

BYLAWS OF THE DEPARTMENT OF MECHANICAL ENGINEERING  
[Monday, December 3, 2018]

- I. Faculty Roles, Responsibilities, and Governance
  - A. Membership
    - a. Regular tenured and tenure-track Full Professors, Associate Professors, and Assistant Professors, all with at least a 50% appointment;
    - b. Research Full Professors, Research Associate Professors, and Research Assistant Professors, all with at least a 50% appointment;
    - c. Instructors, Senior Instructors and Teaching Professors in the teaching professor track, all with more than two years of service, at least a 50% appointment, and working on the Boulder campus;
    - d. Scholars in Residence, Associate Professors of Practice, and Professors of Practice in the professor of practice track, all with more than two years of service, at least a 50% appointment, and working on the Boulder campus; and
    - e. Other faculty including those with Adjoint, Adjunct, Attendant, and Emeritus status, Instructors not on the Boulder campus, Scholar in Residence, Research-Associate, and Visiting faculty appointments.
    - f. Faculty in a, b, c and d above constitute the voting faculty of the Department, with limitations as listed below.
    - g. Faculty on an officially approved leave are considered to be in residence.
  - B. Roles and Responsibilities
    - a. Voting Procedures
      - 1. Each member of the voting faculty has one vote.
      - 2. Formal decisions require a simple majority of the number of votes cast, as long as the quorum requirement is met, except where specifically noted in these Bylaws.
        - i. A quorum requires yes or no votes to be cast by a minimum of three-fourths of the faculty eligible to vote in the matter.
      - 3. The results of a secret ballot vote are reported by email to all faculty eligible to vote on that issue.
    - b. Voting Powers
      - 1. Voting faculty elect the Department Chair Nominee or Acting Chair Nominee as described in Section II.A.c.
      - 2. Per campus policy (<https://www.cu.edu/ope/aps/1022>) qualified faculty recommend, by secret ballot, for or against reappointment, promotion, and/or tenure of a faculty colleague in the tenure track.
        - i. Qualified faculty members must have already reached the status for which the faculty colleague is being considered. Only tenured faculty may vote on decisions relating to tenure.
      - 3. Qualified faculty recommend, by secret ballot, reappointment or promotion for faculty in the instructor, research, and scholar-in-residence and professor of practice tracks.

- i. Qualified faculty members must have already reached the level of promotion for which the faculty colleague is being considered. See Department Policy on Teaching Professor and Professor of Practice Tracks for equivalencies.
    - 4. Voting faculty authorize an offer of a faculty position to an individual by two-thirds of the votes cast, as long as the quorum requirement is met.
      - i. Hiring votes are taken by secret ballot.
    - 5. Voting faculty authorize changes to the required curriculum, and to admission and graduation requirements.
    - 6. Voting faculty revise and amend these Bylaws as described in Section IV.
  - c. Department Meetings
    - 1. Faculty and staff meet at least once per month during the academic year in a Department meeting, which is chaired by the Department Chair or her/his appointed representative.
    - 2. Meeting minutes are taken by Department staff and distributed to all faculty and staff once approved by the Chair or her/his designee.
  - d. Special Faculty Meetings
    - 1. Special faculty meetings without staff in attendance may be called as necessary to address matters that are specifically within the purview of the voting faculty.
    - 2. Special faculty meetings may be called by the:
      - i. Department Chair, her/his appointed representative, or a member of the executive committee, or
      - ii. Faculty representing a third of the voting faculty of the Department.
    - 3. Special faculty meetings will be called by email with at least two-days' notice to all faculty eligible to vote on any matter(s) to be discussed.

## II. Officers

- A. Chair of the Department (See also Faculty Handbook, <https://www.cu.edu/regents/appendix-b-roles-and-responsibilities-department-chairs/>)
  - a. The Chair must be a regular, full-time, tenured member of the faculty.
  - b. The term of office is four years with consecutive terms possible by suspension of these Bylaws in accordance with Section IV.
    - 1. The Chair may be recalled by a two-thirds majority vote of the voting faculty.
- c. Nomination and Appointment
  - 1. After consultation with and approval by the Dean of the College, the faculty may conduct an external search for a new Department Chair during the last year of the current Department Chair's term.
    - i. An ad hoc search committee will be appointed to conduct the search.
    - ii. Voting faculty authorize an offer of a faculty position for the Chair candidate by two-thirds of the votes cast, as long as the quorum requirement in section I.B.a.2.i is met.

