

## **Bylaws of the Tickle College of Engineering The University of Tennessee, Knoxville**

The bylaws of the Tickle College of Engineering are formulated to provide rules to its administrative staff for the regulation of all procedures needed for an effective development and conduct of the College's programs of instruction, research, and service. The administrative staff of the College agrees to govern the institution according to these bylaws.

These bylaws shall not supersede any University of Tennessee, Knoxville, policies or guidelines. Each Department is governed by its own by-laws, which shall not supersede those of the College. Collegiate bylaws can be changed by a majority vote of the College's total faculty present at a duly called meeting, with an appropriate quorum.

### **Article I. The College**

#### **Section 1: The Dean**

The Dean Search will be made in accordance with the *Faculty Handbook*. Deans are appointed after an internal or external search conducted according to guidelines published by the Office of Equity and Diversity (OED). The chief academic officer selects the chair of the search committee from outside the college and appoints members of the committee from persons nominated by tenured and tenure-track faculty members of the college. A majority of the search committee is composed of tenured and tenure-track faculty members of the college, chosen to represent a balance among the academic areas of the college. According to university requirements for upper-level searches, membership of the search committee must be diverse, particularly in terms of gender and race.

#### **Section 2: The Faculty**

The Tickle College of Engineering faculty is defined as those members of the staff of the College holding appointments at any one of the three professorial levels: Professor, Associate Professor, and Assistant Professor.

#### **Section 3: Voting Members**

All tenured and tenure-track members of the professorial faculty shall be the voting members of the College. Other members include two tenured or tenure-track faculty members from the Department of Biosystems Engineering and Soil Science.

#### **Section 4: Meetings**

There shall be at least one College faculty meeting during each semester of the academic year. Minutes of the meetings shall be recorded, distributed to the faculty of the College, and filed by the College Secretary.

College faculty meetings will be held during a time period reserved for this purpose.

All meetings shall be called by the Office of the Dean. A meeting shall be called on a written request of twenty or more voting members of the College.

A quorum for a meeting shall be defined as those members of the voting faculty present at a duly called meeting.

The parliamentary rules contained in the latest edition of ROBERT'S RULES OF ORDER shall govern the faculty in all cases to which they are applicable and in which they are consistent with the procedures for meetings of the Tickle College of Engineering.

In all regular meetings of the College, the order of business shall be as follows:

1. Call to Order
2. Approval of Distributed Minutes
3. Introduction of New Members
4. Reports of Standing Committees as Needed
5. Reports of Ad hoc Committees as Needed
6. Report from Representatives as Needed
7. Old Business
8. New Business
9. Adjournment

### **Section 5: College Secretary**

A Secretary shall be nominated and elected by the College faculty with the duties of recording the minutes of the College meetings, distributing copies of the minutes to the faculty of the College, and maintaining a permanent file of minutes in the Dean's Office. The Secretary is elected for a term of two years, and the election must take place before the last faculty meeting of the academic year.

### **Section 6: Agenda**

Meetings shall be conducted in accordance with a written agenda circulated to the faculty members by the Dean's office at least two days prior to the meeting. A call for items to be placed on the agenda shall be circulated to the faculty four days prior to the meeting. Under exceptional circumstances, these conditions may be waived by majority vote of the faculty present at a duly called meeting.

### **Section 7: Policy**

The approval by the faculty shall be required for all academic policy decisions, including new departmental and interdepartmental programs, and revisions of existing programs. These include all undergraduate and graduate study programs within the College.

College policies and procedures related to tenure, promotion, and evaluation of faculty are governed by the following documents:

- *Faculty Handbook*

- *Manual for Faculty Evaluation*
- *College of Engineering Guidelines for Tenure and Promotion Review Process*
- *College of Engineering Guidelines for Faculty Appointment with Tenure*
- *College of Engineering Guidelines for the Promotion of Research Faculty*
- *College of Engineering Guidelines for the Promotion of Lecturers*
- *Guidelines for UTK Lecturer Promotion Process*
- *Tickle College of Engineering Peer Teaching Review Procedure.*
- *Board of Trustees Policies Governing Academic Freedom, Responsibility, and Tenure (BT0006)*

Links to all of these documents will be maintained on the TCE Faculty Affairs website at:

<http://www.engr.utk.edu/faculty-affairs/governing-documents/>.

