Engineering Faculty Council
Meeting Agenda

December 16, 2014
11:00 a.m.
202 Hammond, Stavely Conference Room

1. Approval of minutes for the meeting of November 18, 2014

2. Updates from Undergraduate Studies Committee (Chris Giebink)

3. Updates from Graduate Studies Committees (Wang-Chien Lee)

4. Updates from Engineering Technology Committee (Ron Land/Terry Speicher)

5. Updates from Faculty Senate (Peter Butler)

6. Dean’s Report (Catherine Harmonosky)

7. Constitution Draft (Jean Landa Pytel)

8. Other Business
<table>
<thead>
<tr>
<th>Course Proposal Changes</th>
<th>Type and Description of Change</th>
<th>Description or Rationale for Curricular Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I E 424 - Process Quality Engineering</td>
<td>CHANGE - Modification of</td>
<td>The course content of I E 424 is not being changed. However, the prerequisites are being updated. MATH 220 or B E 301 cover matrix operations and are currently listed as the prerequisites for IE 424, because IE 424 covers regression models and vector and matrix operations taught in MATH 220 or B E 301 are essential for performing the calculations required in regression analysis. But the regression models is the last topic in IE 424 and hence are taught at the end of IE 424 and students who take either MATH 220 or B E 301 would have gained the necessary knowledge in vector and matrix operations, by the time regression models are taught in IE 424.</td>
</tr>
<tr>
<td>Submitted by: Jey Chandra</td>
<td>Prerequisites</td>
<td></td>
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<tr>
<td>I E 480W – Capstone Design Project</td>
<td>CHANGE - Modification of</td>
<td>The course content of I E 480W is not being changed. However, the prerequisites are being updated. Students taking IE 330 (Engineering Analytics) concurrently with IE 480W can use the knowledge they are gaining to appropriately solve the projects in IE 480 W. Therefore, it is not necessarily a prerequisite. Students are prepared for IE 480W by taking IE 330 prerequisite or concurrent.</td>
</tr>
<tr>
<td>Submitted by: Jey Chandra</td>
<td>Prerequisites</td>
<td></td>
</tr>
<tr>
<td>I E 467 – Facility Layout and Material Handling</td>
<td>CHANGE – Modification of</td>
<td>The content, title and prerequisites of this course are being changed to more accurately describe the course. Motivated by the need to provide more methodological content and modeling expertise, this course is being modified in two distinct ways. First, the course syllabus is being modified to reflect a greater emphasis on location problems. Second, a laboratory component will be added to ensure that students have exposure to both building models via mathematical programming tools (such as GAMS or LINGO) and solving the resulting models by leveraging solvers such as CPLEX or MINOS. This component of the course will be held in the Computer lab in Leonhard Building where the necessary software has been installed. Given that the students will be required to develop a range of optimization-based models, IE 405 (Deterministic Models in Operations Research) is being introduced as a prerequisite. This course gives students an exposure to linear programming as</td>
</tr>
<tr>
<td>Submitted by: Uday Shanbhag</td>
<td>Short Title, Prerequisites and Description.</td>
<td></td>
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</table>
a framework for decision-making. Furthermore, given that there may be some exposure to stochastic models, IE 322 (Probabilistic Models in Operations Research) is also being requested as a prerequisite. In this course, students are given a preliminary understanding to probability theory and models. The removal of IE 302 (Engineering Economy) and IE 327 (Introduction to Work Design) as prerequisites reflects the emphasis on modeling and computation, particularly through optimization based tools.
## Course and Program Proposals

(8 Courses, 2 Programs)

<table>
<thead>
<tr>
<th>Type Course or Program</th>
<th>Title</th>
<th>Program Name</th>
<th>Number or Degree</th>
<th>Action Requested</th>
<th>Vote GS&amp;R</th>
<th>Description (Why/What for)</th>
</tr>
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<tbody>
<tr>
<td>Course</td>
<td>Expert Systems Design in Industrial Engineering</td>
<td>IE</td>
<td>562</td>
<td>Change</td>
<td>Approved</td>
<td>U The proposed title represents the true nature of the course. When the course was started in 1987 the course predominantly covered rule-based/expert systems design and implementation. However, in the last two decades the development of rule-based systems has become a part of smart/intelligent systems design. In the past decade the instructor has expanded the original content and added many contemporary concepts in to the curriculum. Currently the course covers search, bio-inspired computing, software agents and game theory based automated negotiation. Emphasis also shifted from general design principles to analysing, space, time, and memory complexity, as well as admissibility and completeness of algorithms taught. Due to these changes, the title Expert Systems applies only to a small portion of the course syllabus and the proposed title, “Computational Foundations of Smart Systems”, will be the most appropriate one. The recently introduced IE 330 (Engineering Analytics) covers basic programming, data bases and analytics and will be the most relevant pre-requisite.</td>
</tr>
<tr>
<td>Course</td>
<td>Information Technology for Industrial and Manufacturing Engineering</td>
<td>IE</td>
<td>582</td>
<td>Change</td>
<td>Approved</td>
<td>U In the last five years the notion of analytics has become important in manufacturing as well as service systems. Historically the course content was addressing the issues of IT and analytics. Due to the recent developments since the last time when the course was taught the instructor started to teach complex networks and big data analysis as a part of the curriculum. This truly reflects what the world calls as “engineering analytics,” and hence the changing the title to “engineering analytics,” is requested. The recently introduced IE 330 (Engineering Analytics) covers basic programming, data bases and analytics and will be the most relevant pre-requisite.</td>
</tr>
<tr>
<td>Course</td>
<td>Interaction Design</td>
<td>EDSGN</td>
<td>S48</td>
<td>Change</td>
<td>Approved</td>
<td>U The course is a part of the new MS Engineering Design program in SEDTAPP located within the College of Engineering. The prerequisites have been removed from the course in order to allow for new students in the MS program to participate in their first semester. These students will already have completed design coursework but not at Penn State. In addition, the course is to be cross-listed with IE. This course will serve not only as a core course in the MS in Engineering Design program but also as an elective course in the Industrial Engineering MS and PhD program. In addition, the course will be used as a core course in the Human Centered Design MS dual-degree program that will be submitted this Spring.</td>
</tr>
<tr>
<td>Course</td>
<td>Integrated Project Management for Civil Engineers</td>
<td>CE</td>
<td>S35</td>
<td>Add</td>
<td>Approved</td>
<td>U This course will present the project management process to students pursuing a graduate degree in Civil Engineering. The course will utilize a project/group based learning process to teach project management’s value, methodology and application to civil and environmental engineering projects in the student’s particular emphasis area (Infrastructure, Transportation Systems, or Water and Environment). Students will learn how to initiate, plan, organize, staff, direct, control, and closeout a project. Key topics to be discussed include: the role of the project manager, civil engineering project procurement/proposal development, importance and skills of communications, project team development and leadership, team conflict resolution, design management, scope management, work breakdown structure (WBS), scheduling/time management, budgeting/cost management, risk management, resource management, crisis management, earned value, project evaluation and control, and project closeout and termination. Students will be evaluated on their comprehension of the course through homework, exams and/or quizzes, class participation and successful completion of a team-based project. The team-based projects will be specific to the student’s engineering emphasis and may be developed by the instructor or student selected from previous project experience. This course will be required by all MEng students in Civil Engineering in the second semester of their degree program and serve as a culminating experience for their emphasis area courses. This course will be invaluable to those students who have or will pursue careers in professional practice or industry. The course will be offered every Spring Semester and approximately 30 - 40 students are expected to enroll.</td>
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**Summary of Discussion Points (non-UNANIMOUS Only)**
### Course and Program Proposals

