

## CONSTITUTION

### **Faculty Council, College of Engineering, UTEP**

#### ARTICLE I. NAME

The organization shall be known as the Faculty Council (of the College of Engineering of the University of Texas at El Paso).

#### ARTICLE II. MEMBERSHIP

- A. For the purpose of the Faculty Council, the (Engineering) Faculty is defined to include all (1) professors, (2) associate professors, (3) assistant professors, and (4) instructors of the academic Departments of the College of Engineering.
- B. The Faculty Council shall consist of one faculty member from each academic Department of the College. The Council member representing each department shall be elected, for a term of one year, by the faculty of that department. Excluded from membership are faculty holding the title of Dean, Chairperson, Director, or holding temporary positions such as visiting and adjunct appointments.
- C. Each academic Department shall also elect one alternate faculty member to the Faculty Council, to serve and vote in the absence of an elected council member.

#### ARTICLE III. JURISDICTION

- A. The Faculty Council shall provide a collective voice for the Faculty of the College of Engineering; it shall report to the Faculty of the College and to the Dean. The Council may provide, for the College Faculty or for the University community, representative positions and information on academic matters and issues of concern to the Faculty.
- B. In matters bearing on the governance of the College and the Faculty, the Faculty Council may formulate recommendations on College policies. The Council's policy recommendation shall become the policy of the College after ratification (with or without amendment) by vote of a majority of the Faculty during a College Faculty meeting, when and if the ratified policy is

approved by the Dean.

- C. As representatives of the Faculty, the members of the Faculty Council may also formulate consensus opinions upon any subject of interest to the College, and may adopt resolutions thereon, except on individual tenure and promotion applications.
- D. The Faculty Council shall forward to the Dean any actions, regarding governance and academic policy, which have been approved by the College Faculty according to Article III, Section B. The Dean shall have the power of veto over any governance or policy action of the Faculty Council. In case the Dean exercises the veto, or does not approve a Faculty-ratified action, the Faculty Council may take the issue for further discussion and resolution to a College Faculty meeting, to the Provost, to the President of the University, and/or to the Faculty Senate.

#### ARTICLE IV. CHARGES OF THE FACULTY COUNCIL

- A. The Faculty Council may recommend and review college policies, criteria and procedures for the qualitative advancement, support and assessment of the programs of the college.
- B. The Faculty Council shall establish college wide uniform policies and procedures for the Departmental tenure and promotion review process, including but not limited to the selection of external reviewers and the solicitation of letter process. These policies shall be published for use by all departments.
- C. The Council shall publish a list of the Council and its officers, and of standing committee members and their chairpersons, within the first month of the fall academic term.
- D. The Faculty Council shall call a meeting of the Faculty of the College at least once in the Fall semester and once in the Spring semester of each year. The Faculty Council may call additional meetings of the Faculty at any time if urgent matters must be put before the Faculty. The Dean and the Faculty must be given notice and an agenda at least one week before any College Faculty meeting. The Dean may also call additional meetings of the College Faculty.

#### ARTICLE V. OFFICERS

- A. The Faculty Council shall elect from its members the following officers:

Chairperson, Vice Chairperson and Secretary.

- B. The Chairperson shall be the Administrative Officer of the Faculty Council. The Chairperson shall preside at meetings of the Council and at meetings of the College Faculty; if the Chairperson is not able to preside, then the Vice Chairperson shall preside. He/she shall supervise voting on proposals to change College policy, or to institute new measures or take new actions at a College-wide level, or to adopt amendments to the Constitution or Bylaws.
- C. The Secretary shall be responsible for taking all minutes of the Faculty Council meetings and maintaining those files. Records of the Faculty Council shall be kept for a minimum of five years, and shall be formally transferred (i.e., with a signed receipt) from the outgoing Secretary to the incoming Secretary.
- D. The Chairperson shall appoint a Parliamentarian, from the elected members of the Faculty Council. If a discussion at a Faculty Council meeting or at a College Faculty meeting should become disorderly, or if any Faculty member present so requests, then the remainder of the meeting shall be conducted according to Roberts' Rules of Order, and the Parliamentarian shall rule on points of order.

#### ARTICLE VI. COMMITTEES

- A. The College of Engineering shall have the following standing committees, composed of members of the faculty:
  - 1 The College of Engineering Curriculum Committee; and
  - 2 The Promotion and Tenure Committee.
- B. The functions of the standing committees of the College are:
  - 1 The Curriculum Committee shall oversee the processing of curriculum changes. The Curriculum Committee shall consider changes to courses, curricula, and degree requirements that are proposed by the academic Departments of the College.
  - 2 The Promotion and Tenure Committee shall consider cases of the individual faculty for promotion, tenure, and advancement. The Promotion and Tenure Committee shall operate independently of the Faculty Council and shall report directly to the Dean. The Faculty Council shall neither examine individual cases, nor make recommendations on the status or compensation of individual

faculty members.

- C. The membership for all standing committees shall be for a term of one year.
- D. Faculty members can serve on no more than two College committees (or one committee and the Faculty Council) each year.
- E. Each standing committee shall elect a chairperson.
- F. Each committee shall keep a written record of its meetings on file and this file shall be turned over to Faculty Council Secretary at the end of the academic year. In addition, each committee chairperson shall present a brief oral report of the committee's actions over the academic year, to be presented at the last meeting of the Faculty Council in the spring term.
- G. The Faculty Council may establish ad hoc committees and task forces as required.

