

THE UNIVERSITY OF IOWA

Manual of Procedure

**College of Engineering
The University of Iowa**

February 2006

MANUAL OF PROCEDURE

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PREFACE

The major objective of a manual of procedure of the College of Engineering is to facilitate the work of faculty and administration in the realization of the purpose of the college. The manual should

1. promote effective cooperation between administration and faculty by providing definite agencies for free discussion of matters of common concern;
2. delineate and regularize structure and operating procedures;
3. define and distribute responsibility; and
4. provide for the accumulation of recorded experience.

In pursuit of these purposes and within the legal framework of the Code of the State of Iowa and subject to the authority of the Iowa State Board of Regents, the faculty of the College of Engineering adopts this *Manual of Procedure* along with the principles embodied in the "Statement of Principles" on "Faculty Participation in College and University Government" as formulated by the American Association of University Professors in 1963.

ARTICLE I. THE FACULTY

SECTION 1. Role of the Faculty. The faculty shall be the policymaking and legislative body of the college. Among the powers and duties of the faculty are the following:

- a. To consult with the dean and the department executive officers on matters of policy relating to the standing and reputation of the college and to the professional welfare of the faculty and the maintenance of a healthy educational climate for students.
- b. To be primarily responsible for the educational and research policies and departments within the jurisdiction of the college.
- c. To review, and approve or revise when necessary, actions of the Engineering Faculty Council.

SECTION 2. Membership of the Faculty. The faculty of the College of Engineering shall include members both with and without the right to vote. The members of the faculty shall be

- a. The president, the dean of faculties of the University, and the dean of the Graduate College.
- b. All professors, associate professors, assistant professors, lecturers, instructors and emeriti of the college.
- c. All other persons in teaching, research, or administration who shall be so designated by the voting members of the engineering faculty.

SECTION 3. Members with Right to Vote. The members of the faculty with right to vote shall be

- a. All professors, associate professors, and assistant professors who are at least half-time appointees in the College of Engineering or who hold such appointments and are on temporary assignment elsewhere in this University. This does not include professors, associate professors, and assistant professors who are on leave and have tendered their resignations from the faculty.
- b. All emeriti who are active in the affairs of the College of Engineering. Such status shall be reviewed at the first faculty meeting of each academic year.
- c. All other persons in teaching, research, or administration who shall be so designated by the voting members of the engineering faculty. Such right to vote shall terminate before the first meeting of the faculty of the College of Engineering of the following academic year. The first item of business on the agenda of the first meeting of the faculty in each academic year shall be the consideration of the addition of appropriate persons to the faculty with right to vote.

SECTION 4. Faculty Membership List. The dean shall maintain a list of members of the faculty. Within the first two weeks of the beginning of the fall semester, the dean shall prepare faculty membership lists of voting and nonvoting members in accordance with Section 2 and Section 3 for use during the ensuing academic year. This list shall be approved by the Engineering Faculty Council before it is issued.

ARTICLE II. THE DEAN

SECTION 5. **Duties and Authority.** The dean of the college shall be the chief representative and executive officer of the college. The dean shall have general administrative authority over college affairs. He or she shall be responsible for formulating policies, introducing and testing educational and research ideas and proposals, and stimulating college discussion leading to improvement of the educational and research departments of the college. The dean's responsibilities shall include both strengthening the college and its departments and interpreting those departments to the University and the community.

SECTION 6. **Consultation on Budgetary Recommendations and Allocation of Resources.** The dean, as chief executive officer of the college, shall have final authority to make budgetary recommendations to the University administration, and to allocate resources within the college. Prior to submitting collegiate budgetary recommendations to the University administration, and prior to allocating resources among the organizational units within the college, the dean shall consult with and ask for the recommendations of the Engineering Faculty Council. Concerning the budget of any organizational unit within the college, the dean shall receive recommendations from that particular part of the faculty by way of its executive officer.

ARTICLE III. MEETINGS OF THE FACULTY

SECTION 7. **Regular Meetings.** At least two regular meetings shall be held each semester.

SECTION 8. **Special Meetings.** Special meetings may be called by the dean, by the Engineering Faculty Council after consultation with the dean, or by the president of the University or the president's representative. Upon petition of six or more faculty members, a special meeting shall be called by the secretary of the faculty. Special meetings may also be ordered by the faculty when meeting in regular session.

SECTION 9. **Presiding Officer.** The dean or the dean's representative shall preside at all meetings of the faculty unless the president of the University or president's representative elects to do so. In the absence of these, the secretary of the faculty shall preside.

