

**Constitution and Bylaws
of
The Faculty of the College of Engineering and Mathematical Sciences
of
The University of Vermont**

As Approved on November 18, 2008, and Amended on October 7, 2014, November 29,
2016, February 16, 2021, and March 15, 2022.

I. Organization

A. The Academic Units

The Academic Units of the College of Engineering and Mathematical Sciences consist of the Department of Civil & Environmental Engineering (CEE), the Department of Computer Science (CS), the Department of Electrical & Biomedical Engineering (EBE), the Department of Mathematics & Statistics (Math/Stat), and the Department of Mechanical Engineering (ME).

B. The Curricular Areas

The *Curricular Areas* of the College of Engineering and Mathematical Sciences are curricular areas under the purview of the College that either (a) have their own UVM Catalogue alphabetic course category prefix, or (b) lead to an undergraduate or graduate degree or certificate in that area. Each curricular area is under the purview of either an Academic Unit or the College as a whole.

C. Parliamentary Authority

The most recent edition of *Robert's Rules of Order: Newly Revised* shall be the parliamentary authority of this organization, except where inconsistent with these Bylaws.

II. Membership and Voting

A. The Ex Officio Faculty

The *Ex Officio Faculty* of the College of Engineering and Mathematical Sciences shall consist of the President and the Provost of the University.

B. The Regular Faculty

The *Regular Faculty* of the College of Engineering and Mathematical Sciences shall consist of all persons with a primary appointment in the College of Engineering and Mathematical Sciences who are recognized as full-time faculty as specified in Article 1 of the negotiated agreement between The University of Vermont and United Academics (AAUP/AFT). University administrators who also hold a faculty title and who, in either case, are serving the College on a full-time basis shall be considered Regular Faculty Members. In addition, administrators who also hold a faculty title with a primary appointment in the College and who are serving the University on a full-time basis shall be considered Regular Faculty Members. All members of the Regular Faculty have the privilege of vote. Emeriti faculty are not eligible to vote, except in the case where they are serving the College on a full-time basis.

C. Represented Faculty

The *Represented Faculty* of the College of Engineering and Mathematical Sciences shall consist of all persons with a primary appointment in the College of Engineering and Mathematical Sciences who are recognized as full-time faculty as specified in Article 1 of the negotiated agreement between The University of Vermont and United Academics (AAUP/AFT), but not those who are excluded from the bargaining unit as specified in the negotiated agreement, including but not limited to Deans, Associate Deans, Assistant Deans and Department Chairpersons, regardless of whether or not they also hold a faculty title.

III. Officers

A. The Presiding Officer

The Dean of the College of Engineering and Mathematical Sciences shall preside over College Meetings, and shall decide all questions that pertain to the execution of these Bylaws, in consultation with the Parliamentarian. In the event that the Dean cannot attend a meeting, they shall appoint a member of the Regular Faculty to preside.

B. The Secretary

1. The Secretary shall record and certify the minutes of all meetings of the Faculty. These minutes should state accurately all main motions --- except any that were withdrawn --- giving the wording of each motion that was adopted or otherwise disposed of, including any amendments, and identifying the individual(s) who make and second the motions and amendments. These minutes, when approved by the Faculty at their next meeting, shall be the

official record of all actions taken by the Faculty.

2. The Secretary shall be elected from the Regular Faculty for a term of one year.
3. In the absence of the Secretary, the Faculty will elect someone to serve in their stead. If no faculty member agrees to serve, the Dean shall appoint a faculty member to serve.
4. The Secretary shall be responsible for certifying written or electronic ballot votes as specified in Section IV.8, and for certifying votes to elect College Officers.

C. The Parliamentarian

1. The Parliamentarian shall advise the presiding officer and the Faculty on questions of parliamentary procedure or the execution of these Bylaws.
2. The Parliamentarian shall be elected from the Regular Faculty for a term of three years.
3. In the absence of the Parliamentarian, the Faculty will elect someone to serve in their stead. If no faculty member agrees to serve, the Dean shall appoint a faculty member to serve.

