

**BY- LAWS
COLLEGE OF ENGINEERING AND TECHNOLOGY**

ARTICLE I. NAME

The name of this administrative unit shall be the College of Engineering and Technology, one of six constituent colleges of Western Carolina University.

ARTICLE II. MISSION AND VISION

The College of Engineering and Technology offers B.S. degree programs in Construction Management, Electrical and Computer Engineering Technology, Electrical Engineering, Engineering, and Engineering Technology; the Master of Science in Technology; and the online Master of Construction Management.

The College of Engineering and Technology is committed to its statewide mission for education and its regional mission for engagement. The College of Engineering and Technology provides innovative programs for students in construction management, engineering and technology in an environment supporting economic development, professional development, and engagement of businesses and industries.

The College of Engineering and Technology fulfills the academic missions of teaching (learning), scholarship (discovery), and service (engagement) by:

TEACHING AND LEARNING

- Having the primary focus on teaching and learning that advances professional knowledge and creative skills through the application of construction management, engineering, technology, math, science, and business/management by providing on-campus, distance, and lifelong education.
- Educating minds, developing creators and problem-solvers, promoting management/leadership skills, critical thinking, lifelong learning, and promoting innovation to provide fundamentals with a high quality education.

SCHOLARSHIP AND DISCOVERY

- Developing scholarly and creative endeavors which are recognized as critical components in faculty development and in the maintenance of management and technological literacy and life-long learning.
- Engaging in scholarly activities appropriate to construction management, engineering and technology applications.

SERVICE AND ENGAGEMENT

- Supporting engagement through professional, industry-related, and community service activities for faculty and students.
- Utilizing the school's faculty and staff expertise for the benefit of students, industry, government, and society throughout Western North Carolina.

The College is responsible to the Office of the Provost and is organized into schools, programs, and one center. The schools are the Kimmel School of Construction Management and School of Engineering + Technology. The academic programs are contained within the schools. The center is the Rapid Center.

ARTICLE III. MEMBERS

Section 1. Membership in the College of Engineering and Technology is by virtue of appointment to the Faculty of Western Carolina University in one of the schools of the College. The general faculty of the College of Engineering and Technology shall consist of the persons who shall be approved by the Chancellor of Western Carolina University for full-time, 9-month or 12-month faculty status at the rank of instructor or above, or as further provided by the Board of Governors of the University of North Carolina, including those who are participants in the University of North Carolina Phased Retirement Plan.

ARTICLE IV. ORGANIZATION

Section 1. Officers

- IV. 1.1 The officers of the College of Engineering and Technology shall be
- (a) Dean, Associate Dean, School Directors, Program Coordinators, and the Rapid Center Director. These officers shall perform the duties prescribed by these Bylaws, the Faculty Handbook, The University Code, and the parliamentary authority adopted by the College.
 - (b) The Dean of the College is the chief administrative officer of the College of Engineering and Technology and shall serve as chair of the faculty of the College.
 - (c) Directors are responsible to the Dean of the College.
 - (d) Program Coordinators are responsible to their respective School Director.
 - (e) The Rapid Center Director is responsible to the Dean of the College.

Section 2. Duties and Selection

- IV. 2.1 The duties and selection of the Dean and School Director officers are as stated in the Faculty Handbook.
- IV.2.2 The duties of the Program Coordinators are as defined by the Council of Deans 8/22/06. Program coordinators are selected by the Director, following consultation with the program faculty and Dean.
- IV.2.3 The duties of the Rapid Center Director are as defined by the Dean.

Section 3. Review of Officers

- IV. 3.1 The work of the Dean shall be reviewed annually by the faculty. The review process shall be initiated, and data collected and summarized by the Dean's Faculty Advisory Committee or a subcommittee and forwarded to the Provost. A copy of the summarized data will be given to the Dean.
- IV. 3.2 The work of the Directors shall be reviewed annually by the faculty. The review process shall be initiated, and data collected and summarized by the Dean's Faculty Advisory Committee or a subcommittee and forwarded to the Dean. A copy of the summarized data will be given to the Director.
- IV. 3.3 The work of the Program Coordinators shall be evaluated by the Director within the Annual Faculty Review process.
- IV. 3.4 The work of the Rapid Center Director shall be evaluated by the Rapid Center staff. The review process shall be initiated, and data collected and summarized by the Dean's Faculty Advisory Committee or a subcommittee and forwarded to the Dean. A copy of the summarized data will be given to the Rapid Center Director.

