

**FACULTY BY-LAWS<sup>1</sup>**  
**COLLEGE OF ENGINEERING**  
**UNIVERSITY OF FLORIDA**

**PREAMBLE**

Whereas the Faculty of the University of Florida's College of Engineering are dedicated to serving the educational needs and professional development of its students, to contributing to the advancement and dissemination of knowledge in the diverse fields of engineering and related sciences, and to applying in an enlightened way such knowledge to the technological advancement of our society's quest for enhanced quality of life and economic well-being in the context of a sound environment; and

whereas the accomplishment of these objectives requires the establishment of orderly governance procedures by which the Faculty can effectively contribute their energies and talents towards a common goal;

we, the Faculty, hereby adopt these By-Laws to define the membership, powers, and responsibilities of the Faculty and the governance procedures of the College of Engineering.

**Article I - College Organization and Purpose**

- 1.1 The College of Engineering is one of the basic degree-granting units of the University of Florida. The College and the Faculty are committed to serving the people of the State of Florida and to playing a leadership role with peer institutions in fostering scholarly engineering activities in national and international venues.
- 1.2 To meet the objectives defined in the *Preamble*, the College of Engineering has accepted the responsibility to:
  - a) Develop, administer, and maintain degree programs at baccalaureate and graduate levels. Provide to our students a sound foundation that will enable them to contribute to the development of the state-of-the-art of engineering and will foster their ethical and competent practice in the profession;
  - b) Conduct and publish the results of scholarly research in cooperation with peers in academic, government, private and corporate agencies, and learned societies;

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<sup>1</sup>Footnotes, although not part of the By-Laws, are provided to clarify intent.

- c) Foster economic growth through proactive technology transfer and other creative cooperative ventures with entrepreneurs, established industries, and public agencies;
  - d) Cooperate with our public schools and other agencies to enhance the understanding by the general public of technological issues affecting societal well-being. Make new generations of students aware of the challenges and opportunities for public service and personal fulfillment inherent in the pursuit of engineering careers; and
  - e) Cooperate with peers in other colleges at the University of Florida and elsewhere in interdisciplinary educational and research efforts supportive of the above objectives.
- 1.3 The Department is the fundamental unit of academic and administrative organization within the College. College departments are:
- Aerospace Engineering, Mechanics and Engineering Science
  - Agricultural and Biological Engineering
  - Chemical Engineering
  - Civil and Coastal Engineering
  - Computer and Information Science and Engineering
  - Electrical and Computer Engineering
  - Environmental Engineering Sciences
  - Industrial and Systems Engineering
  - Materials Science and Engineering
  - Mechanical Engineering
  - Nuclear and Radiological Engineering
- 1.4 The Engineering and Industrial Experiment Station (EIES) functions as the research arm of the College. In cooperation with the University's Division of Sponsored Research it plays an essential role in fostering an environment conducive to research productivity and enables the orderly administration of contract and grant research activities of the College.
- 1.5 The chief executive and administrative officer of the College shall be the Dean who is responsible to the President of the University for administration of the College and who is the agent of the faculty for the execution of academic policy. The Dean also serves as the Associate Vice President and Director of the Engineering and Industrial Experiment Station.
- 1.6 The Dean may appoint such Associate and Assistant Deans, Directors, and assistants as he or she deems necessary to the effective accomplishment of the goals of the College.

1.7 Each Department is headed by a Chairman<sup>2</sup>, appointed by the Dean in accordance with the University Constitution. The Chairman serves as chief executive and administrative officer of the Department, is responsible to the Dean of the College for administration of the Department and is the agent of the departmental faculty for the execution of academic policy.

