

**Code  
of the  
School of Engineering  
University of Kansas**

**Engineering Senate**

Revised May 29, 2009

# TABLE OF CONTENTS

<b>ARTICLE I</b>	<b>INTRODUCTION.....</b>	<b>3</b>
<b>ARTICLE II</b>	<b>FACULTY, STUDENT, AND ADMINISTRATIVE CONSTITUENCIES.....</b>	<b>4</b>
SECTION II.1	FACULTY .....	4
SECTION II.2	STUDENTS .....	4
SECTION II.3	ADMINISTRATION.....	4
SECTION II.4	DEPARTMENTS .....	4
<b>ARTICLE III</b>	<b>THE ENGINEERING SENATE.....</b>	<b>5</b>
SECTION III.1	MEMBERSHIP .....	5
SECTION III.2	OFFICERS .....	5
SECTION III.3	MEETINGS AND QUORUM.....	5
SECTION III.4	POWERS .....	7
SECTION III.5	PRIVILEGE .....	8
<b>ARTICLE IV</b>	<b>ENGINEERING STUDENT COUNCIL STRUCTURE AND FUNCTIONS.....</b>	<b>9</b>
SECTION IV.1	MEMBERSHIP .....	9
SECTION IV.2	OFFICERS .....	9
SECTION IV.3	DEPARTMENTAL AND ORGANIZATIONAL REPRESENTATIVES.....	10
SECTION IV.4	EXECUTIVE COMMITTEE .....	12
SECTION IV.5	COUNCIL MEETINGS AND QUORUM .....	12
SECTION IV.6	ELECTIONS .....	13
SECTION IV.7	VACANCIES AND REMOVALS.....	14
SECTION IV.8	FUNCTIONS .....	14
<b>ARTICLE V</b>	<b>ENGINEERING SENATE COMMITTEES .....</b>	<b>16</b>
SECTION V.1	TYPES OF COMMITTEES.....	16
SECTION V.2	MEMBERS OF COMMITTEES.....	16
<b>ARTICLE VI</b>	<b>ENGINEERING SENATE EXECUTIVE COMMITTEE.....</b>	<b>17</b>
SECTION VI.1	MEMBERSHIP AND TERM OF OFFICE .....	17
SECTION VI.2	ORGANIZATION .....	17
SECTION VI.3	FUNCTIONS AND QUORUM .....	18
<b>ARTICLE VII</b>	<b>ENGINEERING SENATE COMMITTEE ON FACULTY RIGHTS, PRIVILEGES, AND RESPONSIBILITIES .....</b>	<b>19</b>
SECTION VII.1	MEMBERSHIP AND TERM OF OFFICE .....	19
SECTION VII.2	OFFICERS .....	19
SECTION VII.3	FUNCTION AND QUORUM .....	19
<b>ARTICLE VIII</b>	<b>STANDING AND SPECIAL COMMITTEES OF THE ENGINEERING SENATE.....</b>	<b>20</b>
SECTION VIII.1	STANDING COMMITTEES .....	20
SECTION VIII.2	MEMBERSHIP .....	20
SECTION VIII.3	FUNCTIONS .....	20
SECTION VIII.4	SPECIAL COMMITTEES OF THE ENGINEERING SENATE .....	21
<b>ARTICLE IX</b>	<b>PROCEDURES .....</b>	<b>23</b>
SECTION IX.1	AMENDMENT.....	23
SECTION IX.2	EDITORIAL CHANGES .....	23
SECTION IX.3	PARLIAMENTARY PRACTICE.....	23

## **ARTICLE I                    INTRODUCTION**

- I.1.1                    The School of Engineering, as one of the schools of the University of Kansas, is governed by the State of Kansas Board of Regents. The Board of Regents appoints the Chancellor who is the chief executive officer of the University and President of the Faculties.
- I.1.2                    The School of Engineering Senate is responsible for formulating policies for all aspects of engineering education and has the authority to establish curricula, academic standards, and degree requirements subject to all University rules and regulations that apply to all schools of the University.
- I.1.3                    The function of the School of Engineering is to prepare highly qualified individuals for professional careers in engineering and to advance the study of engineering as an academic discipline. This function is carried out through the interrelated processes of teaching, research, and service.

