

BYLAWS OF THE DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

PREAMBLE

To provide the basis whereby the faculty may achieve its goals of education, research, and public service, the Department of Civil and Environmental Engineering (hereafter referred to as "Department") at The University of Tennessee, Knoxville, agrees to govern itself according to these bylaws.

These bylaws are intended to guide the internal operation of the Department and shall not supersede any existing University of Tennessee regulations, University of Tennessee Senate Bylaws, or the current University of Tennessee *Faculty Handbook*. Applicable governing documents are listed at the end of these bylaws.

ARTICLE I THE DEPARTMENT

A. The Faculty

Membership of the faculty of the Department of Civil and Environmental Engineering shall consist of all persons holding Departmental appointments as Professors, Associate Professors, Assistant Professors, Instructors, Lecturers of any rank, Emeritus faculty, Research Professors of any rank, Faculty of Practice of any rank, and those holding joint faculty appointments with the Department.

B. Voting Members

1. Voting membership of the Department shall consist of two groups as noted in the following. (1) All faculty members who currently hold tenure or tenure-track positions in the Department, including full-time persons on joint appointments with the Department and some other research, administrative, or teaching department, or office within the University shall enjoy full voting membership in the Department. (2) Except when the university *Faculty Handbook* specifically identifies those eligible to vote on a particular issue in a way that excludes lecturers, or they are excluded by the provisions of or issues related to Article III of these bylaws, full-time lecturers and/or faculty of practice will be regarded as voting members of the Department.
2. Faculty members appointed to part-time non-tenure-track positions in the Department shall be regarded as non-voting members of the Departmental faculty.
3. Faculty members who are on full or part-time leaves of absence (or reduced-time) shall enjoy the voting status that would be available to them were they not on leave.

4. Proxy votes will be accepted but must be submitted in writing to the Department Head in advance of the meeting during which the vote takes place.

C. Meetings

1. Departmental meetings shall be held at least twice per semester during the academic year. Additional meetings may be called by the Department Head or at the written request of twenty-five percent of the faculty. One-half the voting membership of the faculty shall constitute a quorum. A simple majority of those present shall decide an issue. A current list of eligible voting faculty shall be maintained in the Departmental office.
2. The Department Head shall serve as chairperson of Departmental meetings, except as delegated by him/her. Meetings shall be conducted in accordance with Robert's Rules of Order. Minutes of the meetings and reports submitted to the faculty shall be kept on file in the Departmental office and made available to the faculty upon request.

D. Agenda

1. The initial agenda for regular Departmental meetings shall be prepared by the Department Head. Items may be suggested by the faculty and, at the discretion of the Department Head, be added to the agenda for the meeting. Alternately, items may be placed on the agenda by written petition of twenty-five percent of the voting faculty. Items which require a faculty vote shall be distributed to the faculty prior to the meeting.
2. In addition, agenda items may originate in Departmental committees.
3. Under exceptional circumstances, these requirements may be waived.

E. Recording Secretary

The Department Head shall appoint a faculty or staff member to act as the Department's Recording Secretary. The Recording Secretary shall keep minutes of Departmental meetings and shall distribute those minutes among the faculty.

F. Functions

The Department shall receive a report each academic year from each active Departmental committee and shall have the right to review the work of these committees. The approval of the Faculty shall be required for all major academic policy decisions -- including new Departmental and inter-departmental programs and substantive revisions of existing programs -- that may be submitted to it by the appropriate committee or faculty members. The Faculty shall also have the power to initiate such proposals. All decisions shall be by majority vote of the voting members present at the meeting except where specifically noted within these bylaws.

ARTICLE II COMMITTEES OF THE DEPARTMENT

A. Standing Committees

The following standing committees shall be established to aid the Faculty in the execution of its academic and related responsibilities. Except where noted otherwise, the following rules shall hold. The Department Head shall appoint members of each committee and its chairperson based on the expertise and interest to best serve the Department. Either the Head or an Associate Head shall be a member ex-officio of all standing committees. Each committee shall have a minimum of three faculty members. Appointment, or election where applicable, shall take place by the beginning of the Fall Semester, and terms shall begin at the start of the academic year. Each standing committee shall inform the Department of its substantive decisions and recommendations. The standing committee chairperson shall be responsible for maintaining a file of minutes of committee meetings.