### **Section 8: Elections of Representatives to the Undergraduate Council, the Graduate Council, and the Faculty Senate**

The Tickle College of Engineering's representatives shall be elected from the College faculty to serve on the University Undergraduate Council, Graduate Council, and the Faculty Senate.

### **Section 9: Role of Faculty in Faculty Search Committees**

Faculty play a vital role in faculty searches at both the College and department levels. At the department level, faculty should be involved in searches in compliance with University and Office of Equity and Diversity Guidelines and the *Faculty Handbook*. Departmental bylaws should conform to the *Faculty Handbook* regarding the role of faculty in searches, and the representation of faculty on the search committees. To foster shared governance, the College expects departments to conduct search processes in ways that foster openness and transparency, with deliberations about the desired criteria for faculty positions and the merits of individual candidates taking place at faculty meetings.

## **Article II. Committees of the College**

The Tickle College of Engineering has three standing committees. Ad hoc committees may be created by the Dean without consultation with Department Heads. A committee will normally be composed of a representative from each Department of the College. Final reports of College committees are to be entered in the minutes.

### **Section 1: Awards and Nominations Committee**

The Awards & Nominations Committee shall be composed of faculty members, one from each Department within the College. In consultation with the Department Heads, the committee members are appointed by the Dean to serve a two-year term. At the request of a department, a member may be appointed to serve a second term. The committee shall be responsible for reviewing and recommending nominations for awards at the College and University levels. Recommendations of the committee shall be presented to the Dean.

## **Section 2: Curriculum Committee**

The Curriculum Committee shall be composed of tenured faculty members, one member from each Department within the College, one actively participating faculty member from the Engineering Fundamentals Division (EFD), and one faculty member from the Department of Biosystems Engineering and Soil Science. In consultation with the Department Heads, the committee members are appointed by the Dean to serve a two-year term. The committee's function is to consider and review proposed curricular changes prior to their submittal to the faculty at-large for approval. These include, but do not exhaust, the curricular changes proposed by the departments, and the EFD curricular changes proposed by the departments or the faculty members engaged in teaching EFD courses. The committee should also provide a forum to discuss common curricular issues, inter-departmental major(s), distance-education, and interdisciplinary curricula.

## **Section 3: Promotion and Tenure Committee**

The Promotion and Tenure Committee is responsible for evaluating tenure-track and tenured faculty candidates for tenure and/or promotion. This Committee shall be composed of tenured faculty members with the rank of professor, one from each Department within the College. In consultation with the Department Heads, the committee members are appointed by the Dean to serve a three-year term.

Promotion and/or tenure materials are forwarded by the Head of the appropriate department to the Dean of the College, who in turn will forward the materials to the Committee. This committee is charged with evaluating the candidates' credentials and recommending to the Dean those individuals who have the appropriate qualifications for tenure and/or promotion.

All recommendations of the Committee shall conform to the standards and procedures set forth in the *Faculty Handbook*, the *Manual for Faculty Evaluation*, and the *Board of Trustees Policies Governing Academic Freedom, Responsibility, and Tenure (BT0006)*. The *College of Engineering Guidelines for Tenure and Promotion Review Process* and the *Tickle College of Engineering Peer Teaching Review Procedure* shall also be followed.

For non-tenure-track faculty, the promotion process shall conform to the standards and procedures set forth in the *Faculty Handbook*, the *Manual for Faculty Evaluation*, and the *Board of Trustees Policies Governing Academic Freedom, Responsibility, and Tenure (BT0006)*. The *College of Engineering Guidelines for the Promotion of Research Faculty*, *College of Engineering Guidelines for the Promotion of Lecturers*, *Guidelines for UTK Lecturer Promotion Process*, and the *Tickle College of Engineering Peer Teaching Review Procedure* shall also be followed.

## **Section 4: Ad hoc Committees**

The responsibilities, membership, and duration of these committees shall be established at the time of their creation.

**Revision History:**

These Bylaws were Approved by the College of Engineering Faculty on 09-27-2006. Ad hoc College of Engineering Bylaws Committee: Belle Upadhyaya (Chair, NE), Narendra Dahotre (MSE), Alberto Garcia (IIE), David Keffer (ChE), Kenneth Kihm (MABE), Leon Tolbert (ECE), and Tom Urbanik (CEE).

April 3, 2018: Revisions made to address Faculty Senate Bylaws Audit, and approved by the Tickle College of Engineering Faculty.