

# College of Engineering Bylaws

*Adopted October 20, 2014<sup>†</sup>*

## I. Membership

- (A) The college faculty consists of all full-time and emeritus personnel at all ranks with an appointment within the college (exclusively or jointly) with titles that include the word(s) Professor, Coop Coordinator, Research Professor, Teaching Professor, and Academic Specialist, excluding visiting and adjunct faculty.
- (B) The College of Engineering contains the following departments: Bioengineering, Chemical Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, and Mechanical and Industrial Engineering.
- (C) The College of Engineering contains the following units: Co-operative Education, the First Year Engineering Program, and Multidisciplinary Graduate Engineering Programs.

## II. Administration

- (A) The College of Engineering governance team is led by the Dean of the College and is composed of the College's associate and assistant deans and the chairs of each of the College's departments.
- (B) The Executive Committee of the College is chaired by the Dean and is composed of the associate deans, the chairs of the College's departments, and the Director of Development or the Associate Dean for Development and Alumni Affairs.

## III. College Faculty Meetings

- (A) College faculty meetings are called and chaired by the Dean.
- (B) The time and location of a college faculty meeting shall be announced by email at least one week prior to the meeting.
- (C) The agenda for a college faculty meeting is established by the Dean in consultation with the Faculty Council. The agenda and related documents will be distributed to the college faculty at least one week prior to the meeting, unless emergency circumstances make this impossible.
- (D) Members of the college faculty may attend college faculty meetings. Other individuals who are not members of the college faculty may be invited to attend college faculty meeting as visitors. An executive or administrative assistant may attend the meetings to record meeting minutes or assist with processes such as ballot voting.
- (E) Motions at a meeting may be initiated only by members of the college faculty.
- (F) A quorum to conduct business will consist of one quarter of the college faculty.
- (G) When the need arises, attendance at a college faculty meeting can be limited to tenured or tenure-track faculty.
- (H) Minutes will be kept by a secretary (typically the Dean's executive assistant) appointed by the Dean, and will be made available to all members of the College faculty within a reasonable time period. Faculty will have an opportunity to recommend changes and correct errors of fact. The final version will be voted upon at the subsequent faculty meeting.
- (I) College faculty meetings shall be conducted according to Robert's Rules of Order Newly Revised (2011), unless otherwise specified by these bylaws.
- (J) The college faculty approves policies that define the process by which courses, programs, and

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departments are created or changed.

#### **IV. Faculty and Staff Committees**

- (A)** The purpose of the College's faculty and staff committees is to provide a means for faculty, staff and administrators to carry out designated functions of the College performed through committee actions, and to advise the Dean on matters related to College operations.
- (B)** The list of committee members shall be made available to the college faculty, staff and administrators.
- (C)** The following committees are the standing committees of the College:
- Tenure & Promotion Committee
  - Faculty Council
  - Graduate Affairs Committee
  - Undergraduate Curriculum Committee
  - Academic and Research Infrastructure Committee
  - Sabbatical Leave Committee
  - Undergraduate Academic Standing Committee
  - Co-op Standing Committee (added March 15, 2016)
  - Graduate Appeals Committee (added March 15, 2016)
  - Undergraduate Student Awards and Scholarship Committee (added March 15, 2017)
  - Research Affairs Committee (for electronic vote)
  - Co-op Faculty Promotion Committee (for electronic vote)
  - Full-Time Teaching Faculty Promotion Committee (for electronic vote)
  - Co-op Faculty Merit Review Committee (for electronic vote)
  - Full-Time Teaching Faculty Merit Review Committee (for electronic vote)
  - Diversity Equity and Inclusion (DEI) Committee (for electronic vote)
- (D)** The composition, function, and procedures of each committee are described in Appendix A: Committees.
- (E)** Each standing committee shall have a chair who serves a one-year term.
- (F)** The chairs of the Undergraduate Curriculum Committee, the Graduate Affairs Committee, and the Academic and Research Infrastructure Committee shall ensure that records of votes taken at committee meetings are recorded and made available to the Dean and all members of the college faculty.
- (G)** If an elected member of a standing committee resigns or is unable to complete their term, a replacement shall be elected. If an appointed member of a standing committee resigns or is unable to complete their term, a replacement shall be appointed by the Dean.
- (H)** When the college faculty, staff and/or administration identifies a specific non-recurring need that requires the advice and recommendation of a committee from one or more of these groups, the Dean shall authorize and oversee the formation of an ad hoc Committee. The composition, number of members, and duration of the committee's existence shall be at the discretion of the Dean.
- (I)** Unless otherwise specified, each committee's membership should be determined before September 1 of the academic year in which that committee serves, usually towards the end of the spring semester, and each committee should serve terms that begin on September 1 and end on August 31 of a subsequent year.