1. *Curriculum and Instruction Committee*

This committee shall be responsible for seeking ways to improve the undergraduate and graduate curricula. It shall also be responsible for seeking ways to recognize and emphasize teaching effectiveness and classroom commitment. The committee shall propose and/or review curriculum recommendations, including new undergraduate and graduate course proposals coming from individual faculty members.

2. *Awards and Recognition Committee*

This committee shall be responsible for awarding the scholarships within the Department's responsibility. It shall also be aware of the College's and University's award programs and solicit and forward appropriate nominations.

3. *Assessment Committee*

This committee shall be responsible for assessing the Department's performance towards meeting its education mission. The committee shall develop an assessment methodology, collect and analyze results, report findings, and make recommendations to the Department faculty.

4. *Design Committee*

This committee shall be responsible for monitoring and making recommendations regarding the integration of design throughout the curriculum as it leads to the culminating design experience in the senior design course. The committee shall be responsible for coordinating the senior design course; maintaining the catalog description; recommending software, computer-related hardware, reference library, and textbook needs; establishing instructor rotation schedule and course deliverables; ensuring course continuity among rotating instructors and graduate assistants;

maintaining term-to-term quality control standards; and keeping the departmental faculty informed about the course activities.

5. **Strategic Planning Committee**

This committee shall be responsible for the continual review of the Department's Strategic Plan and accompanying Individual Performance Expectations Document. Both documents shall be approved by two-thirds of the voting members of the Faculty.

The Strategic Plan shall set a vision for the direction of the Department over a five-year period and be continually updated to reflect the evolving goals, objectives, and strategies to reach that vision. The Strategic Plan shall be comprehensively re-evaluated every five years.

The Individual Performance Expectations Document shall provide individual expectations toward faculty to meet the minimum expectations for rank across Teaching, Research, and Service categories. This document shall include necessary criteria supporting the Strategic Plan that should be used, in part, for individual annual evaluations. The Individual Performance Expectations Document shall be comprehensively re-evaluated within one year after faculty approval of the Strategic Plan and one time during the mid-term of the Strategic Plan (i.e., every 2-3 years).

6. **Bylaws Committee**

This committee shall be responsible for maintaining and revising Department Bylaws, which reflect the shared governance spirit and guide the operations of the Department.

The committee shall submit changes and amendments to the Bylaws it deems advisable to the Faculty to be approved according to the process of Article VI.

7. **Health and Safety Committee**

This committee shall be responsible for disseminating, maintaining, and revising the laboratory and field safety manuals, providing guidance for safety inspections, informing the faculty of safety training opportunities for students and faculty, and providing a liaison to the Department of Environmental Health and Safety. The overarching goal of this committee is to help provide a safe and healthy working environment for the undergraduates, graduate students, staff, and faculty and instilling in everyone in the Department a "Safety First" attitude for all that we do.

B. Other Committees

1. **University and College of Engineering Committees**

Faculty of this Department will be recommended by the Department Head to serve on appropriate University and College committees to represent the interest and position of the Department and provide information to the Faculty. Some of these assignments include College Promotion and Tenure Committees, Faculty Senate, Graduate Council, Library Representative, and so on.

2. **Faculty Search Committees**

Search committees play a crucial role in the Department’s investment in its future. The purpose of the search committee is to recruit a qualified applicant pool, review their credentials, and recommend acceptable candidates for hiring. Depending on the year, typically several search committees may be needed to fill various positions in the Department. For all faculty positions that must go through an advertised open search, a formal search committee primarily consisting of tenure-track faculty will be selected by the Department Head based on the nominations from the faculty and in consultation with the tenured and tenure-track faculty. The establishment and operations of faculty search committees will be consistent with *UT Search Procedures: Guidelines for Conducting Academic and Staff-Exempt Search at the University of Tennessee* and *Faculty Handbook*.