**ARTICLE II            FACULTY, STUDENT, AND ADMINISTRATIVE  
CONSTITUENCIES**

- Section II.1            Faculty
- II.1.1                 The Faculty of the School of Engineering consists of all persons listed on the faculty list of the School of Engineering and who have a portion of their appointment within the School of Engineering.
- II.1.2                 The Voting Faculty of the School of Engineering in the Engineering Senate shall consist of faculty in the School of Engineering who hold any professorial rank in the School, including professors emeriti and visiting professors.
- Section II.2            Students
- II.2.1                 Students shall consist of all individuals who are admitted to and enrolled in the School of Engineering, including graduate students.
- Section II.3            Administration
- II.3.1                 The chief administrative officer of the School of Engineering is its Dean, appointed in accordance with existing University regulations (Handbook for Faculty, Appendix IV).
- II.3.2                 The Dean is responsible for the exercise of those functions vested in him or her by the State of Kansas Board of Regents and the Chancellor of the University. The Dean shall be the responsible officer for carrying out those administrative policies set forth in the Code and Rules and Regulations of the School of Engineering and those policies set forth in the Constitution and Bylaws of the Graduate School.
- II.3.3                 The Dean of the School of Engineering may appoint associate deans, assistant deans, and administrative assistants. Administrators are selected and serve in accordance with existing University regulations.
- Section II.4            Departments
- II.4.1                 The School of Engineering is composed of departments recognized by the University administration.
- II.4.2                 Departmental chairpersons are selected and serve in accordance with existing University regulations (Handbook for Faculty, Appendix IV).
- II.4.3                 Unless specific existing University or School policies and regulations so prohibit, departments may enact their own policies and procedures.

## **ARTICLE III      THE ENGINEERING SENATE**

- Section III.1            Membership
- III.1.1                 The voting membership of the Engineering Senate shall be:
- (a) All Voting Faculty of the School of Engineering.
  - (b) An undergraduate student representative selected by the Engineering Student Council.
  - (c) A graduate student representative selected by the Graduate Engineering Association.
  - (d) The Chair or Dean, or his or her appointed representative selected from the faculty, and not more than two other tenured or tenure-track faculty members of any department or school which offers an ABET-accredited engineering degree but which does not budget with the School of Engineering, e.g., Engineering Physics. The faculty member or members are to be selected by that school or department.
- III.1.2                 The nonvoting, and thus not counting toward meetings' quorums, membership of the Engineering Senate shall be:
- (a) Tenured or tenure-track faculty members from each of the Departments of Chemistry, English, and Mathematics.
  - (b) The engineering librarian and the science librarian.
  - (c) The professors of military science and naval science or their designated representatives.
  - (d) Such other persons as may be designated by the Engineering Senate.
- Section III.2            Officers
- III.2.1                 The Chair of the Engineering Senate Executive Committee (ESEC) shall be the presiding officer of the Engineering Senate. The ESEC Chair may designate any member of the Engineering Senate as acting presiding officer in his or her absence.
- III.2.2                 There shall be a Secretary and Parliamentarian of the Engineering Senate. Each of these shall be members of the Senate and shall be appointed by the Chair of the Engineering Senate Executive Committee.
- Section III.3            Meetings and Quorum
- III.3.1                 The Engineering Senate shall be called into regular session at least twice during each Fall semester and each Spring semester of every academic year at a time and place specified by the Engineering Senate Executive Committee. The Engineering Senate Executive

Committee sets these regular-meeting dates for each semester at the beginning of the semester. Special meetings may be called by the Dean, by the Engineering Senate Executive Committee, or by a written petition from at least ten Members of the Engineering Senate to the Engineering Senate Executive Committee. The time and place of the special meeting shall be specified by the Engineering Senate Executive Committee.

