

BYLAWS OF THE COLLEGE OF ENGINEERING AND APPLIED SCIENCE FACULTY GOVERNANCE COUNCIL

REVISION	DESCRIPTION	DATE	BY	APPROVED
A	Work In Progress	04/21/2023	Council	
B	Released	05/10/2023	Council	x

Preamble

- Article I. Membership
- Article II. Elections
- Article III. Committees
- Article IV. Meetings of the Council
- Article V. Amending the Bylaws and Standing Rules

Preamble

It is a guiding principle of the shared governance recognized by the Board of Regents of the University of Colorado that the faculty and the administration shall collaborate in major decisions affecting the welfare of the University as described in [Regent Policy 5](#).¹ The Faculty Governance Council (FGC) is the primary representative body for the shared governance structure of the College of Engineering and Applied Science (CEAS). The purpose of the faculty governance structure and council is to create a direct input mechanism for all faculty as defined by [CEAS Rules](#) to participate in the college's shared governance model. Matters of procedure not covered by these bylaws will be handled via Roberts Rules of Order, modified to include electronic attendance, and voting options.

Article I. Membership

A. Composition

The Faculty Governance Council (FGC) will consist of 13 voting members, as enumerated below. All members except for the FGC Chair serve on at least one committee.

- 1) One member¹ will be elected from/by each of the 6 departments (nominated and elected by voting members of each department, based on their bylaws).
- 2) One member² will be elected from/by CEAS Program faculty not rostered in a department.
- 3) Six "at large" members³ will be elected through a collegewide faculty vote, to ensure representation among each of these member categories:
 - a) Instructor-rank and Scholar-in-Residence faculty (includes Instructors/Teaching Assistant Professors, Senior Instructors/Teaching Associate Professors, Principal Instructors/Teaching Professors, and Scholar in Residence);
 - b) Tenured and untenured members of the tenure-track faculty (including Assistant Professors, Associate Professors, and Professors); and
 - c) Research faculty (including Research Assistant Professors, Research Associate Professors, Research Professors; and Senior/Professional Research Associates).

B. Membership Rights

All members have rights and obligations that include, but are not limited to:

- 1) Being notified of meetings;
- 2) Attending meetings;
- 3) Voting on and proposing motions and amendments to motions;

¹ "Departmental representatives" can hold any regular faculty appointment (tenured or tenure-track, instructor-track, or research-track and are eligible to serve in accordance with their department's bylaws).

² The "Program representative" will be from those faculty who are rostered in ATLAS, Integrated Design Engineering, Biomedical Engineering, Engineering Management, Herbst, or another program who are not otherwise affiliated with a department. They can hold any regular faculty appointment (tenured or tenure-track, instructor-track, or research-track) and are eligible to serve in accordance with their program bylaws.

³ The "at large" representatives are nominated by any faculty member in the college or can be self-nominated. Only individuals "represented" are able to vote on that group, e.g., only instructor-track faculty vote on their representative, etc. Some individuals may therefore vote for more than one set of representatives (e.g., untenured TT faculty). At-large representatives are not limited by eligibility as stated in their department or program bylaws.

- 4) Speaking on and debating matters appropriate to committee work;
- 5) Running for office;
- 6) Resigning from office;
- 7) Nominating and electing officers;
- 8) Insisting on the enforcement of the Bylaws, Standing Rules, and parliamentary procedure;
- 9) Having access to the Bylaws, Standing Rules, minutes, and other official records; and
- 10) Voting on and proposing amendments to the Bylaws, Standing Rules, minutes, and other official records.

C. Membership Roles

1) Chair

Elected by the FGC membership from the FGC membership; convenes general meetings; meets with the dean every month (invites appropriate committee chairs and other executive committee members as deemed appropriate); meets with chairs of committees as needed.

2) Vice-Chair

Elected by the FGC membership from the FGC membership; stands in for the Chair when needed at general meetings; leads council bylaw development, review, and amendment.

3) Secretary

Elected by the FGC membership from the FGC membership; manages elections and council communications (email and web), in conjunction with the council administrator and members of the college's communications staff.

4) Executive Committee

Includes the Chair, Vice-Chair, Secretary, and one more member elected from the council body.

5) Standing Committee Chairs

Members of the FGC are appointed by consensus of committee members.