- (J) Every standing committee shall meet at least once during the fall semester and once during the spring semester.

## V. College Wide Voting and Election Procedures

- (A) Unless otherwise specified in these bylaws, college wide voting and elections shall be conducted as described in this section.
- (B) All members of the college faculty may vote in college wide elections.
- (C) Proxy votes are not allowed.
- (D) Electronic voting is allowed for issues that are not voted on in COE faculty meetings. Every effort will be made to conduct voting during COE faculty meeting.
- (E) The Faculty Council, in consultation with the Department Chairs, shall solicit nominations to elected college committees and propose a slate of nominees for all open positions. Additional nominations are accepted at any time before a vote is conducted. Nominated candidates must confirm their willingness to serve before a vote is conducted.
- (F) Tie votes among candidates are broken by repeating the election among just the tied candidates. If there continues to be a tie vote, the elected candidate is selected at random (e.g., by a coin toss).
- (G) The votes of individual voters shall not be disclosed to any member of the College, including the Dean.
- (H) Faculty Senate election procedures shall be utilized for election of senators as required by the Faculty Senate Bylaws in the Northeastern University Faculty Handbook.
- (I) For elections of representatives to the Faculty Senate, one faculty member from the full-time non-tenure-track ranks shall be elected as a senator. Five at-large members (either tenured/tenure-track or full-time, non-tenure-track) shall be elected as senators. Of the five at-large members, no more than two senators shall serve from any single unit/department.

## VI. Adoption and Amendments

- (A) These bylaws are adopted in accordance with Section V.D.4 of the Faculty Handbook, which states that “The college faculties may adopt rules and regulations for their own operation not inconsistent with the bylaws of the University, the faculty bylaws set forth herein, and policies established by the Board of Trustees, the President, the Provost, and the Faculty Senate.”
- (B) These bylaws shall become effective when approved by an affirmative vote of two thirds of all members of the college faculty. A vote to approve the bylaws shall be conducted electronically.
- (C) These bylaws may be changed by an affirmative vote of two thirds of all members of the college faculty after discussion at a college faculty meeting. A vote to change the bylaws shall be conducted electronically.
- (D) College procedures, policies, and resolutions must not conflict with these bylaws.
- (E) These bylaws and the College procedures, policies and resolutions shall be recorded by the Dean and made available upon request.
- (F) In all cases, the Faculty Handbook and the policies established by the Provost, the President and the Board of Trustees shall take precedence over these bylaws.

# College of Engineering Bylaws

## Appendix A: Committees

### A.I. Tenure & Promotion Committee

- (A) The Tenure & Promotion Committee reviews reports of the individual departments and makes recommendations on tenure and promotion to the Dean.
- (B) The Tenure & Promotion Committee shall consist of two tenured, full-time faculty members from each department with the rank of associate professor or higher, nominated and elected by tenured or tenure-track faculty members of each department. The committee shall include at least one faculty member with the rank of Full Professor from each department. An associate dean appointed by the Dean shall be an *ex officio* member of the committee.
- (C) The Tenure & Promotion Committee shall elect one member with the rank of Full Professor to be the committee's chair and another member with the rank of Full Professor to be the committee's vice chair. The chair and vice chair must be members of different departments.
- (D) The members of the Tenure & Promotion Committee shall serve staggered terms of two years.
- (E) All votes of the Tenure & Promotion Committee shall be conducted by open ballot jointly tallied by the committee chair and a representative of the Dean. Members of the committee must participate fully in the discussion in order to cast a vote. Non-majority voters must explain their reasoning.
- (F) No member of the Tenure & Promotion Committee from the candidate's department can be present for or participate in committee discussion regarding that candidate and must abstain from voting.
- (G) Elections for the Tenure & Promotion Committee shall be held prior to the end of the Spring Semester. The newly elected committee shall start to serve at the beginning of the Fall semester.
- (H) In cases concerning promotion to Full Professor, only members of the committee with the rank of Full Professor shall be present for or participate in committee discussion regarding the candidate, and only these members may vote.

