

# **BYLAWS**

## **Department of Civil and Environmental Engineering**

### **Florida International University**

**September 24, 2021**

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#### **I. Faculty Roles, Responsibilities, and Governance**

##### **A. Membership**

- a. Regular tenured and tenure-track Full Professors, Associate Professors, and Assistant Professors, with the Department of Civil and Environmental Engineering as their primary unit for tenure.
- b. Full, Associate, and Assistant Teaching and Research Professors in the Department of Civil and Environmental Engineering.
- c. Other faculty including those with Joint, Adjunct, Courtesy, Emeritus and Dissertation Advisory Status, and Visiting faculty appointments.
- d. Faculty in a and b above constitute the voting faculty of the Department, with additional criteria as listed below.
- e. Faculty in a. and b. on an officially approved leave (e.g., sabbatical, sick), except those on mandatory administrative leave, are considered to be in residence and eligible to vote.

##### **B. Roles and Responsibilities**

- a. Voting Procedures
  1. Each member of the voting faculty including the Department Chair 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. Formal decisions include those that are related to policy and curriculum changes, elections, and tenure and promotion applications.
  3. A quorum requires yes or no votes to be cast by a minimum of '50% plus one' of the faculty eligible to vote in the matter.
  4. Formal decisions require a secret ballot vote and reported by email to all faculty eligible to vote on that issue.
- b. Voting Powers
  1. Per the Tenure & Promotion guidelines, voting faculty of the Tenure & Promotion Committee recommend, by secret ballot (in-person or electronic),

‘for’ or ‘against’ tenure and/or promotion. There shall not be an abstention option. Voting 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.

2. Voting faculty recommend, by secret ballot (in-person or electronic), ‘for’ or ‘against’ promotion for faculty in the teaching and research professor tracks. There shall not be an abstention option. Voting faculty members must have already reached the level of promotion for which the faculty colleague is being considered
3. Voting faculty authorize changes to the required curriculum, and to admission and graduation requirements (in-person or electronic).
4. Voting faculty revise and amend these Bylaws as described in Section IV.

### **C. Department Meetings**

- a. Faculty and staff meet at least twice per semester during the academic year in a department meeting, which is chaired by the Department Chair or their appointed representative.
- b. Meeting minutes are taken and distributed prior to the next meeting to all faculty and staff once approved by the Department Chair or their designee. The distribution may consist of emailing to the department faculty list and/or posting to a shared portal.
- c. Special Faculty Meetings
  1. Special faculty meetings may be called as necessary to address matters that are specifically within the purview of the voting faculty. Special faculty meetings may be called by the:
    - a. Department Chair, their appointed representative, or
    - b. Faculty consisting of a third of the voting faculty of the Department.
  2. Special faculty meetings will be called by email to all faculty eligible to vote on any matter(s) to be discussed.

### **D. Courtesy Appointments**

- a. Any faculty member may nominate an individual for courtesy appointment.
- b. The courtesy appointment shall be subject to the criteria described in the CEC Courtesy Appointment policy document.

## **II. Officers**

### **A. Chair of the Department**

- a. The Department Chair must be a regular, full-time, tenured member of the faculty.

- b. Appointment of Department Chair and the term in office will follow the University and College guidelines.

**B. Appointment of an Assistant/Associate Chair**

- a. An Assistant/Associate Chair may be appointed if needed. Responsibilities and duties of the Assistant/Associate Chair will be assigned by the Department Chair in consultation with the Dean.

**C. Appointment of an Acting Chair**

- a. When the Department Chair will be unavailable for more than one week, the Department Chair will appoint an Acting Chair and inform the faculty.

**D. Roles and Responsibilities of the Department Chair**

- a. The Department Chair serves as the Department leader and executive officer, with faculty concurrence and in accordance with the rules and policies of the College and University. The Department Chair:
  - 1. Calls and chairs Department meetings.
  - 2. Appoints departmental committee chairs and makes other departmental faculty service assignments.
  - 3. Establishes department and ad hoc committees in collaboration with appropriate standing committees.
- b. The Department Chair administratively reports to the Dean of the College.
- c. The Department Chair represents the Department to individuals and organizations inside and outside the University.
- d. The Department Chair leads Department advancement efforts.
- e. The Department Chair oversees faculty personnel matters, including:
  - 1. Identification of faculty hiring areas and needs in consultation with the Department faculty.
  - 2. Appointment and announcement of search and screen committees.
  - 3. Recruitment of new faculty and negotiation of offer letters.
  - 4. Promotion and tenure cases.
  - 5. Post tenure review.
  - 6. Submission of annual faculty evaluations.
  - 7. Recommendations of merit raises/bonuses and faculty salary adjustments to the Dean of the College.
  - 8. Approval of sabbatical and other faculty leave requests.