III.3.2 A written agenda for each meeting shall be prepared by the Secretary of the Senate. The agenda shall be sent to all members before regular and special meetings at least three days before the meeting. Thirty percent of the members shall constitute a quorum to do business. Minutes of all meetings shall be sent to members not later than two weeks after each meeting. Minutes of special meetings shall be distributed at least three days before the next regular meeting of the Engineering Senate. Minutes of each meeting of the Engineering Senate shall be maintained as permanent files in the office of the Dean of the School of Engineering. The Secretary of the Senate shall ensure that these files are maintained current. In the event that the minutes contain actions associated with curricula or course changes, copies of the minutes recording these actions shall be sent promptly to the appropriate University offices.

III.3.3 The order of business shall be:

- (a) Call to order.
- (b) Consideration of minutes of previous meetings.
- (c) Announcements by the Dean.
- (d) Committee reports.
- (e) Old business.
- (f) New business.
- (g) Adjournment.

III.3.4 The regular order of business may be suspended by an affirmative vote of two-thirds of the members present. Business of the Engineering Senate may be transacted by: voice vote, roll call vote, written secret ballot, or a letter or electronic ballot. A motion shall carry with a favorable vote of: a majority of the members present voting for a voice vote, a majority of the members present voting for a roll call vote, a majority of the ballots cast for a written secret ballot, and a majority of the ballots cast for a letter or electronic ballot. Any member of the Senate may request and obtain a roll call vote or secret ballot for transaction of pending business. A written secret ballot request will have precedent over a roll call vote request. A motion for a letter or electronic ballot is in order

only after a motion has been made and seconded, but before the vote has been called for by the Chair of the meeting. A favorable vote of twenty-five percent of the voters present shall be sufficient to carry the motion for a letter or electronic ballot. The Secretary of the meeting shall prepare the letter or electronic ballot and send it together with brief summaries of arguments on both sides of the question to all voting members of the Senate.

## Section III.4

### Powers

#### III.4.1

Subject to the provisions of the law and the Rules of the Board of Regents and within the limits established by the Code and Rules and Regulations of the University Senate and the Graduate Faculty of the University, the Engineering Senate or its designated sub-bodies has the power to:

- (a) Establish rules for the conduct of its business.
- (b) Establish committees of its choosing and assign functions and responsibilities to such committees.
- (c) Approve or disapprove proposals for changes in its own Code and Rules and Regulations.
- (d) Consider the addition and removal of degree programs within engineering and make appropriate recommendations about them through the Chancellor of the University of Kansas to the Board of Regents.
- (e) Set requirements for degrees within the school and establish other appropriate academic regulations.
- (f) Approve or disapprove course changes, proposed courses to be offered for credit, and course deletions in the School of Engineering.
- (g) Determine scholastic standards to be met by students in the School of Engineering; establish procedures for probation, suspension, reinstatement and other measures related to the maintenance of proper academic standards; and, establish criteria for recognition of excellence in student performance through the honor roll, graduation with honors, and other means as may seem appropriate.
- (h) Establish requirements for graduation from the School of Engineering.
- (i) Determine, on the basis of academic work, when and if students are to be recommended to the Chancellor and Board of Regents for award of degrees.
- (j) Recommend individuals for award of professional honors by the School of Engineering.

(k) Prepare on its initiative or on that of the Dean plans for the development of the School of Engineering.

III.4.2

Any rules, regulations or standards established by the Engineering Senate shall be collected, compiled, and modified by the Secretary of the Engineering Senate; the Secretary shall keep the members of the Senate supplied with current copies.

Section III.5

Privilege

III.5.1

It shall be the privilege of the Engineering Senate to address itself to the faculties, students, and staff, to the Dean, to the Vice Provost for Faculty Development, to the Chancellor, and to the Board of Regents on any matter relating to the University and its operation.



