAC will be composed of all voting faculty in the department of equal or higher rank than the faculty member under consideration (excluding the faculty member of concern). The department chair will not be a DFAC committee member.

Committee members who are the subject of a review or other committee action shall recuse themselves from the committee discussion of the case. The department chair will provide a suitably qualified substitute to provide representation only for that case.

The DFAC committee chair shall be a DFAC committee member appointed by the Department Chair and serve at the Department Chair's discretion.

When a faculty member holds a position on the DFAC and the Speed School Faculty Affairs Committee (FAC), the conventions of shared governance are such that individual faculty members should vote on personnel decisions only once. A member of the FAC shall vote in the DFAC consideration of a candidate. In the FAC's vote tally, the FAC member's recorded vote shall be consistent with the DFAC recommendation.

APPENDIX III

Charge, Composition, Selection, and Terms of the IE Department **Undergraduate Education Committee**

The IE Department Undergraduate Education Committee is established by the IE Faculty to represent the Faculty in serving as an advisory body to the Faculty and Speed School.

- A. Charge - The committee shall serve on all matters pertaining to the following:
1. proposing to establish or eliminate academic undergraduate degree and certificate programs;
 2. approving and monitoring undergraduate course and curriculum matters as well as degree/credential requirements;
 3. coordinating technological resources, programs, policies, and facilities that impact undergraduate education;
 4. approving and monitoring matters pertaining to and enforcing co-op requirements;
 5. acting in an advisory capacity on matters concerning the engineering library collection;
 6. coordinating with the IE Graduate Education Committee, Speed School Undergraduate Education Committee, and Speed School Graduate Education Committee on curriculum issues when needed;
 7. and coordinating and supporting ABET accreditation activities.
- B. Composition - The committee will be composed of at least three faculty members and the Department Chair. One faculty committee member will serve as the IE representative for the Speed School Undergraduate Education Committee and another will serve as the ABET department coordinator. The Department Chair will serve as an ex-officio member.
- The committee will select their own chair of this committee.
- C. Selection –The IE Undergraduate Education Committee members shall be selected by the IE Department Chair. The IE department faculty may modify the committee faculty representatives by a majority vote of all voting faculty.
- D. Terms – Departmental faculty representatives will have a term limit of 3 years and are eligible for reappointment.

APPENDIX IV

Charge, Composition, Selection and Terms of the IE Department **Graduate Education Committee**

The IE Department Graduate Education Committee is established by the IE Faculty to represent the Faculty in serving as an advisory body to the Faculty and Speed School.

- E. Charge - The committee shall serve on all matters pertaining to the following:
1. approving and monitoring graduate admission policies and requirements;
 2. proposing to establish or eliminate academic graduate degree and certificate programs;
 3. approving and monitoring graduate course and curriculum matters as well as degree/credential requirements;
 4. establishing academic standards and other regulations and rules affecting graduate students;
 5. coordinating technological resources, programs, policies, and facilities that impact graduate education;
 6. proposing minimum guidelines for graduate education;
 7. establishing academic standards and other regulations and rules affecting graduate students;
 8. proposing criteria for election to the Graduate Faculty;
 9. acting in an advisory capacity on matters concerning the engineering library collection;
 10. coordinating with the IE Undergraduate Education Committee, Speed School Undergraduate Education Committee, and Speed School Graduate Education Committee on curriculum issues when needed;
 11. coordinating and supporting ABET accreditation activities.
- F. Composition - The committee will be composed of at least three faculty members and the Department Chair. One faculty committee member will serve as the IE representative for the Speed School Graduate Education Committee. The Department Chair will serve as an ex-officio member.
- The committee will select their own chair of this committee.
- G. Selection –The IE Graduate Education Committee members shall be selected by the IE Department Chair. The IE department faculty may modify the committee faculty representatives by a majority vote of all voting faculty.
- H. Terms - Departmental faculty representatives will have a term limit of 3 years and are eligible for reappointment.