

The Cleveland State University

By-Laws of the Faculty

of

*Fenn College of Engineering
(Last Revised May 10, 2005)*

These By-Laws are applicable within the authorization established by the By-Laws of the Board of Trustees and of the Faculty Organization of Cleveland State University.

PREAMBLE

The Faculty of the Fenn College of Engineering, recognizing its responsibility to participate in establishing college educational interests and policy and implementing educational courses and programs of study, sets forth in these By-Laws guidelines to help in discharging these responsibilities.

ARTICLE I

Name

Section 1

This organization shall be known as the Faculty of Fenn College of Engineering of Cleveland State University.

ARTICLE II

Objectives

Section 2

This faculty shall coordinate the educational policies of its College with those of other colleges of the University for the general welfare of the institution as a whole.

ARTICLE III

Membership

Section 1

The membership of the Fenn College of Engineering shall consist of: The President of the University (ex-officio); the Academic Vice President (ex-officio); the Provost (ex-officio); the Dean, Associate Dean(s), and Assistant Dean(s) of the College, all persons assigned to the College who hold full-time academic appointments with the faculty rank of Professor, Associate Professor, Assistant Professor, and Instructor, Research Professor, Associate Research Professor and Assistant Research Professor, and Emeriti Faculty, and such other persons designated by the Faculty of the College.

Only members of the College, excluding the ex-officio members, shall be entitled to vote.

ARTICLE IV

Meetings

Section 1

There shall be at least one regular meeting of the Fenn College of Engineering Faculty during each of the Fall and Spring Semesters. The meetings shall be called by the Dean or, in his absence, by his designated representative.

Section 2

Special meetings of the College Faculty may be held on call of the Dean of the Fenn College of Engineering or, in his absence, by his designated representative or on request of the College Faculty. The request of the College Faculty shall be by petition signed by members of the College Faculty in a number equal at least to twenty (20) percent of the total voting membership of the College Faculty. The Dean (or his designated -representative) shall have a reasonable time to call and hold such special meeting requests by the College Faculty, but in no event shall such time exceed 10 days after receipt of the faculty petition. The agenda shall be limited to the item(s) for which the meeting is called.

Section 3

A majority of the voting membership of the Fenn College of Engineering shall constitute a quorum for the transaction of business.

Section 4

All meetings shall be called by written notice to members of the Faculty, not less than 7 days prior to the time set for the meeting.

Section 5

An agenda shall be distributed to each faculty member at least 5 days before the Faculty meeting to which the agenda pertains.

Section 6

In the absence of special provision in these By-Laws, or in the Constitution of the Faculty Organization of the University, meetings shall be governed by the most recently revised edition of **Robert's Rules of Order**.

Section 7

The order of business at meetings of the College Faculty shall be:

- A. Call to order
- B. Approval or modification of the agenda for the meeting
- C. Reading and approval of Minutes of preceding meeting
- D. Announcements
- E. Reports from the departments, divisions, schools, bureaus, and institutes
- F. Reports of Standing Committees
- G. Reports of Ad Hoc Committees
- H. Unfinished legislative business
- I. New legislative business
- J. Comments by the Dean, or his designated representative of the College
- K. Forensic business
- L. Adjournment

Section 8

All faculty, professional employees, and students of the Fenn College of Engineering may attend meetings of the College Faculty except during Executive Sessions, at which time, only members of the Faculty shall attend. An Executive Session may be declared: (1) by the Dean, or his designated representative, by noting on the Agenda that the College Faculty meeting will be an Executive Session, or (2) by majority vote of the Faculty present motion to conduct the rest of the meeting as an Executive Session. Such a motion shall take precedence over any motion then on the floor.

Section 9

Anyone not a member of the Fenn College of Engineering faculty may, at the discretion of the Chairman, be granted the privilege of speaking to the Faculty.

ARTICLE V

Officers

Section 1

The Dean of the Fenn College of Engineering is the Chairman of the Faculty of the College of Engineering, and he, or his designated representative, shall preside at meetings of the College Faculty.

Section 2

A Secretary shall be elected annually by the Faculty from among its members. This election shall be by ballot at the first meeting of the Spring Semester. The Secretary-elect shall assume office on September 1st following his election. Any vacancy in this office shall be filled by the Nominating Committee (Art. VIII, Section 7).