- iii. At the culmination of the search, if successful, the Department Faculty recommend the candidate to the Dean.
  - 2. If an external search is not needed, the following procedures are used.
    - i. The Chair, during the first month of the last semester of her/his term, requests nominations.
    - ii. Nominations may be submitted by at least three voting faculty members.
    - iii. Faculty names submitted within two weeks following the Chair's request are eligible to appear on the secret ballot; if the Chair's name is submitted, her/his name may appear only by suspension of these Bylaws (see Section IV).
    - iv. Any candidate who receives a simple majority of the votes cast is the Department Chair nominee.
    - v. If no one receives the necessary majority, the name of the top two candidates are voted on in a runoff election held by secret ballot. If the runoff results in a tie, both names are forwarded to the Dean.
  - 3. Appointment of the Nominee as Department Chair is carried out as described in the Faculty Handbook (<https://www.cu.edu/regents/appendix-b-roles-and-responsibilities-department-chairs/>); if the nominee is not appointed, the above procedures are repeated as appropriate.
  - 4. Appointment of an Interim Chair:
    - i. When the Chair will be inaccessible for more than one week but less than three (3) months the Department Chair shall appoint an Interim Chair. If the Chair does not or cannot do this, the Dean appoints an Interim Chair at the request of the faculty.
    - ii. If the Department Chair will be absent for a period greater than three (3) months but less than one year, an Acting Chair Nominee is selected in accordance with Section II.A.c.
- d. Roles and Responsibilities (See also Faculty Handbook, <https://www.cu.edu/regents/appendix-b-roles-and-responsibilities-department-chairs/>):
  - 1. The Department Chair serves as Department leader and executive officer, with faculty concurrence and in accordance with the rules and policies of the College and University.
    - i. The Chair calls and chairs Department meetings;
    - ii. Appoints committee chairs and makes other faculty service assignments;
    - iii. Calls and chairs meetings of the Executive Committee;
    - iv. Establishes Department and ad hoc committees in collaboration with appropriate standing committees.
  - 2. The Chair administratively reports to the Dean of the College.

3. The Chair represents the Department to individuals and organizations inside and outside the University.
  4. The Chair leads Department advancement efforts.
  5. The Chair oversees faculty personnel matters including:
    - i. Recruitment of new faculty and negotiation of offer letters;
    - ii. Promotion and tenure cases;
    - iii. Post tenure review;
    - iv. Submission of annual faculty evaluations to the Dean of the College;
    - v. Recommendations of annual faculty salary adjustments to the Dean of the College;
    - vi. Informing Faculty of ratings for evaluations and salary adjustments;
    - vii. Approval/disapproval of sabbatical and other faculty leave requests;
    - viii. Approval/disapproval of reductions in teaching loads from buydowns or special assignments or situations; and
    - ix. Honors and award nominations.
  6. The Chair oversees staff personnel matters, including:
    - i. Hiring new staff; and
    - ii. Supervision of Department staff, including annual performance evaluations and professional development.
  7. The Chair is responsible for overseeing delivery of academic programs, including review and approval of course schedules and making teaching assignments.
  8. The Chair is responsible for the equitable assignment and proper utilization of Department space and equipment.
  9. The Chair is responsible for the financial integrity of the Department, including:
    - i. Planning, securing and monitoring Department general fund budgets; and
    - ii. Preparing a fiscal year Department budget for presentation to the faculty in fall semester.
- B. Standing Committee Chairs
- a. Committee chairs are appointed by the Chair of the Department.
  - b. The term for a committee chair is one year, July 1 through June 30, and is renewable.
  - c. Standing committee chairs serve as a member of the Department Executive Committee.
  - d. Committee chairs represent the Department in matters pertinent to her/his office, to individuals and organizations both inside and outside the University.
  - e. Committee chairs call and chair committee meetings.
  - f. Committee chairs manage the conduct of committee responsibilities as specified in the committee charter and oversee delegation of committee responsibilities to members.
  - g. Committee chairs maintain and communicate procedures established by the committee to the Department.