**8 Courses, 2 Programs**

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<tr>
<td>Course</td>
<td>Algorithms and Data Structures in Bioinformatics</td>
<td>CSE</td>
<td>566</td>
<td>Add</td>
<td>Approved - U</td>
<td>Bioinformatics continues to be a growing field with immediate implications for our understanding of biology and treatment of disease. This course covers elegant algorithmic and data structure techniques and their use in bioinformatics. The emphasis is on recurrent ideas that underpin modern biological data analysis, presented in conjunction with their biological applications. The course is suitable both for students interested in doing bioinformatics research or just interested in applications of algorithms to the natural sciences. Some of the algorithms/data-structures that may be covered include exact string matching, suffix trees, suffix arrays, de Bruijn graphs, hidden Markov models, breakpoint graphs, succinct data structures, the Burrows-Wheeler transform, the FM-index, network flow, and bidirected graphs. Some of the biological applications will include sequence alignment and assembly, cancer genomics, phylogeny, gene finding, and variation detection. No prior biological or bioinformatics knowledge is required. A basic understanding of data structures and Algorithms (equivalent to EMPSIC465) is a prerequisite; however, exceptionally motivated students can contact the instructor about their options. This course is complementary to existing bioinformatics courses offered through other programs on campus. These courses may be taken concurrently but are not prerequisites.</td>
</tr>
<tr>
<td>Course</td>
<td>Machine Learning: Tools and Algorithms</td>
<td>CSE</td>
<td>584</td>
<td>Add</td>
<td>Approved - U</td>
<td>For each application, the design of a good predictive machine learning model is an art. The model structure and other constraints (such as robustness considerations, parameter constraints, and big data requirements) often lead to complicated models that are difficult to fit to data. This course covers modern mathematical tools and frameworks needed to design the appropriate model fitting algorithms. The major topics covered include principles of convex optimization and duality (with applications to support vector machines), the alternating direction method of multipliers (which, for example, can be used to design distributed algorithms, fit parsimonious models, and fit more robust versions of linear regression), and variational inference/decision theory (which is often applied to complex graphical models).</td>
</tr>
<tr>
<td>Course</td>
<td>Neural Control Engineering</td>
<td>E SC</td>
<td>529</td>
<td>Add</td>
<td>Approved - U</td>
<td>The ability to use formal control theory to observe and control neuronal systems is rapidly becoming more feasible as our models of neural systems become more realistic and as our advances in nonlinear Kalman filtering become more sophisticated. This course will explore the cutting edge of nonlinear state estimation of neuronal systems, and the construction of control algorithms based on that state estimation. We will introduce several canonical neuroscience models, which represent experimental systems that can be controlled: the Hodgkin-Huxley equations, the Wilson-Cowan model of cortex, and recent models of Parkinson’s disease. We will then apply nonlinear state estimation to measurements from such systems and construct control algorithms that interact with such models. A final project will employ these techniques, and each student will solve a open and novel problem in the control engineering of neuronal systems. This course is relevant to advanced undergraduate and graduate students in Engineering, Mathematics, Physics, Biology, and the Integrated Biology graduate programs such as Neuroscience.</td>
</tr>
<tr>
<td>Course</td>
<td>Foundations of Predictive Analytics</td>
<td>IE</td>
<td>575</td>
<td>Add (Resub)</td>
<td>Approved - U</td>
<td>This will be a survey course on the various aspects of predictive data analytics. Students will learn methods associated with data analytics techniques and apply them to real examples using the R statistical system. The key survey topics will include linear regression models, classification methods, tree-based methods, dimensionality reduction, and clustering. The focus will be on providing a basic understanding of the fundamentals of these techniques with realistic applications in marketing, healthcare, engineering and web-based data. An introduction to predictive models based on text and network data will be provided.</td>
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</table>

**Summary of Discussion Points (non-UNA Only)**
# EFC Proposal Report

Recommendation of Proposal Actions from the GS&R Committee (submitted 12/15/14) for EFC Meeting

## Course and Program Proposals

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<th>Summary of Discussion Points (non-Unanimous Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Proposal to Change the Culminating Experience for the Existing Master of Engineering Degree (M.Eng.) in Civil and Environmental Engineering</td>
<td>C E</td>
<td>M Eng</td>
<td>Change</td>
<td>Approved - U</td>
<td></td>
<td>The purpose of this proposal is to replace the writing portfolio with a capstone course as the culminating experience for the Master of Engineering (M.Eng.) degree in Civil and Environmental Engineering. The motivation for this proposal is to streamline degree requirements such that students can complete this degree in two semesters (Fall and Spring). Currently, most students seeking the M.Eng. degree complete their degree within three semesters (Fall, Spring and Fall semesters). By changing the culminating experience to a common, required capstone course, students will be able to complete an advanced degree in a shorter amount of time. There is a strong demand for this degree. Since 2012, the Department of Civil and Environmental Engineering (CEE) has received an average of 600 applicants per year. Of these 600 applicants, on average, 200 were admitted and 40 arrived to begin their in-residence degree programs. With the opportunity to complete the M.Eng. degree in two semesters, CEE expects the enrollment of M.Eng. students alone to approach 30 to 40 per year (i.e., this could double the Department’s graduate enrollment). In the near future, it is expected that demand for this degree will increase, as a graduate degree in Civil and Environmental Engineering will be required in many states prior to taking the Professional Engineer (P.E.) exam. The CEE Department proposes to replace the writing portfolio with a required capstone course, the new CE 535 Integrated Project Management for Civil Engineers. The culminating experience of this course will utilize a project-based, team-based learning process to teach project management’s value, methodology, and application to civil and environmental engineering projects. Students will learn how to initiate, plan, organize, staff, direct, control, and close out a project. Key topics will include: role of the project manager, civil engineering project procurement/proposal development, importance and skills of communications, project team development and leadership, team conflict resolution, design management, scope management, work breakdown structure, scheduling/time management, budgeting/cost management, risk management, resource management, earned value, project evaluation and control, and project closeout and termination. This will be a writing-intensive course where students will complete both individually-authored and team-authored reports. Teams will be assembled to facilitate cross-specialization (Infrastructure, Transportation Systems, and Water and Environment) learning.</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Proposal to Drop the Master of Engineering Degree (M.Eng.) in Environmental Engineering</td>
<td>ENV E</td>
<td>M Eng</td>
<td>Drop</td>
<td>Approved - U</td>
<td></td>
<td>The purpose of this proposal is to drop the Master of Engineering (M.Eng.) degree in Environmental Engineering. The reason for this proposal is that, starting Fall 2015, the Department of Civil and Environmental Engineering will offer a professional master’s degree in civil engineering (also M.Eng.) that can be completed in two semesters (Fall and Spring). Currently, most students seeking the M.Eng. degree complete their degree within three semesters (Fall, Spring and Fall semesters). The new M.Eng. degree in Civil Engineering will offer an area of specialization in Water and Environment. Therefore, in the future, all acceptable graduate applicants who are not selected for research positions associated with a M.S. degree in Environmental Engineering will be admitted into this new M.Eng. degree. It is most efficient for our Department to combine the efforts of Environmental and Water Resources faculty to deliver a single M.Eng. degree in Civil Engineering.</td>
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</table>
CONSTITUTION,

BYLAWS,

RULES of ORDER,

and

STANDING RULES

COLLEGE OF ENGINEERING at

THE PENNSYLVANIA STATE UNIVERSITY

Approved by Engineering Faculty Council April 30, 1992
Presented to College of Engineering Faculty September 10, 1992
Approved by letter ballot February 24, 1993
Revision Approved by Engineering Faculty Council September 27, 1994
Presented to College of Engineering Faculty January 19, 1995
Approved by letter ballot May 5, 1995
Revisions Approved by Engineering Faculty, March 1999
Revisions Approved by the Engineering Faculty, *****
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Article XI – Amendments

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PREAMBLE

The members of the Faculty of the College of Engineering recognize their responsibility to participate in the governance of the College, including the establishment of the College’s educational policy and implementation of its educational programs. This document, therefore, sets forth the definition of those responsibilities and the guidelines for discharging them, in keeping with the vision and mission of the College.