## Article 2 - Membership

- 2.1 The Faculty of the College of Engineering shall consist of all members who hold the rank of instructor or above, or the equivalent<sup>3</sup>, in academic rank in the academic units of the College; members whose primary faculty appointment is in another college but who teach and/or conduct research regularly in the College as part of their duties, when so instructed by specific action of the deans concerned; and the Dean, Associate Deans, Assistant Deans, and Directors of the College and the President of the University, as ex-officio members<sup>4</sup>.
- 2.2 Emeritus faculty not employed by the university during a current academic year, and faculty holding visiting, adjunct, and courtesy appointments shall not have voting privileges.
- 2.3 Prior to the first meeting of the Fall academic term the Dean or his representative shall prepare and certify a roster of the *eligible voting faculty*. Notwithstanding such additions and deletions as may become appropriate during the course of the ensuing year, the number of *Gainesville-resident eligible voting faculty* on the Fall list shall be used to determine requirements for quora and such faculty actions as may be based on approval of a percentage of total eligible faculty.<sup>5</sup>

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<sup>2</sup>Here, *et seq.*, the use of traditional titles shall not be construed to be gender specific.

<sup>3</sup>“Equivalent” is meant to include faculty employed in such research positions as Assistant Engineer, Associate Scientist...

<sup>4</sup>Administrators who hold academic rank in the College shall have voting status by virtue of such rank.

<sup>5</sup>The intent is to enfranchise faculty immediately upon the enabling change in status, while simplifying the determination of the required numbers of votes for faculty actions. The *Gainesville-resident eligible voting faculty* is the subset of the *eligible voting faculty* whose primary assignments are to perform duties at the Gainesville campus of the University of Florida. *Eligible voting faculty* assigned to serve at remote sites are not counted in the determination of quora and voting requirements. All *eligible voting faculty* are counted in the satisfaction of the quora and voting requirements.

### Article 3 - Powers

- 3.1 The faculty shall act as the governing body of the college. Subject to the limitations of higher approval and in accord with the *University of Florida Constitution*, the faculty of the College are responsible for the academic affairs of the College. These include:
- a) Requirements for entrance, continued enrollment, and graduation;
  - b) Form of degrees to be conferred;
  - c) Arrangement and content of all curricula;
  - d) Recommendation of students who are to be granted degrees;
  - e) Other academic regulations.
- 3.2 The faculty powers and administrative powers not delegated to the College Faculty and Dean by these By-laws, nor prohibited by it to the Departments, are reserved to the Department Faculties and Chairmen respectively.

### 4 - Meetings

- 4.1 The Dean or his representative shall be the presiding officer at meetings of the faculty.
- 4.2 Meetings shall be held at least once in each academic term. This mandatory meeting shall be scheduled no sooner than the first day of classes nor later than two days prior to commencement.
- 4.3 Other meetings may be called at the discretion of the Dean or upon written petition by 10% of the *Gainesville-resident eligible voting faculty* (This 10% must include representation from no fewer than three departments.) or upon written petition by a majority of the Chairmen of the College's departments.
- 4.4 The faculty shall be notified by the Dean or his representative in writing of the time, place and proposed agenda of each meeting. Such notification shall be given at least one week in advance of the meeting. With the concurrence of a majority of the Chairmen of the College's departments the advance notification requirement may be waived.
- 4.5 A quorum shall consist of 20% of the *Gainesville-resident eligible voting faculty* members.
- 4.6 Special rules for Summer Term meetings. A "Summer Quorum" shall be defined as the quorum as specified in *Article 4.5* times the number of *Gainesville-resident eligible voting faculty* appointed during the Summer Term divided by the number of *Gainesville-*

*resident eligible voting faculty* as defined in *Article 2.3*.<sup>6</sup> A Summer Term meeting failing to meet the quorum requirements of *Article 4.5* may be convened with a *Summer Quorum* for the sole purpose of voting on degree candidates and such other actions of acute urgency.

- 4.7 The conduct of all meetings shall be governed by the current edition of *Robert's Rules of Order*.<sup>7</sup>
- 4.8 The faculty shall elect biennially one of its members as Secretary. The Secretary shall keep a suitable permanent record of the minutes of each meeting and shall act as parliamentarian.

