

The Cleveland State University
By-Laws of the Faculty
of
Washkewicz College of Engineering

PREAMBLE

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. In the event that any part of these By-Laws conflict with the General Agreement between Cleveland State University and the American Association of University Professors, CSU Chapter, the agreement takes precedence.

The Faculty of the Washkewicz 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 and within the guidelines of the Faculty Senate.

ARTICLE I

Name

Section 1

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

ARTICLE II

Objectives

Section 1

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 Faculty of the Washkewicz College of Engineering (“College Faculty”) shall consist of The President of the University (ex-officio), the Provost and Vice President for Academic Affairs (ex-officio), the Dean, Associate Dean(s) and Assistant Dean(s) of the College, and all persons assigned to the college of all ranks as college lecturer, professor of practice, tenure-track, tenured, research, clinical, instructor, visiting and emeritus.

Voting members are tenured and tenure track members (of all ranks), college lecturers and professors of practice, research, clinical (of all ranks) and instructor of the College, excluding the ex-officio members.

ARTICLE IV

Officers

Section 1

The Dean of the Washkewicz College of Engineering is the Chairperson of the Faculty of the College of Engineering. The Dean, or the Dean’s designated representative, shall preside at meetings of the College Faculty.

Section 2

A Secretary shall be elected annually by the Faculty from among its voting members. This election shall be by ballot before the end of the Spring Semester. The Secretary-elect shall assume office on September 1st following his or her election. Any vacancy in this office shall be filled by the Nominating Committee (Art. VIII, Section 6).

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) business 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. This complete file shall be passed on to the Secretary’s successor.

ARTICLE V**Powers****Section 1**

College Faculty action shall be taken on issues of academic matters 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 Washkewicz College of Engineering.
- F. To recommend to the University Faculty Senate candidates for degrees from the Washkewicz College of Engineering.
- G. To recommend to the University Curriculum Committee and the Faculty Senate 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.
- I. To elect faculty to serve on the University Faculty Senate, with a limit of two from a given department.

Section 4

All issues other than amendments to these By-Laws shall be decided by a majority of those voting. Voting during a meeting may be by voice, show of hands, or a secret ballot if proposed and approved by a majority of those present and voting. Voting may also be conducted via a mail-in ballot outside a meeting.

ARTICLE VI**Meetings****Section 1**

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

Section 2

Special meetings of the College Faculty may be held on call of the Dean of the Washkewicz College of Engineering or—in the Dean’s absence— by the Dean’s 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 the Dean’s 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 business 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 College Faculty shall constitute a quorum for the transaction of business.

Section 4

All meetings shall be called by written notice or email to members of the Faculty, not less than 5 business days prior to the time set for the meeting.

Section 5

An agenda shall be distributed to each faculty member at least 3 business 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

All faculty, staff, and students of the Washkewicz 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 the Dean's 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 8

Anyone not a member of the College Faculty may, at the discretion of the presiding Chairperson, be granted the privilege of speaking at the meeting.

ARTICLE VII

Departments

Section 1

Departments shall be the administrative units through which the college pursues its objectives: 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 are the administrative units responsible for the professional development and professional services of faculty members assigned to them, in keeping with personnel policies.

Departments shall develop guidelines 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 Washkewicz College of Engineering, the Associate Dean(s) and Assistant Dean(s) of the Washkewicz College of Engineering and the chairpersons/directors for the various departments, divisions, schools, bureaus or institutes of the Washkewicz College of Engineering. The Dean, or the Dean's 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 Washkewicz 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 Washkewicz College of Engineering.

Section 2

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

- A. College Nominating Committee
- B. Undergraduate Affairs Committee
- C. Graduate Affairs Committee
- D. Faculty Affairs Committee
- E. Peer Review Committee (PRC) for Promotion and Tenure
- F. Undergraduate Petitions Committee

Section 3

The Chairperson of each Standing Committee shall submit an annual written report to the Faculty (to be included with the minutes of the College Faculty meeting) no later than April 15. The reports shall consist of current academic year's accomplishments and recommendations for next year to improve the college.