By approval of this document, the members of the Faculty accept these responsibilities and agree to exercise them.
CONSTITUTION

ARTICLE I – DUTIES OF THE FACULTY

SECTION 1 – Role of Faculty

Within the framework established by the University Board of Trustees, the President, the University Faculty Senate, and the Graduate School, the Faculty is responsible for establishing instructional, research, distance, and continuing education programs, and for implementing these programs in ways that will develop and maintain the appropriate competence of the students at the undergraduate, graduate, and postgraduate levels. To fulfill these obligations, certain functions are recognized to be the responsibility of the Faculty as a whole, while other functions are the responsibility of individual faculty members, faculty groups, and/or committees. The Faculty as a whole is responsible for the following functions:

1.1 Legislative

a. The Faculty of the College has the legislative authority to establish policies and guidelines on matters that pertain to the educational mission of the College, including:

(1) Educational policy
(2) Courses and programs of study
(3) Academic admission requirements
(4) Retention and graduation requirements
(5) Criteria for college honors, scholarships, academic recognition, and honors designations
(6) Research policy. Policies pertaining to scholarly research and service

b. The Faculty of a department, program, or school has the legislative authority to establish additional guidelines for matters pertaining to the educational program(s) within its own unit, with due regard for the effect of its actions on courses and curricula in other departments or units of the College and University.

1.2 Advisory and Consultative

The Faculty has the responsibility to act as an advisory and consultative body to the Dean of the College, through its corporate whole, through the Engineering Faculty Council, or through any of its standing and special committees, on matters which concern the College, such as:

a. The establishment, reorganization, or discontinuation of organizational units and areas of instruction or research
b. The policies concerning the planning of physical facilities that may affect the attainment of the educational objectives of the College

c. The policies that affect College and University development and utilization of resources

d. Matters that pertain to the general welfare of the College and University

e. The overall educational and research policy and planning

f. The University calendar

g. Faculty affairs

h. Student affairs

i. The general University admissions policies as they relate to College admission practices

j. Other appropriate matters

1.3 Forensic

The Faculty serves as a forum for the exchange of ideas pertaining to the aims and objectives of the College and the strategies for meeting them.

1.4 Operational

Each faculty member is responsible for performing the duties of teaching, research, advising, continuing education, distant education, and service that are consistent with his/her appointment.

SECTION 2 – Delegation

The Faculty may delegate or retract any portion of its legislative authority.

SECTION 3 – Jurisdiction

In the event of a question of legislative jurisdiction, the power to decide shall rest with the Dean of the College, subject to the counsel of the President of the University, and of the University Faculty Senate when the question relates directly to matters within the Senate’s purview.
ARTICLE II – FACULTY MEMBERSHIP

SECTION 1 – Members

The College Faculty consists of all persons who are not candidates for degrees at Penn State who hold full-time academic appointments in the University with at least a portion of their appointment in the College of Engineering in a faculty rank as defined by HR-21 as Professor, Senior Scientist, Associate Professor, Senior Research Associate, Assistant Professor, Research Associate, Instructor, Research Assistant and such other persons, including the Engineering Librarian, as or have been granted faculty status by the Dean, upon request from a unit of the College or University.

SECTION 2 – Voting

For voting purposes, faculty members with joint appointments shall be considered to be members of their home budget department. Members of the faculty who do not have a home budget in a unit of the College, shall be assigned to a unit by the Dean for the purpose of voting.

SECTION 3 – Faculty at Commonwealth Campuses

3.1 Faculty at commonwealth campuses (non-University Park locations) who do not have appointments in the College of Engineering but who regularly teach engineering, computer science, or engineering technology courses in programs administered by the College of Engineering shall, at the discretion of the Dean, be extended membership in the College Faculty, and may participate in Engineering Faculty Council through membership on its Engineering Technology Committee.

3.2 Faculty members at commonwealth campuses who have an appointment in the College of Engineering shall be members of the College Faculty through the School of Engineering Design, Technology, and Professional Programs (SEDTAPP).

ARTICLE III – OFFICERS

SECTION 1 – Chair of the Faculty

By virtue of the office, the Dean of the College of Engineering is the Chair of the Faculty of the College of Engineering. He or she shall normally preside at meetings of the College Faculty and has the following responsibilities:
a. To ensure that resources and funding are used to achieve the educational objectives of the College, consistent with its vision and mission.

b. To formulate and to recommend for approval by the President any changes to departmental and unit structure of the College, after consulting with, and considering the advice of Faculty Council.

c. To implement all legislation approved by the Faculty, subject to later clarification by the Faculty or Faculty Council.

SECTION 2 – Vice Chair of the Faculty

By virtue of the office, the Chair of the Engineering Faculty Council is the Vice Chair of the Faculty of the College of Engineering. He or she shall work with the Dean and the Dean’s staff to prepare the agenda and shall serve as Parliamentarian for College Faculty meetings and for Faculty voting processes.

SECTION 3 – Secretary of the Faculty

By virtue of the office, the Secretary of the Engineering Faculty Council is the Secretary of the Faculty of the College of Engineering. He or she shall prepare, reproduce, and distribute notes, agendas, and minutes of the individual College Faculty meetings, and shall publish and distribute in the fall of each academic year, with help from the Dean’s staff, the current membership list of the Engineering Faculty Council, all standing committees, standing subcommittees, and special committees of the College. He or she shall ensure that the information is easily accessible and shall maintain its relevance and accuracy.

ARTICLE IV – MEETINGS

SECTION 1 – Scheduling

1.1 Regular meetings of the College Faculty shall be held at least two times annually, at times and places designated by the Dean, in consultation with the Engineering Faculty Council. In lieu of a Faculty meeting at one location, the Dean, in consultation with the Engineering Faculty Council, may deliver to the College Faculty a written report on the status of the College and provide the means for members of the Faculty to respond, interact with, and question the Dean about relevant issues. Technology may be used to enable a meeting of the College Faculty members who may not be co-located.
1.2 The Dean or the Faculty may call special meetings of the College Faculty. The choice of meeting times and places shall include appropriate consideration of participation by College of Engineering faculty who are located at commonwealth campuses. Technology may be used to enable any meeting of the College Faculty.

SECTION 2 – Voting

2.1 A quorum for the transaction of any College business shall consist of at least fifty percent (50%) of the eligible voters of the College of Engineering Faculty.

2.2 A simple majority is needed for approval of any issue requiring a vote from the members of the College Faculty. Technology may be used for voting.

ARTICLE V – AMENDMENTS

Amendments to the Constitution and Bylaws may be adopted by the Faculty, provided that they are:

a. Presented to the faculty in writing at least thirty (30) days prior to the regular or special meeting at which the amendments are to be discussed

b. Discussed at a regular or special meeting of the College Faculty, or provisions are made for feedback and/or modifications, as needed

c. Approved by two-thirds of those who vote, using acceptable technological or non-technological means, provided that the number of ballots cast is no less than the number constituting a quorum

d. Consistent with the directives of the University Board of Trustees, President, University Faculty Senate, and the Graduate School.
BYLAWS

ARTICLE 1 – ENGINEERING FACULTY COUNCIL

The Engineering Faculty Council (EFC) shall function on behalf of the College Faculty with duties, composition, and organization as follows.

SECTION 1 – Duties

1.1 The Engineering Faculty Council shall initiate, prepare, investigate, and coordinate College activities that are the responsibility of the Faculty, except those otherwise assigned to standing or special committees; shall provide advice to the Dean, appropriate staff officers, and faculty of the College on such matters; and shall act on matters delegated to it by the Faculty or the Dean.

1.2 The Engineering Faculty Council shall consider all recommendations for adding or dropping majors, for the introduction of new courses and the dropping of old ones; consider the majors, programs, minors, and offerings of the College with regard to the needs of the students, the Commonwealth and the Nation; and shall make recommendations regarding these matters to the Dean of the College of Engineering.