**ARTICLE IV            ENGINEERING STUDENT COUNCIL  
STRUCTURE AND FUNCTIONS**

- Section IV.1            Membership
- IV.1.1                 The Engineering Student Council shall be composed of the following members:
- (a) The Officers of the Council.
  - (b) Two student representatives from each department within the School of Engineering.
  - (c) A representative from each student and professional organization recognized by the Office of the Dean of the School of Engineering.
- IV.1.2                 A member, at the time of election, shall be an undergraduate student enrolled in at least nine credit-hours in the School of Engineering and be in good academic standing.
- IV.1.3                 A list of formally recognized student and professional organizations shall be available in the Office of the Dean of the School of Engineering.
- IV.1.4                 The Faculty Advisor to the Council shall be appointed by the Dean of the School of Engineering. The Faculty Advisor shall attend and participate in Council meetings but shall not vote or be counted as a member for the purpose of quorum determinations.
- Section IV.2            Officers
- The Officers of the Engineering Student Council shall be President, Vice President, Secretary, and Treasurer.
- IV.2.1                 The President shall:
- (a) Schedule and preside over meetings of the Council.
  - (b) Be responsible for overall coordination of the Engineering Exposition.
  - (c) Chair the Executive Committee.
  - (d) Attend Student Senate budget hearings.
  - (e) Act as the liaison between the Council and the School of Engineering administration.
- IV.2.2                 The Vice President shall:
- (a) Act as President in the absence of the President.
  - (b) Act as the assistant to the President.

- (c) Coordinate the work of the committees.
- IV.2.3 The Secretary shall:
- (a) Record the minutes of each Council and Executive Committee.
  - (b) Give a copy of the minutes to each member of the Council.
  - (c) Keep the records of the Council up-to-date and in order.
  - (d) Prepare any correspondence for the Council when necessary.
  - (e) Send out proper notices of all meetings.
- IV.2.4 The Treasurer shall:
- (a) Be in charge of the Council's finances.
  - (b) Keep account of all receipts and disbursements.
  - (c) Distribute money for the Engineering Exposition projects.
  - (d) Make remittances when so ordered by the Council.
  - (e) Attend Student Senate Treasurer's meetings and budget hearings.
  - (f) Render an itemized report once each semester.
  - (g) Make a verbal report whenever necessary.
- IV.2.5 The officers of the Council shall also serve as undergraduate representatives to the Engineering Senate.
- Section IV.3 Departmental and Organizational Representatives
- IV.3.1 The Department Representatives shall:
- (a) Act as liaisons between the Council and the departments in the School of Engineering.
  - (b) Attend and participate in Departmental Staff meetings.
  - (c) Attend Council meetings.
  - (d) Participate in Council activities.
  - (e) Serve as undergraduate representatives to the Engineering Senate.
- IV.3.2 Committee chairpersons shall be responsible for:
- (a) Appointing engineering students to their committees.
  - (b) Scheduling and presiding over committee meetings.
  - (c) Completing the tasks assigned to their committee in a timely fashion.
  - (d) Reporting to the Executive Committee and the Council the progress and problems of their committee.

- IV.3.3 The election and term of committee chairs is prescribed in Section 4.7.2. The filling of vacancies and removal of committee chairs is prescribed in Sections 4.8.2 and 4.8.5.
- IV.3.4 The Publicity Committee shall be responsible for all publicity for the Engineering Exposition, including but not limited to providing:
- (a) Brochures and posters.
  - (b) Announcements to local newspapers and radio stations.
- IV.3.5 The Industrial Displays Committee shall be responsible for:
- (a) Contacting and attracting industry to participate in the Engineering Exposition.
  - (b) Communicating industrial display requirements to the Routing Committee.
  - (c) Acting as host to arriving industry displays.
- IV.3.6 The Routing Committee shall be responsible for:
- (a) Assigning each display in the Engineering Exposition a room in Learned Hall or Eaton Hall according to the needs of the display.
  - (b) Working with various University departments to obtain needed equipment.
- IV.3.7 The Judging Committee shall be responsible for:
- (a) Establishing the judging criteria (subject to Council approval) for Exposition displays.
  - (b) Selecting judges.
  - (c) Providing the judges with scoring sheets.
- IV.3.8 The Banquet Committee shall be responsible for organizing the banquet to be held in connection with the Engineering Exposition. This includes but is not limited to:
- (a) Selecting and reserving a banquet facility
  - (b) Acquiring a catering list
  - (c) Selecting a menu
  - (d) Obtaining the keynote speaker
  - (e) Deciding on the cost
  - (f) Printing tickets
  - (g) Deciding on the schedule

IV.3.9 Other committees are to be established as deemed necessary by the Council and shall be governed in accordance with Sections 4.4.1 and 4.4.2.