SECTION 10. **The Secretary.** The secretary of the faculty shall be elected by and from the membership of the voting faculty for a term of one year at the time and by the procedure outlined in Article V. The secretary shall assume office on the

last day of classes of the spring term, or as soon thereafter as elected, and shall serve until a successor assumes office. A vacancy during the term of office shall be filled by the procedure outlined in Article V. A member of the Engineering Faculty Council shall not simultaneously be the secretary of the faculty.

SECTION 11. **Notice of Meetings.** Normally the secretary shall notify by mail each member of the faculty at least one week in advance of the date of a regular or special meeting. In exceptional cases, a meeting can be called on shorter notice by the Engineering Faculty Council or dean. A copy of the agenda shall accompany each notice, clearly setting forth all items of business scheduled. The secretary of the faculty shall include on the agenda any matter of business requested by a faculty member.

SECTION 12. **Quorum.** Fifty percent of the voting faculty who are in residence shall constitute a quorum. Unless the point of no quorum is raised at a meeting, no action taken at any meeting shall be invalid for the lack of a quorum provided the action taken shall have been proposed in the notice of the meeting sent to members of the faculty.

SECTION 13. **Record of Meetings.** The secretary of the faculty shall send out minutes of all faculty meetings to members of the faculty and to the office of the dean. A permanent file of all minutes shall be kept in the office of the dean.

SECTION 14. **Interpretation of the Manual of Procedure.** Questions of interpretation of this *Manual of Procedure* shall be brought to a faculty meeting of the College of Engineering or to the Engineering Faculty Council acting ad interim in the name of the faculty for decision. Any such action by the Engineering Faculty Council shall be subject to revision by the faculty.

SECTION 15. **Rules of Order.** Except where otherwise provided in this *Manual of Procedure*, the meetings shall be conducted according to **Robert's Rules of Order**.

ARTICLE IV. THE ENGINEERING FACULTY COUNCIL

SECTION 16. **Duties.** The duties of the Engineering Faculty Council shall be as follows:

- a. To assist and advise in the conduct of college business in such areas as the faculty or the dean shall request. Such activities shall normally include but not be limited to recommendations concerning

1. Long-range goals and objectives of the college.
 2. Short-range college priority items.
 3. Allocation of faculty positions, funds, equipment, space, support personnel, and other resources within the college.
- b. To prepare items to be included in the agenda of the faculty meetings.
 - c. To supervise elections.
 - d. To investigate, and dispose of as it deems appropriate, matters presented to it for consideration by any member of the faculty.
 - e. To act ad interim in the name of the faculty in emergency situations on matters of curriculum and instruction. Any such action shall be subject to review by the faculty.
 - f. To solicit volunteers for and appoint members to standing faculty committees, formulate annual charges to these committees, and review annual committee reports prior to their submission to the faculty.
 - g. To consult with the dean or the dean's representative on a continuing basis.
 - h. To consult with the department executive officers on a continuing basis and make appropriate recommendations to the faculty concerning undergraduate and graduate programs.

SECTION 17. Membership. The Engineering Faculty Council shall be composed of five members elected from and by the voting faculty of the College of Engineering. The membership shall consist of professor(s), associate professor(s), and no more than one assistant professor. Election of council members shall be at large except that no more than two members shall be from the same department. During any process of reorganization within the college, the Engineering Faculty Council shall continue to function with membership as prescribed herein, and with responsibilities and duties as defined in Section 16.

SECTION 18. Term of Office. All elected members of the Engineering Faculty Council, except those chosen in the first election and those chosen to fill unexpired terms, shall take office on the last day of classes during the spring term and serve for a term of three years until their successors have been elected and taken office. No member of the Engineering Faculty Council who has served for more than two consecutive years immediately prior to an election is eligible for nomination at that election.

SECTION 19. **Officers.** The Engineering Faculty Council shall hold an annual organizational meeting on the last day of classes during the spring term, or as soon thereafter as possible. At the annual organizational meeting, the council shall elect a chairperson and a secretary from among its members to serve until the next annual organizational meeting. If either office is vacated, the council shall hold a special organizational meeting and elect one of its members to fill the vacant office.

SECTION 20. **Meetings.** The Engineering Faculty Council shall meet as often as necessary to discharge its duties and responsibilities to the faculty. Meetings shall occur at the call of the chairperson or at the call of the secretary on the request of two members.

SECTION 21. **Reports.** The secretary of the Engineering Faculty Council shall make prompt written reports to the members of the faculty on all council proceedings. A permanent file of all such reports shall be kept in the office of the dean. In addition, the council shall present an annual written summary of its activities to the faculty near the close of each spring term, identifying matters requiring council attention during the next 12 months.