1.3 The Engineering Faculty Council shall designate from its membership the official College of Engineering representatives to other Colleges, if needed or requested.

1.4 EFC shall be responsible for reviewing and maintaining the Constitution, Bylaws, Standing Rules, and Rules of Order for the College of Engineering.

SECTION 2 – Membership

The Engineering Faculty Council shall consist of the following members, all of whom shall have full voting privileges:

a. The Dean of the College of Engineering (ex-officio)

b. One faculty member elected by each College of Engineering academic department, school, and independent degree-granting program (not residing within an academic department or school) at University Park. Academic departments or schools that administer multiple undergraduate degree-granting programs in distinct academic areas may, if they so choose, elect one Faculty member from each such program. An exception shall be the Division of Engineering Design and Graphics and non-University Park Engineering/Engineering Technology programs which shall elect three faculty members, two of whom shall be from members of the Engineering Technology.

Commented [JPS]: Note suggestion to include SEDTAPP as a regular academic unit as in the past, rather than making it an exception.
Committee and one shall be from the Division of Engineering Design and Graphics.

c. Two members of the Engineering Technology and Commonwealth Engineering (ETCE) faculty at commonwealth campuses, elected by ETCE faculty.

d. The immediate past Chair of the Engineering Faculty council

e. One College of Engineering University Faculty Senator, representing the Engineering Senate Caucus

f. One College of Engineering faculty member serving on the University Graduate Council, representing the Graduate Council Caucus

g. One College of Engineering graduate student, selected annually by the Engineering Graduate Student Council

h. Two College of Engineering undergraduate students selected annually by the Engineering Undergraduate Council.

SECTION 3 – Officers

3.1 At its final regularly scheduled meeting of each spring semester, the EFC shall designate from among its members a Vice Chair (Chair-elect) and a Secretary. The Vice Chair shall automatically advance to Chair at the beginning of the summer session following his or her term of service as Vice Chair.

3.2 The Chair shall be the presiding officer of the Engineering Faculty Council and shall be responsible, in consultation with the Dean’s Office, for scheduling all EFC meetings and establishing agendas for them. The Chair may also serve as the presiding officer at College Faculty meetings, in consultation with the Dean.

3.3 The Vice Chair shall be responsible for coordinating the activities of the standing committees of EFC, encouraging the timely completion of committee tasks, and, in consultation with standing committee chairs, determining the activities that should be brought before the Engineering Faculty Council. The Vice Chair shall chair the Nominating Committee and preside at EFC meetings in the absence of the Chair.

3.4 The Immediate Past Chair shall serve as chair of the General Planning Committee of EFC.

3.5 The Secretary shall keep the official roll and prepare and publish minutes of the Engineering Faculty Council meetings, with assistance from the Dean’s Office. The Secretary shall provide and maintain the membership lists of all College committees related to faculty governance.
SECTION 4 – Standing Committees

The chair and majority of the members of each EFC standing committee shall be members of the College Faculty. Committees may include faculty members from other colleges, non-faculty members, students, and friends of the College of Engineering. EFC and the Dean of the College of Engineering shall annually appoint the members of each EFC standing committee.

4.1 The Undergraduate Studies committee shall be responsible for reviewing, evaluating, and recommending action on all undergraduate course and curriculum proposals, submitted by departments, programs, and schools in the College. The committee may also consider and recommend action on other matters pertaining to undergraduate education and programs in the College. Whether such matters are referred to the committee or the committee initiates the consideration.

4.2 The Graduate Studies and Research committee shall be responsible for reviewing, evaluating, and recommending action on all graduate course and curriculum proposals submitted by departments, programs, and schools in the College. The committee may also consider and recommend action on other matters pertaining to graduate education and programs, and research policies in the College. Whether such matters are referred to the committee or the committee initiates the consideration.

4.3 The Engineering Technology committee shall be responsible for reviewing, evaluating, and recommending action for all engineering technology degree programs and curriculum proposals submitted by Engineering Technology and Commonwealth Engineering (ETCE) faculty. The committee may also consider and recommend action on other matters pertaining to the engineering technology degree programs and engineering courses offered at commonwealth campuses. Whether such matters are referred to the committee or the committee initiates the consideration.

4.4 The General Planning committee shall be responsible for providing faculty input into the long-range planning activities of the College of Engineering, including: (1) identifying timely and pertinent issues which warrant consideration by the Faculty and EFC, (2) assisting the EFC chair in the development of an annual agenda for EFC activities, and (3) input to the development of a College-wide strategic plan.

SECTION 5 – Terms of Office

5.1 The term of office for each departmental, program, school, and ETCE representative shall be three years. No member may serve for more than one full term consecutively, with the exception of the vice chair who may serve (an) additional year(s) to complete his or her term as
chair and immediate past chair. Someone who initially becomes a member of EFC in order to complete another’s term, may serve for one more term consecutively, provided that he or she does not serve more than five (5) consecutive years. Terms of office shall be staggered so that approximately one-third of the members are replaced each year. The Dean, in consultation with EFC, will establish the election schedule and notify all relevant unit heads when an election is due. Elections will occur by March, with results reported to the Dean’s Office by March 31. Newly elected members will begin their term at the final EFC meeting of the academic year spring semester in which they were elected. following their election.

5.2 If any member misses half or more of the meetings in any academic year, composed of summer, fall, and spring semesters, his or her position immediately becomes vacant. His or her department, program or school unit shall then immediately elect another faculty member to fill the vacated position.

5.3 In the event that a member whose term is expiring, is elected chair of EFC or will be serving an additional year as past chair, the normal procedure of electing a new unit representative shall be followed, even if it means that the unit will have an additional representative.

ARTICLE II – STANDING COMMITTEES

SECTION 1 – Promotion and Tenure Review Committee

The College of Engineering Promotion and Tenure Review Committee shall be a standing committee of the College of Engineering Faculty to address promotion and tenure matters. Membership of the committee is defined in Article II of the Standing Rules. The College Faculty shall determine the criteria for promotion and tenure decisions in accordance with University Policy HR-23 and the Administrative Guidelines for HR-23.

SECTION 2 – Sabbatical Leave Review Committee

The Sabbatical Leave Review Committee shall be a standing committee of the College of Engineering Faculty to review applications from College Faculty for sabbatical leaves. The rules for membership of this committee shall be determined by the Faculty and are defined in Article III of the Standing Rules. This committee will review, evaluate, and recommend to the Dean action on all sabbatical leave applications from faculty members in the College, in accordance with University Policy PS-17.
SECTION 3 – Faculty Senate Caucus

3.1 The Engineering Faculty Senate Caucus shall be a standing committee comprised of the Faculty members who are elected to the University Faculty Senate by the College Faculty and the undergraduate student senator who is selected or elected by the Engineering Undergraduate Council (EUC).

3.2 The chair of the Caucus shall represent the College Faculty on the University Faculty Senate Council. The procedures for electing Engineering Faculty Senators shall be determined by the Faculty, in accordance with the Bylaws of the University Faculty Senate. The procedures are described in Article IV of the Standing Rules.

3.3 The Caucus shall meet prior to each plenary meeting of the University Faculty Senate to consider issues on the Senate agenda. It will also meet at other times, as needed, to consider issues appropriate for Senate activity and relevance to the College. The Caucus shall advise, consult with, and seek guidance from the Faculty, EFC, and the Dean on University Faculty Senate matters, when appropriate. Each Senator, and therefore the Caucus, shall represent the best interests of both the College and the University in the conduct of the University Faculty Senate business.

3.4 At each regularly scheduled Faculty meeting, or as needed, the Caucus shall provide a report about its activities and those of the University Faculty Senate that are of concern and relevance to the College Faculty.