### A.II. Faculty Council

- (A) The objective of the Faculty Council is to help facilitate engagement of the college faculty in the affairs and policies of the College to advance its mission and promote faculty in their career development and success.
- (B) The Faculty Council shall:
  1. Make recommendations to the Dean on issues important to the College including the establishment of ad hoc committees to undertake studies and development recommendations on important issues. It is expected that the Faculty Council will seek advice and input from colleagues in the college faculty in the development of recommendations, and to provide suggested committee members to the Dean.
  2. In consultation with the Dean, nominate candidates for election to committees.
  3. Seek input from members of the college faculty and develop proposals to the Dean for programs that enhance faculty recognition and faculty development.
  4. Work with the Dean to develop the agenda for college faculty meetings, including

- developing resolutions and background information for presentation to the faculty.
5. Advise the Dean and associate deans when called upon to do so, and seek guidance from the college faculty to inform this advice when necessary.
  6. Report to the college faculty at least twice per year to apprise them of current issues important to the college. This briefing is normally conducted by the chair of the committee.
  7. Shall communicate with the college faculty in any way it deems suitable, including initiating meetings and electronic communication.
- (C) The Faculty Council shall consist of one tenured or tenure-track faculty member from each department elected by that department, one Teaching Professor/Academic Specialist elected by the Teaching Professors/Academic Specialists, and one member of the Coop faculty elected by the Coop faculty. An associate dean appointed by the Dean shall be an *ex officio* member of the committee.
- (D) The Faculty Council shall elect one member to be the Council chair.
- (E) The members of the Faculty Council shall serve terms of two years. Members shall serve at most two consecutive terms. After leaving the committee, members are not eligible for reelection for one year.
- (F) Elections for the Faculty Council shall be held prior to the end of the Spring Semester. The newly elected committee shall start to serve at the beginning of the Fall Semester.
- (G) A vote of the Faculty Council is only valid if a majority of committee members are present.

### A.III. Graduate Affairs Committee

- (A) The Graduate Affairs Committee shall discuss and vote on graduate curriculum, program changes that have been approved by the departments, graduate students awards, as well as college-wide curriculum and program changes. The committee shall advise the Dean on issues related to graduate courses, programs, policies and degree matters.
- (B) The Graduate Affairs Committee shall consist of one faculty member from each department (typically, but not necessarily, the chair of the department's graduate curriculum or studies committee) a representative of the Multidisciplinary Graduate Engineering Programs, and one associate or senior Co-op faculty, all appointed by the Dean in consultation with the department chairs the Associate Dean for Graduate Education, and the Assistant Dean for Cooperative Education.
- (C) A minimum of 5 committee members are required to be present for a vote. Departments may send a substitute to the Graduate Affairs Committee meeting if that substitute is briefed by the standing committee member, the Department Chair, and the Department Graduate Committee.
- (D) The COE Elected Representative to the University Graduate Council, if not already a member of the Graduate Affairs Committee, serves as an *ex officio* member. In addition, the Director of Graduate Student Services, Director of Graduate Admissions, and Assistant Dean of Multidisciplinary Graduate Education and Digital Learning serve as *ex officio* members.
- (E) The Associate Dean for Graduate Education, or a delegate, shall be the Chair of the committee. The Chair votes in the event of a split vote.