3. **Graduate Committees**

All graduate committees, master’s or doctoral, will be chaired or co-chaired by a tenured or tenure-track member of the faculty holding a terminal degree. Other non-tenure-track full-time professor, associate professor, and assistant professor and joint faculty of the Department holding terminal degree may co-chair the committee. UT tenured or tenure-track faculty without a terminal degree and other experts in the field may serve as members of the committee with Department Head approval. The credentialing of these committees shall be in compliance with the University’s *Guidelines for Ph.D. Committee Service*.

4. **Public Works Committee**

This committee shall be responsible for screening applicants for the graduate program in Public Works and for maintaining an appropriate graduate curriculum in this area.

5. **Ad Hoc Committees**

The Department Head may appoint ad hoc committees as the need arises. The responsibilities and membership of these committees shall be established at the time of their creation.

**ARTICLE III
FACULTY REVIEWS AND ADVANCEMENT**

A. Faculty Reviews

A number of performance reviews apply to faculty. Routine performance reviews and reviews that do not directly and immediately lead to promotion and advancement are covered in this section.

1. **Annual Performance and Planning Review (APPR)**

The Department Head shall, each year, review the teaching, research, scholarship, and service performance per the expectations of each full-time

faculty member of the Department. Based on the cumulative reviews, consistent with the established Performance Expectations document under the custodianship of the Strategic Planning Committee, the Department Head will make appropriate decisions regarding individual performance and merit raises, when available. Procedures and practice of the annual review will follow the University's *Faculty Handbook* and *Manual for Faculty Evaluation*.

For non-tenure track faculty, this review also serves as the annual retention review. The subsequent decision on retention should be based on the best practices guidelines for evaluating instruction, which are outlined in the *Manual for Faculty Evaluation*.

2. **Peer Teaching Review**

Peer teaching reviews will be conducted consistent with the current *TCE Peer Teaching Review Procedure* and *UTK Manual for Faculty Evaluation*.

3. **Pre-Tenure Retention Review**

In accordance with *Faculty Handbook*, probationary faculty will receive an annual retention review in addition to the annual performance and planning review. A mentor or mentoring committee should be assigned to the probationary faculty to provide guidance. The review process will be consistent with *Manual for Faculty Review*. The tenured faculty will take a formal retention vote focusing on the probationary faculty member's ability to sustain a level of teaching, research, and service that comports with the Department's expectations at rank.

4. **Enhanced Post-Tenure Performance Review (EPPR)**

An enhanced and in-depth post-tenure performance review may be triggered based on the circumstances identified in the *Board of Trustee's Policies Governing Academic Freedom, Responsibility, and Tenure*. Once triggered, an ad hoc committee of peers will be appointed by the Dean of the College to review the faculty's case following the guidelines laid out in the *Manual for Faculty Evaluation*.

B. Advancement of Tenure-Track Faculty

1. **Promotion and Tenure Decisions**

For a faculty member seeking promotion and/or tenure, two committees to advise the Department Head will be formed. The committee to consider promotion will include all faculty members who have tenure and equal or higher rank than that to which the faculty member is seeking promotion. A separate committee to consider tenure will consist of all faculty members with tenure. Each committee will be provided the promotion and/or tenure supporting materials as submitted by the candidate and Department Head. The Department Head, or the tenured full professor designated by the Department Head, will convene each committee for the purpose of debate and discussion of the candidate's record. A vote will be taken by secret ballot, and the Department Head will designate a tenured full professor to provide a summary of faculty opinion expressed during the meeting along with a report of the vote of the committee. This report for each candidate will be included in the candidate's dossier. The Department Head will write

his/her own recommendation letter to be included in the dossier. This dossier will then be forwarded to the Dean and to the College Committee on Promotion and Tenure. A majority of votes for tenure by the faculty will constitute a positive recommendation by the faculty for tenure. The deliberations of the committees and of the Department Head will be guided by the current version of *UTK Faculty Handbook*, *UTK Manual for Faculty Evaluation*, Tickle College of Engineering (TCE)

Guidelines for the Tenure and Promotion Review Process, and *TCE Peer Teaching Review Procedure*.