### **Article 5 - Committees**

- 5.1 Committees of the faculty shall be Standing Committees and Special Committees. The Dean or his representative may, at decanal discretion, serve as an ex-officio member of all committees.<sup>8</sup>
- 5.2 The Standing Committees which shall be appointed annually by the Dean are:

College Personnel Board  
Curriculum Committee  
Faculty Recognition & Awards Committee  
Library Services Advisory Committee  
Minority Affairs Committee  
Safety & Security Committee  
Scholarship, Fellowship, & Awards Committee  
Student Petitions Committee

The constitution, functions, and operating procedures of the Standing Committees are summarized in Appendix A which constitutes an integral part of these by-laws.

- 5.3 Special Committees may be authorized by the Dean or by vote of the faculty for any purpose not provided for in Article 5.2.

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<sup>6</sup> Summer appointment is not a condition for nine-month faculty to retain their voting eligibility. Meeting attendance and full participation in faculty governance is encouraged regardless of Summer appointment status.

<sup>7</sup> Revised (1990)

<sup>8</sup> The Dean or his representative may have such voting privileges as may explicitly be granted in Appendix A.

### **Article 6 - Student Academic Regulations**

6.1 Student Academic Regulations shall be such as the faculty shall adopt.

### **Article 7 - Amendment of By-Laws**

7.1 These by-laws may be amended by the following procedure:

- a) The proposed amendment(s) shall be submitted in writing to the faculty at least two (2) weeks before a faculty meeting scheduled during the period of normal faculty academic year appointments.
- b) Upon an affirmative vote by a majority of eligible voting members present at said meeting, the Dean or his representative shall conduct, at the earliest opportunity, a mail ballot of the voting faculty regarding the proposed amendment(s) of the By-Laws. The faculty in attendance may revise the proposed By-Law amendment(s) prior to proffering them for a mail ballot.
- c) The deadline for return of the mail ballots shall be no sooner than thirty (30) days from the date of ballot distribution.
- d) The the Dean or his representative shall count the ballots promptly upon expiration of the return deadline and the amended By-laws shall take effect immediately upon the Dean's certification of approval by an absolute majority of the *eligible voting faculty*.

## **APPENDIX A**

### **Constitution, Functions, and Operating Procedures of Standing Committees**

Unless explicitly prohibited, Standing Committee members may be reappointed.

Standing Committees may organize such Sub-Committees as they deem fit, and, with decanal approval, recruit such other members of the faculty to serve on the Sub-Committees as may be necessary.

The Dean has interim authority to amend the Standing Committee structures described below. Notice of such interim amendments shall be made to the faculty prior to their effect. Interim amendments may remain in effect for no longer than twelve months. Beyond that term, the By-Laws must be amended or Standing Committee operations must revert to those authorized below.

**COLLEGE OF ENGINEERING  
UNIVERSITY OF FLORIDA  
COLLEGE PERSONNEL BOARD**

- Membership:** There shall be one faculty member from each academic unit on the committee except from the Agricultural and Biological Engineering Department, whose tenure/promotion matters are handled through the Institute of Food and Agricultural Sciences. A member from the ABE Department may participate in an ex-officio capacity. Tenured full professors, except heads of academic units, are eligible for membership. Appointments are made by the Dean.
- Chair:** Appointed by the Dean.
- Secretary:** Chair normally acts in this capacity
- Term of Membership:** All members shall serve a 3 -year term. Terms will be staggered with approximately one third being replaced annually. An eligible faculty member may serve no more than 2 consecutive terms, but is otherwise eligible for service at any time.
- Functions:** To serve in a fact-finding and consultative role to the Dean of the College with respect to tenure and promotion candidates.
- Regular Meetings:** Annual series of meetings during, late October/early December.
- Other Meetings:** When called by the Chair with reasonable notice to members.
- Agenda:** Prepared by the Chair, made available to members prior to the meeting.
- Reporting Requirements:** A written report on the strengths and weaknesses of the candidate's record are to be provided to the Dean after completion of Committee deliberations.
- Other:** Not Applicable.
- Resources Available:** Secretarial resources of the Office of the Dean.