The Secretary shall: keep accurate lists of the members of this faculty; prepare, in consultation with the Dean, the agenda for meetings of the Faculty; notify members of meetings; keep complete minutes of each meeting, provide each member with a copy thereof within ten (10) days following the meeting; and maintain a complete file of the minutes of the meetings of this faculty and the written reports submitted at such meetings; and shall file one copy of the minutes of each meeting with the University Archivist.

ARTICLE VI

Powers

Section 1

Fenn College of Engineering Faculty action shall be taken on issues of educational policy and on amendments to these By-Laws.

Section 2

When a report or recommendation is initially presented to this Faculty, it may be adopted, rejected, or referred to an appropriate administrative unit or committee for further consideration. Matters so referred by the Faculty shall in all cases be reported back to it.

When a matter has been resubmitted to the College Faculty, the Faculty will take such action as it deems appropriate.

Section 3

This faculty shall have the following general powers:

- A. To adopt, alter, or abolish requirements for admission to the College.
- B. To adopt, alter, or abolish courses, curricula, and College graduation requirements.
- C. To adopt or alter grading regulations and criteria for College honors.
- D. To recommend to appropriate University officials and/or committees the creation and abolition of schools, bureaus, divisions, institutes and departments within the College.
- E. To recommend to appropriate University officials and/or committees the adoption and abolition of academic degrees administered by the Fenn College of Engineering.
- F. To recommend to the University Faculty Council candidates for degrees from the Fenn College of Engineering.
- G. To recommend to the University Curriculum Committee and the Faculty Council any changes in the University subject matter requirements for graduation.
- H. To provide for the transaction of the business of the College as provided by the established precedents of the College.

Section 4

All issues other than amendments to these By-Laws shall be decided by a majority of those present and voting. Voting shall be by voice or show of hands, except that a secret ballot may be taken by approval of a majority of those present and voting.

ARTICLE VII

Departments, Divisions, Schools, Bureaus, and Institutes

Section 1

Departments, Divisions, Schools, Bureaus, and Institutes shall be the administrative units through which the college pursues its goals: program development and maintenance, instruction and instructional improvement, student advising, and interrelating with the University and its colleges, departments, divisions, schools, institutes, and with the Greater Cleveland Community.

Section 2

Departments, Divisions, Schools, Bureaus, and Institutes are the administrative units responsible for the professional development and professional services of faculty members assigned to them, in keeping with personnel policies.

These administrative units shall make policies and procedures concerning their own operation and inter-unit cooperation, and implement policies of the College and University.

Section 3

The administrative units have authority to:

- A. Establish curriculum requirements leading to the academic degrees.
- B. Establish standards of academic performance for all courses offered by the administrative units.
- C. Establish the administrative units' requirements for its students.
- D. Recommend to the University Financial Aid Committee, awards, recipients for the administrative unit scholarships and awards.
- E. To do any and all things necessary to transact its business as provided by the established precedents of the College.

ARTICLE VIII

Committees

Section 1

The Dean's Administrative Council shall consist of the Dean of the Fenn College of Engineering, the Associate Dean(s) and Assistant Dean(s) of the Fenn College of Engineering and the chairmen/directors for the various departments, divisions, schools, bureaus or institutes of the Fenn College of Engineering. The Dean, or his designated representative, shall preside at all meetings of the Council.

The Council shall study those matters relating to the educational philosophy and policy of the Fenn College of Engineering and shall make recommendations regarding them as appropriate to this Faculty, or to a committee of this Faculty.

The Council shall act as an on-going advisory body to the Dean on matters affecting the internal operation of the Fenn College of Engineering.

Section 2

The following committees shall be standing committees of the Fenn College of Engineering:

- A. College Nominating Committee
- B. Undergraduate Affairs Committee
- C. Graduate Affairs Committee
- D. Faculty Affairs Committee
- E. Faculty Committee on Academic Standards
- F. Peer Review Committee (PRC) for Promotion and Tenure
(This committee shall constitute the College **Peer Review** Committee for promotion and tenure shall be determined only when said committee is constituted as a PRC in compliance **with the Agreement between Cleveland State University and American Association of University Professors, CSU Chapter**)
- G. Undergraduate Petitions Committee
- H. Engineering Computing Committee

Section 3

The Chairman of each Standing Committee shall submit an annual written report to the Faculty. These reports shall be submitted no later than May 31.