#### **A.IV. Undergraduate Curriculum Committee**

- (A) The Undergraduate Curriculum Committee shall consider curriculum changes related to undergraduate programs, including first-year and coop courses, and advise the Dean on issues related to undergraduate courses, programs, and degree matters.
- (B) The Undergraduate Curriculum Committee shall consist of one college faculty member from each department (typically, but not necessarily, the chair of the department's undergraduate curriculum or studies committee), one faculty member from the first-year engineering program (FYE), and one associate or senior Co-op faculty, all appointed by the Dean in consultation with the department chairs, FYE Director, an Associate Dean and the Assistant Dean for Cooperative Education. The Assistant Dean for Undergraduate Academic Advising shall serve as an *ex officio*, non-voting member.
- (C) An Associate Dean shall be the chair of the committee.
- (D) The Undergraduate Curriculum Committee shall discuss and vote on undergraduate curriculum and program changes that have been approved by the departments, as well as college-wide curriculum and program changes. Upon approval by the committee, changes are sent to the Dean for approval, followed by consideration by the University Undergraduate Curriculum Committee.

#### **A.V. Academic and Research Infrastructure Committee**

- (A) The Academic and Research Infrastructure Committee shall review and provide feedback on policies and procedures related to scientific computing, the college's computing infrastructure, laboratory and office space, and research and educational facilities.
- (B) The Academic and Research Infrastructure Committee shall consist of one college faculty or staff member from each department, appointed by the Dean in consultation with the department chairs, and three additional members appointed by the Dean.
- (C) The Dean shall appoint an assistant or associate dean to be the chair.

#### **A.VI. Sabbatical Leave Committee**

- (A) The Sabbatical Leave Committee shall evaluate all proposals for leave and sabbatical reports submitted to the College by faculty eligible for sabbatical leave during the subsequent year, and provide leave recommendations to the Dean.
- (B) The Sabbatical Leave Committee shall consist of one tenured or tenure-track faculty member from each department appointed by the Faculty Council. An associate dean appointed by the Dean shall be an *ex officio* member of the committee.
- (C) The Sabbatical Leave Committee shall elect one member to be the committee's chair.
- (D) The sabbatical eligibility list, as determined by specifications in the Faculty Handbook, shall be distributed by the Dean's office prior to the Fall semester of the academic year of application by the faculty member and consideration by the Committee.

#### **A.VII. Undergraduate Academic Standing Committee**

- (A) The Undergraduate Academic Standing Committee shall review appeals regarding undergraduate issues which include, but are not limited to, re-entry after a student has been academically dismissed, denial of acceptance into the College of Engineering following a transitional term, and Incomplete grade extensions. The Committee shall render decisions on behalf of the College regarding such appeals.

- (B) The Undergraduate Academic Standing Committee shall consist of one representative from each department as appointed by the department chair, and one COE Co-op faculty member appointed by the Assistant Dean for Cooperative Education. The Assistant Dean for Undergraduate Academic Advising and an Assistant Director of Undergraduate Academic Advising shall both serve as *ex officio*, non-voting members.
- (C) The Senior Associate Dean or Associate Dean for Undergraduate Education shall serve as the chair of the Undergraduate Academic Standing Committee.
- (D) The members of the Undergraduate Academic Standing Committee shall be appointed prior to the start of the Summer 2 term. The newly appointed committee shall convene prior to the start of classes in the Fall semester, and meet prior to each subsequent term during the academic year.

#### **A.VIII. Co-op Standing Committee**

- (A) The Cooperative Education (Co-op) Standing Committee shall:
  - a. Develop COE Co-op Performance Standards Agreements for both undergraduate and graduate Co-op, incorporating feedback from COE Co-op Faculty at large.
  - b. Review all student appeals involving Co-op sanctions. Review subjects may include but are not limited to: eligibility status, Co-op grade change, Co-op exception request, and Co-op withdrawal. The Committee shall render decisions on behalf of the College regarding such appeals.
- (B) The Co-op Standing Committee shall consist of 5 College Co-op Faculty members (4 appointed by the Assistant Dean for Cooperative Education and 1 appointed by the Assistant Dean of Multidisciplinary Graduate Education and Digital Learning), the Assistant Dean for Cooperative Education, the Associate Dean of Undergraduate Education, and the Assistant Dean for Undergraduate Academic Advising (serving as *ex officio* members of the committee). If one of the committee members is involved with an appeal, they shall recuse themselves and the associated Assistant Dean will appoint another Co-op Faculty member to serve.
- (C) The Assistant Dean for Cooperative Education shall be the Chair of the committee.
- (D) The members of the Co-op Standing Committee shall be appointed prior to the start of the academic year. The Committee shall meet annually to review COE Co-op.