Section IV.4 Executive Committee

IV.4.1 The Executive Committee of the Council shall be composed of the officers and the committee chairpersons of the Council.

IV.4.2 The Executive Committee shall be the administrative and coordinating body of the Council for the purpose of producing the Engineering Exposition and implementing policy decisions made by the Council.

IV.4.3 Meeting shall be held when deemed necessary by the President of the Council.

IV.4.4 The Executive Committee is empowered to act on behalf of the Council on all matters related to the Engineering Exposition. All such acts are subject to review upon the request of any member of the Council. Such review shall occur at the next scheduled meeting.

Section IV.5 Council Meetings and Quorum

IV.5.1 Regular meetings will be held once every two weeks during the regular school term (exclusive of vacations and the summer session) at a time to be determined by the President with the approval of the Council.

IV.5.2 Additional meetings of the Council may be determined by those members present at one of the designated meetings or by the Executive Council.

IV.5.3 All Council meetings shall be announced and publicized at least two days in advance.

IV.5.4 Robert's Rules of Order Newly Revised shall govern in the conduct of meetings. A copy of Robert's Rules of Order Newly Revised shall be kept by the Secretary and made available to the Council at every meeting. The Executive Committee shall appoint a representative to serve as Parliamentarian. The Parliamentarian shall have full power to render decisions and interpretations of such rules when so requested.

IV.5.5 Fifty percent of the Council membership shall be considered a quorum for transaction of Council business.

IV.5.6 The order of business normally shall be:

- (a) Call the meeting to order
- (b) Consider the minutes of previous meetings
- (c) Officer reports

- (d) Committee reports
- (e) Old business
- (f) New business
- (g) Announcements
- (h) Adjourn meeting

IV.5.7 Suspension of the regular order of business of the Council may be accomplished at any meeting by a majority vote of the members present.

Section IV.6 Elections

IV.6.1 The Officers shall be elected for a term of one year from the Council membership at the first regular meeting of the Council during the Fall semester by a majority vote of those members present. Officers shall then vacate their positions as Representatives.

IV.6.2 The Committee Chairpersons shall be elected for a term of one year from the Council after the officers at either the first or second regular meeting of the Council during the Fall semester by a majority vote of those members present.

IV.6.3 The Organizational Representatives shall be elected for a term of one year by their respective organizations before the first regular meeting of the Council during the Fall semester.

IV.6.4 The Departmental Representative shall be elected for a term of one year by the undergraduate students in their respective departments before the first regular meeting of the Council during the Fall semester. The elections shall be held during the preceding Spring semester and conducted for each department by their existing Representatives with the cooperation of the Departments' Chairs. The elections shall be conducted in the following manner:

- (a) Candidates shall register with the Council at their respective Departmental office ten days before the election.
- (b) The eligibility of the nominees shall be determined by the Departmental Representatives with the cooperation of the Departments. The nominees shall be notified of their eligibility.
- (c) The Australian ballot shall be used in the election, ballots to be printed at the expense of the Council. The ballots shall be distributed from every Departmental office and deposited in ballot boxes located in each Departmental office.
- (d) The two people in each department with the most votes shall be elected Departmental Representatives. The person with

the third most votes shall be an alternate. These people shall be notified as soon as possible, and their names shall be posted in each Departmental office. In case of a tie, a coin will be tossed to determine the winner.

IV.6.5 The Departmental Representatives shall serve as undergraduate student representatives to the Engineering Senate. If the number of Undergraduate Representatives is less than 16 percent of the membership of the Engineering Faculty (rounded up to the next highest whole number), the alternate representative from each department, as prescribed in Section 4.7.4, shall also serve as undergraduate student representative to the Engineering Senate.

IV.6.6 An Undergraduate Student Representative to the Engineering Senate shall be selected for a term of one year to the Engineering Senate Executive Committee by a majority vote of those Undergraduate Senate Representatives present. The election shall be held at either the first or second regular meeting of the Council during the Fall semester after the Committee Chairpersons' elections.

