

Proposed Revision/Update

FACULTY OF
THE WILLIAM STATES LEE
COLLEGE OF ENGINEERING

UNC-Charlotte

CONSTITUTION

ARTICLE I NAME, PURPOSE, AND DEFINITION

Section 1. Name

This instrument shall be named and may be cited as “The Constitution of the Faculty of the William States Lee College of Engineering at the University of North Carolina at Charlotte.”

Section 2. Purpose

The purpose of this Constitution shall be to establish a system for broader participation in the governance of the **William States Lee** College of Engineering with the advice and consent of all concerned.

Section 3. Definitions

(a) The Faculty of the **William States Lee** College of Engineering of the University of North Carolina at Charlotte, hereinafter known as the “Faculty”, shall consist of full-time persons holding academic rank of Professor, Associate Professor, or Assistant Professor, as defined in Constitution of the Faculty, Article I, The University of North Carolina at Charlotte.

Deleted: Chapter IV, Section 4-2, of the Code Provisions Governing the University of North Carolina, Bylaws of the Board of Trustees, and the Duties of the Officers, 1971 Edition, or its successors

(b) “Dean” shall mean the Dean of **The William States Lee** College of Engineering unless specifically stated otherwise.

Comment: The “CODE” from 1971 has been replaced several times and no longer seems the correct reference. The UNCC Constitution seems to be the better reference.

(c) “Non-administrative Faculty” shall include all Faculty members not holding titles of department chair, assistant dean, associate dean, or dean.

(d) “University” as used in this instrument shall mean the University of North Carolina at Charlotte

(e) “College” as used in this instrument shall mean The William States Lee College of Engineering.

(f) “Department” shall include the Department of Engineering Technology; the Department of Civil Engineering; the Department of Mechanical Engineering and Engineering Science; and the Department of Electrical and Computer Engineering.

Comment: Remove ref. to CS

ARTICLE II RIGHT TO VOTE AND HOLD OFFICE

All Faculty members shall have the right to vote and hold office under this Constitution, with the following exceptions:

(a) Membership of the Engineering Faculty Executive Committee and chair of any standing committees shall be limited to non-administrative faculty

(b) Part-time Faculty members, Lecturers, and Visiting Professors may attend meetings and have a voice, but may not vote or hold elected office.

Comment: CODE no longer seems to contain correct content... also seems unnecessary.

The Dean may serve as the Chair ex-officio of the Faculty.

Deleted: , in accordance with the Code Provisions.

The **President** of the Faculty shall have full voting privileges in regular and special meetings of the Faculty and the Executive Committee Meetings.

ARTICLE III AUTHORITY OF THE FACULTY

The Faculty shall exercise such authority as is granted to Faculty by the Laws of the State of North Carolina and the University in such matters as the establishment and pursuit of educational and research programs, and the appointment, reappointment, rank, salary, tenure, dismissal, and conditions of service to Faculty members.

ARTICLE IV OFFICERS OF THE FACULTY

Section 1. **President** of the Faculty

The President of the Faculty shall preside over all meetings of the Faculty not chaired by the Dean, and shall serve as the Chair of the College of Engineering Faculty Executive Committee.

Section 2. **President** Elect of the Faculty.

A **President** Elect of the Faculty shall be elected at large, and shall serve in the absence of the President. The **President** Elect will become the **President** in the following year.

Section 3. Secretary of the Faculty

A Secretary of the Faculty shall be elected at large, shall keep minutes and all other records of the meetings of the faculty and of the Executive Committee, and the publication and distribution of the minutes of the Faculty and of the **Faculty** Executive Committee.

Section 4. Parliamentarian

A Parliamentarian shall be elected at large, shall be responsible for keeping meetings in order as prescribed by Robert's Rules of Order, Revised. He or she shall be adequately acquainted with Robert's Rules of Order, Revised, and shall have a copy of these available for use by the Faculty.

ARTICLE V EXECUTIVE COMMITTEE AND OTHER COMMITTEES

Section 1. Composition of the ~~College of Engineering Faculty~~ Executive Committee (CEFEC)

The ~~College of Engineering~~ Faculty Executive Committee of the Faculty shall consist of the ~~President, President Elect, the Parliamentarian,~~ and the Secretary of the Faculty. ~~The President serves as chair of the CEFEC.~~

Section 2. Powers and Duties of the ~~College of Engineering Faculty Executive~~ Committee

The ~~CEFEC~~ shall serve as a steering and coordinating committee for activities of the Faculty. Its functions shall include but not be limited to the following:

- (a) The preparation of the agenda for all faculty meetings called by the ~~CEFEC~~.
- (b) The coordinating of committee activities.
- ~~(c) The election of officers during the month before spring semester examinations.~~
- (d) The promulgating of regulations governing the manner of all required elections other than the election of officers of the faculty.
- (e) The preparation of a slate of candidates for officers of the faculty.
- (f) Shall act as a nominating committee to select candidates for all standing and special committees.
- (g) To hold elections to the University committees as well as to those ~~College of Engineering~~ committees that call for elections within Faculty at large.
- (h) The chair of the ~~CEFEC~~ shall report to the faculty on items of interest discussed in the meetings held by the ~~College Administrative Council (CAC).~~

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The Executive Committee shall have the power, subject to the approval of the Faculty, to create any special committees necessary for conducting the business of the Faculty.

Section 3. Standing and Special Committees

The committee structure of the Faculty shall include the standing committees listed below and such other standing or special committees as may be created by the Faculty. Each standing committee shall report regularly to the Faculty. Each standing committee shall establish its own bylaws, subject to the approval of the Faculty and conforming to existing University policy, concerning its membership and its internal operation.