SECTION 22. **Vacancies.** When a vacancy occurs, the election procedure specified in Section 24 shall be used to fill the vacancy.

SECTION 23. **Rules of Procedure.** The Engineering Faculty Council shall adopt its own rules of procedure.

ARTICLE V. ELECTIONS

SECTION 24. **Schedule of Nomination and Election.** For every selection to fill a vacancy on the Engineering Faculty Council and/or to fill the office of secretary of the faculty, the secretary of the faculty shall prepare a schedule designating the date for the close of nominations and the deadline for casting ballots. This schedule shall be circulated to the faculty together with a list of voting members. In this schedule, two weeks, excluding University holidays or recess, shall be provided for nominations and one week, excluding holidays or recess, shall be provided between the distribution of ballots and the deadline for their return. If a subsequent runoff election is necessary, ballots for this election shall be distributed by the secretary within one week after the deadline for the previous election. The deadline for casting ballots in a runoff election shall be one week, excluding holidays or recess, after ballots are distributed. At each point in the election process, the following provisions shall govern:

- a. Nomination shall be on petition to the secretary of the faculty by six or more members of the voting faculty. Each nominating petition must bear the signature of approval of the nominee. Nomination shall be for a constituency as described in Section 17, or for secretary of the faculty.
- b. For regular elections, the procedure shall be scheduled so that those persons elected may take office on the last day of classes of the spring term.
- c. For special elections, the procedure shall be completed as expeditiously as possible within the deadlines imposed herein, and persons elected shall assume office on the day following their election.
- d. At each runoff in the election process to fill a council vacancy, the name of those candidates whose election would cause more than two members to serve from one department shall be removed from consideration. This shall be done by eliminating those candidates with the lesser number of votes.

The faculty may make such supplemental election rules as may be necessary.

ARTICLE VI. COMMITTEES

SECTION 25. **Standing Committees.** The faculty shall have the following standing committees:

1. Curriculum
2. Information Technology
3. Promotion and Tenure
4. Teaching

The Curriculum Committee shall be responsible for reviewing and evaluating all existing and any proposed curricula within the college, for reviewing and evaluating all existing and any proposed courses taught within the college or required in any of its curricula, and for making appropriate recommendations to the dean and the faculty.

The Information Technology Committee shall be responsible for reviewing and evaluating policies governing hardware, software, and computing services

within the college, and for making appropriate recommendations regarding computer resources to the dean and the faculty.

The Promotion and Tenure Committee shall be responsible for reviewing and evaluating the criteria for and the appropriateness of all recommendations concerning faculty promotions, tenure, and new appointments in the college and for making such recommendations to the dean and the faculty as it deems necessary.

The Teaching Committee shall be responsible for all matters relating to evaluation and improvement of the quality of instruction in the college, and for making appropriate recommendations to the dean and the faculty.

SECTION 26. Membership and Terms. Each standing committee shall have at least three members appointed from the voting faculty by the Engineering Faculty Council in consultation with the dean. Each member shall serve a three-year term except for two of those appointed initially and those appointed to fill unexpired terms. Terms of office shall be staggered so as to minimize the number of vacancies that occur each year on each committee. Terms of office shall begin and end on the last day of classes of the spring term. Committee members who have served for more than two consecutive years prior to the termination of their committee assignments are not eligible for reappointment to that committee for a period of one year from the time their terms expire.

The Curriculum Committee shall have the Dean of the College, or his/her representative, as an ex-officio nonvoting member.

The Curriculum Committee shall have a nonvoting student member appointed for a one-year term by the Engineering Faculty Council, in consultation with the Dean's Office and President of the Associated Students of Engineering.

SECTION 27. Officers. Each standing committee shall have a chairperson and a secretary appointed by the Engineering Faculty Council in consultation with the dean.

SECTION 28. Meetings. Each standing committee shall meet as often as required in order to carry out its duties and responsibilities as specified in its annual charge by the Engineering Faculty Council. Meetings shall occur at the call of the chairperson or at such times as the committee designates by appropriate action. Standing committees shall adopt their own rules of procedure.

SECTION 29. **Reports.** Each standing committee shall prepare and submit an annual report to the Engineering Faculty Council for review prior to its presentation to the faculty. Additional reports shall be prepared and submitted as requested by the council or the faculty.

SECTION 30. **Vacancies.** Any vacancy on a standing committee shall be promptly filled by the Engineering Faculty Council in consultation with the dean.

