

**Rules of the Department of Civil, Environmental, and
Architectural Engineering
March 1998**

- I. The Faculty** Members of the General Faculty of the Department shall be those individuals who hold the title or acting title of –Professor, Associate Professor, Assistant Professor; Senior Instructor, Instructor, Lecturer; including Emeritus, Visiting, Adjunct, Adjoint, Attendant-rank, and Part-Time appointments in the above ranks; Research Professor, Research Associate Professor, Research Assistant Professor, Research Associate.

Voting members of the faculty shall consist of those members of the Department holding a full-time University of Colorado appointment in the ranks of Instructor, Senior Instructor, Assistant Professor, Associate Professor, and Professor; Research Professor, Research Associate Professor and Research Assistant Professor. Instructors must have held the position for two years. Others of the General Faculty may be temporarily included for a specified period upon approval by two-thirds of the voting members present at a regular or special faculty meeting.

- A. Powers:** The faculty shall have the right to make recommendations in all matters that concern the Department. In particular, it shall concern itself with matters of educational policy affecting the Department, including requirements for admission and graduation for both undergraduate and graduate students.
- B. Faculty Meetings:** Faculty meetings shall be held on a regular basis as decided by the faculty to discuss matters of educational policy and other matters concerning departmental activities. Special meetings may be called by the Chair or shall be called by the Chair upon written request of five members of the faculty. A meeting agenda is to be circulated with the notice of meeting; minutes are to be taken by a secretary designated by the Chair, circulated to the faculty, and approved or revised at the next meeting. At least twenty-four hours notice of a special meeting shall be given. At any meeting a quorum shall consist of the majority of the voting members of the Department. The Chair of the Department, or his or her designated substitute, shall chair the meeting.

- II. Organization of the Department:** In addition to the Department Chair, there shall be an Executive Committee and Standing Committees which are to be considered sub-committees of the Executive Committee

- A. Chair of the Department:** The Chair of the Department, who shall be selected and appointed according to the Rules of the Regents, shall be its chief administrative officer and shall act as the Department's representative in negotiations with both College and University administrations. He or she shall be responsible for the general operation and efficiency of the Department and

shall confer with the Executive Committee concerning departmental needs, actions, assignment of both physical and Promotion resources, appointments, promotions, and tenure and shall be guided by its recommendations. He or she shall provide leadership to the Department in the appropriate development of its activities and shall make regular reports both to the faculty and to the Dean of the College concerning items of importance and interest. The Chair will prepare a budget detailing the anticipated income and expenses of the Department for the coming fiscal year, allowing four (4) weeks time for approval of that budget by the Executive Committee before it is presented to the Dean of the College of Engineering and other administrators.

The Chairman, or the Executive Committee, may appoint an Acting Chair, to serve in the absence of the Chair, with the approval of the Dean.

- B.** Executive Committee: The Executive Committee shall consist of the Chair and six elected members who each shall serve for a term of three years. The Department Chair shall preside over the meetings of the Executive Committee. Each of the six elected members shall be representative of one of the six academic specialties in the Department: Architectural, Construction, Environmental, Geotechnical, Structural and Water Resources Engineering. Selection of the Executive Committee representative will be by vote of the majority of the members of each group in a written ballot. Results of the voting shall be reported to the faculty, and the Executive Committee members selected by the individual groups then will be approved by a majority vote of the Department's faculty. The Executive Committee member elections will be staggered so that each year two new Executive Committee members start their three-year terms. (* See note at the end of the Rules for start-up suggestion.)

The duties of the Executive Committee shall be to establish Department administrative policy and to initiate and approve fiscal matters and other activities affecting the operation and development of the Departmental programs. The Executive Committee will approve the Department budget by majority vote. This approval will apply both to the budget for the coming fiscal year based on anticipated income and expenses and to any major adjustments made during the current year. At the end of the fiscal year the Executive Committee will review the income/expenditure activity of the Department and issue a report to the faculty. The Executive Committee will review the faculty's annual reports of activities in order to assist the Chair in making recommendations for salary increases, consistent with the procedure described below in Section III B. In addition, the Executive Committee shall appoint all standing and ad hoc committees except the Promotion (Personnel) Committee. The responsibilities of these committees shall be defined by the Executive Committee in its charge to the committee. The Executive Committee shall meet regularly as decided by the faculty, keep records of its activities, and report to the faculty.

C. Duties and Responsibilities of Standing Committees: Committee reports, including one from the Executive Committee shall be made once a month.

1. Operations Committee: Organization of student counseling, and review of student records for graduation.

2. Curriculum Committee: undergraduate and graduate degree requirements, review of course content, long range academic planning.

3. Graduate Committee: graduate admissions, appointments, examinations, and recruitment.

4. Facilities Committee: laboratory planning and maintenance shop facilities, equipment, and instrumentation, assignment of laboratory space.

5. Promotion (Personnel) Committee: promotion, tenure and reappointment recommendations.

III. Promotion and Budgetary Matters: The Rules of the Regents and of the College state that "Each Department shall have the responsibility for developing the terms of its own working structure, including...how promotion and budgetary matters should be handled..."

A. Faculty Appointment: All faculty position allocations (new, replacement, retirement, and bridging) shall be discussed in faculty meetings. When a tenure track faculty vacancy is to be filled, a Search Committee shall be appointed by the Chairman with consultation of the Executive Committee. The Search Committee shall initiate the appropriate steps to solicit qualified applicants and shall screen the applications received. Information on applicants being seriously considered will be made available to the members of the Department and as many members of the Department as practical shall be given the opportunity to meet any of the candidates who make interview visits. Impressions of the candidate shall then be solicited by the Search Committee. The Search Committee will make recommendation to the Executive Committee. Upon approval of a majority of the Executive Committee members, a candidate shall be recommended to the Dean for appointment.

B. Faculty Rating and Raises: Annual faculty performance ratings shall be made by the Executive Committee based on the criteria set forth in the Faculty Handbook. The Chair shall notify each faculty member of his rating and shall make salary recommendations to the Dean using the ratings as a guide.

Any faculty member who so desires can request from the Executive Committee a detailed yearly evaluation of her/his performance.

- C. Promotions, Tenure, and Reappointment: Recommendations for promotions, tenure and reappointment shall be made by a Promotion (Personnel) Committee consisting of all tenured full professors in the Department and presided over by the Chair.

- IV. Amendments to the Rules: Amendments to these rules require approval by written ballot by a two-thirds majority of those voting. Written notice of a proposed amendment shall be given to all members of the faculty at least two weeks in advance of any meeting in which such amendment is to be considered.

- V. Effective Date: These rules will become effective upon approval by two-thirds of those voting and endorsement of the Dean of the College.

(Not part of the Rules):

** At start-up, the Executive Committee will have six new members. After the first year, two groups will either elect new members or re-elect current members for a new three-year term. After the second year, two other groups will either elect new members or re-elect current members for a new three-year term. By the end of the third year, the last two groups will elect new members or re-elect current members on the regular tri-annual schedule and the staggered schedule will be in place.*