### CURRICULUM COMMITTEE

- Membership: One member per department, appointed by the Dean from faculty members nominated by department chairmen, plus the Dean's ex-officio representative.
- Chair: Elected from among the departmental representatives on an annual basis.
- Secretary: The Dean's ex-officio representative.
- Term of Membership: Two years. Half [rounded up) the departmental rep representatives shall -be appointed in odd years; the balance in even years.
- Functions: Recommend new courses for College Faculty approval. Act, on behalf of the College Faculty, upon all requests for course termination and minor revisions. Recommend for College Faculty approval the creation, termination, and revision of undergraduate curricula. Recommend admissions, retention, honors and other College academic policies and procedures. Hear and act upon departmental blanket petitions on behalf of a specified class of students for substitutions for required courses. Petitions by and on the behalf of individual students are the jurisdiction of the Student Petitions Committee.
- The Committee shall engage in a continuing program of long-term assessment of college-wide policies that have a direct influence on the quality of academic programs. The Committee shall initiate such studies as it deems fit as well as respond to decanal charges. It shall refer its recommendations for faculty or administrative approval and implementation as appropriate.
- Regular Meetings: Three meetings: Fall, Spring, and Summer.
- Other Meetings: When called by the Chair or the Dean with reasonable notice to members.
- Agenda: Prepared by the Chair and to the extent practicable distributed in advance with course transmittal forms to members.
- Minutes: Prepared by the Secretary, distributed to the Dean and to Department Chairmen for all college faculty. Faculty action items will be incorporated with the College Faculty Meeting Agenda.
- Resources Available: Administrative support from the College of Engineering Office of Academic Programs.



### FACULTY RECOGNITION & AWARDS COMMITTEE

Membership:	Six (6) faculty members appointed by the Dean plus two (2) student members (President of Benton Engineering Council and President of Tau Beta Pi).
Chair:	Appointed by the Dean.
Secretary:	Appointed by the Chair on a meeting-to-meeting basis.
Term of Membership:	Faculty members - three years, appointed on a staggered basis. Student members - one year.
Functions:	<p>To review nominations and recommend to the Dean, faculty for special recognitions and awards. Such recommendations shall include the annual <i>Outstanding Undergraduate Teaching and Advising Awards</i> and such others as may be requested by the Dean.</p> <p>The Committee shall prepare and maintain files on national awards and recognitions for which the College's faculty may be eligible. It shall proactively solicit appropriate nominations from peers, alumni, Chair-men, and the Dean. It shall maintain files on awards and recognitions granted and assist the College in assuring that such awards are appropriately publicized.</p>
Regular Meetings:	Minimum of one meeting per year.
Other Meetings:	When called by the Chair or the Dean with reasonable notice to members.
Agenda:	Set by the Chair
Minutes:	Recorded by the Secretary.
Resources Available:	Administrative support from the College of Engineering Office of Academic Programs.

**LIBRARY SERVICES ADVISORY COMMITTEE**

Membership:	One member per department, appointed by the Dean from faculty members nominated by department chairmen.
Chair:	Appointed by the Dean
Secretary:	Appointed by the ‘Chair on a “per meeting” basis, to record minutes of the meeting.
Term of Membership:	Two year terms. Half [rounded up] the members shall be appointed in odd years; the balance in even years.
Functions:	Serve as liaison between the library administration and the College.
Regular Meetings:	Minimum of one meeting per year.
Other Meetings:	As called by Chair with reasonable notice given to members.
Agenda:	Set by the Chair.
Minutes:	Recorded by the Secretary of the meeting.

### **MINORITY AFFAIRS COMMITTEE**

- Membership: One member per department, appointed by the Dean from faculty members nominated by Department Chairmen, plus the Dean's ex-officio representative (Director of Minority Affairs).
- Chair: Elected from among the departmental representatives on an annual basis.
- Secretary: The Dean's ex-officio representative.
- Term of Membership: Two years. Half [rounded up] the departmental representatives shall be appointed in odd years; the balance in even years.
- Functions: To develop and recommend to the Dean, policies and procedures to improve recruitment, retention, and graduation of minority students by integrating them into the mainstream of College of Engineering educational programs and student activities and to assist minority students by enhancing scholarship opportunities and career and professional development.
- Regular Meetings: Three regular meetings: Fall, Spring, and Summer.
- Other Meetings: When called by the Chair or the Dean with reasonable notice to members.
- Agenda: Prepared by the Chair in consultation with the Director of Minority Affairs and to the extent practicable distributed in advance to members.
- Minutes: Prepared by the Secretary, distributed to the Dean and to Department Chairmen for all college faculty. Faculty action items will be incorporated with the College Faculty Meeting Agenda.
- Resources Available: Administrative support from the College of Engineering Office of Academic Programs.