6) Standing Committee Members

All members of the body (except the FGC Chair) serve on at least one FGC committee.

Article II. Elections

The elected council members shall be apportioned among the faculty tracks (tenured/tenure-track; instructional-track; and research-track including senior/research associates) and ranks of faculty within the College of Engineering and Applied Science.

A. Elections to the FGC

- a. Elections will be held in the Spring semester.
- b. If a council member leaves before their term is finished, the Executive Committee will determine how or if the position should be filled prior to July 1, including appointments.

- c. Terms of office commence on July 1.
- B. Internal elections
 - a. Elections for council officer positions must be completed by the last council meeting of the academic year and will be conducted through electronic balloting and voting. Nominees are elected by a simple majority of votes cast if a quorum is met.
 - b. A quorum for election votes is defined as 2/3 of the full council membership.
 - c. The Chair is initially elected for a term of two years. The Chair shall remain eligible for re-election to a second term of one year.

Article III. Committees

The FGC includes three standing committees: a Budget and Resource Policy and Distribution Committee, a Teaching Affairs Committee, and a Faculty Affairs Committee. Ad hoc committees, including the Dean's Review Committee, may be formed by the FGC Chair as needed. Committees shall regularly evaluate the college's policies, procedures, and standards that fall within the scope of their charge.

A. Standing Committees

Standing Committees are chaired by an FGC member. They can also include other FGC members, CEAS faculty, administration resource members, and undergraduate and graduate students. Committee members will be appointed by the FGC Executive Committee after the first meeting of the fall semester.

1) Budget and Resource Policy and Distribution

This committee will review the proposed college budget, provide input/feedback on budget priorities, and address topics that cause concern to the faculty. The Dean and/or representatives for the Dean shall present a budget report that outlines the College of Engineering and Applied Science revenues and expenditures to the Faculty Governance Committee at least once each academic year. The faculty will provide a written response to the budget report to the Dean. The processes for this subcommittee will be developed by its members during its first academic year of operation.

2) Teaching Affairs

This committee will support the primary units' implementation of multiple evaluation measures for teaching to include both formative and summative evaluation options. The processes for this subcommittee will be developed by its members during its first academic year of operation.

3) Faculty Affairs

This committee will provide guidance on the faculty performance evaluation and salary equity policy and processes to ensure transparency, consistency, and equity; proactively support equal opportunity for faculty professional development and equitable outcomes of performance evaluation, recognition, and compensation; and provide guidance on how appeals and grievances by individual faculty are managed by CEAS units and the Dean/Associate Dean for Faculty Advancement. The processes for this subcommittee will be developed by its members during its first academic year of operation.

B. Ad Hoc Committees

Ad-hoc committees, which expire one year after the date of formation, may be constituted as needed for a specific purpose.

1) Dean Review

This committee, acting in support of the Provost, shall conduct a preliminary evaluation of the Dean of the College of Engineering and Applied Science in the third year of their appointment as Dean; a comprehensive evaluation in the fifth year of their appointment as Dean; and every fifth year subsequently, per Regent Laws and the campus's policy on the evaluation of officers

(<https://www.colorado.edu/policies/evaluations-officers>). In case of a discrepancy between the College of Engineering and Applied Science and campus policy, campus policy shall be followed. The goal of this committee will be to perform a fair and thorough evaluation of the Dean. The committee will prepare a summary of the Dean's evaluation including an overall rating and will provide the findings to the Dean, the Provost, and the CEAS faculty.

2) Other committees as needed.

Article IV. Meetings of the Faculty Governance Council

The FGC will meet regularly as a group. At least once a semester the FGC will meet with the Dean to consider matters of college policy and to provide counsel and advice to the Dean and other administrators. Meetings are open to all faculty members of the College.

Article V. Amendments to the Bylaws

New bylaws may be adopted, and bylaws may be amended or repealed at a duly convened meeting of the Faculty Governance Council. Notice of any proposed change in the bylaws shall be given in writing to all members of the Faculty Governance Council at least one week before the meeting at which the proposed change is to be considered. Votes on bylaw revisions pass by a simple majority (fifty percent plus one) if the 2/3 quorum is reached.

These Faculty Governance Council bylaws were initially approved on May 10, 2023.