ARTICLE V. MEETINGS

Section 1. The general faculty of the College shall meet at least once each regular academic term during the year. Special meetings may be called by the Dean, and shall be called upon written request to the Dean by 25 percent of the members of the general faculty of the College. All full-time faculty shall have

the right to vote. The presence of at least 50 percent of the members of the general faculty shall be necessary for a quorum. All meetings shall be announced and scheduled in such a way that maximum attendance will be encouraged.

Section 2. The Dean shall preside at all meetings.

Section 3. Purpose of Meetings

V. 3.1 The purpose of the periodic College meetings shall be to advise and discuss with the faculty major priorities within the College and the University. The Dean may bring to vote items relating to the general direction of the College. Specific concerns may be referred to appropriate committees within the College.

V. 3.2 The Dean may call for specific committee reports to be presented to the faculty for discussion.

V. 3.3 College meetings shall supplement but not replace the work of the Faculty Senate and other units of the faculty governance system. Meetings should provide forums for discussion, shared information, and general policy direction. The goal of the meetings shall be to further the concept of a community of scholars working to improve the College and the University.

ARTICLE VI. COMMITTEES

Section 1. General

VI. 1.1 Standing Committees

(a) The College of Engineering and Technology will have the following Standing Committees:

- (1) College Elections Committee
- (2) College Collegial Review Committee
- (3) Dean's Faculty Advisory Committee
- (4) Dean's Student Advisory Committee
- (5) College of Engineering and Technology Curriculum Committee
- (6) College of Engineering and Technology Safety Committee
- (7) College of Engineering and Technology Assessment and Accreditation Committee
- (8) College of Engineering and Technology Academic Action Committee

(b) Additional standing committees may be constituted by the Dean upon the advice of the Directors and/or the General Faculty of the School.

VI. 1.2 Ad hoc committees may be appointed by the Dean.

VI. 1.3 All committee chairs are expected to seek the consultation of faculty members, administrators, or others who have expertise in the area of their committee's responsibilities and to seek input from all interested faculty. Committee chairs are empowered to form subcommittees, either ad hoc or standing. Subcommittee members may be appointed by the committee chair and, when appropriate, may include persons not on the committee.

VI. 1.4. Committee members shall be elected at the regularly scheduled annual elections held by the School. Committee members will take office on the date of the first College Faculty Meeting preceding the fall term.

VI. 1.5. All committee meetings shall be scheduled and announced in such a way that maximum attendance will be encouraged.

Section 2. College Elections Committee

VI. 2.1. The Committee shall be composed of three full-time faculty members, elected from the College at large, with the provision that each school has representation. The Chairperson will be the person serving in the final year of his/her term. Initially, one person will be elected to a one-year term, one person to a two-year term and one person to a three-year term. Thereafter, all members will serve

staggered three year terms and be eligible for reelection.

VI. 2.2. The College Elections Committee shall conduct all elections for College representatives to all University and School committees. It shall devise appropriate and uniform election procedures and shall maintain a record of all elections for the previous five years. In addition to the duties specified in the Faculty Constitution with regard to some elections, the Committee shall promulgate its own rules of procedure. The Committee shall insure that all nominations for elections conducted under its supervision are open. Questions of eligibility for nominations shall be resolved by the Committee. The person who receives the highest number of votes without being elected shall be the alternate for each position decided by the election. The alternate shall be named by the Committee to fill, until the next general election, any vacancy which may occur. Should the naming of the alternate violate a rule of representation, or if a suitable replacement cannot be found following these procedures, the Dean will appoint a replacement to fill the vacancy until the next annual election.