IV. College Faculty Meetings

1. The Faculty of the College shall meet at least two times during each semester.
2. Prior to the beginning of each semester, the Dean shall schedule the meeting dates and times and so notify the Faculty by an announcement e-mailed to each Regular Faculty member.
3. Except as provided for in subsection 6 below with regard to special meetings, the Dean shall furnish to the Faculty an electronic notice, an agenda, and the minutes of the previous meeting at least seven calendar days prior to the next meeting.
4. Any item presented by a member of the Faculty in writing or electronically to the Dean's Office at least two weeks prior to a scheduled meeting shall be placed on the agenda of that meeting.
5. A quorum at regular meetings shall consist of thirty percent (30%) of the Regular Faculty.

6. The Dean may call special meetings. Special meetings shall also be called by the Dean upon written petition by ten or more Regular Faculty members. Such meetings are to be held within ten (10) working days within the academic year of the presentation of the petition. Notice of special meetings shall be distributed to the Faculty by the Dean's Office at least twenty-four (24) hours prior to the scheduled meeting time.
7. Upon the request of any member of the Regular Faculty present at the meeting, the vote on a given item must be by written ballot.
8. An item that is moved and seconded at a Faculty meeting may be voted on by mail or electronic ballot provided a two-thirds (2/3) majority of those present and voting so approve. The mail or electronic ballot must be completed within one week from the date of the meeting. All voting methods, whether mail or electronic, must be anonymous and secure.

V. College Committees

A. General Provisions

1. The *Standing Committees* of the College are the Area Curriculum Committees (as defined in Section V.B), the Academic Unit Curriculum Committees, the College Curriculum Committee, the Faculty Standards Committee, the Studies Committee, and the Faculty Council.
2. All College Standing Committees except the Area Curriculum Committees, the Academic Unit Curriculum Committees, and the Studies Committee, shall consist of two members from the Department of Mathematics & Statistics and one member from each of the other Academic Units in the College. Representatives shall be elected by the Regular Faculty in the Unit they represent by protocols in that Unit, as approved by their respective Regular Faculty members, subject to Sections V.C.2, V.E.2, V.E.3, V.F.2, V.F.4, and V.G.5.
3. Unless otherwise noted, members of Standing Committees are elected for a three-year term.
4. For all Standing Committees of the College except the Faculty Standards Committee, if a committee member is unable to attend a committee meeting, the committee member shall, whenever practicable, appoint a substitute from the area in which they were

elected.

5. Standing Committees shall report to the Faculty at least once each year.
6. A committee membership list will be updated annually by the Dean and will be distributed to Faculty at the beginning of the academic year.
7. Each College Standing Committee shall elect a Chair and a Secretary at its first meeting of the academic year.
8. After consultation with the Faculty Council, the Dean may establish and specify the membership of ad hoc College committees to address determinate issues not under the explicit purview of a Standing Committee.
9. Only Represented Faculty may serve as Chair of a Standing Committee.

B. The Area Curriculum Committees

1. There shall be an Area Curriculum Committee for each Curricular Area defined in Section I. Each Area Curriculum Committee shall develop and maintain the courses and curriculum in its Curricular Area as well as those in support of the other academic units.
2. For each of the Area Curriculum Committees, the voting membership shall consist of all Regular Faculty members with teaching and/or advising responsibilities in the designated area. A Department Chair who is not already a member of an Area Curriculum Committee under the purview of their Academic Unit is an *ex officio* member, without privilege of vote, of that Area Curriculum Committee. In addition, any faculty member of the University may also be appointed by the Dean of the College of Engineering and Mathematical Sciences to one or more Curricular Areas, with the advice and consent of the Regular Faculty within the affected Curricular Area; such members shall have the privilege of vote in each Area Curriculum Committee to which they have been appointed.