9. Approval of reductions in teaching loads from buyouts or special assignments or situations.
  10. Honors and award nominations.
- f. The Department Chair oversees staff personnel matters, including:
    1. Hiring new staff; and
    2. Supervision of Department staff, including annual performance evaluations and professional development.
  - g. The Department Chair is responsible for overseeing delivery of academic programs, including review and approval of course schedules and hiring of adjunct faculty (in consultation with assistant or associate chair) and teaching assignments.
  - h. The Department Chair is responsible for the equitable assignment and proper utilization of Department space and equipment.
  - i. The Department Chair is responsible for the financial integrity of the Department, including:
    1. Planning, securing, and monitoring Department general fund budgets; and
    2. Sharing Department fiscal year budget with the faculty.

#### **E. Standing Department Committee Chairs**

- a. Department committee chairs are appointed by the Department Chair. The Department Chair may seek nominations or votes for the different committees.
- b. Department committee chairs represent the Department in matters pertinent to their office, to individuals and organizations both inside and outside the University.
- c. Department committee chairs call and chair committee meetings.
- d. Department committee chairs manage the conduct of committee responsibilities as specified in the committee charter and oversee delegation of committee responsibilities to members.
- e. Department committee chairs maintain and communicate procedures established by the committee to the Department.
- f. Department committee chairs propose new policies and initiatives recommended by the committee for action by the committee chair and bring relevant matters to Department faculty when necessary, for a vote.
- g. Department committee chairs oversee Department staff assigned to the committee in their work related to their committee, including professional development, and offering the committee chair input on annual performance evaluations.

- h. Department committee chairs supervise the creation, updating and dissemination of Department program materials relevant to their committee.
- i. Appeals by faculty and staff of committee chair actions are heard by the Department Chair.

#### **F. Curricular Program Committee Directors**

- a. Undergraduate Program Director is appointed by the Department Chair. The Department Chair may seek nominations or votes for the position.
- b. Graduate Program Director is appointed by the Department Chair. The Department Chair may seek nominations or votes for the position.
- c. The Undergraduate Program Director in consultation with the Department Chair, is responsible for overseeing the ABET and other accreditation, undergraduate curriculum development, revisions and approvals, collection of data related to undergraduate student success and program compliance.
- d. The Undergraduate Program Director will evaluate the need for teaching and learning assistants for the different courses and submit the recommendations to the Department Chair.
- e. The Graduate Program Director in consultation with the Department Chair, is responsible for overseeing the program evaluation and accreditation (e.g., SACS), graduate curriculum development, revisions and approvals, collection of data related to graduate student success and program compliance.
- f. The Graduate Program Director shall review graduate student applications in conjunction with the Graduate Program Advisory Committee (GPAC), make admission decision, and support recommendations for financial support to the Department Chair.

### **III. Committees**

#### **A. Committee Assignments and General Responsibilities**

- a. The Department will have the following standing committees: The Undergraduate Program Advisory Committee (UPAC), the Graduate Program Advisory Committee (GPAC), and the Tenure & Promotion Committee.
- b. Additional ad hoc committees will be formed as necessary.
- c. Members are appointed by the Department Chair at the beginning of the Fall Semester, except for the Tenure & Promotion Committee whose membership and appointment are guided by the procedures for Tenure & Promotion. The Chair of the Tenure & Promotion Committee is elected by faculty vote.
- d. Term of membership is one academic year and is renewable.

- e. 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.

#### **B. Tenure & Promotion Committee (T&P)**

- a. Members on the Tenure & Promotion committee are based on the T&P committee criteria.
- b. Independent of the Department Chair, the Committee makes a recommendation on each tenure and promotion case.
- c. Committee discussions and decisions are confidential, and not circulated to the faculty.

#### **IV. Revision and Suspension of these Bylaws**

Bylaws shall be reviewed and revised as needed. The Department Chair and the faculty can request that the Bylaws be reviewed and/or revised.

- a. Review shall be led by the Department Chair with participation of appointed members of the department faculty.
- b. Revisions shall be presented to the department faculty at least two weeks prior to the secret ballot. Approval of, and revisions or suspension to, the Bylaws requires a vote by a minimum of '50% plus one' of the eligible faculty and receive a Yes vote from a minimum of two-thirds of the voting faculty.

#### **V. Department Policies**

The Department has the following policies approved by the faculty and may undergo revisions as needed:

- a. Differential Assignment Policy
- b. Tenure Track Faculty Promotion Policy
- c. Non-tenure Track Faculty Promotion Policy
- d. Merit Raise Policy
- e. Teaching Evaluation Policy and Rubrics