

Bylaws of the Department of Bioengineering

ARTICLE I. PURPOSE

The purpose of these Bylaws is to establish the organization and governance of the Department of Bioengineering (referred to herein as Department) in the J. B. Speed School of Engineering (referred to herein as School) of the University of Louisville.

These Bylaws are designed to adhere to and be consistent with policies found in The Redbook, the School Bylaws and Personnel, Policies and Procedures (PPP), and any other University governing documents. In all cases not specified by these Bylaws, the Department Faculty and Committee meetings shall be governed by a set of agreed-upon rules, such as the current edition of Robert's Rules of Order.

As a formal policy of the School and in accordance with the University Code of Conduct and The Redbook (Sec. 2.5.8 Ethical Considerations), Department personnel are required to follow all the listed policies, as well as report any lack of compliance per the procedures outlined in the Code of Conduct.

ARTICLE II. FACULTY MEMBERSHIP AND VOTING

The faculty of the Department shall consist of all persons whose primary academic appointment is within that department.

Any faculty member of the Department who has primary appointment in the Department and is a Voting Faculty Member of the School (see II.B.) shall be a Voting Member of the Department.

The Voting Faculty shall collectively be its governing body and may develop and modify these Departmental Bylaws as appropriate for transacting the business of the Department.

Faculty who have joint academic appointments, with a secondary appointment in the Department, are not permitted to vote unless they have approval by a majority of the Voting Faculty. This voting privilege does not extend to voting at the School level (see II.C).

A. Departmental Responsibilities

1. Jurisdiction

Except as otherwise provided by The Redbook and School Bylaws, the Faculty of the Department shall have general legislative powers over its own affairs including, but not limited to, admissions requirements, curricula, instruction, examination, personnel policy and procedures, organizational structure, and recommendations through the President to the Board of Trustees for the granting of degrees.

As stated in Section I.C of the Minimum Guidelines for Faculty Personnel Reviews (Appendix to Chapter 4, The Redbook), the faculty of the Department shall

develop a mission statement. The Dean has the final approval of the Departmental mission statement. The Departmental mission statement is attached as Appendix I.

2. Committees

The Faculty may establish as many Departmental standing and *ad hoc* committees as it deems necessary. (see School Bylaws II.C.2)

Committees are established by the Departmental faculty to assist with duties required and to fulfill the mission and objectives of the Department. These committees will update and provide reports, recommendations, advice and proposed motions to the faculty.

The Departmental Standing Committees are:

- Department Faculty Affairs Committee (DFAC)
- Assessment Committee (ABET, SACS)
- Outcomes Committee (ABET)
- Continuous Improvement Committee (ABET)

The Charge, Composition, Selection, and Terms of these Standing Committees are detailed in the Appendices, except for the DFAC which is prescribed as detailed in the Speed School Bylaws. The Faculty may establish or dissolve any Standing Committee, or enact changes to their structure or operation, by amendment of these Bylaws as described in Article IX.

B. Speed School Voting Faculty (from Article II, Speed Bylaws 2021)

All persons holding a full-time faculty position in the School with a primary academic appointment (greater than 50 percent) with a contract duration of at least two years, or whose previous and current annual contracts run for a period of two years consecutively, shall be voting members of the School.

C. Speed School Non-voting Faculty (from Article II, Speed Bylaws 2021)

All School faculty who do not meet the criteria for Voting Faculty (II.B), including faculty with part-time or temporary appointments, shall be non-voting members of the School. In addition, faculty with joint appointments whose primary academic appointment is in another unit, shall be non-voting members of the School.

ARTICLE III. OFFICE OF THE CHAIR

The Chair shall be the administrative head and academic leader of the Department. Specific

responsibilities and duties are specified in the detailed job description that is attached as Appendix II.

The Chair shall be selected in accordance with The Redbook Sec. 3.3.5.

The Chair shall be reviewed annually by the Dean with input from appropriate senior administrators and faculty in accordance with The Redbook Sec. 3.3.5.D.1.

After every five years of service, the performance and effectiveness of the chair shall be reviewed on a cumulative basis by a broad-based committee established with the concurrence of the departmental faculty in accordance with The Redbook Sec. 3.3.5.D.2.

There are no term limits to the Chair appointment.

The Office of the Chair includes all staff and faculty who are involved in the administration of the Department. The Chair is permitted wide discretion in the preferred organization, following consultation with and advice from the faculty.

The Chair has the discretion to appoint Associate or Assistant Chairs to assist in the administration of the Department, and who can substitute for the Chair in case the Chair is unavailable.

ARTICLE IV. FACULTY MEETINGS

A. Time of Meetings

The Chair may at any time call a Faculty Meeting. There shall be at least one Faculty Meeting in each academic term. Upon petition to the Chair by at least three members of the Voting Faculty, a special Faculty Meeting must be called as soon as practicable by the Chair.