Section 4

The terms of office of all standing committees shall be for a term of two years for all faculty members and for a term of one year for all student members. Each term shall be begin on September 1 and shall end on August 31. No appointed or elected member shall serve on the given standing committee for more than two consecutive terms. Provisions shall be made for staggering the terms of membership so that continuity is provided. In staggering membership terms, the original appointment or election for less than a full term shall count as one term of the two-term consecutive limit.

Some Standing Committees have, in their description, stipulations which conflict with the above. When there is conflict, the stipulation in the description of the individual Standing

Committees shall take precedence.

Section 5

All committees, other than the Faculty Steering Committee, may appoint subcommittees or special committees from its own membership to assist with the performance of its responsibilities and duties.

Section 6

The College Nominating Committee, early in the Fall Semester, shall request the Joint Engineering Council of the Fenn College of Engineering to recommend student voting members to standing committees and ad hoc committees of the Fenn College of Engineering authorized to have student members, and it shall appoint students to appropriate committees there from. For all standing committees except the Graduate Affairs Committee such undergraduate students shall have earned 45 credit hours and shall have a GPA of at least 2.50 for all credit hours earned. Students appointed to the Graduate Affairs Committee shall be classified as Regular Graduate Students, have earned 12 graduate credit hours, and have a GPA of at least 3.00 for all graduate credit hours earned.

Section 7

College Nominating Committee - The College Nominating Committee shall consist of one member appointed or elected by the faculty of each Department and/or Division of the Fenn College of Engineering.

This Committee shall nominate at least two candidates for all elective positions on the various standing committees of the Faculty. Additional nominations may also be made by the Faculty at the time of any election.

This Committee, in consultation with the Dean, shall appoint all non-elected members of the Standing Committees of the Faculty except as otherwise provided in the By-Laws. Also, in consultation with the Dean, it shall appoint members to Ad Hoc Committees of the Faculty and College.

Lists of nominees for standing committees shall be published and distributed to the Faculty at least ten (10) days prior to an election. This Committee shall keep an accurate list of all Standing Committee members and their terms of office.

Section 8

Undergraduate Affairs Committee - The Undergraduate Affairs Committee shall consist of the Faculty representatives of this College to the University Curriculum Committee and the University Admissions and Standards Committee, both of whom shall serve as ex-officio (non-voting) members, a Faculty member elected from each undergraduate teaching unit, a representative from the Office of the Dean of Engineering (ex-officio), and two students enrolled full-time in this College. The representative from the Office of the Dean shall not serve as the chairperson of the committee.

The functions of the Committee are:

- A. To make recommendations to this Faculty concerning the establishment, alteration, and abolition of: 1) all courses and curricula offered by the

- undergraduate College; (2) all degrees and certificates conferred under the authority of the undergraduate College; and (3) Departments, Divisions, Schools, Bureaus, and Institutes of the undergraduate College.
- B. To conduct such investigations and appoint such committees as are reasonably necessary to carry out its responsibilities under these By-Laws.
 - C. To appoint a subcommittee of three members to serve as the Cooperative Education Committee for the Faculty. This subcommittee shall be responsible for studying the University defined Cooperative Education Programs of the Fenn College of Engineering and shall present to the Undergraduate Affairs Committee recommendations for the development and improvement of such programs.
 - D. To make recommendations on behalf of the College to the Admissions and Standards Committee of the University Faculty Council for changes in the academic regulations of the University.
 - E. To make an annual review of the admissions policies of the College for all programs and recommend changes or continuance of such policies.

Section 9

Graduate Affairs Committee - The Graduate Affairs Committee shall consist of a faculty member elected from each department offering graduate degrees, a representative from the Office of the Dean of Engineering, and two graduate students. The representative from the Office of the Dean shall not serve as the Chairperson of the Committee.

The functions of the Committee are:

- A. To make recommendations to this faculty concerning the establishment and abolition of:
 - 1. All graduate courses and curricula offered by the College.
 - 2. All graduate degrees and certificates offered by the College.
 - 3. All Departments, Divisions, Schools, Bureaus, and Institutes of the College offering graduate programs.
- B. To be the Graduate Program Committee of the College's Doctor of Engineering Program.
- C. To conduct such investigations and appoint such committees as are reasonably necessary to carry out its responsibilities under these By-Laws.
- D. To make recommendations on behalf of the College to the University Graduate Council for changes in the graduate academic regulations of the University.
- E. To make an annual review of the admission and graduation policies of each of the graduate programs offered by the College and recommend changes or continuance of such policies.