#### Section IV.7 Vacancies and Removals

IV.7.1 The President shall be succeeded by the Vice-President, and a new Vice-President shall be elected. In case of simultaneous vacancies, the presidency shall be filled in the same manner as the vice-presidency.

IV.7.2 Vacancies in the offices of Vice-President, Secretary, or Treasurer; or the position of Committee Chairperson shall be filled by a special election at a regular meeting of the Council.

IV.7.3 A vacancy in the position of Organizational Representative shall be filled by a special election at a regular meeting of the respective organization.

IV.7.4 Vacancies in the positions of Departmental Representative shall be filled first by the alternate and then by a special election as prescribed in Sections 4.7.4 and 4.7.5.

IV.7.5 The Council shall have the power to remove any member, who fails to carry out his or her responsibilities in a creditable manner, from any office or position by a 75 percent majority vote of the total membership.

#### Section IV.8 Functions

IV.8.1 The Council shall organize the annual Engineering Exposition and Banquet.

IV.8.2 The Council shall promote undergraduate interest and participation in the activities and government of the School of Engineering.

- IV.8.3 The Council shall serve as a liaison between the administrative officers of the School of Engineering and the officers of the student, professional, and University organizations concerned with engineering students.
- IV.8.4 The Council shall represent the professional views and interests of engineering students at all levels of the University structure.

**ARTICLE V                    ENGINEERING SENATE COMMITTEES**

Section V.1                    Types of Committees

The development, within the area of their responsibilities, of procedures and policies appropriate for the government of the activities of the School of Engineering shall be the concern of the following committees:

- (a) Engineering Senate Executive Committee
- (b) Standing committees of the Engineering Senate
- (c) Special Committees of the Engineering Senate

Section V.2                    Members of Committees

V.2.1                    Membership on the Engineering Senate Committees is detailed in Articles VI, VII, VIII and IX. The Dean of the School of Engineering may appoint an ex officio non-voting representative to serve on any of the committees to the Engineering Senate.

V.2.2                    Special committees may be established from time to time to study particular issues.



## **ARTICLE VI        ENGINEERING SENATE EXECUTIVE COMMITTEE**

### Section VI.1        Membership and Term of Office

The Engineering Senate Executive Committee (ESEC) shall consist of one faculty representative from each Department of the School of Engineering, one undergraduate student, and one graduate student. The undergraduate student shall be selected by the Engineering Student Council, and the graduate student shall be selected by the Graduate Engineering Association. Each year in the last week of April, the current Engineering Senate Executive Committee shall solicit nominations for persons willing to serve on ESEC as replacements for those members whose terms end on June 30 or to fill open positions. In the first week of May, the Engineering Senate Executive Committee will produce a letter or electronic ballot of faculty nominations and conduct an election. The faculty members of ESEC shall be elected by majority vote of the Voting Faculty of the School of Engineering. The term of office of elected faculty members shall be three years starting on July 1 of the year elected. A member shall be ineligible for another term until two years have elapsed since holding office. The terms of office shall be staggered so that two faculty members will be elected each year. Student committee members shall be selected annually, and serve terms one year in length. These students also serve as the undergraduate and graduate student members of the Engineering Senate.

### Section VI.2        Organization

VI.2.1        The Chair of the Engineering Senate Executive Committee shall be elected annually by the faculty and student members of the Committee.

VI.2.2        The Secretary of the Engineering Senate Executive Committee shall be elected by the faculty and student members of the Committee. The Secretary shall also be the Secretary of the Engineering Senate. The Secretary of the Engineering Senate Executive Committee shall maintain in the office of the Dean a file of all reports made to the Senate of its sub-bodies and shall transmit to all committees of the Senate the appropriate materials from these files for their use. The Secretary shall in addition upon the instruction of the Engineering Senate Executive Committee notify the members of the various committees of the Senate when they are to activate themselves and have their first meeting. At that meeting the Secretary will provide them with the appropriate materials from the files.