**SAFETY & SECURITY COMMITTEE**

- Membership: One member per department, appointed by the Dean from faculty members nominated by department ‘chairmen, plus the Dean’s ex-officio representative.
- Chair: Appointed by the Dean.
- Secretary: Elected-by the Committee.
- Term of Membership: Two years. Half [rounded up] the departmental representatives shall be appointed in odd years; the balance in even years.
- Functions: To develop college-wide policies to enhance the safety and security of students, faculty, and staff. To coordinate the efforts of departmental safety and security activities. To coordinate College safety and security activities with the UF Office of Environmental Safety and Health. To identify needs for programs to provide safety instruction in student labs. To assure that faculty and staff are appropriately informed of OSHA, EPA, NRC, and other agency requirements. To assist the College’s faculties in meeting ABET criteria relating to the integration of instruction on safety in the undergraduate curricula.
- Regular Meetings: Fall term.
- Other Meetings: When called by the Chair with reasonable notice to members.
- Agenda: Prepared by the Chair with input from the committee.
- Minutes: A summary of decisions and recommendations prepared by the Secretary and transmitted to the Dean.
- Resources Available: College of Engineering Office of Research & Administration.

### **SCHOLARSHIP, FELLOWSHIP & AWARDS COMMITTEE**

- Membership: Five (5) members appointed by the Dean from faculty nominated by Department Chairmen plus the Dean or his Representative. In addition, the Director of the Office of Minority Affairs shall serve as an ex-officio member.
- Chair: The Dean's representative, who shall vote only in the case of tie votes by the faculty representatives.
- Secretary: None
- Term of Membership: Two years. Half [rounded up] the departmental representatives shall be appointed in odd years; the balance in even years.
- Functions: Review and establish policy for administering the College's scholarship, fellowship, and awards programs. In cooperation with the Dean, and the College's Academic Programs, Development, and Minority Affairs Offices, the Committee will proactively pursue the development of resources from public, private, and foundation funding sources to assure healthy and balanced programs to meet the needs of undergraduate and graduate students, including the special needs of minority students. Review applications for scholarships and awards and select recipients.
- The Committee's jurisdiction is limited to scholarships, fellowships and awards not limited to students from a single department.
- Regular Meetings: Once per year in March to select the next year's scholarship recipients.
- Other Meetings: When called by the Chair or the Dean with reasonable notice to members.
- Agenda: Prepared by the Chair.
- Minutes: Prepared by the Chair, distributed to members, Department Chairmen and the Dean.
- Resources Available: Administrative support from the College of Engineering's Office of Academic Programs.

**STUDENT PETITIONS COMMITTEE**

- Membership: One member per department, appointed by the Dean from faculty members nominated by department chairmen.
- Chair: Elected by the committee.
- Secretary: None
- Term of Membership: Two years. Half [rounded up] the departmental representatives shall be appointed in odd years; the balance in even years.
- Functions- Hear and act upon student petitions for: a) Substitutions for required courses, and b) waiver of the 30-hour *Rule*, which requires that the final thirty (30) hours of course work leading to a baccalaureate degree normally be completed at the University of Florida.
- Departmental blanket petitions on behalf of a specified class of students for substitutions for required courses are the jurisdiction of the Curriculum Committee.
- Regular Meetings: Twice a term: once prior to the deadline to drop a course by college petition and once prior to commencement.
- Other Meetings: When called by the Chair with reasonable notice to members.
- Agenda: Prepared by the Chair and to the extent practicable distributed in advance to members.
- Minutes: A summary of decisions made is prepared by the chairman and distributed to members and to Department Chairmen.