Two years prior to the year that a faculty member must be considered for tenure, the candidate will prepare a pre-tenure package for enhanced retention review by the tenure committee, in accordance with requirements set forth in UTK's *Manual for Faculty Evaluation*. This package will contain all of the same type of information required for the final package, which is to be submitted two years after the review. The enhance retention review package will include a letter from the faculty member's mentor. The package will not include outside references, but potential outside references will be identified. Based on this package the tenure committee will evaluate the strengths and weaknesses of the candidate's ability to meet the requirements of tenure. The committee will report their findings to the department head who may then provide guidance to the candidate. The pre-tenure package will be appropriately updated for final submission two years later.

2. ***Emeritus Status***

When a tenured professor who is a member of the faculty in good standing retires, he or she is eligible to be awarded Emeritus Status. The Department Head, or a member of the faculty chosen by the Head, will make a brief presentation of the retiree's application for Emeritus Status. To be granted this status, the voting members of the faculty who are tenured must approve his or her request by a majority vote. This process will be consistent with the University's *Faculty Handbook*.

C. **Advancement of Non-Tenure-Track Faculty**

1. ***Non-Tenure Track Promotion Process***

For a non-tenure track faculty seeking promotion, a committee consisting of all tenured faculty members in the Department will be formed to advise the Department Head. The committee will be provided supporting materials as submitted by the candidate and Department Head. The Head, or the tenured full professor designated by the Head, will convene the committee for purposes of debate and discussion of the candidate's record. A vote will be taken by secret ballot, and the Head will designate a tenured full professor to provide a summary of faculty opinion expressed at the meeting, along with a vote of the committee. This summary will be included, along with the separate recommendation letter of the Head, in the candidate's dossier to be forwarded to the Dean of Engineering. The dossier prepared by the candidate will be consistent with the current version of governing documents pertaining to the specific non-tenure track position.

2. **Lecturers**

Three position levels appertain to the non-tenure track teaching faculty position: Lecturer, Senior Lecturer, and Distinguished Lecturer. Before a candidate is put forward for promotion, at least two peer teaching reviews will be conducted by a faculty committee consistent with the College's *Peer Teaching Review Procedure*. A candidate seeking promotion will follow the *Non-Tenure-Track Promotion Process* stated in Article III.C.1 and consistent with the current version of *Guidelines for UTK Lecturer Promotion Process* and *TCE Guidelines for the Promotion of Lecturers*. The committee and Department Head will also be guided by these guidelines. Timing of the application for promotion will be determined through discussion between the candidate and the Department Head and will be similar to the progression of tenure-track faculty, with the expectation of the first cumulative evaluation, associated with promotion to Senior Lecturer, to occur no earlier than five years from the starting date as a full-time Lecturer. All procedures pertaining the evaluation and advancement of lecturers shall be consistent with the University's *Faculty Handbook*.

3. **Research Faculty**

Three levels of Research Faculty may be hired to serve the research mission of the Department. Based on their individual assignments, Department performance expectations consistent with those identified in the College's *Guidelines for the Promotion of Research Faculty* and at the level similar to those identified in the Department's *Individual Performance Expectations* for the aspiration rank, and documented cumulative evaluation records, a full-time Research Faculty member may seek promotion, after no less than five years in the current position, following the *Non-Tenure-Track Promotion Process* stated in Article III.C.1 and consistent with the current version of *TCE Guidelines for the Promotion of Research Faculty* and the University's *Faculty Handbook*.

4. **Faculty of Practice**

Multiple levels of Faculty of Practice can be hired to serve teaching and/or research missions of the Department. Based on their individual assignments, agreed upon performance expectations, and documented cumulative evaluation records, a full-time Faculty of Practice could seek promotion after no less than five years in that position, following the *Non-Tenure-Track Promotion Process* stated in Article III.C.1 and consistent with the University's *Faculty Handbook*. For a candidate with teaching assignments, at least two peer teaching reviews will be conducted by a faculty committee consistent with the College's *Peer Teaching Review Procedure*. For a candidate with primarily research assignments, procedures consistent with the current version of *TCE Guidelines for the Promotion of Research Faculty* should be followed.