### Section VI.3

#### Functions and Quorum

The Engineering Senate Executive Committee shall serve the Engineering Senate. The Committee shall transact such business as may be delegated to it by the Engineering Senate and the Dean of the School of Engineering. Committee actions shall be reported to the Engineering Senate at its next regular meeting. A quorum of ESEC shall be defined as four members present at one of its meetings.

**ARTICLE VII      ENGINEERING SENATE COMMITTEE ON  
FACULTY RIGHTS, PRIVILEGES, AND  
RESPONSIBILITIES**

Section VII.1      Membership and Term of Office

VII.1.1      The Faculty Rights, Priviledges, and Responsibilities (FRPR) Committee shall be composed of six faculty members of the Engineering Senate selected in the same manner specified for election to the Engineering Senate Executive Committee. The term of office shall be three years with two persons elected each year. Vacancies shall be filled in the same manner as those occurring in ESEC.

Section VII.2      Officers

VII.2.1      The Chair shall be chosen by the FRPR Committee.

Section VII.3      Function and Quorum

VII.3.1      The Committee shall consider matters relating to rights, privileges, and responsibilities of the engineering faculty. It shall be responsible for presenting specific action recommendations to the Engineering Senate through the Engineering Senate Executive Committee. Meetings of the committee shall be held as required to consider matters placed before the Committee by the Engineering Senate Executive Committee, by the Dean of the School of Engineering, or by a faculty member. A quorum is defined as four voting FRPR members present.

## **ARTICLE VIII      STANDING AND SPECIAL COMMITTEES OF THE ENGINEERING SENATE**

### Section VIII.1      Standing Committees

The standing committees of the Engineering Senate are:

- (a) Curriculum
- (b) Academic Standards
- (c) Engineering Library
- (d) Computer
- (e) Scholarship
- (f) Faculty Rights, Privileges, and Responsibilities
- (g) Promotion and Tenure
- (h) Graduate Studies and Research
- (i) Sabbatical Leave
- (j) Facilities Advisory

### Section VIII.2      Membership

The standing committee members shall be appointed by the Engineering Senate Executive Committee with consultation with the Chairs and faculty members. These appointments will be made during the last two weeks of the Spring semester to serve in the next academic year. The Engineering Senate authorizes the Dean to fill any unfilled positions after this period.

### Section VIII.3      Functions

#### VIII.3.1

Curriculum Committee: The Curriculum Committee shall study existing and proposed undergraduate curricula in the School of Engineering in the light of the function of the School. It shall keep itself informed on the current accreditation rules of ABET. It shall determine adequacy of course offerings, identify duplication of courses, recommend school-wide policies, and coordinate courses offered by other schools and departments for engineering students. It shall call the attention of the faculty to any curriculum changes which appear contrary to the accreditation rules of ABET. The Committee will also consider matters referred to it by the Engineering Senate Executive Committee.

Curricula change requests shall be processed in a timely manner by the Curriculum Committee, and recommendations made to the

Engineering Senate at its next scheduled meeting for consideration and voted upon.

- VIII.3.2 Academic Standards Committee: The Academic Standards Committee shall be responsible for the establishment of academic requirements for student admission to and retention in the School of Engineering. The Committee shall initiate studies that will measure the level of academic performance and shall also consider matters referred to it by the Engineering Senate Executive Committee. Reports of the studies and findings shall be presented to the Engineering Senate with any specific recommendations for further actions.
- VIII.3.3 Engineering Library Committee: The Engineering Library Committee shall be responsible for recommendations for improvement in library services, facilities, acquisitions, and holdings, and shall also consider matters referred to it by the Engineering Senate Executive Committee.
- VIII.3.4 Computer Committee: The Computer Committee shall coordinate computer activities within the Engineering School. The Chair of this committee shall, when requested, represent the School of Engineering on University committees concerned with computer usage, planning, and allocations. In addition, the Committee shall consider matters referred to it by the Engineering Senate Executive Committee. Reports of the studies and findings shall be presented to the Engineering Senate with any specific recommendations for further actions.
- VIII.3.5 Scholarship Committee: The Undergraduate Scholarship Committee shall be responsible for the selection of students for the School's scholarships. They shall also be responsible for setting selection criteria for the scholarships. The School's Director of Academic Services shall be a permanent ad hoc member of the committee and act as Chair of the committee. Committee members will be selected for one year terms which run from January 1 to December 31; members are eligible for reappointment for consecutive years.
- Section VIII.4 Special Committees of the Engineering Senate
- VIII.4.1 Advisory Committee on Distinguished Professorship Nominations
- VIII.4.2 Membership
- VIII.4.3 The members of this committee shall be determined by (i) those holding Distinguished Professorships in the School, (ii) the Engineering Senate Executive Committee, and (iii) by the Dean of the School in the following manner:

