

FIU Department of Mechanical and Materials Engineering Bylaws
March 13, 2020

PREAMBLE

This document provides the structure for governance of the Department and supports the Departmental vision. Our vision is to be a scholarly community for the purpose of research, education and service in the broad reach of the mechanical and materials engineering sciences. Our activities include educating undergraduate non-majors and majors, educating and guiding graduate students, serving the scientific community, and informing and serving the general public. We aim to establish a collegial atmosphere to support education and both basic and applied research in the mechanical and material sciences. The following bylaws have been assembled to help us realize these goals through adherence to fair and democratic codes of practice.

Article I. GOVERNANCE

Section 1.01 THE GOVERNING BODY

(a) The Governing Body

(i) The Governing Body shall consist of tenure-earning faculty, tenured faculty, and full-time instructional faculty with a primary or joint appointment in the Department of Mechanical and Materials Engineering. It excludes courtesy and secondary appointment faculty, emeritus faculty, visiting faculty, retired faculty, advisors, post-doctoral positions, and adjuncts.

(ii) The Voting Body

- 1) The Voting Body shall consist of all members of the Governing Body, except where indicated explicitly.

(iii) Promotion and Tenure Voting

- 1) By University policy, the following department members are eligible to vote on tenure and promotion decisions: For tenure and promotion to Associate Professor, all tenured Associate, and Full Professors; for promotion to Full Professor, all tenured Full Professors; for promotion of full-time non-tenure track faculty, the department will follow University policy as outlined in the appointment and promotion guidelines for non-tenure track faculty. The department chair votes separately through his/her evaluation letter. Votes are by secret ballot, within 7 days of the department's tenure-promotion candidate meeting. Any department member with a conflict of interest is excluded from the voting. Conflicts of interest can only be raised by a member of the Voting Body and the existence of a conflict of interest will be determined by a 2/3 majority vote of the Voting Body prior to the voting. Spouses/partners of candidates are considered to have a conflict of interest. As such, spouses/partners and anyone determined to have a conflict of interest as defined above do not attend the discussion of the candidate's file and they do not vote. Faculty under consideration for tenure or promotion may not vote for them self.

- (iv) *Any faculty members who are on leave are included in the Voting Body and may vote in absentia.*

Section 1.02 ADMINISTRATIVE LEADERSHIP

(a) CHAIRPERSON

(i) *Eligibility and Appointment*

- 1) Any tenured member of the Governing Body may serve as Chair.
- 2) When there is a chair vacancy, governing body of the department determines with a closed vote if they want to perform an election internally or they want an external search and screen started. The vote result is reported to the dean and the provost.
- 3) If the dean accepts the department's request for the internal election, nominations are taken from the faculty. "Nominations should occur at least one month before the faculty votes to select a nominee to forward to the Dean. This procedure should typically occur in the Spring Term, with the new Chairperson taking office at the beginning of the Fall Term of the same year. When multiple candidates are nominated for Chairperson, selection of the new Chairperson is carried out during a faculty meeting, by the faculty voting on candidates with a confidential written ballot. If no candidate wins a majority in the first round of ballot counting, the two candidates with the highest number of votes shall be named and a run-off election will be held, no earlier than one week and no later than three weeks after the first election." ("...." section is copied from the Biology Department Bylaws).
- 4) In case of the external search and screen, the provost's search and screen process for the chair selection at the following address will be followed:
<https://academic.fiu.edu/docs/Provost%20Office%20Procedure%20Chair%20and%20Dean%20Selection%20Guidelines.pdf>
- 5) If an external search is conducted, the department will rank the interviewed candidates with a close vote. The vote result is reported to the dean and the provost.

(ii) *Term*

- 1) The normal term of office is four years to begin in the fall of the academic year. The term may be repeated once consecutively.