5. **Joint Faculty**

Joint Faculty members are evaluated on their allocation of effort in the Department on an annual basis. Specifically, peer-reviewed journal papers published under the affiliation of the Department and research expenditures

through the Department are among key expectations. Based on their individual assignments, Department performance expectations consistent with those identified in the College's *Guidelines for the Promotion of Research Faculty* and at the level similar to those identified in the Department's *Individual Performance Expectations* for the aspiration rank, and documented cumulative evaluation records, a joint faculty member could seek promotion, after no less than five years in that position, following the *Non-Tenure-Track Promotion Process* stated in Article III.C.1 and consistent with the University's *Faculty Handbook*.

ARTICLE IV RECOMMENDATIONS FOR NEW APPOINTMENTS

A. Tenure Track Faculty

When opportunities for new tenure-track faculty appointments arise, the Department shall conduct an external search through appropriately represented search committees consistent with *Faculty Handbook* and following the ten *Basic Steps for Conducting a Search* detailed *UT Search Procedures: Guidelines for Conducting Academic and Staff-Exempt Searches at the University of Tennessee*.

The Search Committee shall have the responsibilities of developing a job description, requesting for a search, advertising the position, recruiting applicants, screening and evaluating applicants, selecting Principal and Alternate candidates, conducting on-campus interviews, and recommending acceptable candidates for appointment. With the assistance of Department administrative staff, all search related forms will be submitted, and all human resource and equal employment opportunity records filed in accordance with the letter, spirit, and intent of *Equal Employment Opportunity and Affirmative Action procedures* at The University of Tennessee.

After the conclusion of the on-campus interview process, the Search Committee shall present their assessment of each interviewed candidate to the tenure-track faculty of the Department for a vote of acceptability. In the case where tenure upon arrival is requested, all tenured faculty will also make a determination through balloting. The list of acceptable candidates is then submitted to the Department Head and the Dean of the College.

B. Non-Tenure Track Faculty

Search committees appropriately representing the Department faculty will be formed following a similar process as stated in Article IV.A to fill full-time Lecturer and Faculty of Practice positions with most qualified individuals. Based on the guidelines of *Faculty Handbook*, tenured and tenure-track faculty will evaluate and vote on non-tenure track appointments in accordance with these bylaws. Full time Lecturers and Faculty of Practice may vote on teaching appointments where rank and responsibilities are appropriate.

Joint Faculty members are appointed under the terms of a Joint Faculty Agreement between the University of Tennessee and another entity, such as the Oak Ridge National Laboratory, to participate in teaching, research, and service

missions of the Department in accordance with the provisions of the *Faculty Handbook*. After carefully evaluating a proposed appointment, the Department Head or a designated senior faculty member shall present the candidate's qualification, potential contributions, recommended rank, allocation of effort, and performance expectations to the tenure-track faculty, who will then discuss and vote on the appointment. Because of the unique nature and associated opportunity of Joint Faculty positions, appointments will be addressed on a case-by-case basis, consistent with Departmental needs and *Faculty Handbook*.

After carefully evaluating a proposed appointment for full-time Research Faculty, the Department Head or a designated senior faculty member shall present the candidate's qualification, potential contributions, recommended rank, allocation of effort, and performance expectations to the tenure-track faculty, who will then discuss and vote on the appointment.

ARTICLE V DEPARTMENT HEAD

The Department Head is appointed to a five-year term and serves at the will of the Dean of Engineering. Annual evaluations may be provided by individual faculty members as requested by the Dean, consistent with guidelines in the *Faculty Handbook*.

ARTICLE VI AMENDMENTS

A vote of two-thirds of the voting members of the Department shall be required to amend these bylaws. Any proposed amendments to the bylaws shall be circulated to the Faculty no less than ten days before the meeting at which they are introduced.