SECTION 4 – Graduate Council Caucus

4.1 The Graduate Council Caucus shall be a standing committee, comprised of graduate faculty members from the College of Engineering who are elected to represent the College’s Graduate Faculty on the University Graduate Council.

4.2 The procedures for electing the Engineering Graduate Council members shall be determined by the Graduate Faculty members of the College, in accordance with the "Articles of Authority, Standing Rules, and Bylaws" of the University Graduate Council. These procedures are described in Article V of the Standing Rules.

4.3 The Caucus shall meet prior to each meeting of the University Graduate Council to consider issues on the Council agenda, as well as at other times, as needed, to consider issues appropriate for Council activity and relevance to the College. The Caucus shall advise, consult with, and seek guidance from the Faculty, EFC, and the Dean on Council matters, when appropriate. Each Caucus member shall represent the best interests of
both the College and the University in the conduct of the University Graduate Council business.

4.4 At each regularly scheduled Faculty meeting or as needed, the Engineering Graduate Council Caucus shall provide a report about its activities and those of the University Graduate Council that are of concern and relevance to the College Faculty.

SECTION 5 – Academic Integrity Committee

5.1 The Academic Integrity committee shall be a standing committee comprised of twelve (12) faculty members, two (2) department heads, two (2) undergraduate students, and two (2) graduate students, all from the College of Engineering.

5.2 This committee may be reconstituted annually and will serve from the beginning of the fall semester until the end of the following summer term.

5.3 During each fall semester, the chair of the Academic Integrity committee will provide the Engineering Faculty Council with a summary report of the committee’s activities during the previous academic year.

SECTION 6 – Global Engineering Education Faculty Advisory Committee

6.1 The Global engineering Education Faculty Advisory committee shall be a standing committee comprised of faculty members selected annually by each College of Engineering department and school (one per department/school), the assistant or associate dean responsible for global programs, the Coordinator of global programs, and a representative from the Leonhard Center for the Enhancement of Engineering Education. Other faculty members, deans, staff, and students may be invited to serve on the committee, as needed.

6.2 The committee shall help to define and refine the College’s internationalization goals and objectives; shall serve as an advisory group regarding College policies for global courses and programs, including proposed and existing study and research exchange programs; shall act as a liaison for internationalization activities among departments and College deans; and shall consider ideas and strategies to help the College meet its global engineering education goals and objectives. The committee shall advise the Dean on these issues.

SECTION 7 – Ombudsperson

7.1 The Ombudsperson and the Alternate Ombudsperson shall be selected in accordance with procedures established by the Faculty. These procedures are described in Article VI of the Standing Rules.
7.2 University Policy HR-76 defines the responsibilities and functions of the Ombudsperson. The Alternate Ombudsperson shall serve for the Ombudsperson in those cases when the Ombudsperson is not available or has a potential conflict of interest.

SECTION 8 – Nominating Committee

8.1 The Nominating Committee shall be a standing committee of the Faculty charged with preparing the slates of nominees for University Faculty Senators, Graduate Council representatives, and Ombudsperson. This committee shall be composed of five members, including the Vice Chair of EFC who shall chair the Nominating Committee, the Senate Caucus representative to EFC, the Graduate Council Caucus representative to EFC, and two other Faculty members selected by the Dean.

8.2 The slate of nominees for each position shall be prepared in accordance with the Standing Rules and respective rules of the body or office for which candidates are nominated.

8.3 The committee shall oversee the election process, including the tally of votes. The secretary of the College of Engineering shall serve as a member ex-officio of this committee.

SECTION 9 – Other Committees

The Dean or the Engineering Faculty Council may create special committees of the Faculty, to study issues and recommend actions to the Faculty and Dean.

SECTION 10 – Committee Members’ Responsibilities

10.1 A faculty member elected or selected to serve on a College committee shall be responsible for acting as an individual on this committee, in a manner that he or she thinks is in the best interest of the College and the University.

10.2 The Chair of a committee shall be responsible for insuring that its tasks are accomplished.

ARTICLE III – DELEGATION OF AUTHORITY

The delegation of authority is described as follows:

a. Authority for legislative, advisory and consultative, or forensic functions as defined in Article I, Section 1 of the Constitution, may be delegated in whole or in part to the Dean or appropriately organized bodies of the
Faculty, upon recommendation of the Engineering Faculty Council and approval by the Faculty, in accordance with Article I, Section 2 of the Constitution.

b. Any motion of the Faculty to delegate or retract its authority (see Constitution Article I, Section 2) shall be directed to the Secretary of the College Faculty in writing before consideration.

c. The College of Engineering Faculty delegates its authority to the Dean in matters of student scholastic action and student petitions. This authority may be exercised by whatever means the Dean deems appropriate.
RULES OF ORDER

ARTICLE I – RESPONSIBILITY FOR RULES OF ORDER

The College of Engineering Faculty shall establish and follow its Rules of Order.

ARTICLE II – PARLIAMENTARY RULES

The rules contained in the current edition of Robert's Rules of Order shall be followed in all cases to which they are applicable and in which they are not inconsistent with the Constitution, Bylaws, or the Rules of Order of the College of Engineering Faculty.

ARTICLE III – RECONSIDERATION OF FACULTY ACTION

The Dean may return for reconsideration any action of the Faculty or Engineering Faculty Council that, in the Dean's judgment, is not in the best interest of the College, or was passed without adequate deliberation. To exercise this right, the Dean shall (1) inform the Faculty or Engineering Faculty Council of the decision within fourteen (14) days of passage, and (2) convene a meeting of the Faculty or EFC within thirty (30) days after passage, to reconsider the matter. If the thirty-day period extends beyond the last class day of the semester in which the Faculty or EFC action was taken, the meeting must be convened in the first week of the succeeding academic semester, excluding summer sessions. No action shall take effect while it is being reconsidered under the provisions of this section. Furthermore, upon reconsideration of the same action, it shall be implemented if approved by two-thirds (2/3) of the Faculty by letter ballot or EFC, as appropriate, provided quorum was attained.

ARTICLE IV – PETITIONS

The Dean shall convene a meeting of the College Faculty within fourteen (14) days of receipt of a written petition of at least twenty-five (25) members of the Faculty, to consider the written proposals of the petitioners.

ARTICLE V – REFERENDA

A referendum of the Faculty shall be conducted by the Secretary when called for by the Dean, or upon the written petition of at least fifty (50) members of the College Faculty.
ARTICLE VI – AMENDMENTS

For adoption, amendments to the Rules of Order require a two-thirds (2/3) majority vote of the College Faculty who are voting or who are present at any meeting, provided that the amendments have been presented either at a prior meeting or in writing, as a part of the agenda for the meeting at which they are to be considered.
STANDING RULES

ARTICLE I – MEETINGS

SECTION 1 – Order of Business

The order of business at meetings of the College Faculty or in College reports to the Faculty shall be determined by the Chair of the Faculty and shall include any or all of the following items:

a. Minutes of the preceding meeting
b. Communications
c. Report of the Faculty Council
d. Reports of Standing Committees
e. Reports of Special Committees
f. Unfinished Legislative Business
g. New Legislative Business
h. Forensic Business
i. Comments for the good of the order

SECTION 2 – Agenda

An agenda shall be distributed to each faculty member at least five (5) days before the Faculty meeting to which the agenda pertains.

SECTION 3 – New Legislative Business

3.1 A faculty member may introduce new legislative business by addressing his or her written proposal to the Dean or to the Chair of the Engineering Faculty Council at least ten (10) days before the Faculty meeting at which he or she wishes the proposal to be considered. The faculty member's name shall be placed on the agenda together with the proposal.

3.2 To introduce new legislative business that is not on a meeting agenda requires the unanimous consent of the faculty members present at the meeting.