B. Presiding Officer

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

C. Agendas and Meeting Minutes

The agenda for all Faculty Meetings shall be compiled and prepared by the Chair or a person assigned to it. The agenda shall include all items originating from the Chair and the faculty members. The Chair shall distribute the agenda, along with draft minutes from the previous faculty meeting, to the faculty members by the beginning of the meeting.

The Chair shall provide a staff member to act as Faculty Secretary to take notes on the topics discussed, wording of motions, and vote tallies, as well as collect all handouts, slides and reports presented at the meeting. The Faculty Secretary reviews the notes and edits them into draft minutes. The draft minutes are reviewed and approved at the next faculty meeting.

Agendas and approved minutes (with any attached handouts, slides, reports, etc. from the meeting) shall be stored by the Faculty Secretary in a secure archive.

D. Faculty Meeting Parliamentarian

The Department Chair or designee shall serve as the Department Parliamentarian. The Parliamentarian's principal duty is to advise the presiding officer of the Department Faculty meeting, upon request, on matters of rules of order, on Departmental and School Bylaws, and on the Redbook.

E. Quorum

A majority of the entire Department voting Faculty shall constitute a quorum. Faculty members may participate remotely and count towards the quorum as long as they are able to regularly verify that they are in attendance (such as *via* quorum calls).

F. Participation

All voting and non-voting faculty members as defined in Article II may participate in debate. Staff attending may be invited to speak on a debated motion and are welcome to speak on any other topics outside of debate on a motion.

ARTICLE VII. DEPARTMENTAL STAFF

The Departmental Staff is encouraged to participate in providing advice to the Department Chair and Faculty. Staff are encouraged to attend and offer relevant advice at Departmental Faculty meetings. Staff are welcome to report on any updates from the Speed School Staff Council.

ARTICLE VIII. STUDENTS

Students may be requested to provide feedback to the Department Chair and Faculty.

ARTICLE IX. PROCEDURE FOR AMENDMENTS

Proposals to amend these Bylaws (including attachments to these Bylaws) may originate from the Chair, Standing Committee, or *ad hoc* committee specifically charged with proposing amendments to the Bylaws. Any Voting Faculty member may also propose an amendment to the Bylaws, if endorsed by at least two-thirds of the Department's 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 requires a favorable vote of two thirds of those voting but not less than a majority of the entire Department Voting Faculty. A mail or electronic ballot (secret, unless specified otherwise) may be utilized if approved by a majority of the faculty in attendance. Amendments receiving a favorable vote will be forwarded through the Chair, to the Dean for approval.

ARTICLE X. VOTING PROCEDURES

Online or electronic balloting is an acceptable method of voting both for live teleconferenced meetings and for voting used in place of mail ballots. All Voting Faculty may vote by online or electronic ballots and do not have to be on campus to participate.

Even when not specifically required, faculty may request and be granted a secret vote, when supported by at least three Voting Faculty members.

Approvals:

Faculty Approval:	14/14 votes Sep. 21, 2021
Chair Approval:	Sep. 22, 2021
Dean Approval:	Oct. 4, 2021

Appendix I
Departmental Mission Statement

The mission of the Department of Bioengineering is to provide students with an excellent education through coursework, research and co-operative work experience to enable successful, innovative, and life-long careers in bioengineering. Graduates of the program will have a mastery of underlying bioengineering sciences and related technologies, as well as professional, ethical, and societal responsibilities.

APPENDIX II

Responsibilities and Duties of the Chair of the Department of Bioengineering

The Chair of the Department of Bioengineering shall be the administrative head and academic leader of the Department and as such shall be responsible directly to the Dean of the J.B. Speed School of Engineering.

A. Responsibilities of the Chair shall include:

1. Enforcing the decisions, policies, and regulations adopted by the Board of Trustees, the Office of the President, the Office of the University Provost, and the Faculty of the School.
2. Efficiently and effectively managing the Department and its educational programs.
3. Preparing the goals, objectives and long-range plans of the Department.
4. Periodically evaluating the Department's achievements to determine the extent to which the Department's goals and objectives have been realized.
5. Ensuring that all academic programs attain or continue to maintain appropriate accreditation standards and supervising the preparation for accreditation visits.
6. Keeping the Dean and the Department's Faculty fully informed concerning the educational and financial condition of the Department and the adequacy and physical condition of the Department's facilities and of the Department's compliance with the accreditation standards of the Accreditation Board for Engineering and Technology.
7. Recommending to the Dean the appointment, tenure, promotion, retention, sabbatical leave, annual salary increase and retirement actions of any faculty members and administrative officers of the Department.
8. Representing the Faculty of the Department to the University Administration.
9. Coordinating the development activities of the Department in cooperation with the Dean and the Vice President for Development and Alumni.
10. Maintaining liaison with the Alumni, government agencies and the industrial and professional communities.