REFERENCES: GOVERNING DOCUMENTS

1. *UT Board of Trustees Policies Governing Academic Freedom, Responsibility, and Tenure*, 03.23.2018
2. *UT Search Procedure: Guidelines for Conducting Academic and Staff-Exempt Searches at the University of Tennessee*, 12.2008
3. *UT Equal Employment Opportunity Policy*, 10.01.2017
4. *UTK Faculty Handbook*, 06.24.2016
5. *UTK Manual for Faculty Evaluation*, 06.24.2016
6. *Guidelines for UTK Lecturer Promotion Process*, 02.2017
7. *Guidelines for Ph.D. Committee Service*, 01.10.2018
8. *TCE Guidelines for the Tenure and Promotion Review Process*, 04.11.2017
9. *TCE Guidelines for Faculty Appointment with Tenure*, 09.27.2006
10. *TCE Guidelines for the Promotion of Lecturers*, 04.26.2012
11. *TCE Guidelines for the Promotion of Research Faculty*, 11.15.2005
12. *TCE Peer Teaching Review Procedure*, 04.18.2017
13. *CEE Individual Performance Expectations - Summary of Criteria for "Meeting Expectations"*, 08.16.2016

Approved by the Civil and Environmental Engineering Faculty
August 1989

Amended October 29, 1991
Amended April 28, 1992
Amended March 9, 1999
Amended December 8, 2000
Amended April 19, 2005
Amended October 4, 2005
Amended March 7, 2006
Amended February 16, 2010
Amended February 21, 2012
Amended September 18, 2012
Amended March 31, 2015
Amended October 20, 2014
Amended January 17, 2017
Amended May 1, 2017
Amended April 30, 2018

Department of Civil and Environmental Engineering
Individual Performance Expectations
Summary of Criteria for “Meets Expectations”

Activity	Assistant	Associate	Full	Comments
Teaching				
Annual Course Credit Hours (before special assignments or course buyout)	9	9	9	
Annual THEC Equivalent Courses	3	3	3	
SCH-weighted SAIS score Instructor Contribution	3	3	3	
SCH-weighted SAIS score Instructor Effectiveness	3	3	3	
Most Recent Peer Teaching Review	Satisfactory or improvement plan	Satisfactory or improvement plan	If required, satisfactory or improvement plan	
Research				
PhD student advising	1	2	3	
PhD student graduates per year	At least one student should be at least ABD by end of probationary period	0.33	0.5	Changed to per year
MS graduates per year	Beneficial	Beneficial	Beneficial	
Undergraduate Research	Beneficial	Beneficial	Beneficial	
Annual External Research Expenditures (expressed as a multiplier of median per-faculty funding at 16-32 ranked peer institutions)	On track for \$0.5M in expenditures and awards by end of probationary period	0.5 (\$155K)	0.75 (\$235K)	Current median of peer institutions: \$313K per faculty
Total Recovery (effective after 2 years at UTK)	On track for 10%	10%	10%	
Refereed Journal Publications	2	2	2	
Conference Presentations and Proceedings	Beneficial	Beneficial	Beneficial	

Service				
UG Students Advised after 3 years at UTK. S= students; F = faculty	0.6 * S/F	0.6 * S/F	0.6 * S/F	
Advisor rating on Senior survey (5 point Likert scale)	3	3	3	
Institutional Service Assignments	1	2	2	
Review Journal papers	5	5	5	
Service to Professional Organizations	1	1	1	
NSF Broader Impact Activities	1	--	--	

Notes:

1. Faculty members who begin their UT appointments at the full or associate levels will be evaluated during their first 2 years based on evidence that they are undertaking activities that will allow them to meet the expectations for rank by the third year of their appointment.
2. Annual evaluations are based on 3 year averages.
3. Faculty members seeking promotion to the rank of associate professor or professor are expected to demonstrate the capability of meeting the expectations of the aspirational rank before being promoted.
4. With sufficient evidence, availability of funds in various sub-disciplines of CEE may be considered during the evaluation
5. Consideration should be given across all categories for “Continuous Improvement”. In cases where faculty members can demonstrate evidence of continuous improvement, not meeting expectations in any one category would not result in an overall assessment of Below Expectation for Rank.

Approved by the Civil and Environmental Engineering Faculty on August 16, 2016