- h. Committee chairs propose new policies and initiatives recommended by the committee for action by the Executive Committee and bring relevant matters to Department faculty when necessary for a vote.
- i. Committee chairs oversee Department staff in their work related to their committee, including annual performance evaluations and professional development.
- j. Committee chairs supervise the creation, updating and dissemination of Department program materials relevant to their committee.
- k. Appeals by faculty and staff of committee chair actions are heard by the Department Chair.

### III. Committees

- A. Committee assignments and general responsibilities:
  - a. Members are appointed by the Chair of the Department before the end of the first month of the Fall Semester, except for the Personnel Committee, which runs July 1 – June 30 and is elected as described in section III.C.b.
  - b. Term of membership is one academic year and is renewable.
  - c. Summary minutes of Committee meetings are made available to all voting faculty and relevant staff via email or posting on-line.
  - d. Although a committee handles routine matters on its own, it must secure approval of the voting faculty before implementing significant changes to curriculum, admissions, or graduation requirements.
  - e. Responsibilities and membership of standing committees other than the Personnel Committee and Executive Committee are specified in separate committee charters, which may be modified by the Executive Committee as necessary, without a Department vote.
- B. Executive Committee
  - a. The Executive Committee consists of the Department Chair and the Chairs of the Graduate, Undergraduate, Personnel, and other standing Committees;
  - b. The Committee advises the Department Chair on policy and planning; budget and space; staff; operations; and other matters as needed.
  - c. Administrative policies and procedures are established by the Department Chair and Executive Committee, in conformance with college and campus requirements.
- C. Personnel Committee:
  - a. The Personnel Committee consists of five tenured faculty members and the Department Chair.
  - b. Election of Members
    - 1. Nominations for the personnel committee are requested by the Chair of the Department at the end of the spring semester.
    - 2. Each nomination requires concurrence by three voting faculty.
    - 3. Members are elected by secret ballot, with the five faculty members receiving the highest number of votes elected to serve.
    - 4. The Chair of the Department selects the Personnel Committee chair from among the elected members.

- c. The Personnel Committee oversees the following matters.
  - 1. Faculty reappointment, promotion and tenure cases:
    - i. The committee serves as the primary unit evaluation committee (PUEC) for the Department, with responsibility for preparing the candidate's file for review by faculty eligible to vote on the case and by the Department Chair.
    - ii. Independent of the Chair, the Committee makes a recommendation to the qualified Department faculty on each reappointment, promotion and tenure case.
    - iii. The Committee advises the Chair on the timing of non-mandatory Faculty promotions based on annual evaluations and post-tenure reviews.
    - iv. In preparing the files and making recommendations, the Committee follows the Rules of the Board of Regents and the Guidelines of the College of Engineering and Applied Sciences.
  - 2. Annual faculty evaluations:
    - i. The Committee reviews Faculty Reports of Professional Activity (FRPA) for all faculty and assigns separate ratings for teaching, research and service.
    - ii. The Committee submits the ratings to the Department Chair as recommendations for his/her adoption and submission to the College.
      - A. The Chair may modify the ratings before submitting them to the College; and
      - B. In these cases, the Chair shall inform the Committee as to the rationale for the change.
    - iii. The Committee offers to meet annually with each untenured faculty member to review their performance evaluation and advise her/him on career progress
    - iv. The Committee directly submits the annual evaluation of the Department Chair to the Dean of the College.
  - 3. Faculty post tenure reviews:
    - i. For faculty who are up for post-tenure review, the Committee:
      - A. Prepares the candidates' file;
      - B. Reviews the file and provides an assessment of the Candidate's past performance to the Department Chair as well as a recommendation on the acceptability of the future plan; and
      - C. Notifies the Candidate of the assessment and recommendation.
  - 4. The Committee oversees the Department's mentoring program for untenured Faculty.
- d. Committee decisions on confidential personnel matters are not circulated to the faculty.

IV. Revision and Suspension of these Bylaws

- A. Bylaws shall be reviewed and, if necessary, revised at least every two years. The Chair of the Department or a member of the Executive Committee can request that the bylaws be reviewed and/or revised.
  - a. Review shall be led by the Department Chair and the members of the Executive Committee;
  - b. Revisions shall be presented to the Department faculty at least two weeks prior to the secret ballot.
    - 1. Approval of revisions or suspension to the Bylaws requires a simple majority vote of the voting faculty, except that
    - 2. Approval of revisions to the term of the Chair under section II.a.b. requires a two-thirds vote of the voting faculty.