C. The College Curriculum Committee

1. The College Curriculum Committee shall act upon curricular issues submitted to it by the Area Curriculum Committees. The College Curriculum Committee is also empowered to develop and coordinate curricular initiatives that are not under the purview of a

single Academic Unit, or that substantially affect more than one Academic Unit in the College, such as proposals for new interdisciplinary or cross-listed courses and curricula, and modifications of existing courses and curricula of this nature. In all cases, the Committee shall confer with the appropriate area curriculum committees and Chairs of relevant departments, the Curricular Affairs Committee of the Faculty Senate (when appropriate), and the Executive Committee of the Graduate College (when appropriate) to coordinate curricula and avoid unnecessary duplication.

2. At least one but no more than two Department Chairpersons should be a member of the Committee, either as a regular member from their department or as an *ex officio* member without privilege of vote.
3. Heads of interdisciplinary programs may attend Committee meetings as an *ex officio* member without privilege of vote.

D. Procedures for Approval of Curricular Changes

1. All proposed changes to a Curricular Area must be approved by its Area Curriculum Committee, and then forwarded to the College Curriculum Committee, for further action, as specified following.
2. If an Area Curriculum Committee or the College Committee initiates a course proposal or change that substantially affects one or more Area Curricula, said proposal shall be considered by all Area Curriculum Committees in the affected Areas before final action by the College Curriculum Committee may be taken.
3. Changes to curricula or programs must be evaluated by the College Curriculum Committee and either referred back to the originating unit for modification, or voted on. Once they have voted on an item, their recommendation must be presented to the Faculty at a College Faculty meeting.
4. All changes to curricula or programs must be voted on by the Regular College Faculty at a Faculty Meeting before subsequent action by the Dean.
5. Changes that are defeated as the result of a vote for approval at a College Faculty Meeting are referred back to the College Curriculum Committee for appropriate further action.
6. Changes that are approved as the result of a vote for approval at a College Faculty Meeting are forwarded to the Dean for approval or denial based on the availability of required resources.
7. Changes that are approved by the Dean are forwarded to the

Graduate College (where relevant), the Faculty Senate Curricular Affairs Committee (where relevant), and the Provosts' Office.

E. The Faculty Standards Committee

1. The Committee shall be advisory to the Dean in matters concerning reappointment, tenure, promotion, and sabbatical leaves. The Committee shall present in writing its evaluation and recommendation to the Dean of the College.
2. If a Full Professor from an Academic Unit is available to serve, the position must be filled by a Full Professor. However, if no such individual is available, the position may be filled by a tenured Associate Professor.
3. Only Represented Faculty may serve on the Faculty Standards Committee.

F. The Studies Committee

1. The Studies Committee shall conduct a continuing evaluation of academic standards and student performance. The responsibilities of the committee shall include recommending to the Faculty the standards of academic performance for students enrolled in programs of the College, reviewing the scholastic records of students in the College and taking appropriate action, and considering and taking appropriate action upon written requests for adjustments of established programs to meet individual student needs.
2. The Studies Committee shall consist of one elected representative from the Regular Faculty of each undergraduate degree-granting Curricular Area, except that by mutual consent of the Regular Faculty in the affected curricular areas, one individual may represent more than one undergraduate degree-granting curricular area. The Studies Committee shall include representatives from the CEMS Student Support Offices (The Office of Equity, Belonging, and Student Engagement and the Office of Student Services), who shall be non-voting members. Other members of these offices may be present at Studies Committee meetings to facilitate, moderate and/or take meeting minutes. The Studies Committee shall seek input from other departments or units as appropriate, and representatives from these units may be invited to participate without vote.
3. The Studies Committee shall meet following the completion of each semester and at other appropriate times during the semester.

