College of Engineering and Technology Bylaws 1989

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THE COLLEGE OF ENGINEERING AND TECHNOLOGY

BYLAWS

The College of Engineering and Technology at the University of Nebraska-Lincoln operates under sections 2.9 of the 1984 University of Nebraska Bylaws and section 1.6 of the 1976 University of Nebraska-Lincoln Bylaws.

Article I. MEMBERSHIP

Membership of the Faculty of the College of Engineering and Technology shall include all Engineering and Technology Faculty, including Agricultural Engineering Faculty, on regular appointment of .50 FTE or greater. Voting rights are held by all members of the Faculty.

Article II. OFFICERS

A. Officers

The officers shall be the Deans of the College of Engineering and Technology, the Secretary of the Faculty, and the Parliamentarian. Every two years, the Secretary of the Faculty and the Parliamentarian shall be nominated and elected by the College Faculty prior to September 15 of the nomination year.

B. Duties

1. The Dean of the College shall be responsible for ensuring that these Bylaws are properly followed.

2. The Dean of the College shall preside at meetings. However, the Dean may designate a presiding officer when unable to attend. With the advice of the Executive Committee, the Dean shall appoint the members of those committees where an election is not specified; and the Dean shall exercise such other duties as normally fall to the dean of a college as shown in 2.9.1 of the University of Nebraska Bylaws and 1.6 of the University of Nebraska-Lincoln Bylaws.
3. The Secretary of the Faculty shall keep the minutes of all meetings and shall maintain a record, to be known as the College of Engineering and Technology Rule Book of the Faculty of Engineering and Technology, in which shall be recorded new rules and changes in old ones. This book shall be accessible during office hours in the Office of the Dean to all members of the Faculty. The Secretary is responsible for determining the quorum at any meeting.

4. The Parliamentarian shall decide all points of parliamentary procedure that may arise at meetings. If the Parliamentarian is absent, the Dean shall appoint a Parliamentarian pro tem.

Article III. MEETINGS OF THE FACULTY

A. Meetings

1. Regular meetings for the purpose of transacting the business of the college may be called by the Dean as needed. There shall be at least one meeting each semester. The meeting notice and the agenda for such meetings must be distributed to the Faculty at least ten working days prior to the meeting date.

2. Special meetings may be called by the Dean as necessary. The meeting notice and the agenda must be distributed to the Faculty at least five working days prior to the meeting date.

3. Special meetings of the Faculty must be called by the Dean upon the presentation of a written request signed by any ten members of the Faculty of the College of Engineering and Technology to the Dean of the College. Said meeting shall be called within ten working days of the receipt of the request, and the notice for the meeting shall state the petitioners' reasons for requesting the meeting.

4. The most recent edition of Robert's Rules of Order shall be the authority for order in Faculty meetings unless stated otherwise in the Bylaws or Rules. In this latter case the Bylaws or Rules shall prevail.
B. Quorum

Thirty percent of the membership of the College Faculty shall constitute a quorum for any regular meeting or for any special meeting.

C. Mail Ballot Provision

Any member of the Faculty may move for a mail ballot on any motion. If the motion for a mail ballot is approved by at least thirty percent of the faculty, then ballots containing the motion must be distributed by the Secretary to the Faculty, as defined under membership. Faculty will then have ten working days to return their ballots to the Secretary who will then inform the Faculty of the results and retain the ballots for examination for a period of ten additional working days. Disposition of the motion will be based on a simple majority of the returned ballots.

Article IV. Amendments to Bylaws

These articles may be amended at any duly called meeting of the Faculty providing that notice of the intended amendment is given ten working days prior to the meeting and that the amendment receives the approval of two-thirds of the quorum.

Article V. There will be operating rules.
The University of Nebraska-Lincoln
COLLEGE OF ENGINEERING AND TECHNOLOGY
OPERATING RULES

Section I. Meetings

A. Order of Business

The order of business shall be as follows:

1. Approval of Minutes
2. Unfinished Business
3. Communications and Announcements
4. Reports of Standing Committees
5. Reports of Special Committees
6. Other Business

This order may be altered by majority approval.

Section II. Committees and their Formation

A. Standing Committees

1. Executive Committee

Made up of the Dean (Chairman), Department Chairpersons, the Assistant and Associate Deans, and the Director of NTAC. Assists the Dean in formulating administrative policy, provides advice on all aspects of College administration, and serves as a forum for discussion of College business.

2. Course and Curricula Committee

Appointed. Reviews and makes recommendations to the College faculty on all course and curricular matters.

3. Academic Appeals Committee (Omaha)

Appointed. Hears student appeals.

4. Academic Appeals Committee (Lincoln)

Appointed. Hears student appeals.
5. Computer Committee

Appointed. Provides advice to the Dean on computing, computing systems, and computer-aided design and manufacturing.

6. Awards Committee

Appointed. Provides advice and assists the Dean in carrying out the College awards and other University awards programs for faculty, staff, and students. Responsibilities include Distinguished Faculty Award and Graduation with Distinction.

7. Faculty Research Advisory Committee

Appointed. Provides advice to the Dean on all aspects of College research.

8. Graduate Board Committee

One member elected by faculty from each area. Responsible for administering the unified Ph.D. program.

9. Library and Publication Committee

Appointed. Provides advice and assistance to the Dean and Engineering Librarian with regard to the Engineering Library collection. Provides advice to the Dean on the various College publications.

10. Scholarship Committee

Appointed. Assists personnel in the Office of the Dean in administering the College scholarship program. Separate subcommittees are responsible for the Omaha and Lincoln campuses.

11. Promotion and Tenure Committee

One member from each department elected from their Department Promotion and Tenure Committee. Provides advice to the Dean regarding promotion and tenure policy and reviews and advises on all candidates for promotion and/or tenure.
With the advice of the Executive Committee, the Dean shall appoint the members and chairs of appointed committees. Elected committees shall elect their chairs. Elections to determine membership of elected committees shall be conducted by the College Executive Committee.

B. Ad Hoc Committees

The Dean may appoint ad hoc committees as necessary.

Section III. Amendments to Rules

These sections may be amended at any duly called meeting of the Faculty providing that notice of the intended amendment is given ten working days prior to the meeting and the amendment receives a simple majority of the votes cast. The mail ballot provision can be invoked for the consideration of amendments.