B. Duties of the Chair shall include:

1. Organizing and managing the Office of the Chair.
2. Working with the Dean to integrate the plans of the Department with those of the School.
3. Encouraging improved teaching, research, and service performance of the Department

Faculty.

4. Participating in research and teaching activities

The Chair may delegate the aforementioned duties to appropriate administrators.

Appendix III
Assessment Committee

The Assessment Committee is a Standing Committee that is established for 1) developing metrics to assess whether BE ABET learning objectives are being met, and 2) for acquiring and communicating BE data for each BE ABET performance metric correlated with BE ABET outcome(s).

- A. Charge - The Committee shall evaluate BE course and BE learning objectives and correlate these with BE ABET objectives. Specific functions/responsibilities of the BE Assessment Committee are to:
- Develop, define, and review BE performance metrics for BE learning objective(s) correlated with BE ABET outcome(s) annually
 - Acquire and compile data corresponding to these learning objectives and performance metrics annually
 - Share BE performance metrics and BE assessment data with the BE ABET Outcomes and Continuous Improvement Committees annually (minimum 2 weeks prior to annual BE ABET retreat)
 - Present BE learning objectives, BE performance metrics, and BE assessment data at the annual BE ABET retreat for BE faculty to evaluate and discuss

Unless otherwise specified, the BE Assessment Committee will make reports and recommendations to the BE Departmental Faculty for further consideration.

- B. Composition – The BE Assessment Committee shall be composed of a minimum number of three BE Department Faculty.
- C. Selection – Members of the BE Assessment Committee may be elected by BE faculty or appointed by the BE Department Chair.
- Members are eligible at an Assistant Professor (tenure-track or non-tenure track) or higher rank
 - Members of the Assessment Committee will elect two Committee co-chairs
- D. Terms - The term of office for committee members shall be 3 years and shall be renewable. Terms will start on January 1st, will end on December 31st, and will be staggered 3-year terms. If a faculty member resigns before the end of their term, selection of a new member shall be as set forth in paragraph C.

Appendix IV
Outcomes Committee

The Outcomes Committee is a Standing Committee that is established for the purpose of selecting ABET educational outcomes.

D. Charge - The Committee shall establish metrics for assessing achievement of ABET Outcomes. Specific functions/responsibilities of the committee are

- Establish metrics to assess each ABET Outcome
- Communicate metrics to Department Faculty
- Review and update metrics as appropriate

Unless otherwise specified, the Committee will make reports and recommendations to the Departmental Faculty for further consideration.

The Committee could be authorized to make decisions that do not require review by the Department Faculty—perhaps in the case of adopting outcomes measures that have previously been approved by a school-wide committee.

E. Composition – The committee shall be composed of a minimum number of three Department Faculty.

F. Selection – Members of the Committee may be elected by faculty or appointed by the Department Chair.

- Members are eligible at an Assistant Professor (tenure-track or non-tenure track) or higher rank.
- Members of the Committee will elect a Committee chair.

G. Terms - The term of office for committee members shall be [3] years and shall be renewable. Terms shall begin January 1st and shall be staggered. If a faculty member resigns before the end of his/her term, selection of a new member shall be as set forth in paragraph C.

Appendix V
Continuous Improvement Committee

The Continuous Improvement Committee is a Standing Committee that is established for the purpose of identifying and implementing processes to monitor changes in Bioengineering programs and courses intended to A) continuously improve the Bioengineering programs, B) enhance the effectiveness of courses or programs to meet ABET educational outcomes or other ABET requirements. Changes may be based on the assessment of program educational objectives and student outcomes, feedback received from students and/or the Department's External Advisory Board, as well as feedback provided by ABET evaluators.

- H. Charge - The Committee shall track course and program improvements related to ABET outcomes. Specific functions/responsibilities of the committee are
- Establish and implement a process for tracking course and program improvements and correlating these to established ABET Outcomes
 - Review a summary of course and program improvements with Department Faculty and as warranted at the annual External Advisory Board Meeting
 - Retain an annually updated record of course and program improvements
- Unless otherwise specified, the Committee will make reports and recommendations to the Departmental Faculty for further consideration.
- I. Composition – The committee shall be composed of a minimum number of three Department Faculty.
- J. Selection – Members of the Committee may be elected by faculty or appointed by the Department Chair.
- Members are eligible at an Assistant Professor (tenure-track or non-tenure track) or higher rank.
 - Members of the Committee will elect a Committee chair.
- K. Terms - The term of office for committee members shall be [3] years, with renewable terms. Terms shall begin January 1st and shall be staggered. If a faculty member resigns before the end of his/her term, selection of a new member shall be as set forth in paragraph C.