Section 10

Faculty Affairs Committee - The Faculty Affairs Committee shall consist of a faculty member elected from each department.

The functions of the Committee are:

- A. To review and evaluate tenure and promotion regulations and make recommendations for modifying them, when appropriate.
- B. To study and evaluate all personnel policies relating to the faculty and to make recommendations for modifying them when appropriate. Illustrative areas are promotion, leaves, outside work for pay, military service, academic freedom, insurance and other fringe benefits, parking, teacher rating scales, and retirement.
- C. To serve as a body for the on-going evaluation of these By-Laws and make recommendations when appropriate to this Faculty for modifying them. This Committee shall receive by reference all proposed amendments to the By-Laws. It shall publish the By-Laws, keep them up-to-date, and republish them at appropriate intervals, as may be deemed necessary. It shall advise the Dean and Faculty on the functions of the committees established under these By-Laws.
- D. To study, evaluate, and recommend teaching loads and committee service policies.
- E. To study, evaluate, and recommend faculty merit guidelines.
- F. To review any grievance or concern presented by a faculty member and make recommendations to proper University personnel.
- G. Suggest and provide ways and means for effective communication in both directions between engineering administrators and individual members of the faculty.

The following procedural steps are mandated in order to conduct students evaluations:

- 1. The department chair and faculty member select a student for each class to conduct the evaluation.
- 2. The department will prepare evaluation packages and the department chair ensures that the student selected receives the packages prior to conducting the evaluation.
- 3. Student must conduct the evaluation in a manner set forth in the current institutional instructions, e.g., both the student and the faculty member must sign the sealed envelopes containing finished surveys.
- 4. The office of the Dean of Engineering will provide a lock box so that students conducting evaluations for late night classes can drop off evaluations immediately after they have been conducted.

Section 11

Peer Review Committee for Promotion and Tenure - This Committee shall constitute the College-wide Peer Review Committee (PRC) for Promotion and Tenure through which questions of promotion and tenure shall be determined in compliance with the Agreement between Cleveland State University and American Association of University Professors CSU Chapter. The PRC shall consist of one tenured faculty member from each department, division, school, bureau, or institution (which shall hereafter be referred to as unit) of the College. A majority of the committee must hold the rank of Full Professor, and the Committee shall elect its own Chair. Full-time members of the bargaining unit in each academic department shall elect two nominees for that department's representative to the PRC. These nominees must be members of the bargaining unit and tenured faculty members of that department. The department's representative to the PRC will then be elected from these two nominees by members of the engineering college bargaining unit either by mail ballot or at a College meeting.

The nominee with a simple majority of those voting will become the department's PRC representative. If a department does not have two tenured faculty members eligible to serve on the PRC, it shall nominate only one tenured faculty member. If a department has no tenured faculty members eligible to serve on the PRC it shall nominate two untenured faculty members.

Each faculty member shall serve on said committee for a period of two years, except that, at the inception of said committee, the members of the first four units alphabetically ordered shall serve for a period of two years and the remaining three unit members shall serve for a period of one year. During the inception of said committee, the first term of service on said committee shall be determined to end retroactively on February 28. Thereafter, each two-year term of service shall begin on March 1, and end on February 28 (or February 29 in the case of a leap year) of the appropriate year.

Faculty members up for promotion and/or tenure shall not be eligible to serve during the year of their action for promotion and/or tenure.

FUNCTION

The function of the College-wide Peer Review Committee for Promotion and Tenure shall be to review faculty promotions and tenures within the Fenn College of Engineering and make recommendations to the Head of the appropriate unit in compliance with the Article Subsection 12.11 of the Agreement Between Cleveland State University and American Association of University Professors CSU Chapter (Effective May 18, 1995 through October 1, 1997).

A. TEACHING: To this heading faculty shall be reviewed for their teaching ability in the following respects:

Classroom teaching in programs leading to academic degrees; teaching in continuing education and professional programs; directing undergraduate or graduate courses or projects including thesis and dissertations that carry academic credit; working with students outside the classroom on course materials, and counseling students on course selection, career choices and related matters of student concern; serving as a member of a committee advising a student on a thesis, dissertation, or honors paper; developing a course, sequence of courses, curriculum changes, or new and effective techniques of instruction for academic programs, university-related continuing education programs, and educational programs of professional organizations; publications or the presentation of papers or seminars on teaching.