#### **A.IX. Graduate Appeals Committee**

- (A) The Graduate Appeals Committee shall review appeals related to graduate academic matters including academic dismissal decisions, grade appeals, appeals for re-entry after graduate student academic dismissal, and other academic disputes involving graduate students that cannot be resolved by the academic unit with which the student is affiliated. The Committee shall render decisions on behalf of the College regarding such appeals. The Committee will also be the primary advisory committee for consideration of re-entry cases after a student has been inactive in a respective program for more than 7 years. After review by the relevant department, the Committee will review and make recommendations to the Associate Dean for Graduate Education regarding validity of credit and re-entry status.
- (B) Appointed by their respective Department Chairs, the Graduate Appeals Committee shall consist of a faculty member, one from each College of Engineering department, and one representative member from the Multidisciplinary Graduate Engineering Programs. An associate dean and an academic advisor, both appointed by the Dean, shall be *ex officio* members of the committee.

- (C) The Associate Dean for Graduate Education shall be the Chair of the committee.
- (D) The members of the Graduate Appeals Committee shall be appointed, for a two-year term with possibility of renewal for more term(s), prior to the start of the academic year, and meet prior to the start of each academic term and monthly, as needed, to review appeals noted in paragraph (A) of this section.

**A.X. Undergraduate Student Awards and Scholarship Committee**

- (A) The Undergraduate Student Awards and Scholarship Committee shall: oversee nominations for University-wide awards, such as the Hodgkinson, Compass and Garnet Awards; oversee the review of applications for and disbursement of COE Scranton Fund funds; encourage faculty and staff to nominate students for University-wide scholarships and honors (such as the Huntington 100) as appropriate; and periodically review the terms for existing COE scholarships to ensure ongoing, maximized impact of such scholarships. The Committee shall work with the COE Development Team to coordinate stewardship activities and, as necessary, recommend changes to terms.
- (B) The Student Awards Committee shall consist of one representative from each department, as appointed by the department chair; one faculty member from first-year engineering program (FYE) appointed by the FYE director; one COE Co-op faculty member appointed by the Assistant Dean for Cooperative Education; and the Director for Women in Engineering.
- (C) The Committee shall be co-chaired by the Assistant Dean for Academic Scholarship, Mentoring and Outreach and the Assistant Dean for Undergraduate Academic Advising; both shall serve as *ex officio*, non-voting members.

**A.XI. Research Affairs Committee (for vote)**

- (A) The Research Affairs Committee shall provide strategic guidance with respect to growth and impact of the college's research activities. These include research development, research infrastructure, and communication with departments on research priorities, pre- and post-award support, and broader college research initiatives.
- (B) The Research Affairs Committee shall consist of up to three college faculty members from each department, appointed by the department chairs in consultation with department faculty. The Associate Dean for Research and the Associate Dean for Administration and Finance shall also be members of the committee. Additional staff from the college may be appointed by the Dean of Engineering or Associate Deans.
- (C) The Associate Dean for Research shall be the chair of the committee

**A.XII. Co-op Faculty Promotion Committee (for vote)**

- (A) The Co-op Faculty Promotion Committee reviews all appropriate evidence of promotion candidates and makes recommendations on promotion to the Dean.
- (B) The Co-op Faculty Promotion Committee for each candidate shall consist of a minimum of two co-op faculty members with the rank of Associate Coordinator or higher, elected by the co-op faculty, along with one faculty member from the affiliated department(s) of each candidate seeking promotion. The departmental faculty member is appointed by the respective Department Chair.
- (C) The Co-op Faculty shall elect one co-op faculty member from among the members serving

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to be the committee's chair.