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 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. During the semester(s) in which a committee member takes a professional leave, the member's department shall assign a replacement for the said semester(s). Upon return from the leave, the faculty shall resume the remaining term(s).

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 may appoint subcommittees or special committees from its own membership to assist with the performance of its responsibilities and duties.

Section 6

College Nominating Committee

The College Nominating Committee shall consist of one member appointed or elected by the faculty of each Department of the Washkewicz College of Engineering.

At least two candidates for all elective positions on the various standing committees of the Faculty should be nominated. Additional nominations may also be made by the Faculty at the time of any election.

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

Section 7

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 members, a Faculty member elected from each department offering undergraduate degrees, and a representative from the Office of the Dean of Engineering (ex-officio). 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 pertaining to all undergraduate programs to this Faculty concerning the establishment, alteration, and abolition of: (1) all courses and curricula offered by the undergraduate programs; (2) all degrees and certificates conferred under the authority of the undergraduate programs; and (3) Departments of the undergraduate programs.
- B. To conduct such investigations and appoint such subcommittees as are reasonably necessary to carry out its responsibilities under these By-Laws.
- C. To appoint a subcommittee for each of the ESC courses consisting of one faculty from each department whose curriculum incorporates said course and to monitor and ensure that the subcommittees review the course content and instructional materials on an annual basis.
- D. To make recommendations on behalf of the College to the Admissions and Standards Committee of the University Faculty Senate 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.
- F. To make an annual review of the College's ESC courses and recommend to the College changes, continuance or additions, as appropriate.

Section 8

Graduate Affairs Committee

The Graduate Affairs Committee shall consist of a graduate faculty member elected from each department offering graduate degrees, and a representative from the Office of the Dean of Engineering (ex-officio). The ex-officio 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 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 9

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, and keep them up-to-date.
- D. To study, evaluate, and recommend teaching loads and committee service policies.
- E. Suggest and provide ways and means for effective communication in both directions between engineering administrators and individual members of the faculty.

Section 10

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 (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.

- A. Full-time members of the bargaining unit in department shall elect two nominees for that unit's representative to the PRC. These nominees must be members of the bargaining unit and tenured faculty members of that unit.
- B. The unit's representative to the PRC will 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.
- C. 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 unit has no tenured faculty members eligible to serve on the PRC it shall nominate two non-tenured faculty members.
- D. Each faculty member shall serve on the PRC committee for a term of two years, for up to two consecutive terms.
- E. 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 Committee shall be to review faculty promotions and tenures within the Washkewicz College of Engineering and make recommendations to the Chairperson of the appropriate unit in compliance with the current Agreement between Cleveland State University and the American Association of University Professors CSU Chapter.

The College's Promotion and Tenure Guidelines are presented in Appendix A and the College's website.

Section 11

Undergraduate Petitions Committee

The Undergraduate Petitions Committee shall consist of three college-elected engineering faculty members. In addition, the College's Associate or Assistant Dean will be an ex-officio member of the Undergraduate Petitions Committee and shall coordinate meetings.

The three elected faculty members shall serve on the said committee for a period of two 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 C:

- 1. A student who feels he or she 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 disputes with regards to item D: grade disputes:

- 1. A student who feels he or she has received an improper final grade in a course may request the instructor to reconsider his or her action.
- 2. If the instructor declines to change the grade, the student may request a meeting with the instructor's department chairperson and/or other administrator of similar responsibility. Ordinarily, the conference on the grade will involve the faculty member, his or her 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.

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 Senate.

- (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 Faculty Senate shall be final.

Section 12

Unless otherwise stated by these By-Laws, the committee member whose last name is ranked first alphabetically shall call the first meeting of that committee. At this first meeting, the members of that committee shall elect a chairperson from among themselves.

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.

APPENDIX A

PROMOTION AND TENURE GUIDELINES