#### ARTICLE VII. BYLAWS

The Faculty Council shall operate in a manner consistent with (first) this Constitution, and (second) the Bylaws. The Faculty Council may amend the Bylaws in accordance with Article VIII, Section B.

#### ARTICLE VIII. AMENDMENTS

- A. The Constitution may be amended by a two-thirds vote of the entire Faculty, subject to the approval of the Dean. To propose an amendment, the Faculty Council shall send written notice and text of proposed amendments to all members of the Faculty and to the Dean, at least two weeks prior to a vote.
- B. The Bylaws may be amended by a majority vote of the College Faculty members present at a College Faculty meeting, subject to the approval of the Dean. The Faculty Council shall send written notice and text of proposed amendments to all members of the Faculty and to the Dean, at least two weeks prior to a vote.
- C. Amendments to the Constitution or Bylaws may also be proposed by a written petition, signed by twenty percent (20%) of the Faculty, delivered to the Chairperson or Vice Chairperson of the Council. The Faculty Council shall send written notice and text of proposed amendments to all members of the Faculty and to the Dean, at least two weeks prior to a vote. The vote on a petitioned amendment shall take place at the next College Faculty meeting which occurs at least two weeks after the petition

is delivered to the Faculty Council. The Constitution or the Bylaws shall be amended upon approval of the amendment by a two-thirds majority of the entire Faculty, subject to the approval of the Dean.

## **BYLAWS (Draft Document)**

### **Faculty Council, College of Engineering, UTEP**

#### **ARTICLE B1. VOTING**

- A. Each academic department of the College shall have one vote in the proceedings of the Faculty Council. Only duly elected council members (or official alternates) shall be eligible to vote. Proxy votes shall not be permitted.
- B. A majority of council members (or voting alternates), representing academic departments, shall constitute a quorum. A voting alternate shall identify the Department being represented during voting.
- C. Members of the faculty not elected as council members or alternates may attend meetings and be recognized to speak by the chair for purposes of discussion.

#### **ARTICLE B2. MEETINGS**

- A. Meetings of the Faculty Council shall be held at least once during each Fall and Spring semester.
- B. An agenda shall be distributed to all faculty at least a week in advance of any regular meeting.
- C. Special meetings of the Council may be called, with at least with twenty-four (24) hours notice, by a majority vote of the officers of the Faculty Council.
- D. The minutes shall include a list of all council members and alternates present at each meeting. Voting alternates shall be indicated as substituting for absent council members. The minutes shall be distributed to all faculty.
- E. Any member of the Council who fails to attend the meetings of the Council three times in a row shall be replaced by his/her alternate and assume the alternate's position.
- F. The Faculty Council shall be responsible for calling a College Faculty meeting during each Fall and Spring semester. The Dean may be invited to make a brief State of the college address. A representative of each standing

committee will report briefly on the committee's actions during that semester.

- G. Additional College Faculty meetings may be called by the Faculty Council or by a faculty petition with twenty (20) percent or more of the faculty as petitioners.

## ARTICLE B3. ELECTIONS

- A. In the Spring of each year, each academic department shall elect its Faculty Council member and alternate for the next academic year. Council members shall serve terms of one (1) academic year.
- B. New Council members shall take office at the beginning of the Fall semester. As soon as possible thereafter, the members shall elect the Council officers.
- C. A vacancy in Faculty Council membership shall be filled within thirty (30) days by vote of the faculty in the respective academic department.

## ARTICLE B4. STANDING COMMITTEE CHARGES AND DUTIES

### PART B4.1. TENURE AND PROMOTION COMMITTEE

- A. Purpose: The Tenure and Promotion Committee shall review the tenure/promotion applications presented by applicants within the college, and submit recommendations regarding the applications to the Dean.
- B. Membership: The Tenure and Promotion Committee shall consist of one tenured faculty member per academic department excluding the department chairpersons. Faculty members who are candidates for promotion are not eligible to serve on the committee. Each department shall elect its member for the committee by majority vote.
- C. Process: The Dean shall inform, in writing, the chairperson of the Tenure and Promotion committee of the time requirements for review and recommendation regarding applications for tenure and promotion established by the central administration.

The committee shall review the files of applications for tenure or promotion and shall evaluate their merit by applying the standards set forth in the "Academic Policies and Faculty Personnel Matters" chapter of the UTEP Handbook of Operating Procedures.

Voting shall be by secret ballot with the votes counted by the chairperson and verified by the committee. All members, including the chairperson, have a vote. The committee shall follow procedures defined in the "Academic Policies and Faculty Personnel Matters" chapter of the UTEP Handbook of Operating Procedures.

#### PART B4.2. CURRICULUM COMMITTEE

- A. Purpose: The Curriculum Committee shall oversee the processing of curriculum changes, and shall approve or disapprove of changes after consideration of the impact(s) of proposed changes on other Departments and on the College as a whole.
- B. Membership: One representative from each academic Department within the College shall be selected by the Chairperson of the Department. The chairperson of the Curriculum Committee shall be the representative of the College on the Faculty Senate Curriculum Committee.
- C. Process: The Curriculum Committee shall follow established University curriculum committee procedures for review and approval of new courses and programs, and of changes in existing courses and programs.
- D. The Curriculum Committee shall publish the minutes of each meeting as soon as practical after each meeting. These minutes should include, at a minimum, a list of curriculum issues being considered by the committee and the committee's actions.