(iii) *Duties*

- 1) To serve as the liaison between the department and the College of Engineering and Computing.
- 2) To represent the department on any matter within the department's jurisdiction or as requested by the administration
- 3) To be the Administrative Officer of the department and to schedule and preside at departmental faculty meetings.
- 4) To make appointments to departmental, search and ad hoc committees and task forces established by the department, to fill appointive positions on standing committees, to appoint the chairs of the standing committees (except T& P committee which elects its Chair), and to make any other appointments where departmental representation is requested unless otherwise specified in the Bylaws.
- 5) To represent the department on the Council of Chairs, College of Engineering and Computing or to designate a representative.
- 6) To evaluate faculty members' teaching, research, and service annually
- 7) To oversee course assignments in such a way as to secure equity for faculty members and safeguard student needs.

- 8) To make faculty assignments annually and for summer teaching in accordance with the University and departmental differential assignment policies.
 - 9) To oversee assignments of office and laboratory space, in consultation with faculty and the University space committee.
 - 10) To serve as an ex officio member of all departmental committees.
 - 11) To hire and evaluate adjunct faculty or appoint a faculty committee or member to do so.
 - 12) To hire and supervise staff assigned to the department.
 - 13) To guide the department in long-range planning and execution.
 - 14) To appoint an acting chairperson if temporarily unavailable for administrative duties.
 - 15) And to perform such other duties as may be directed by the department or Dean.
- (iv) *Removal*
- 1) The department may recommend to the Dean that a chair be removed from office. Such an action must be taken according to the following procedure.
 - a) A petition calling for a vote of no confidence must be signed by a majority of the Voting Body. The petition must be written and contain specific grievances supporting the vote.
 - b) A copy of the petition will be provided to the chair, the Dean, and the Voting Body not less than one week prior to a department meeting at which the petition will be considered.
 - c) Prior to a vote of no confidence, the chair will be permitted to make a statement to the Voting Body and address the specific grievances. The chair may not be present for the deliberations of the Voting Body.
 - d) To be adopted, a vote of no confidence must be supported by a 2/3 majority of the members of the Voting Body, which shall report the vote to the Dean within one week of the vote.

(b) ASSOCIATE CHAIRPERSON

(i) *Duties*

- 1) To serve as the chair's representative on various university and departmental committees and in other ways, assist the chair in the administration of the department.
- 2) To have primary responsibility for requesting information from faculty and program area directors regarding course offerings and scheduling.
- 3) To coordinate all requests for curriculum changes, both graduate and undergraduate, and forward such requests to the appropriate college and university committees.
- 4) To work with the Graduate Program Director to assign duties to graduate students receiving "departmental/teaching assistantships" to help with laboratories and other courses as well as in program or departmental administration, etc.
- 5) To be responsible for the recruitment and retention of qualified adjunct faculty.

(c) Graduate Program Director (GPD)

(i) *Eligibility*

- 1) Any member of the Governing Body may serve as GPD.
- 2) The Graduate Program Director is appointed by the chairperson.

(ii) *Duties*

- 1) To chair the Graduate Program Committee.
- 2) To advise graduate students.
- 3) To publicize the graduate program nationally and supervise recruitment.
- 4) To verify information in the Course Catalog concerning the graduate program and courses.
- 5) To oversee the relationship between faculty and teaching assistants.
- 6) To serve as a liaison between the department and the deans of the college and university graduate school.
- 7) To supervise the progress and annual evaluation of graduate students.
- 8) To supervise the evaluation of graduate students' assistantships.

(d) Undergraduate Program Director

(i) *Eligibility*

- a. Any member of the Governing Body may serve as UPD
- b. The Undergraduate Program Director is appointed by the chairperson.

(ii) *Duties*

- a. To supervise the quality of the undergraduate courses.
- b. To publicize the undergraduate program.
- c. To verify information in the Course Catalog concerning the undergraduate program and courses.
- d. To develop extracurricular programs for undergraduates.
- e. To represent the department on the College Curriculum Committee.
- f. To oversee department academic advisors.
- g. To coordinate the assessment and ABET accreditation of the undergraduate program.