- (a) ~~College of Engineering~~ Academic Policy and Curriculum Committee (CEAPCC)

The functions of this committee shall be to alert, review, and make recommendations ~~to the College Faculty~~ on matters relating to academic policy and standards, and on curriculum matters.

- (b) The College ~~Review~~ Committee (CRC)

The functions of this committee shall be to recommend college policy on matters of reappointment, promotion, and tenure; on matters of reappointment, promotion, tenure, salary, and conditions of service. The CRC Shall also conduct performance reviews of college administrators according to University policies.

(c) The **College of Engineering** Faculty Appeals Committee (CEFAC)

The function of this committee shall be to 1) recommend College policy on methods of appeal and 2) to ensure that each Faculty member is afforded adequate hearings for appeal on matters of reappointment, promotion, tenure, salary, and conditions of service.

ARTICLE VI ELECTIONS

(a) Election of the **President**, President Elect, Secretary, and Parliamentarian shall be held approximately one month prior to spring semester examinations. Officers shall take office at the end of the academic year and serve for a one-year term. Each officer shall be elected by a simple majority in a written ballot. If a simple majority is not obtained on the first ballot, a runoff shall be held with all persons tied in first position. If there is no tie for first, all those in first and second position shall be in the runoff.

(b) ~~Standing committees of the college and college representatives to University committees~~ are to be elected at the same time and using the same process as the CEFEC elections. ~~Chairs shall be elected by the members of the committee.~~

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Comment: To my knowledge Comm. Chairs have been chosen by members.

(c) Members of college standing and special committees shall be elected by the faculty in each Department, with one member from each Department.

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(d) Chairs of special committees shall **be elected by the members of the special committee.**

ARTICLE VII MEETINGS

Section 1. Regular and Special Meetings

At least two regular meetings of the Faculty shall be held annually, one during the Fall Semester and the other during the Spring Semester. The Dean and/or the Executive Committee shall have the authority to call a regular or special meeting at any time they deem appropriate. A meeting shall be called by the Executive Committee upon petition of twenty-five percent of the Faculty. The Executive Committee shall establish and distribute, with one week's notice to all Faculty, a full and explicit agenda for each meeting called by the Executive Committee. Such agenda can be changed (1) only by the Executive Committee prior to the meeting, or, (2) during a meeting, by proper parliamentary procedure only.

Section 2. Rules of Order

All meetings shall be conducted according to rules contained in Robert's Rules of Order, revised.

Section 3. Quorum

A Quorum shall consist of fifty percent of the Faculty.

ARTICLE VIII AMENDMENTS

Section 1. Proposal

An amendment or a revision to this Constitution may be proposed by the Executive Committee, by official action of the Faculty of a Department, or by any group comprising at least twenty-five percent of the Faculty. The proposed amendment shall be placed on the agenda and distributed by the Executive Committee to all Faculty members.

Section 2. Adoption

Amendments and revisions shall require two-thirds majority of all Faculty.

**APPENDIX #1
COLLEGE OF ENGINEERING COMMITTEES**

The College of Engineering Faculty will participate in these committees as elected.

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| 1. College Academic Council | (CAC) |
| 2. College of Engineering Academic Policy and Curriculum Committee | (CEAPCC) |
| 3. College of Engineering Co-Op Committee | (CECC) |
| 4. <u>College of Engineering-Computing Facilities Advisory Committee</u> | |
| 5. College of Engineering Faculty Executive Committee | (CEFEC) |
| 6. The College of Engineering Faculty Appeals Committee | (CEFAC) |
| 7. College of Engineering Graduate Committee | (CEGC) |
| 8. College of Engineering Reassignment of Duties Committee | (CERDC) |
| 9. The College Review Committee | (CRC) |
| 10. Strategic Planning and Assessment Resource Team | (SPART) |

Comment: Educational equipment funding is currently rotated to each disciplinary area with responsibility assigned to appropriate chairs. Computing Adv. Comm. continues, equipment committees have been inactive -> propose eliminating.

Deleted: College of Engineering – Equipment Committees . (CEEC)¶
 . -Civil ¶
 . -Computing Facilities¶
 . -Electrical¶
 . -Mechanical

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UNIVERSITY COMMITTEES

Comment: Recommend omitting and leave this to university documents

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|--|---------|
| 1. Computing Services Advisory Committee | (CSAC) |
| 2. Faculty Committee on General Education | |
| 3. Faculty Academic Policy and Standards Committee | (FAPSC) |
| 4. Faculty Advisory Library Committee | (FALC) |
| 5. Faculty Assembly Delegates | |
| 6. Faculty Academic Planning and Budget Committee | (FBSC) |
| 7. Faculty Competitive Grants Committee | (FCGC) |
| 8. Undergraduate Course and Curriculum Committee | (UCCC) |
| 9. Faculty Employment Status Committee | (FESC) |
| 10. Faculty Executive Committee | (FEC) |
| 11. Faculty CID Grants Committee | |
| 12. Faculty Hearing Committee | (FHC) |
| 13. Faculty Grievance | (FGC) |
| 14. Faculty Honorary Degree Advisory Committee | (FHDAC) |
| 15. Faculty Summer Sessions Advisory Committee | (FASSC) |
| 16. Bank of America Committee | |
| 17. Graduate Council | |
| 18. University Honors Council | |
| 19. Faculty Council | (FC) |