- (a) The Distinguished Professors of the School of Engineering shall elect from among themselves three members from three different engineering departments.
- (b) ESEC shall appoint from among the full-time faculty of the School additional faculty so that each budgeting department within the School has one of its members on the Committee.
- (c) The Dean of the School may appoint up to two additional members one of whom must be from outside the University.
- (d) In addition, ESEC may appoint nonparticipating observers when it feels such are needed.
- (e) No person shall serve on this committee who is being formally considered for this distinguished professorship.

VIII.4.4

Functions and Responsibilities:

VIII.4.5

The committee shall be constituted after a request has been received from the Office of the Chancellor for nominations for a particular Distinguished Professorship and after nomination(s) have been received for at least one member of the full-time faculty of the School. The committee shall receive the materials submitted with the nominations and augment them with any additional information it feels is appropriate. It shall then examine the assembled corpus on each nominee and determine which, if any, of the candidates are professionally qualified. In determining the qualifications it shall observe any criteria established by the University and/or the donor, recognizing that the title of distinguished professor is a high honor bestowed by the University. The opinions of the committee together with all of the assembled written materials on every nominee shall then be transmitted to the Chancellor or his or her designee. A brief summary of the work of the committee shall be sent to the Dean of the School and the Chair of ESEC.

VIII.4.6

The committee shall observe the University's Rules and Regulations of the Faculty on the confidentiality of official faculty personnel records.

VIII.4.7

The committee shall terminate upon the announcement of the appointment of a person to the distinguished professorship by the Chancellor or upon his or her decision not to appoint anyone.

**ARTICLE IX            PROCEDURES**

- Section IX.1            Amendment
- IX.1.1                    The Engineering School Senate may amend Articles I, II, III, VI, VII, VIII, and IX of this Code by a two-thirds vote of the members present and voting at a regular or special meeting, provided that the call of the meeting shall have included a copy of the proposed amendment, together with such explanatory materials as may be proper, and shall have been sent to each member at least seven calendar days before the day of the meeting.
- IX.1.2                    The Engineering School Student Council may amend Article IV of this Code by a two-thirds vote of the members present and voting at a regular or special meeting, provided that the call of the meeting shall have included a copy of the proposed amendment, together with such explanatory materials as may be proper, and shall have been sent to each member at least seven calendar days before the day of the meeting.
- IX.1.3                    The remainder of this Code may be amended at a regular or special meeting of the Engineering Senate provided that a written notice of the proposed changes shall have been sent to each member at least seven calendar days before the meeting, that the engineering administration concurs in the change, and that a quorum is present. A two-thirds vote of the Engineering Senate members present and voting shall be necessary for the adoption of the amendment.
- Section IX.2            Editorial Changes
- When, as a result of administrative action referred to in this Code or in the Rules and Regulations of the Engineering Senate, it shall be the duty of the Engineering Senate Executive Committee to cause the appropriate editorial changes to be made in the Code, or in the Rules and Regulations, or both.
- Section IX.3            Parliamentary Practice
- The rules contained in the most recent edition of Robert’s Rules of Order Newly Revised shall govern the Engineering Senate, the Engineering Student Council, and their committees in all cases to which they are applicable, and in which they are not inconsistent with this Code or the special rules of these bodies. The Engineering Senate Executive Committee shall annually appoint a member of the Engineering Senate to serve as parliamentarian at the meetings of the Engineering Senate.