Article II. Standing Committees

Section 2.01 GRADUATE Program COMMITTEE

(a) Membership

- (i) *The committee shall be a representative committee composed of the Graduate Program Director and other members representing multiple degree programs. The chair will appoint these members in consultation with the graduate program director.*

(b) Purpose & Duties

- (i) *To advise graduate director(s).*
- (ii) *To review and make a recommendation for teaching assistantships based on E & G sources.*
- (iii) *To review curriculum and graduation requirements (and make recommendations to department faculty body).*
- (iv) *To review admissions standards (and make recommendations to department faculty body).*
- (v) *To recommend to the chair faculty applications for graduate faculty status and dissertation advisor status.*
- (vi) *To meet at least once per semester.*
- (vii) *To develop plans for external recruitment of graduate students.*
- (viii) *To verify information in the Course Catalog concerning the graduate program and courses.*
- (ix) *To perform the assessment of the graduate curriculum required by the State of Florida and the accrediting body.*

Section 2.02 UNDERGRADUATE Program COMMITTEE

(a) Membership

- (i) The Committee will consist of a minimum of four members, at least one tenured, one tenure earning, and one non-tenure track. Undergraduate Program Director will serve as the chair of the committee. The committee shall meet at least once per semester.*

(b) Purpose and Duties

- (i) To review lower- and upper-division courses relative to departmental needs, student interests, and student success, including retention and graduation.*
- (ii) To evaluate and make recommendations on policies and other matters related to the undergraduate curriculum (e.g., new undergraduate course proposals), curriculum standardization, and degree requirements.*
- (iii) To make suggestions about advising for incoming and current undergraduate students.*
- (iv) To verify information in the Course Catalog concerning the undergraduate program and courses.*
- (v) To assist the Undergraduate Program Director in performing the assessment and ABET accreditation of the undergraduate curriculum.*
- (vi) To report at least once annually to the department.*

Article III. PROCEDURES

Section 3.01 MEETINGS

- (a) Department meetings will be governed in accordance with these bylaws, Roberts Rules of Order, and any resolutions approved by the Voting Body.

(b) QUORUM

- (i) A quorum for all transaction of business shall be one (1) more than half of the Voting Body present (either in-person or remotely via video chat / phone).*

Section 3.02 VIRTUAL BUSINESS

- (a) The department may use electronic voting to conduct business.
- (b) Votes by email will be recorded by the neutral person all the voters agree.
- (c) Email votes will be recorded in the minutes of the following meeting of the Governing Body

Section 3.03 VOTING AND ELECTIONS

(a) The Voting Body

- (i) For composition, see the definition of the Voting Body above. For procedures on voting for departmental officers, see below. T&P related voting will be held by the secret ballot. Votes will be recorded and tally preserved in the departmental archives under the oversight of the Chair of the T&P Committee. The results of elections will be distributed to the department within seven days of being tallied. For general issues, voting is done by a show of hands after full consultation in the departmental meetings.*

(b) College Committees

- (i) Representatives to college committees except the Faculty Council will be elected at the last faculty meeting of the department before the end of the spring semester. The department representative of the Faculty Council who will be serving their second year manages the election of the new department representative to the committee separately by taking nominations and close voting. Representatives to college committees will be determined before the end of the spring semester.*

(c) Resignation

- (i) In the event of an elected committee member's resignation, the chair will call an election to fill the remainder of the resigning member's term. Elections to fill the remainder of a resigning member's term will be held separately from elections to fill full-term positions.*

Article IV. ASSIGNMENT, EVALUATION, AND PROMOTION

Section 4.01 ANNUAL ASSIGNMENT

- (a) The chair makes annual assignments in consultation with each individual faculty member, consistent with the UFF collective bargaining agreement and consistent with the College and University differential assignment policy. Except for the initial assignment upon hire, annual assignments will be given to each individual faculty member in writing in advance of the starting date of the academic year, in accordance with the timeline provided in the Collective Bargaining Agreement.