4. Only Represented Faculty may serve on the Studies Committee.

G. The Faculty Council

1. The Faculty Council shall advise the Dean and represent the Faculty on matters of College business not under the responsibility of other College Committees that are brought to the Council by either the Dean or members of the faculty.
2. The Secretary of the Faculty Council shall prepare and distribute minutes of all Faculty Council meetings in a manner such that they are accessible to all College faculty members.
3. The Faculty Council shall regularly report to and receive input from the faculty during College Faculty Meetings.
4. The Faculty Council may, after consultation with the Dean, form ad hoc committees to address specific issues.
5. Only Represented Faculty may serve on the Faculty Council.

VI. Elections

1. An election within a group consisting either of the College as a whole, or a Unit or Standing Committee thereof, of an individual to fill a position referred to in these Bylaws shall proceed in two steps. Written or electronic nominations of eligible members in the group shall be solicited from all Regular Faculty members in the group. Then election shall be by written or electronic ballot by the Regular Faculty in the group. The winner is chosen by majority.
2. Elections to the Standing Committees shall be completed by the end of each academic year for terms beginning in the subsequent academic year.
3. In the event that an elected person is unable to serve to the completion of their term, the appropriate constituency shall elect, at the earliest possible date, a successor to complete the unexpired term.
4. During the initial formation of a Standing Committee, the Dean may vary the terms of office from two to four years in order to stagger appointments.

VII. Amendments

Amendments to this Constitution and Bylaws of the Faculty of the College of Engineering and Mathematical Sciences shall be presented at a regularly scheduled meeting of the Faculty, distributed to each Faculty member with the notice of the next regularly scheduled meeting, and presented for action at that second meeting of the Faculty. A two-thirds ($2/3$) majority of those present and voting shall be required for passage of any amendment.

Approved by College Faculty on November 18, 2008.

Amended by College Faculty on October 7, 2014:

1. Decommission IT and Honors & Awards committees
2. Align composition of Faculty Council with other committees (3 SoE, 1 CS, 2 Math/Stat)
3. Provide for electronic nominations and elections

Amended by College Faculty on November 29, 2016:

1. I. A. Changes to Academic Units.
2. II.B. Rewording for clarity.
3. III. B. 4. Allows electronic ballot; deletion of at large members of Faculty Council per 2014 bylaw changes.
4. IV. 2. Electronic notice
5. IV. 8. Allows electronic voting.
6. V.A.2. Amendment to membership of certain College Standing Committees.
7. V.A.8. Dean can establish ad hoc College committees after consultation with Faculty Council.
8. V.D. reversion to earlier curriculum approval process pre 2009 bylaw changes.
9. V.E.3. eliminates "Director of the School" from the provision.
10. V.G.4. adds "The Faculty Council may, after consultation with the Dean, form ad hoc committees to address specific issues".
11. VI.1. Allows electronic ballots.

Amended by College Faculty on February 16, 2021:

1. Change binary pronouns ("he or she", "his or hers", and "him or her") to plural ("they", "their", and "them") throughout. *
2. II.C. Add definition of Represented Faculty.
3. V.A.2. Update list of Sections. *
4. V.A.9. Add restriction on Chair of College Committees to Represented Faculty.
5. V.C.2. Add specification on number of Department Chairpersons and remove redundant clause with the addition of V.A.9. *
6. V.C.3. Add College Curricular Committee meeting attendance by interdisciplinary programs heads. *
7. V.E.3. Update language to reflect only Represented Faculty on Standards Committee.
8. V.F.4. Add restriction on Studies Committee membership to Represented Faculty.
9. V.G.5. Add restriction on Faculty Council membership to Represented Faculty. *

* All or part of these amendments were discussed in the CEMS meeting on March 17, 2020, and included in the Bylaws document sent to the faculty via e-mail on the same day; however, due to the COVID-19 shutdown the changes were not approved until the CEMS meeting on February 16, 2021.

Most recently amended by College Faculty on March 15, 2022:

1. Removed Facilities Committee from College Committees and renumbered sections/descriptions as necessary.
2. V.F.2. Modified/Added language to include representatives from the CEMS Student Support Offices to the Studies Committee.