SECTION 4 – Forensic Business

4.1 Forensic business provides an opportunity for any faculty member to discuss any matter that he or she believes has significance to the College. Notice of intent to introduce forensic business is to be submitted to the Dean or a committee chair ten (10) days before the relevant meeting, to permit appropriate scheduling of time for discussion.
4.2 To introduce new forensic business that is not on an agenda requires the consent of two-thirds (2/3) of the faculty members present.

4.3 The voting on any motions that arise during forensic business shall be delayed until the next regular meeting, unless the Dean or EFC calls a special meeting of the Faculty to consider these items before the next regular meeting.

SECTION 5 – Time limits

The Chair of a committee shall have the authority to place a time limit of not less than two minutes on the remarks of any speaker.

SECTION 6 – Speaking Privilege

Anyone who is a member of the College of Engineering Faculty may, at the discretion of the Chair, be granted the privilege of speaking to the Faculty.

SECTION 7 – Attending Meetings

Any member of the University Faculty and any student of the College of Engineering shall have the privilege of attending College of Engineering Faculty meetings, except during Executive Sessions. An Executive Session may be declared either by the committee chair, by noting on the Agenda that the Faculty meeting will be an Executive Session, or by majority vote of the Faculty present, on a motion to conduct a portion of the meeting as an Executive Session. Such a motion shall take precedence over any motion then on the floor. Only members of the College of Engineering Faculty, as defined in Article II of the Constitution, may participate in an Executive Session.

ARTICLE II – ENGINEERING FACULTY COUNCIL STANDING COMMITTEES

The standing committees of the Engineering Faculty Council (EFC) are listed, and their responsibilities are described in Article I, Section 4 of the Bylaws.

SECTION 1 – Committees

1.1 The Undergraduate Studies Committee shall consist of seven (7) voting members, including one student. The Engineering Faculty Council shall appoint the chair, the student member, and two faculty members, besides the chair, from the membership of EFC. The Dean shall appoint three members, including an associate dean as an ex-officio member. The remaining two members who shall be appointed by the Dean, must be College of Engineering Faculty members. The Dean of the College of Earth and Mineral Sciences shall be invited to appoint a faculty member from his or
her college to serve as a non-voting member of the Undergraduate Studies Committee. The College of Engineering representative to the University Faculty Senate Committee on Curricular Affairs shall serve as a non-voting member of the Undergraduate Studies Committee.

1.2 The Graduate Studies and Research Committee shall consist of seven (7) voting members, including one student. The Engineering Faculty Council shall appoint the chair, the student member, and two faculty members, besides the chair, from the membership of EFC. The Dean shall appoint three members, including an associate dean as an ex-officio member. The remaining two members who shall be appointed by the Dean, must be College of Engineering Faculty members. The Dean of the College of Earth and Mineral Sciences shall be invited to appoint a faculty member from his or her college to serve as a non-voting member of the Graduate Studies and Research Committee. The College of Engineering representative to the Graduate Council Subcommittee on the Review of New and Revised Program and Course Proposals shall serve as a non-voting member of the Graduate Studies and Research Committee.

1.3 The Committee on Engineering Technology shall consist of Engineering Technology and Commonwealth Engineering (ETCE) faculty members at commonwealth campuses, with at least one representative from each college (including University College) in the commonwealth campus system that offers engineering technology or College of Engineering courses. The Chair shall be a member of, and appointed by EFC. The Director of Engineering Technology and Commonwealth Engineering shall be an ex-officio member of this committee and shall be responsible for annually selecting ETCE faculty members for this committee. Committee members may serve a maximum of three (3) consecutive years.

1.4 The General Planning Committee shall consist of the Immediate Past Chair, Chair, Vice Chair and Secretary of the Engineering Faculty Council and the Chairs of the Undergraduate Studies, Graduate Studies and Research, and Engineering Technology Committees. The Immediate Past Chair of EFC shall serve as the chair of the committee.

SECTION 2 – Role of Committees

The decisions of the EFC standing committees are advisory to EFC. However, decisions of the Engineering Technology Committee that receive two-thirds majority vote of the whole committee shall be automatically forwarded by the Engineering Faculty Council to the Dean of Engineering, along with the recommended action from EFC.
ARTICLE III – PROMOTION AND TENURE REVIEW COMMITTEE

SECTION 1 – Membership

1.1 The College of Engineering Promotion and Tenure Review Committee shall consist of seven (7) regular members, each with a two-year term, and shall not have more than one member from any single department, program or school. Five of the committee members shall be elected directly by all College of Engineering faculty members who have tenure or are on a tenure-track appointment in the College. These five shall serve staggered terms, with three members elected one year and two members elected in the following year. The Dean will appoint two committee members. The appointed faculty members will also serve staggered terms, with the Dean making one new appointment each year. In any year in which faculty from the School of Engineering Design, Technology, and Professional Programs (SEDTAPP) would be reviewed, the committee shall include one additional member. The additional member of the committee shall serve a one-year term. The Dean, in consultation with the Head of the School, will select the additional member.

1.2 The seven regular committee members shall be elected from a pool of eligible candidates formed through elections by departments/programs/school. The faculty members who have tenure or are in a tenure-track appointment in each eligible department, school and independent degree-granting program (not residing within an academic department) shall, in February, elect one tenured, full professor as a nominee for the committee. The eligible departments/programs/school include all the units and the independent degree-granting programs represented on the Engineering Faculty Council, excluding (i) the Agricultural and Biological Engineering Department and (ii) the units with which the continuing committee members are affiliated. Although the process of creating the pool of candidates recognizes the organization of the college into units, the committee members will not serve as
representatives of any individual department/program/school but of the entire College Faculty.

1.3 All College faculty members who have tenure or are in a tenure-track appointment (excluding those from the Agricultural and Biological Engineering Department) are eligible to vote to elect the members of the Promotion and Tenure Review Committee. Elections shall be held annually in April and each faculty member will vote for three candidates in one year and two in the other year. The elections to create the pool of candidates and the elections for the College of Engineering Promotion and Tenure Review Committee will both be conducted through mail balloting to ensure maximal participation of faculty.

1.4 The Dean shall appoint the remaining committee members following the college-wide elections. The College of Engineering faculty members recognize the importance of regular participation by all departments/programs/school in the promotion and tenure review process at the College level. The Dean shall take unit participation into consideration in making the Dean's appointments.

1.5 At the beginning of the fall semester, the members of the committee shall elect a member as their chair.

1.6 Emeritus/a professors, deans, and heads of departments are not eligible to serve on the committee.

SECTION 2 – Term of Office

The term of office for each regular member of the Promotion and Tenure Review Committees shall be two years. The term of office for the appointed ETCE faculty member shall be one year. If an elected committee member is unable to serve a full term, an alternate will be asked to complete that term. The term of office of an alternate member shall be one year and will be served by the candidate who received the largest number of votes in the most recent college-wide election (from among those not elected or appointed). No regular member shall serve more than two successive terms on the committee.

SECTION 3 – Miscellaneous

3.1 Faculty member shall serve on no more than one level (department, college, university) of the Promotion and Tenure Review Committee. Each committee member shall have the right to participate fully in the discussion and vote for every faculty member whose case comes before the Promotion and Tenure Committee on which he or she is serving, with the exception that the committee members will completely abstain from participating in discussions and voting for a particular candidate at more than one level of the review process.

Commented [JP13]: Although the Biological Engineering major is a College of Engineering program, the tenure home of the faculty members of the ABE department is the College of Ag Sciences.
3.2 Research ranks shall be treated as the equivalent academic ranks.

3.3 The College of Engineering Promotion and Tenure Review Committee is strongly encouraged to consult with both the Chair of the Department/program/school Promotion and Tenure Review Committee and the department/program/school head, in cases that deal with questions concerning the dissemination of factual information.

3.4 In order to vote, committee members shall participate in, and hear the discussion by all other committee members, i.e., they shall not vote in absentia. If, for example, a member is not physically present during a meeting, he or she should participate in the discussion through other acceptable means of communication, if he or she is to vote.