Section 4.02 ANNUAL EVALUATION

- (a) Annual evaluations will be made by the chair. Every member of the department will be evaluated annually using criteria consistent with the UFF collective bargaining agreement. The evaluations will assess faculty members' teaching, research, and service.
- (b) The chair may not evaluate himself or herself or his or her spouse/partner. The chair and a spouse/partner of the chair will be assessed annually by the Dean.

(c) PROMOTION AND TENURE

- (i) *The department makes tenure and promotion decisions in compliance with the College and University rules and regulations and the UFF collective bargaining agreement.*
- (ii) *Voting will be by secret ballot and as stipulated elsewhere.*
- (iii) *Third-Year Review*
 - 1) *The Tenure and Promotion Committee will evaluate all assistant professors in the spring semester of their third year towards tenure. The Committee will notify these professors in writing relative to their progress towards tenure. The Committee will also advise these professors about any necessary improvements in their research, teaching, and service. The chair will also provide his/her evaluation for a third-year review. Spouses/partners of candidates have a conflict of interest. As such, spouses/partners and any member of the T&P Committee determined to have a conflict of interest, do not attend the discussion of the candidate's file, and they do not vote.*

(d) TENURE-EARNING and NON-TENURE-EARNING SEARCHES AND HIRES

- (i) *Upon authorization by the Dean to recruit for a faculty member in the department, the chair will appoint a search committee. All members of the department will be notified of the search committee membership. All faculty searches will follow the hiring guidelines described by the Equal Opportunity Programs and Diversity (EOPD) office as well as the Department of Mechanical and Materials Engineering diversity policy.*
- (ii) *The initial charge for a search is given to the search committee by the Chair. The search and screen committee have representation from the department with the expertise in the research of the new position. The search and screen committee will prepare the advertisement with the faculty's input in the department and advertisement is voted at a faculty meeting before it is released.*
- (iii) *After conducting a preliminary review, the committee will decide on a shortlist of candidates. The shortlist will be given to the chair. Based on the feedback from the search committee, the Chair and Dean will decide which candidates to interview. After the interviews, the search and screen committee will rank the candidates with a closed vote according to their qualifications and the start-up package requests. The vote result is sent to the chair and the dean. After the interviews, governing body will rank the candidates with closed vote according to their qualifications and the start-up package requests. The vote result is sent to the chair, the dean and the provost.*
- (iv) *Prior to recommending a candidate for extending an offer, the search committee and all faculty provide their recommendation to the chair based on the candidates' campus interview and dossier.*

(e) JOINT APPOINTMENTS AND COURTESY APPOINTMENTS

- (i) *Joint appointments / secondary appointments and courtesy appointments in the department may be done by the chair.*

(f) SALARIES

- (i) *Salaries and salary increments are recommended by the chair to the dean based on faculty evaluations.*

Article V. GOVERNING DOCUMENT AMENDMENTS

Section 5.01 BYLAWS AMENDMENTS

- (a) Amendments to the bylaws may be proposed by any member of the Governing Body.
- (b) Amendment proposals must be submitted in written form to the Governing Body to be reviewed prior to an in-person meeting at least 5 business days in advance of the meeting. The proposal must be clearly stated and justified. The proposal must be discussed at an in-person meeting.
- (c) These bylaws shall be amended by 2/3 majority vote of the entire Voting Body.

Section 5.02 POLICIES

- (a) New policies and amendments to existing policies may be proposed by any member of the Governing Body.
- (b) Policy proposals must be submitted in written form to the Governing Body to be reviewed prior to an in-person meeting at least 5 business days in advance of the meeting. The proposal must be clearly stated and justified. The proposal must be discussed at an in-person meeting.
- (c) New policies and amendments to existing policies shall be adopted an affirmative majority of vote of the voting members present at an in-person meeting.
- (d) If the vote is conducted following a meeting, new policies and amendments to existing policies shall be adopted by an affirmative plurality of the votes cast by the Voting Body where at least one more than one half of the Voting Body has cast a vote (equaling the quorum requirement).