- (D) The members of the Co-op Faculty Promotion Committee shall serve staggered terms of two years but may serve longer, as needed, if the co-op faculty does not have an adequate number of coordinators at the Associate and/or Senior ranks. Faculty under consideration for promotion may not serve on the Co-op Faculty Promotion Committee during that academic year.
- (E) All votes of the Co-op Faculty Promotion Committee shall be conducted by open ballot jointly tallied by the committee chair. Members of the committee must participate fully in the discussion in order to cast a vote. Non-majority voters must explain their reasoning.
- (F) Elections for the Co-op Faculty Promotion Committee shall be held prior to the end of the Academic/Fiscal Year (June 30). The newly elected committee shall start to serve on at the beginning of the Academic/Fiscal year (July 1).
- (G) When possible, in cases concerning promotion to Senior Co-op Coordinator, only members of the committee with the rank of Senior Co-op Coordinator, along with the faculty member from the candidate's affiliated department, shall be present for or participate in committee discussion regarding the candidate, and only these members may vote.

#### **A.XIII. Full-Time Teaching Faculty Promotion Committee (for electronic vote)**

- (A) The Full-Time Teaching Faculty Promotion Committee reviews all appropriate evidence of promotion candidates and makes recommendations on promotion to the Dean.
- (B) The Full-Time Teaching Faculty Promotion Committee for each candidate shall consist of at least two full Teaching Faculty in the college, three Faculty at or above the rank to which the candidate is being promoted, at least 2 of whom are Teaching Faculty and, one could be a Tenured Faculty member. The Full-Time Teaching Faculty Promotion Committee shall elect one member to be the committee's chair who is above the rank of the candidate being promoted. An associate dean appointed by the Dean shall be an *ex officio* member of the committee. Unit heads cannot serve on the committee.
- (C) The Full-Time Teaching Faculty Promotion Committee is elected every year. Faculty being considered for promotion may not serve on the Full-Time Teaching Faculty Promotion Committee during that academic year.
- (D) All votes of the Full-Time Teaching Faculty Promotion Committee shall be conducted by open ballot jointly tallied by the committee chair. Members of the committee must participate fully in the discussion in order to cast a vote. Non-majority voters must explain their reasoning.
- (E) Elections for the Full-Time Teaching Faculty Promotion Committee shall be held during the Fall semester. The newly elected committee shall serve during that Fall term.

#### **A.XIV. Co-op Faculty Merit Review Committee (for electronic vote)**

- (A) The Co-op Faculty Merit Review Committee reviews the Faculty Activity Reports of co-op faculty and conducts a peer review of faculty performance for the work that is outlined in the unit's workload policy.
- (B) The Departmental Co-op Faculty Merit Review Committee shall consist of a minimum of 6 co-op faculty, elected by the departmental co-op faculty. When possible, the Committee should be comprised of at least one representative from each co-op group (Bioengineering and Chemical Engineering, Civil and Environmental Engineering, Electrical and Computer

Engineering, Mechanical and Industrial Engineering, Global Co-op). The MGEN Co-op Faculty Merit Review Committee shall consist of a minimum of 3 co-op faculty, elected by the MGEN co-op faculty. Preferably, at least one member of each committee should be the rank of Associate Co-op Faculty or higher.

- (C) The departmental co-op faculty shall elect 2 to 3 co-op faculty members, dependent on the number of co-op faculty being evaluated, from among the members serving to be the committee's co-chairs. The MGEN co-op faculty shall elect one co-op faculty member from among the members serving to be the committee's chair. Only a member serving in their second term or greater is eligible to be elected as a co-chair. The chairs of the Departmental and MGEN Co-op Merit Review Committees shall meet periodically to ensure that processes are consistent across COE co-op.
- (D) The members of the Co-op Faculty Merit Review Committee shall serve for staggered two-year terms but may serve longer, as needed, to ensure continuity of the committee.
- (E) Elections for the Co-op Faculty Merit Review Committee shall be held prior to the end of the Academic/Fiscal Year (June 30). The newly elected Committee shall start to serve on at the beginning of the Academic/Fiscal year (July 1).
- (F) The Co-op Faculty Merit Review Committee will provide a written evaluation of the co-op faculty member's performance, to be submitted to the faculty member and the unit head for inclusion in their overall merit evaluation.