3.5 If a candidate is on a joint appointment with another unit, a statement of evaluation from the second administrator should be available to the unit committee, as part of its review, and should appear in the dossier just before the unit’s committee statement.

Additional Note (not part of the Standing Rules):

For the first year (1995-96), the elections will be held for all five elected members of the University Park Committee. Three of them (receiving the largest number of votes) will serve the regular two-year term while the other two will hold a one-year term. For the first year (1995-96), the Dean will appoint two members of the University Park Committee, with one of them appointed for a one-year term while the other for the regular two-year term.

ARTICLE IV – SABBATICAL LEAVE REVIEW COMMITTEE

SECTION 1 – Purpose

The committee shall be established to review proposals for sabbatical leave from members of the College of Engineering Faculty.

SECTION 2 – Membership

2.1 The regular membership of the review committee shall consist of five (5) faculty members. One (1) from the School of Engineering Technology and Commonwealth Engineering and four (4) from other than the School of Engineering Technology and Commonwealth Engineering. The Dean shall appoint five (5) regular members and two (2) alternates from those faculty candidates who were elected by their department, school, or independent degree-granting program.
Tenured and tenure-track faculty members shall vote for their
departmental/school/program nominee.

2.2 The regular members and alternates shall be tenured, associate or full professors.
2.3 Research ranks shall be treated as the equivalent professorial ranks.
2.4 The members of the committee shall select a chair during the first meeting of each fall semester.

SECTION 3
The five (5) regular members and the two (2) alternates shall be appointed by the Dean from lists of faculty elected by the Departments and independent degree-granting programs. The list for the School of Engineering Technology and Commonwealth Engineering shall be the same list as used for the Promotion and Tenure Committee. The list for other than the School of Engineering Technology and Commonwealth Engineering shall be composed of one (1) faculty member from each of the academic departments and independent degree-granting programs and one (1) faculty member from the Great Valley Graduate Center.

SECTION 3 – Term of Office

3.1 The term of office for each regular member shall be two (2) years. The term of office for an alternate member shall be one (1) year. No regular member shall serve more than two successive terms. The terms shall be staggered and approximately half of the committee members shall be appointed each year. If a regular member is unable to complete his or her term, the Dean will appoint the appropriate alternate to complete the unexpired term.
3.2 No more than one member from any unit may serve on the committee at a given time.

SECTION 4 – Participation

Each committee member shall have the right to fully participate in the discussion and voting on every proposal that comes before the committee.

ARTICLE IV – ELECTING FACULTY SENATORS

SECTION 1 – Eligibility

1.1 To be eligible for election as a College of Engineering Senator, a faculty member must have been a member of the teaching or research staff of the College of Engineering or the Applied Research Laboratory for at least three years and must be a member of the College of
Engineering voting unit. Each faculty member shall be counted in only one academic voting unit.

1.2 In accordance with Article II, Section 1 of the University Faculty Senate Constitution, all College of Engineering faculty members holding full-time appointments in professorial and librarian ranks and full-time instructors and assistant librarians who are not candidates for degrees at Penn State are eligible to serve as a senator who hold full-time academic appointments, and who hold one of the ranks listed in Article II, Section 1 of the University Faculty Senate constitution, are eligible to vote and to stand for election to the University Faculty Senate.

1.3 Consideration shall be given to the candidates' willingness and availability to attend University Faculty Senate meetings and serve on University Faculty Senate committees.

1.4 The College of Engineering shall elect its Senators at-large rather than as representatives of smaller units within the College voting unit.

SECTION 2 – Nominations

The Nominating Committee of the College of Engineering Faculty shall be responsible for nominating candidates for Senator each year. Each fall semester, the University Faculty Senate will inform the College of Engineering of the number of Senators that are to be elected for subsequent four-year terms. The Nominating Committee, with any needed assistance from the Dean’s Office, shall:

a. Prepare a slate of nominees of at least twice as many names as are to be elected, by beginning this process during the latter part of the fall semester
b. Ensure that the nominees satisfy the eligibility requirements and are willing to serve
c. Contact the College Faculty to call for nominations, prior to the Committee meeting to prepare the slate of nominees for Faculty Senate,
d. Provide a slate of nominees to the College Faculty at least fourteen (14) days prior to the election
e. Provide an opportunity for additional nominations

SECTION 3 – Nomination by Petition

Petitions that contain at least two signatures (other than the nominee) and are presented to chair of the Nominating Committee at least seven (7) days prior to the beginning of the election period may be used to make nominations. The Nomination Committee shall then prepare the final slate of nominees, with consideration for those who were nominated by petition.
SECTION 4 – Balloting

4.1 Each eligible College of Engineering voter may vote for as many nominees as the number of openings that were determined by the University Faculty Senate Office for the College. Nominees who receive the highest number of votes on the first ballot shall be elected.

4.2 Each candidate will be given the opportunity to include a statement of up to 250 words about his or her policy. The statement shall be made available to the electorate along with the ballot and biographical material.

4.3 A ballot shall be declared void if fewer than one less the number of senators to be elected, or more than the number of senators to be elected, are selected.

4.4 In the event that a tie prevents the election of the correct number of senators, the chair of the Nominating Committee shall draw a name or names from those who are tied, to determine the person who is elected.

4.5 The election of Senators shall be by secret ballot by all eligible College of Engineering faculty members. Eligibility of electors shall be insured by use of a double envelope system of balloting with verification signature on the outside envelope.

4.6 Ten (10) days shall constitute the election period during which votes may be cast by the eligible faculty members.

4.7 Ballots shall be returned to the Dean of the College of Engineering by March 31. The members of the Nominating Committee, who are not candidates, shall ensure the accuracy of the election results.

4.8 The Dean shall notify the candidates immediately following the election and announce the results of the election, including the tally of votes.

4.9 The Dean’s Office shall report the results of the election to the University Faculty Senate Office.

4.10 The eligibility of members to receive ballots shall be determined by the Dean’s Office, in accordance with Senate regulations.

SECTION 5 – Replacement of Senators

In the event that a Senator cannot complete his or her term, the non-elected candidate who received the most votes in the preceding election shall complete the term.

SECTION 6 – Chair
At the last Senate Caucus meeting of each academic year, prior to the last University Faculty Senate plenary of the academic year, the members of the Senate Caucus shall elect one of its members to serve as chair of the Caucus for the coming academic year.

ARTICLE VI – ELECTING GRADUATE COUNCIL CAUCUS

SECTION 1 - Eligibility

1.1 To be eligible for election as a College of Engineering Graduate Council member, a faculty member must be a member of the Graduate Faculty of the College. Each faculty member shall be counted in only one academic voting unit.

1.2 Consideration shall be given to the candidates' willingness and availability to attend Graduate Council meetings and to serve on Graduate Council committees.

1.3 The College of Engineering shall elect its Graduate Council members at-large rather than as representatives of smaller units within the College voting unit.

SECTION 2 – Nominations

The Nominating Committee of the College of Engineering Faculty shall be responsible for nominating candidates for Graduate Council. The Graduate School shall inform the College of Engineering of the number of Graduate Council members and alternates to be elected for a subsequent four-year term. The Nominating Committee, with any needed assistance from the Dean’s Office, shall:

a. Prepare a slate of at least twice as many names as are to be elected by beginning this process during the latter part of the fall semester
b. Ensure that the nominees satisfy the eligibility requirements and are willing to serve
c. Contact the College Faculty to call for nominations prior to the Committee meeting to prepare the ballot for Graduate Council,
d. Provide a slate of nominees to the College Faculty at least fourteen (14) days prior to the election
e. Provide an opportunity for additional nominations
SECTION 3 – Nomination by Petition

Petitions that contain at least two signatures (other than the nominee) and are presented to chair of the Nominating Committee at least seven (7) days prior to the beginning of the election period may be used to make nominations. The Nomination Committee shall then prepare the final slate of nominees, with consideration for those who were nominated by petition.

