

**Bylaws of the**  
**COLLEGE OF ENGINEERING**  
**NORTH DAKOTA STATE UNIVERSITY**

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## **PART I. Purpose**

The general purpose of these bylaws, adopted by the Faculty of the College of Engineering, hereafter called the College, is to carry out its responsibilities in accordance with the Constitution and Bylaws of North Dakota State University Faculty Senate.

Specific purposes of these bylaws are to:

- Establish operational rules for faculty meetings in the College;
- Establish the responsibilities and related activities for the standing committees of the College;
- Facilitate the election of faculty representatives of the College
- Incorporate the promotion and tenure policy of the College

## **PART II. Organization and Rules of Operation for the College Faculty Meetings**

### Section 1. Policies

The Faculty is defined here as those who hold a half-time or greater appointment at the rank of professor, associate professor, assistant professor, professor of practice, senior lecturer, instructor, or research faculty<sup>1</sup> from the following departments:

1. Department of Agricultural and Biosystems Engineering
2. Department of Civil and Environmental Engineering
3. Department of Computer Science
4. Department of Construction Management and Engineering
5. Department of Electrical and Computer Engineering
6. Department of Industrial and Manufactural Engineering
7. Department of Mechanical Engineering

The Faculty shall determine College policies in the areas of curriculum, research and extension. The Faculty shall also make recommendations to the proper administrative authority in those areas of administration that are of continuing interest to the College. These policies shall be consistent with the policies of North Dakota State University.

### Section 2. Terms of Office

- a. The faculty Presiding Officer and Secretary of the College shall be elected officers with two-year terms and are ineligible to serve in the same function for two consecutive years after completion of their term of office.
- b. Standing committee membership shall be for two years commencing with election. No member shall be elected to the same committee more than two consecutive terms (four years) unless it is necessary to maintain departmental representation on a committee.
- c. Special committees may be created by the majority vote of the College Faculty. Special committees or ad-hoc task groups shall function under the general rules of operation for committees as described in Part III, Section 2 of these Bylaws and shall be discharged upon the completion of their assigned duties.

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<sup>1</sup> This is consistent with the definition of faculty from the NDSU Faculty Senate Constitution Article 3, Section 1,

### Section 3. Elections

- a. Nominations for all elected positions in the College shall be solicited by the Executive Committee in consultation with Department Chairs, and the nominations shall be distributed to the Faculty one week prior to elections.
- b. Each Faculty member may vote for the total number to be elected to each committee or each position. A simple majority of the votes cast is required for election.
- c. Faculty members unable to attend the election may cast their votes with the Secretary the day prior to an election. In the event of a repeat election, Faculty members absent from the originally scheduled election, forfeit their votes.
- d. The University Senate positions shall be elected prior to March 15.
- e. Vacancies due to a previously elected College Faculty member who is unable to fulfill responsibilities of an office or committee membership shall be filled at the next regular Faculty meeting in accordance with these Bylaws.

### Section 4. Meetings

- a. At least one meeting of the faculty shall be held during each semester of the academic year (August – May).
- b. In lieu of regular meetings or a need for a special meeting, items requiring a vote of the faculty may be submitted via e-mail by any committee with approval of the Executive Committee. Normally, such items will be non-controversial. The e-mail ballot or motion will clearly describe the issue and request an e-mail response to the Secretary within two working days unless otherwise specified. The requirements for approval will be a majority vote of 25% of the faculty with at least one vote from each department. A record of the final vote and a list of the faculty who submitted votes shall be maintained by the secretary until the results are published in the regular faculty meeting minutes.
- c. A total of 25% of the Faculty, including at least one member from each department, shall constitute a quorum for business of the College. Approval of any motion requires favorable vote of a majority of the Faculty members present and voting at a meeting. Those Faculty present shall be listed in the minutes of the meeting.
- d. The Executive Committee shall designate a Parliamentarian. The Presiding Officer or any member of the College Faculty may ask the parliamentarian for a ruling on questions of procedure whenever doubt arises with respect to elections or other procedures.
- e. Minutes of the College Faculty meetings shall be prepared by the Secretary and distributed to all Faculty members within one week after each meeting. Copies of the minutes shall be maintained by the Secretary and the College Dean.
- f. The agenda for regular Faculty meetings shall be prepared by the Secretary and distributed to the Faculty of the College no later than the day before each meeting. Items may be placed on the agenda by written request to the Secretary by the Dean, Department Chairs, the committees of the College, or any member the College Faculty; the Secretary will make a final decision on what to put on the agenda. The order of business shall be as follows:
  1. Approval of the minutes of the previous meeting
  2. Announcements – Presiding Officer, Dean, Committee Chairs, Faculty
  3. Committee Reports
  4. Old Business
  5. New Business
  6. Adjournment

- g. Special meetings of the College Faculty may be called by the Executive Committee as needed in to ensure conduct of College business as needed.

### **PART III. College Committees, General**

#### Section 1. Membership

- a. Standing committee membership shall consist of one Faculty member representing each of the departments of the College.
- b. The College representative on a corresponding Faculty Senate Standing Committee shall be one of the members of the College committee.

#### Section 2. Committee Operational Rules

- a. Individual standing committees may develop operational rules as needed to conduct their business in an orderly manner.
- b. All committee meetings shall be open to the College Faculty, except for Promotion and Tenure Committee meetings. A Committee may move into an executive session by two-thirds vote. All committees shall keep minutes of their meetings; copies of these minutes shall be available to all Faculty of the College.
- c. Each committee will submit its annual work plan for discussion at the first regular Faculty meeting in the Fall semester.

