

Bylaws

Rules of the Department of Civil, Environmental, and Architectural Engineering

May 2020

I. The Faculty and Staff

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, and Scholar in residence.

Members of the Staff of the Department shall be those with at least 50% time spent working on Department matters, including undergraduate and graduate advisors, finance and Department operations staff.

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, Professor, Research Professor, Research Associate Professor, Research Assistant Professor, and (as applicable in future) Teaching Professor, Teaching Associate Professor and Teaching Assistant Professor. 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 department meeting.

A. Powers: The faculty and staff shall have the right to make recommendations in all matters that concern the Department. In particular, the faculty shall concern itself with matters of educational policy affecting the Department, including requirements for admission and graduation for both undergraduate and graduate students and strategic visioning. The faculty can also make recommendations to the department faculty and chair on future faculty hires.

B. Department Meetings: Department meetings shall be held on a regular basis in person or online, at least monthly during the academic year, to discuss matters of faculty recruitment, strategic vision, educational policy and other matters concerning departmental activities and to build community. Special meetings may be called by the Chair or shall be called by the Chair upon written request of five members of the faculty or staff. A meeting agenda is to be circulated with the notice of meeting; minutes and an attendance record are to be taken by a secretary designated by the Chair, circulated directly to the faculty within one week of the 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 present in person or online. The Chair of the Department, or their 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.

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.

The Chair shall be responsible for the general operation, efficiency, and strategic plan of the Department. The Chair shall confer with the Executive Committee concerning departmental strategic plans, needs, actions, assignment of resources, appointments, promotions, and tenure, and shall be guided by the Executive Committee's recommendations. The Chair shall be responsible for setting a Strategic Vision for the department at least every six years, identifying strategic goals for that time period that include objectives, targets, and a measurement plan. To create this vision, the Chair shall confer with the Executive Committee and other Standing Committees. Progress toward strategic goals shall be measured and reported annually to the department at a department meeting early in the spring semester and in a written report made available to all faculty electronically. The Chair shall direct and manage administrative policies, the department's activities and resources, and provide faculty oversight and reviews, making regular reports (at least once a semester) 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 at least 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 Applied Sciences and other administrators.

Annually, the Executive Committee, in consultation with the Faculty and Staff, will provide feedback to the Chair and Associate Chairs on their performance in these roles, and suggestions for improvement. This feedback may be written or oral; a written summary of the feedback will be shared with department Faculty and Staff.

The Chair, 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. These members may be any of the members of the voting faculty, defined in Section I. 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: Building Systems Engineering; Construction Engineering Management; Environmental Engineering; Geotechnical Engineering and Geomechanics; Structural Engineering and Structural Mechanics, and Hydrology, Water Resources, and Environmental Fluid Mechanics. Selection of the Executive Committee

representative from each group will be by vote of the majority of the members of that group in a written ballot. Results of the voting shall be reported to the faculty, and each Executive Committee member selected by the individual groups then will be approved by a majority vote of the Department's faculty for each nominated representative. The Executive Committee member elections will be staggered so that each year two new Executive Committee members start their three-year terms.

The duties of the Executive Committee shall be to establish Department administrative policy; manage and approve fiscal matters, including start-up and retention requests that involve commitment of Department resources; assist in the creation and approval of a Strategic Vision for the Department at least every 6 years, described above in Section IIA, and report on progress of those objectives assigned to the Executive Committee every year to the Chair and to the faculty at a Department meeting each fall; and other activities affecting the creation and operation of the Departmental programs. The Executive Committee will approve the Strategic Vision and Department budget by majority vote. The budget 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 at a Department meeting early in the fall semester. The Executive Committee shall meet regularly throughout the academic year, keep meeting minutes, archive those minutes and provide them to the faculty within two weeks. In addition, the Executive Committee will report significant decisions and outcomes to the faculty they represent, and at department meetings.

The Executive Committee will review the faculty's annual reports of activities, 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, prioritizing fairness in service obligations and continuity in committee knowledge from year to year. The responsibilities of these committees shall be defined by the Executive Committee in its charge to the committee.

C. Associate Chairs

Associate chairs will report regularly to the Executive Committee regarding their responsibilities, and the Associate chair for administration will serve as a non-voting member. Associate chairs will not vote on the Executive Committee, unless they are separately elected members of the Executive Committee.

D. Duties and Responsibilities of Standing Committees

1. Undergraduate Committee: curriculum (i.e., curriculum and courses, advising, petitions, and ABET); student pathways (i.e., student recruitment, retention, student experience, and undergraduate awards)

2. Graduate Recruitment and Admissions Committee: marketing and recruitment, coordinating the review of graduate admissions, planning the graduate student visit day
3. Graduate Programs and Students Committee: student appointments; degree requirements (including coursework degrees and examinations), student experience, graduate student awards, preparation of undergraduate students for graduate school (including Bachelor's-Accelerated-Master's or similar programs)
4. Promotion (Personnel) Committee: promotion, tenure and reappointment recommendations, and mentoring (of assistant and associate professors, and instructors).

Each committee shall determine a Strategic Vision for their committee, aligned with the Strategic Vision of the Department, at least every six years. These visions shall be archived and made available to department/faculty. Each committee shall set objectives and targets in line with the committee charge from the Executive Committee, measuring and reporting progress at Department meetings, and through a Department newsletter.

E. Staff

Staff input on resources needs and other issues of concern shall be solicited by the Chair or one of the Associate Chairs at least once annually. Recommendations will be documented and reported to the Executive Committee. Staff are not considered voting members of the Department, but their input shall be solicited on key issues, including the selection of the Department Chair.

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 Appointments: Priorities for faculty position allocations shall be discussed in a dedicated Department meeting each spring (and at other times as needed). After this Department meeting, a faculty vote will be held to rank the collective priorities. The outcome of this vote will be public. This vote will be considered by chair, together with strategic vision, teaching and research needs, budget and other priorities, before making a recommendation to the College. The Chair shall report their recommendation to the faculty, with an explanation of how their decision was made. When the position is approved by the College, a Search Committee shall be appointed by the Chair 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 invited for a campus interview will be made available to all members of the Department, and as many members of the Department as practical shall be given the opportunity to meet these candidates. If possible, "job talks" will be made during regularly scheduled Department meetings. Impressions of the candidate shall then be solicited by the Search Committee. The Search Committee will make presentations at Department meetings summarizing the candidates and the feedback received and then, make a

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. For Institute faculty seeking to be housed in the department, their case will be presented to the Department faculty for input, followed by a vote of the Executive Committee. Upon approval of a majority vote in the Executive Committee, the 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. The Chair shall notify each faculty member of their 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 their performance; review of this yearly evaluation will also constitute part of mentoring activities.

C. Promotions, Tenure, and Reappointment: Recommendations for promotions, tenure, and reappointment shall be made by a Promotion (Personnel) Committee consisting of all tenured associate and full professors in the Department and presided over by the Chair. Associate professors will vote on recommendations for tenure and reappointment, but not on recommendations for promotion to full professor.

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 of Engineering and Applied Science.

VI. Other Procedures: A separate document will be maintained and updated annually describing the charge for ad hoc committees and other procedures. Revisions of those procedures shall be discussed at Department meetings, and input solicited from all faculty, but without a formal vote required.