



Environmental Engineering

UNIVERSITY OF COLORADO **BOULDER**

Bylaws of the Environmental Engineering Program

University of Colorado, Boulder

Effective July, 2019

I. Faculty

A. Membership

1. Voting members of the faculty shall consist of all EVEN program faculty (hereinafter Program faculty) holding at least a 50% appointment with the title of instructor, senior instructor, teaching professor, scholar-in-residence, assistant professor, associate professor, professor, research assistant professor, research associate professor, or research professor.
2. Program faculty are expected to attend a majority of EVEN faculty meetings, unless excused due to leave or administrative assignment.
3. Program faculty are expected to contribute service and teaching to EVEN through annual engagement in at least three of the following activities, unless excused due to leave or administrative assignment.
 - a) Teaching a course in which EVEN students are the primary audience, including specialized EVEN electives or required courses in the undergraduate and graduate EVEN curricula,
 - b) Mentoring and advising EVEN undergraduate students,
 - c) Supervising undergraduate independent studies or senior thesis research,
 - d) Research mentoring, such as serving as primary advisor, co-advisor, paper co-author, or dissertation committee member for students in the EVEN graduate program,
 - e) Academic advising of non-thesis (e.g. project-based) EVEN graduate students,
 - f) Serving on an EVEN standing committee or search committee.
4. Faculty with the titles listed in I.A.1 who contribute to EVEN educational activities but do not regularly participate in at least three items listed under A.1.3 may be recognized as Affiliated faculty, but will not have voting privileges.
5. Additions to Program faculty or Affiliated faculty are considered after nomination (including self-nomination) and require support from a majority of the current Program faculty voting on the nomination.
6. If a Program or Affiliated faculty member ceases to participate in EVEN for a continuous two-year period, their membership may be terminated by a majority vote of Program faculty.
7. Program or Affiliated faculty may also be removed from EVEN membership at their request, or due to resignation or retirement from the University of Colorado Boulder.

B. Powers and Responsibilities

1. Program faculty shall have jurisdiction over program bylaws and educational matters that concern only the program. These matters include, but are not limited to, curriculum content and graduation requirements for undergraduate and graduate students in the EVEN program, and requirements and criteria for graduate admissions.

2. Program faculty provide recommendations for strategic initiatives in the environmental engineering area, including new faculty hires, while recognizing that the college and rostering departments have final authority for hiring new faculty.

3. Program and Affiliated faculty who are members of the graduate faculty may serve as principal advisors for MS and Ph.D. graduate students in EVEN.

4. Program and Affiliated faculty who are members of the graduate faculty may serve as EVEN members of dissertation committees.

5. Program and Affiliated faculty may serve on preliminary examination committees for EVEN Ph.D. candidates.

C. Voting Procedures

1. Notice of proposed changes to the bylaws, EVEN curriculum, admissions, or graduation requirements shall be given to all EVEN program faculty either at a program meeting or by electronic mail, with notice provided at least one week in advance of any vote.

2. Issues other than changes to the by-laws will be decided by a simple majority of the Program faculty voting on the matter.

3. Changes to the EVEN by-laws require a two-thirds majority of all Program faculty.

II. Director

A. Appointment

1. The EVEN director must be a regular, full-time, tenured member of the EVEN faculty.

2. The term of office of the EVEN director is four years, which is renewable by re-election of the director and approval of the Dean of the College of Engineering and Applied Sciences.

3. The EVEN director reports to the Dean of the College of Engineering and Applied Sciences.

4. Recommendation and Appointment

a) No later than the first month of the last semester of the director's term, she/he will request nominations for the next director.

b) Eligible faculty who are nominated (including self-nominations) and agree to serve will be presented to the Program faculty for a vote, which shall be conducted by secret ballot.

c) The individual receiving a simple majority of the votes cast will be presented to the Dean as the recommended director.

d) If there are more than two nominees, the first vote will determine the top two vote recipients, who will then participate in a run-off vote, with the name of the prevailing candidate forwarded to the Dean for approval.

5. Recall

a) Recall is initiated by a petition signed by 50% of the voting members. The director may be recalled by a two-thirds majority vote of the Program faculty, with the resulting recommendation forwarded to the Dean for approval.

B. Roles and Responsibilities

1. The EVEN director serves as the leader and executive officer of the EVEN program, administering the program with faculty concurrence and in accordance with the rules and policies of the College and University.
2. The director calls meetings of the EVEN Program faculty and EVEN executive committee.
3. The director establishes ad hoc program committees in collaboration with the executive committee, and appoints committee chairs. The director chairs the executive committee.
4. In consultation with the executive committee, the director tracks EVEN faculty members' engagement with the program and provides feedback on their service for consideration in annual merit reviews by rostering departments.
5. The director oversees EVEN staff and personnel matters, including hiring new staff, annual staff performance evaluations, and staff professional development.
6. The director is responsible for the financial integrity of the program, in collaboration with the Dean of the College.
7. The director is responsible for ensuring the academic integrity of the EVEN program, including ensuring that the undergraduate program continues to meet ABET-accreditation guidelines and that both undergraduate and graduate programs stay current with directions of the environmental engineering profession and EVEN education.
8. The director organizes the EVEN professional advisory board and represents the program to external constituencies, including in development efforts.

III. Associate Directors

A. Appointment and Responsibilities

1. The associate directors are appointed by the EVEN director with the approval of the Dean.
2. The associate directors report to the EVEN director in matters related to their EVEN program responsibilities.
3. The roles and responsibilities of each of the associate directors is specified in a job description developed by the director in consultation with the executive committee and the prospective associate director. It is normally expected that one associate director would serve as chair of the undergraduate committee and the other as chair of the graduate committee.

IV. Standing Committees

A. Organization

1. The EVEN program will have three standing committees: the executive committee, the undergraduate committee, and the graduate committee. Each of these committees will aim to have at least one representative from every department having three or more faculty members among the EVEN program faculty.

B. Executive Committee

1. The executive committee is comprised of the director and associate directors with additional members appointed by the director as needed for effective administration of the EVEN program and to meet the requirements under IV.A.1. The executive committee participates in evaluating the performance of the EVEN director and Program faculty and advises the director on program matters including strategic direction and initiatives and curricular offerings and implementation. The executive committee is responsible for ensuring effective communication among standing committees and between EVEN and departments where Program faculty are rostered.

C. Graduate Committee

1. The graduate committee is comprised of at least four faculty members and the graduate coordinator. The chair serves as one of the associate directors. The graduate committee oversees the graduate curriculum, policies, and procedures, including review and approval of new or modified courses, graduate award nominations, and graduate student petitions, grade appeals and other grievances. The committee oversees administration of graduate examinations. The committee leads graduate student recruiting, reviews applications for admission to the graduate program, and approves admission offers and offers for financial support. The chair of the graduate committee represents the program as a voting member of the college's graduate education council.

D. Undergraduate Committee

1. The undergraduate committee is comprised of at least four faculty members and the undergraduate advisor. The chair serves as one of the associate directors. The undergraduate committee oversees the undergraduate curriculum, policies, and procedures, including review and approval of new courses, and undergraduate award nominations, student petitions, and other grievances. The undergraduate committee implements the program's continuous improvement process and continuing compliance with ABET requirements. The chair of the undergraduate committee represents the program as a voting member of the college's undergraduate education council.