#### **A.XV. Full-Time Teaching Faculty Merit Review Committee (for electronic vote)**

- (A) The Full-Time Teaching Merit Review Committee conducts a peer review of faculty performance by providing an evaluation using a workload allocation that is mutually agreed upon by the Teaching Professor and the unit head.
- (B) The Full-Time Teaching Faculty Merit Review Committee shall consist of a maximum of 25% of the total number of teaching faculty or at least six Teaching Professors. The makeup should consist of a representative from each department (Bioengineering, Chemical Engineering, Civil and Environmental Engineering, COE-Undergrad First Year Program, Electrical and Computer Engineering, Multidisciplinary Graduate Engineering Programs and Mechanical and Industrial Engineering) to provide a representative familiar with the department's courses and organization. Requests may be made to a department to provide more than one representative if a required rank of a Teaching Professor for the committee is not available in other departments due to size or the past service rule.
- (C) The Full-Time Teaching Faculty Merit Review Committee shall consist of the following distribution of Teaching Professors: at least one shall be at the rank of Full Teaching Professor, two shall be Associate Teaching Professors, and the remaining from any rank. From the elected committee, the chair and vice-chair will be selected. The vice-chair will be elected by the merit review committee and serve as chair of the committee the following year. The vice-chair is the only committee member that may serve two consecutive years. No other committee member may serve two consecutive years. If no vice-chair is elected, then the past chair will meet with the incoming chair to review procedures to maintain committee continuity. Unit heads are ineligible both to serve and to vote for the committee members.
- (D) The Associate Dean for Faculty Affairs will solicit nominations for the Full-Time Teaching Faculty Merit Review Committee every year at least two weeks prior to the review process.
- (E) The Full-Time Teaching Faculty Merit Review Committee shall be elected annually from among all of the College's Teaching Professors by secret ballot or electronic ballot, conducted

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by the Associate Dean for Faculty Affairs.

- (F)** The Full-Time Teaching Faculty Merit Review Committee will provide comprehensive score for each performance category (i.e., teaching, advising, service, scholarship) and a written evaluation of the Teaching Professor's performance, which will be submitted to the Teaching Professor and the unit head.

**A.XVI. Diversity, Equity and Inclusion Committee (for electronic vote)**

- (A)** The Diversity Equity and Inclusion (DEI) Committee is committed to developing and sustaining a diverse, equitable and inclusive environment. The committee shall work to promote a culturally competent and transformative environment predicated on the idea that diversity is not a goal, but a continuous and enduring process to ensure the full and engaged participation of the entire engineering community to the benefit of COE, the university and society at large.
- (B)** The COE DEI Committee shall provide updates and/or report recommendations to the College of Engineering Dean, which may include: support recruitment and retention of a diverse faculty, staff and student body; support all faculty, students and staff to feel welcome and included, with equal access to university resources and opportunities; work to prepare students for fulfillment and success in a diverse society and global community; support the *Broader Impacts* of research grant-funded opportunities, from NSF and other funding sources, to directly impact the diversity interests/needs of COE, the university and nation; provide current/relevant diversity & inclusion best practices, research and material to faculty, students and staff through possible workshops, publications, presentations, etc.
- (C)** The DEI Committee shall consist of no less than one representative from each department, as appointed by each department chair, one faculty member from the first-year engineering program (FYE) appointed by the FYE director, one COE co-op faculty member appointed by the Assistant Dean & Director of COE Cooperative Education, one COE academic advisor appointed by the COE Assistant Dean of Undergraduate Academic Advising, one current undergraduate student from an engineering affinity group, and one current COE graduate student.
- (D)** The Committee shall be co-chaired by the Assistant Dean for COE Academic Scholarship, Mentoring and Outreach, and the Assistant Dean for COE Enrollment Management and Retention.