Section 3. College Collegial Review Committee

VI. 3.1 The College of Engineering and Technology shall operate as a College regarding all policies and procedures in the Faculty Handbook.

VI. 3.2 The College Collegial Review Committee shall be composed of the Dean as the nonvoting Chair and of not less than six nor more than 12 tenured faculty members elected from the faculty of the college to serve staggered three year terms and each department must be represented by at least one elected member, following Faculty Handbook guidelines. *If there is an insufficient number of tenured faculty members, the department head, in consultation with the dean, will nominate tenured faculty from other departments within the College or University, to be elected or appointed to serve as a representatives(s) for that department, following Faculty Handbook guidelines. Deans of other colleges and senior administrative officers are not eligible for service on a college committee.*

VI. 3.3 The Committee shall meet at the call of the Dean and 2/3 of the membership will be required for a quorum.

VI. 3.4 Absentee ballots will not be allowed for Collegial Review Committee members who cannot attend the meeting.

VI. 3.5 The Committee will make recommendations to the Dean on all candidates for tenure, promotion, and 4th year reappointment. In addition, the committee will review all candidates receiving negative recommendations from either the school committee and/or the school director. The Dean may consult with the committee in making recommendations for other reappointments.

Section 4. Dean's Faculty Advisory Committee

VI. 4.1. The Dean's Faculty Advisory Committee shall be composed of the Dean of the College, who shall serve as Chair, and two members elected by each school.

VI. 4.2. Term of Membership shall be for two years.

VI. 4.3. Initially, two members shall be elected for two year terms and two members elected for one year terms as specified on the ballot for each school.

VI. 4.4. The Dean's Faculty Advisory Committee shall serve as a communication, planning, and policy recommending body for administrative matters relating to the College. Its essential purpose is to assist the Dean in the administration of the College. It is expected that Committee members will represent their constituent faculty in bringing matters of information and concern to the Committee. It is also expected that Council members will communicate deliberations of the Committee to their constituents.

VI 4.5. The Dean's Faculty Advisory Committee shall also, in close coordination with the Dean's Office, refine, implement, and evaluate annually the plan and schedule for administering faculty awards for the College. It shall be responsible for arranging for appropriate recognition of the finalists and for making arrangements to have the award(s) presented in the appropriate forum.

VI. 4.6. The Dean's Faculty Advisory Committee shall also identify prospective student nominees from within the College of Engineering and Technology for appropriate University-level student awards, urging that they seek nomination from the faculty or nominating them from the Committee. It shall compile a list of all nominees for these awards from the College of Engineering and Technology for the Dean so that appropriate recognition can be given these nominees. The Dean's Faculty Advisory Committee shall also serve as the Selection Committee for any intra-college student awards.

VI. 4.7. The Committee shall meet at least once each term, at the call of the Dean, or upon the request of

at least three of its members addressed to the Dean. A schedule of meeting dates will be published at the beginning of each semester.

Section 5. Dean's Student Advisory Committee

VI. 5.1. The Committee shall be composed of the Dean, who shall serve as Chair, at least two undergraduate students selected from each school to include at least one representative of each degree program, and two graduate students. Members will be appointed by the Dean in consultation with Directors. All terms shall be for one year, with members eligible for successive terms.

VI. 5.2. The duty of the Student Advisory Committee shall be to advise the Dean on matters of mutual interest.

VI. 5.3. The Committee shall meet at least once each term and at the call of its Chair or at the request of more than one-fourth of its members.

Section 6. College of Engineering and Technology Curriculum Committee (Amendment Approved September 3, 2009)

VI. 6.1. The Committee shall be composed of the Associate Dean or Dean's designee, who shall serve as non-voting chair and two full time members elected by each school within the College. (School Directors are eligible to serve.)

VI. 6.2. All terms shall be for two years and members will be elected to staggered terms such that two terms end each year. There is no limitation on succession or number of terms. The dean may appoint additional members for unspecified terms as needed.

VI. 6.3. The Curriculum Committee shall be responsible for review and approval of all undergraduate and graduate curriculum changes in the College.

VI. 6.4. Meetings shall be called by the Associate Dean or Dean's Designee. Committee members will have a minimum of one week to review curriculum requests prior to a called meeting.