SECTION 4 Balloting

4.1 Eligible voters are those College of Engineering faculty members who are also members of the University Graduate Faculty. Each eligible College of Engineering voter may vote for as many nominees as the number of openings that were determined by the Graduate School. The nominees who receive the highest number of votes on the first ballot shall be elected.

4.2 Each candidate will be given the opportunity to include a statement of up to 250 words about his or her policy. The statement shall be made available to the electorate along with the ballot and biographical material.

4.3 A ballot shall be declared void if fewer than one less the number of Graduate Council members to be elected, or more than the number to be elected are selected.

4.4 In the event that a tie prevents the election of the correct number of Graduate Council members, the chair of the Nominating Committee shall draw a name or names from those who are tied, to determine the person who is elected.

4.5 The election of Graduate Council members shall be by secret ballot by all eligible College of Engineering faculty members.

4.6 Ten (10) days shall constitute the election period during which votes may be cast by the eligible faculty members.

4.7 Ballots shall be returned to the Dean of the College of Engineering by March 31. The members of the Nominating Committee, who are not candidates, shall ensure the accuracy of the election results.

4.8 The Dean shall notify the candidates immediately following the election and announce the results of the election, including the tally of votes, at the faculty meeting following the election.
4.9 The Dean’s Office shall report the results of the election to the Dean of the Graduate School.

SECTION 5 – Replacement of Graduate Council Members

In the event that a Graduate Council Member cannot complete his or her term, the non-elected candidate who received the most votes in the preceding election shall complete the term.

SECTION 6 – Chair

At the last Graduate Council Caucus meeting of each academic year, prior to the last University Graduate Council meeting of the academic year, the members of the Graduate Council Caucus shall elect one of its members to serve as chair of the Caucus for the coming academic year.

ARTICLE VII – ACADEMIC INTEGRITY COMMITTEE

SECTION 1 – Membership

The members of the Academic Integrity Committee shall be selected or elected as follows:

a. The Dean of the College shall appoint twelve (12) faculty members to serve three-year terms, with one being also appointed to serve as chair and one to serve as vice-chair of the Committee.

b. The Dean of the College shall appoint two (2) department heads.

c. The Engineering Undergraduate Council (EUC) shall elect or select two undergraduate students to serve on the Committee.

d. The Engineering Graduate Student Council (EGSC) shall elect or select two graduate students to serve on the Committee.

SECTION 2 – Terms of Office

2.1 Four (4) members of the faculty shall be appointed annually to stagger the three-year faculty terms.

2.2 The chair and vice-chair shall be appointed every two years so that their two-year terms are staggered.

2.3 Two (2) heads of department shall be appointed every two years so that their two-year terms are staggered.

2.4 Each undergraduate student shall serve a one- or two-year term, as determined by EUC.
2.5 Each graduate student shall serve a one- or two-year term, as determined by EGSC.

SECTION 3 – Hearing Group

3.1 For each Academic Integrity case, the Dean or the Dean’s delegate shall select a subgroup of the Committee, called the Hearing Group. The Hearing Group shall review and decide on cases that are contested by a student and/or cases for students who have one or more prior Academic Integrity violations at the university.

3.2 A Hearing Group shall consist of a minimum of six (6) members and shall be composed of at least three members who are faculty or department heads, an undergraduate student, a graduate student, and the Committee chair or vice-chair.

3.3 Any member of the Academic Integrity Committee with a potential conflict of interest with a case shall recuse him/herself from serving on the Hearing Group for that case.

ARTICLE VIII – GLOBAL ENGINEERING EDUCATION FACULTY ADVISORY COMMITTEE

SECTION 1 – Membership

1.1 Each spring semester, each degree-granting department and school shall elect or select a faculty member to act as its representative on the Global Engineering Education Faculty Advisory Committee for the following academic year, beginning with the fall semester.

1.2 The Dean shall appoint the assistant or associate dean responsible for global programs, as ex-officio

1.3 The Coordinator of Global Programs or a member of staff who is responsible for implementing and tracking programs, as ex-officio

1.4 A representative of the Leonhard Center for the Enhancement of Engineering Education, selected by its director

1.5 Other faculty members, deans, staff and students may be invited to serve on the committee, as needed
SECTION 2 – Terms of Office

With the exception of the ex-officio members, the term of office for each committee member shall be one year. Committee members may be reappointed and serve multiple terms for up to five (5) years per faculty member.

SECTION 3 – Chair

The Dean will select the chair annually from among the members of the committee. The chair may serve for more than one term.

ARTICLE IX – ELECTION OF OMBUDSPERSON

SECTION 1 – Eligibility

All members of the Ombudsperson Unit except those who are members of the University Faculty Rights and Responsibilities Committee are eligible to serve as the Engineering Ombudsperson.

SECTION 2 – Nominations

During the spring semester at the end of the Ombudsperson’s term of office, the Nominating Committee, with any needed assistance from the Dean’s Office, shall:

a. Prepare a ballot with at least two names from which the Ombudsperson is to be elected.
b. Ensure that the nominees satisfy the eligibility requirements and are willing to serve.
c. Contact the College Faculty to call for nominations prior to the Committee meeting to prepare the ballot for Ombudsperson.
d. Provide a slate of nominees to the College Faculty at least fourteen (14) days prior to the election.
e. Provide an opportunity for additional nominations.

SECTION 3 – Election

3.1 The College of Engineering Ombudsperson Unit shall consist of all faculty members who form the College of Engineering voting unit for University Faculty Senate. Eligible College of Engineering voters may vote for one nominee. The nominee who receives the highest number of votes on the first ballot shall be elected and will resume office on July 1, immediately following the election. The nominee who receives the second highest number of votes shall be the Alternate Ombudsperson.
3.2 Each candidate shall be given the opportunity to include a statement of up to 250 words about his or her policy. The statement shall be made available to the electorate along with the ballot and biographical material.

3.3 A ballot shall be declared void if more than the one nominee is selected.

3.4 In the event that a tie prevents the election of the Ombudsperson, the chair of the Nominating Committee shall draw a name from those who are tied, to determine the person who is elected.

3.5 The election of the Ombudsperson shall be by secret ballot by all eligible faculty members in the College of Engineering.

3.6 Ten (10) days shall constitute the election period during which votes may be cast by the eligible faculty members.

3.7 Ballots shall be returned to the Dean of the College of Engineering by March 31. The members of the Nominating Committee, who are not candidates, shall ensure the accuracy of the election results.

3.8 The Dean shall notify the candidates immediately following the election and announce the results of the election, including the tally of votes.

3.9 The Dean’s Office shall report the results of the election to the University Faculty Senate Office.

SECTION 4 – Term of Office

4.1 The term of office for the elected Ombudsperson shall be three years, commencing July 1 following his or her election and ending on June 30 three years later.

4.2 If an Ombudsperson is unable to complete his or her term, the Alternate Ombudsperson will immediately assume the duties of the Ombudsperson and shall complete the term.

4.3 Should a conflict of interest arise in a particular situation, the Ombudsperson shall ask the Alternate Ombudsperson to serve as Ombudsperson in that particular situation.
ARTICLE X – SUSPENSION OF STANDING RULES

The Standing Rules may be suspended at any meeting by a majority vote of those present, assuming a quorum.

ARTICLE XI – AMENDMENTS

The Standing Rules may be amended by a two-thirds vote of those voting or those who are present at any meeting, assuming a quorum. Notice of a proposed amendment to the Standing Rules must be given at least thirty (30) days prior to voting.

ARTICLE XII – REVIEW

The Standing rules shall be reviewed, at minimum, every five (5) years, to ensure that they continue to be relevant and accurate. The Engineering Faculty council shall appoint a reviewer from among its members.