#### Section 3. Committee Meetings

Each standing committee shall meet by the end of the Spring semester for the purpose of selecting the committee chair, reviewing committee responsibilities, and formulating programs and directions for the following year.

#### Section 4. Membership Eligibility

All members of the College Faculty are eligible for committee membership, except Faculty who serve in administrative capacities. Administrative faculty are defined as Department Chairs, Interim Department Chairs, Associate Deans, and Dean. If a faculty member serving on a committee is appointed to an administrative position within the College, the affected faculty member's department will conduct an internal election prior the next regularly scheduled faculty meeting. The results of the election should be given to the Secretary who will adjust College Committee lists.

#### Section 5. Service Limitations

Faculty members may serve on only one College committee. Exceptions may be necessary for membership required to maintain balanced departmental representation on committees.

#### Section 6. Review of Committee Charge

All committee responsibilities and activities are subject to review by the Faculty of the College.

### **PART IV. Standing Committee Responsibilities**

## Section 1. Executive Committee

The Executive Committee shall be comprised of the Presiding Officer, Secretary, and Chairs of standing committees of the College.

The Chair of the committee shall be the elected Presiding Officer who will be responsible for presiding at all regular Faculty meetings and to coordinate the meetings of the Executive Committee. In the event that the Presiding Officer cannot attend the meeting, he/she will appoint one member of the Executive Committee to conduct affairs of the committee and preside at College faculty meetings

The responsibilities of this Committee are to:

- a. Assign problems and all matters brought by the Faculty, Administration or the Engineering council, to appropriate committees
- b. Appoint special committees for the purpose of resolving specific problems; and to periodically review the progress of all committees.
- c. Conduct annual reviews of the College Bylaws and if necessary propose revisions to improve these bylaws.
- d. Solicit candidates for all elections of the College, including recommendations for University Senate and University Senate Committee membership
- e. Prepare ballots and conduct college elections
- f. Set meeting dates for the College.
- g. Maintain complete records of elections and minutes of college faculty meetings.

## Section 2. Academic Affairs Committee

Membership shall be one elected representative from each department in the College and the Associate Dean for Undergraduate Programs (ex-officio).

The responsibilities of this Committee are to:

- a. Define and distribute guidelines and timelines for submission of all course changes for timely review and inclusion in Spring and Fall course offerings;
- b. Review proposals, changes, deletions, or additions for curriculum, course changes, and new programs. Upon unanimous approval by faculty members of the CoE AA Committee, such proposals and changes may be sent to the next level (CoE Dean) for approval. Should the Committee vote not be unanimous, the matter in question will be brought to the CoE Faculty Council for further consideration.
- c. Review admission and academic standards for students and make recommendations for changes;
- d. Provide recommendations on all academic appeals filed from college programs in consultation with departments.
- e. Provide the criteria for the College teaching awards. Evaluate information provided to the committee for selection of award recipients. Recommendations for the awards will be reviewed with the Dean. Awards may not be given in every year.
- f. Hear student appeals of academic sanctions. The CoE AA Committee shall serve as the Student Progress Committee (SPC) for the College. The SPC shall hear and decide upon student appeals in accordance with NDSU Policy 335, Code of Academic Responsibility and Conduct.

### Section 3. Research and Graduate Committee

Membership shall be one elected member from each department in the College and the Associate Dean for Research (ex-officio).

The responsibilities of this Committee are to:

- a. Review all standards and policies for the College graduate programs for consistency and compliance with Graduate School requirements
- b. Develop promotional materials for the graduate programs and graduate student research.
- c. Review all graduate departmental evaluation reports prior to submission to the Graduate Council.
- d. Promote research activities by the College Faculty and students.
- e. Disseminate information on faculty and student research programs.
- f. Provide the criteria for the College research awards. Evaluate information provided to the committee for selection of award recipients. Recommendations for the awards will be reviewed with the Dean. Awards may not be given in every year.

### Section 4. Promotion, Evaluation, and Tenure Committee

Membership shall be one elected representative from each department in the College. Members of the College committee must be tenured faculty of the college.

The responsibilities of this Committee are to:

- a. Establish and maintain the College Promotion and Tenure policies that are consistent with University guidelines for making recommendations for tenure, evaluation and promotion.
- b. Ensure that College and departmental promotion and tenure guidelines are kept current and approved by faculty, Dean and Provost
- c. Provide recommendations concerning all College promotion and tenure candidates in accordance with the policies of the College on Promotion and Tenure.
- d. Provide recommendations concerning decisions involving the non-renewal of probationary faculty appointments

## **PART V. Amendments/Revisions**

### Section 1. Amendment/Revisions Proposals

Amendments/Revisions to the College Bylaws may be proposed by any Standing Committee or by a petition signed by ten percent of the Faculty and presented to the faculty at a regularly scheduled meeting. The Secretary of the Faculty shall distribute the proposed changes to all members of the Faculty no later than nine days after the meeting.

### Section 2. Amendment/Revision Balloting

The Faculty shall set a date for voting on the proposed changes, which shall be no sooner than the next regularly scheduled faculty meeting nor later than sixty days after the distribution is made to the Faculty. Faculty voting shall be by written ballot only. Opportunities for absentee voting shall be provided. The ballots for the proposed amendment/revision shall be counted by

the Executive Committee. Proposed changes require approval by the majority of the votes cast. Results shall be distributed to faculty and, if approved, the amendment/revision is effective immediately.