SECTION 31. **Other Committees.** Additional committees may be authorized as needed by the faculty, or by the Engineering Faculty Council, or by the dean, with charge, membership, and terms of appointment determined by the authorizing entity.

ARTICLE VII. THE SUBDIVISIONS

SECTION 32. **Departments.** The departments shall be the administrative units within the college and shall be responsible for all curricular and academic activities. Matters of policy shall be decided by the methods so established. No department may, however, adopt policies contrary to the letter and spirit of college policy.

The leadership of a department shall be provided by a department executive officer who shall be recommended by the dean to the University administration and the State Board of Regents for a term not to exceed five years and who shall be eligible for reappointment. When a vacancy in the chairship exists or is impending, the dean shall consult with the faculty members of the department concerning the candidates to be considered. Such consultation shall be timely and include the collective closed ballot recommendation of the tenured and tenure track faculty members holding primary appointments in the department. The ballots shall be counted and the results announced during the department faculty meeting during which they are cast.

The dean shall ordinarily recommend a candidate for appointment in accordance with the advice of a majority of the faculty members of the department. In the event the dean's recommendation differs from that of the majority of the faculty members, the dean shall report the reasons to them and to the appropriate officer of the University administration.

The department executive officer, after consultation with appropriate members of the department and other persons with who it is deemed advisable to consult, shall recommend to the dean the appointment, reappointment, or promotion of

faculty members. Such consultation shall include the collective closed ballot recommendation of the appropriate faculty group. For new appointments, the appropriate faculty group shall consist of all tenured and tenure track faculty holding a primary appointment in the department. For reappointments, for tenure considerations involving new appointments, and for tenure considerations where no promotion in rank is involved, the appropriate faculty group shall consist of all tenured voting members of the department who hold primary appointment at ranks equal to or higher than that of the faculty member under consideration. For promotion, the appropriate faculty group shall consist of the tenured voting members of the department who hold primary appointments at ranks higher than that of the faculty member being considered. The ballots (including absentee ballots) shall be counted and the recommendation announced during the meeting in which they are cast. If the department executive officer's recommendation differs from the majority opinion of the appropriate members of the department, the reasons for this action shall be reported to that faculty group and to the dean.

SECTION 33. Other Units. Research centers and institutes recognized by the State Board of Regents that report solely to the dean of engineering shall be administered in accordance with the same principles as those governing departments.

Centers and institutes that report solely to the dean of engineering shall adopt a faculty affiliation policy and voting policy. Such policies shall govern the terms under which faculty may affiliate with the unit (research center or institute) and the terms under which such an affiliation can be ended. The affiliation policy may define graduated levels of faculty affiliation with and without voting rights within a unit. The voting policy must be reviewed every five years and adopted by a majority vote of the voting members of the unit. Units may not, however, adopt policies contrary to the letter and spirit of college policy.

The leadership of the units that report solely to the dean of engineering shall be provided by an executive officer who shall be recommended by the dean to the University administration for a term not to exceed five years and who shall be eligible for reappointment. When a vacancy exists in the directorship or is impending, the dean shall consult with the unit consultation group that includes the faculty and other appropriate members of the unit as defined by the unit voting policy. Such consultation shall be timely and include the collective closed ballot recommendation of the unit consultation group. The ballots shall be counted and the results announced during the meeting at which the ballots are cast. The dean shall ordinarily recommend a candidate for appointment to the directorship in accordance with the majority voice of the unit consultation group. In the event the dean's recommendation differs from that of the unit consultation

group, the dean shall report the reasons to them and to the appropriate officer of the University administration. In the event of a new research unit being formed, a different process for recommendation for appointment of the initial director can be adopted; however, the process should involve consultations between the dean and the founding faculty group and other appropriate members of the unit.

Other Board of Regents recognized research centers and institutes that report in part to the dean of engineering shall be administered in consultation with the administration offices to which the units report.

ARTICLE VIII. AMENDMENTS

SECTION 34. **Procedure.** Amendments to the manual may be introduced at any regular or special meeting of the faculty. If one-third of those present and voting so direct, the amendment shall be submitted in writing to the voting faculty at least ten days in advance of the balloting. Ballots shall be prepared and distributed by the secretary of the faculty to all voting members of the faculty. Voters shall return their marked ballots to the secretary of the faculty within two weeks of the distribution of the ballots. The envelope, but not the ballot, shall bear the name of the voter. Ratification requires three-fifths majority of those voting thereon and the approval of the president; if, however, the president does not veto any amendment within 60 days following its approval by the faculty and submission to the president, it shall become a part of this manual.