Section 7. College of Engineering and Technology Safety Committee

VI. 7.1. The Committee shall be composed of the Dean or Dean's designee, who shall serve as chair and two full time members from each school plus one from the Rapid Center appointed by the Dean in consultation with the Dean's Faculty Advisory Committee. (School Directors are eligible to serve.) The University Safety and Risk Management Officer or his designee shall serve on this committee as an ex-officio member.

VI. 7.2. The Chair of the Committee will be recommended by the Dean and approved by the committee. The Chair will be a current member of the committee.

VI. 7.3. All terms shall be for two years and members will be appointed to staggered terms such that three terms end each year. There is no limitation on succession or number of terms. The dean may appoint additional members for unspecified terms as needed.

VI. 7.4. The functions of the committee are to: conduct regularly scheduled meetings to discuss accident prevention, accident reviews, safety promotion, items of note from individual departmental safety meetings, and other pertinent subjects; develop/update written safety policies and procedures to meet current organizational and regulatory requirements; identify safety issues across the School and offer recommendations for improvement; provide feedback to staff regarding the status of programs and workplace recommendations; and heighten safety awareness across the school.

VI. 7.5. Meetings shall be called by the committee chair or designee.

Section 8. College of Engineering and Technology Assessment and

Accreditation Committee

VI. 8.1 The College of Engineering and Technology Assessment and Accreditation Committee shall be composed of the Associate Dean as the nonvoting Chair and six full-time faculty members, 2 members appointed by the Director of Construction Management, 3 members appointed by the Director of Engineering and Technology, and one at-large member appointed by the Dean, Members will serve

staggered three-year terms. There are no term limits to service on this committee.

VI. 8.2 The Committee shall meet at the call of the chair or designee and 2/3 of the membership will be required for a quorum. The committee shall hold at least one meeting each semester.

VI. 8.3. The Committee will communicate and coordinate with university administration regarding university and program-level assessment and accreditation activities.

VI. 8.4. The committee will work with school directors and program coordinators to coordinate program-level assessment and accreditation activities for both professionally accredited (ABET and ACCE) and non-accredited programs.

Section 9. College of Engineering and Technology Academic Action Committee (From the 2014-15 WCU Faculty Handbook)

VI. 9.1 The College of Engineering and Technology Academic Action Committee (AAC) will consist of faculty members (who do not teach in the program from which the appeal originated) and students (graduate or undergraduate based on appeal) appointed by the Dean or Associate Dean.

VI. 9.2 At least two of the faculty members will be selected from "allied" disciplines or programs.

VI. 9.3 The Associate Dean will serve as ex-officio (non-voting) chair.

VI. 9.4 The College of Engineering and Technology AAC Chair shall convene the committee not later than ten working days from the request by the Associate Dean to examine the student's appeals to the instructor and director.

VI.9.5 Within ten (10) working days from the conclusion of its hearing(s) on the matter. The AAC Chair will provide a written report to the academic dean and to the graduate dean (for graduate-level grade appeals).

ARTICLE VII. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the C in all cases to which they are applicable in which they are not inconsistent with these Bylaws and any special rules of order the College may adopt.

ARTICLE VIII. AMENDMENT OF BYLAWS

Section 1. These Bylaws can be amended at any regular meeting of the College by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing to each faculty member of the College at least two weeks in advance of the meeting or at the previous regular meeting.

ARTICLE IX. ELECTRONIC BALLOTING

Section 1. The College Elections Committee may, at the request of the Dean and with the unanimous approval of the College Elections Committee, conduct electronically any election, vote, or poll of the faculty required or specified in the By-Laws in lieu of calling a special or regular meeting of the faculty as specified under Articles V and VIII.

For the purpose of this Article, receipt of responses from fifty percent (50%) of the members of the College of Engineering and Technology as defined in Article III shall constitute a quorum.

In the event that a quorum is not achieved, the Dean shall have the option to call a special meeting of the faculty for the expressed purpose of conducting the ballot under the procedures described in Article V.