

ORGANIZATIONAL OUTLINE AND BYLAWS
OF THE
CIVIL AND ENVIRONMENTAL ENGINEERING DEPARTMENT

ARTICLE I. PURPOSE

The purpose of these Bylaws is to establish the organization, operation and governance of the Civil and Environmental Engineering (CEE) 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 Civil and Environmental Engineering is to serve the university, the Commonwealth of Kentucky, and the engineering profession by providing high quality educational programs to all students; engaging in research and scholarship that will extend knowledge; and assisting the economic development of the regional, state, and national economies through technology transfer.

ARTICLE III. FACULTY MEMBERSHIP

A. Voting Faculty

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

B. Responsibilities

1. Jurisdiction

Except as otherwise provided by The Redbook, the Speed School Bylaws, and the Speed School PPP documents, the CEE Faculty shall have general legislative powers over its own affairs including, but not limited to, admissions requirements, curricula, instruction, examination, 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 CEE faculty shall be eligible to represent the CEE 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 CEE Faculty.

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 Meeting 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 departments Voting Faculty.

B. Presiding Officer

The Department Chair, or that person's designee shall normally 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 Voting Faculty members. 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 achieved 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 Civil and Environmental Engineering Department provides Bachelor's of Science, Masters of Engineering, Masters of Science, and Doctoral degrees. A faculty recommendation to establish or eliminate a CEE Department degree program requires a favorable vote of two thirds of the entire Voting Faculty.

The CEE Department supports Geotechnical, Structural, Transportation, and Water Resources focus areas.

ARTICLE VII. COMMITTEES OF THE FACULTY

The CEE 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 CEE 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)
- Curriculum Committee

The Charge, Composition, Selection, and Terms of the Standing Committees are detailed in the Appendices. 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 Personnel Policies and Procedures 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 CEE 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 CEE 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 CEE Department voting faculty member. 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

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 & Procedures Documents, 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 Personnel Policies & Procedures 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 II

Charge, Composition, Selection and Terms of the **Curriculum Committee**

The Curriculum Committee established by the CEE 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. approving and monitoring graduate and undergraduate admission policies and requirements;
 2. recommendations to establish or eliminate academic graduate and undergraduate degree and certificate programs;
 3. approving and monitoring graduate and undergraduate course and curriculum matters as well as degree/credential requirements;
 4. establishing academic standards and other regulations and rules affecting graduate and undergraduate students;
 5. coordinating technological resources, programs, policies, and facilities that impact undergraduate and graduate education;
 6. approving and monitoring matters pertaining to and enforcing co-op requirements;
 7. propose minimum guidelines for graduate education;
 8. academic standards and other regulations and rules affecting graduate students;
 9. proposing criteria for election to the Graduate Faculty;
 10. acting in an advisory capacity on matters concerning the engineering library collection;
 11. coordinating with the Graduate Education Committee and Undergraduate Education Committee on curriculum issues when needed.
 12. and coordinate and support ABET accreditation activities.
- B. Composition - The committee will be composed of three faculty members and the Chair. One faculty committee member will serve as the CEE representative for the Speed School Undergraduate Education Committee, one will serve as the CEE representative for the Speed School Graduate Education Committee, and one will serve as the ABET department coordinator. The Department Chair will serve as an ex-officio member.
- The curriculum committee will select their own chair.
- C. Selection –The CEE curriculum committee members shall be selected by the CEE Department Chair. The CEE department faculty may modify the committee faculty representatives by a majority vote of all voting faculty.
- D. Terms - There are no term limits for departmental faculty representatives.

APPENDIX III

The duties of the Department Chair shall include:

Administrative

1. Schedule and preside over faculty meetings, and setting the agenda for such meetings;
2. Assign committee membership and 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. Assign and maintain offices, conference rooms, and laboratory space in the Department;
8. Supervise office and other support staff, and determine assigned duties of office and support staff;
9. Assure Department compliance with the safety and environmental regulations of the Universities;
10. Perform other duties as assigned by the Dean.

Academic

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

Financial

16. 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;
17. Recommend to the Dean of Engineering faculty and staff salaries, raises, merit increases, bonuses, and promotional increases.