B. RESEARCH: Experimental and Theoretical Research which:

Creates or validates ideas and theories, either descriptive or normative; expands, analyzes or creatively synthesizes ideas and theories; innovates applying knowledge within the professional field.

C. PUBLICATIONS:

Publications in referred journals; publications in non-referred journals; monographs; books; pamphlets, unpublished papers; papers delivered at colloquia, symposiums, academic meetings, or meetings of professional groups.

D. SERVICE:

Making a distinguished contribution as a chairperson, administrator, or facilitator for any academic group organized at faculty, division, school, college, or university levels appointed or elected; serving as a leader or member of task forces or committees providing service to any academic group; contributing to student welfare through service on student -faculty committees and as advisor to student organizations; serving as an officer of an academic or professional association appointed or elected; serving as a speaker or presenter at non-university meetings in areas of professional competence; serving as an organizer of workshops, panels or meetings in areas of professional competence; serving as a leader or member of a task force or committee providing service to local, state, regional, national or international communities, serving as a consultant to public or private organizations.

The above criteria are meant to be suggested areas of evaluation and are not meant to be all inclusive.

Section 12

Undergraduate Petitions Committee - The Undergraduate Petitions Committee shall consist of a representative from the Dean's Office appointed by the Dean who shall chair this committee and two elected faculty members.

The Dean's Office may solicit and appoint members to serve over the summer semester if necessary. The two elected faculty members shall serve on said committee for a period of two academic years.

The duties and responsibilities of this committee shall be:

- A. To review and act on all petitions for exception to the College baccalaureate requirements.
- B. To review and act on all petitions for readmission to the College.
- C. To review and act on all petitions for exception to the academic regulations of the University where authority to act has been delegated to the College by the appropriate University body.
- D. To review and act on grade disputes. This committee shall have the right and duty to examine and review the facts of grade disputes, observing procedural due process, and to make a recommendation on each grade dispute to the University Admissions and Standards Committee.

The following procedural steps are mandated for the Petitions Committee pertaining to disputes with regard to items A through D:

1. A student who feels he has received an improper final decision may request the Petitions Committee to reconsider their action.
2. If the Petitions Committee declines to change its decision, then the student may request the Undergraduate Affairs Committee of the College to review the committee's action.
3. The decision of the Undergraduate Affairs Committee shall be final.

The following procedural steps are mandated for the Petitions Committee pertaining to grade disputes:

1. A student who feels he/she has received an improper final grade in a course may request the instructor to reconsider his/her action.
2. If the instructor declines to change the grade, the student may request a meeting with the instructor's department chairman and/or other administrator of similar responsibility. Ordinarily, the conference on the grade will involve the faculty member, his superior, and the student. Initial action in the form of a notice of the intention to appeal must be taken prior to the end of the next semester after the disputed grade is given.

In all procedures of this nature, the burden of proof falls on the student to demonstrate that an error has been made or that non-uniform standards have been applied.

3. If an agreement cannot be reached, a further step will be to refer the dispute to the Petitions Committee concerning grade disputes. After investigation, the Committee shall recommend one of the following to the Admissions and Standards Committee of the University Faculty Council.
 - (a) The disputed grade should stand.
 - (b) The student should be withdrawn from the course and a grade of "W" recorded.
 - (c) The disputed grade should be replaced with a different letter grade such as A, B, C, D, F, or S/U. In such cases, notation on the record will indicate that the change was made with the authorization of the Admissions and Standards Committee.

The decision of the Admissions and Standards Committee of the University Council shall be final.

Section 13

Faculty Committee on Academic Standards - The committee shall consist of the Dean of the Fenn College of Engineering and the Associate Dean for Undergraduate Affairs or their designated representatives. The duties and responsibilities of this committee shall be to review and make decisions on all probation and dismissal actions.

Section 14

The first named Faculty member on the Secretary's list of members elected and/or appointed to Standing or Ad Hoc Committee shall call a meeting of the members of that committee. At this first meeting, the members of that committee shall elect a chairman from among themselves. This section does not apply to standing committees having appointed chairperson.

ARTICLE IX

Amendment

Section 1

Amendments to these laws may be made at a regular or special meeting or by mail ballot.

Section 2

A proposed amendment to be voted upon must be presented in writing to the Faculty at a preceding regular or special meeting.

Section 3

To be adopted, a proposed amendment must be approved by two thirds of those who vote, provided the number of ballots cast is no less than the number constituting a quorum.