

Faculty Handbook

**School of Engineering
University of New Mexico**

Revision history

- 16 March 2012 Distributed to the faculty in advance of the special SOE Faculty Assembly meeting to be held on 29 March 2012.*
- 29 March 2012 Minor wording changes were accepted as friendly amendments. Motion failed to secure the required 2/3 majority when voting closed the next day.*
- 25 April 2012 Distributed to the faculty in advance of the SOE Faculty Assembly meeting to be held on 2 May 2012.*
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- 1 November 2012 Distributed to faculty in advance of the SOE Faculty Assembly meeting to be held on 7 December 2012.*

Part I

Bylaws of the SOE Faculty Assembly

Primacy of University-Wide Policies

This document describes the bylaws of the School of Engineering (SOE) of the University of New Mexico (UNM). It formalizes the governance principles under which the Faculty Assembly operates and the procedures for academic matters in the School of Engineering. These bylaws shall be consistent with and subordinate to established UNM policies as published in the *UNM Faculty Handbook*, as well as the policies, rules, and laws of the State of New Mexico.

Existing Policies on Governance

It is the intent that this self-governance document, where appropriate, shall supersede or incorporate in whole or in part all previously written or spoken policies, procedures and guidelines regarding faculty governance in SOE.

Article 1. Purpose

1(a) This document defines the bylaws of the SOE Faculty Assembly in order to: 1) establish the governing structure of the Faculty Assembly; 2) describe the decision-making procedures and practices of the Faculty Assembly; and 3) define the rights and responsibilities of the administration and faculty regarding academic matters in the School. Any bylaws of SOE constituent academic programs must support the SoE Bylaws.

Article 2. Governance

2(a) The Bylaws acknowledge that the governance of the School consists of the SOE's Administration, headed by the Dean of Engineering, and the SOE Faculty, which has a voice through the SOE Faculty Assembly, departmental faculty meetings, as well as school and departmental committees. Administrative matters are the responsibility of the SOE Administration; the faculty exercises its governance over academic matters through the Faculty Assembly. The operation of the Faculty Assembly is the joint responsibility of an Advisory Committee (see Article 7) and the Dean. All SOE administrative policies, processes and decisions ultimately rest with the Dean.

Article 3. SOE Faculty

3(a) Membership: Members of the SOE Faculty hold the rank of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Senior Lecturer, Principal Lecturer, Lecturer, Instructor, Professor Emeritus/Emerita, Research Professor, Research Associate Professor, or Research Assistant Professor. The Faculty includes part-time appointees.

3(b) Voting Faculty: The Voting Faculty includes all full-time members of the SOE Faculty holding the rank of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Senior Lecturer, Principle Lecturer, or Lecturer. Part-time faculty members holding such appointments may vote only if their appointment in SOE is at a level of 50% or above. Faculty members holding such appointments in the University with secondary appointments in SOE may vote only if their appointment in SOE is at a level of 50% or above. Faculty members on leave-without-pay and Professors Emeritus/Emerita have no voting rights.

The Dean shall provide the list of Voting Faculty at the start of each Faculty Assembly. Any disputes regarding voting eligibility shall be resolved prior to establishing a quorum.

3(c) Rights and responsibilities of the SOE Faculty: The SOE Faculty shall have the right of review and action in regard to the following: formulation and revision of SOE goals; formation of new departments, inter-disciplinary programs, and centers within SOE; recommendations for granting of all academic degrees and certificates within SOE; curriculum changes; creation of new academic degrees and certificates; policies regarding faculty appointments, granting of tenure, and promotion in academic rank, subject to the procedures of the UNM Faculty Handbook; and general academic policies of SOE.

Article 4: Voting

A Vote in the Bylaws refers to one of three types of votes: an in-person vote, a mail vote, or an electronic vote. Initiating electronic and mail votes must be subject to the approval of the Advisory Committee and the Dean. In the case of an in-person vote, votes by eligible Voting Faculty may be delivered to the Dean in advance of a meeting *en absentia* in writing. Voting by proxy is not permitted.

Article 5: SOE Administration

5(a) The SOE Administration consists of the Dean as the School's executive officer and academic leader, the Associate Deans, and the Chairs of Departments within SOE.

5(b) Responsibilities of the SOE Dean: The Bylaws acknowledge the fact that the Dean is the principal officer of the School and acts as executive officer and representative of the SOE Faculty. With regard to education policy, the Dean is expected to prepare plans for consideration by the Faculty, to carry out those plans that the SOE adopts, and to perform other duties as properly fall within the scope of the Dean's office. With regard to research policy, the Dean is expected to prepare plans to promote research and enhance the visibility of the SOE research programs at the highest level and to foster external collaborations with the national laboratories and industry consistent with the SOE's strengths and long-term vision. In general, the Dean is expected to provide leadership regarding all academic programs and their compliance with applicable University policies and procedures. In executing his/her leadership role, the Dean is

expected to adopt a collaborative and consultative style of management and to seek input from the SOE Faculty, Program Directors, Center Directors, and SOE committees.

Article 6: The Faculty Assembly

6(a) The SOE Faculty shall exercise its responsibilities through the Faculty Assembly. The Faculty Assembly is presided over by the Dean. At least one regular assembly shall be held every semester. Special meetings shall be held at the discretion of the Dean, a Standing Committee, or whenever a written request is made by ten or more Voting Faculty, not all from the same department. The Dean shall call for a Faculty Assembly within ten days following the receipt of the written request for a special meeting.

6(b) The agenda for the Faculty Assembly shall be prepared by the Advisory Committee (see Article 7), in consultation with the Dean, and distributed to the SOE Faculty at least one week prior to the date of the meeting. In addition, the Advisory Committee shall consider including agenda items proposed by the SOE Faculty.

6(c) Quorum: One-third of the Voting Faculty is required for a quorum. If a quorum is not achieved, the Faculty Assembly may not vote on any issues brought before it. The issues at hand may be tabled for future consideration or may be submitted to an electronic or mail vote.

Two-thirds of the Voting Faculty who respond to a mail ballot or electronic ballot must approve any changes to the Bylaws (See article 9(a).)

6(d) Conduct of the Faculty Assembly: The Faculty Assembly shall conduct business according to *Robert's Rules of Order*. The vote of the Faculty Assembly on all academic matters is binding.

6(e) Order of Business: The following order of business shall be followed at the Faculty Assembly.

1. Declaring a quorum
2. Approval of minutes from the previous meeting
3. Approval of the graduation lists (when needed)
4. Results of any electronic or mail ballots (if any)
5. Dean's report
6. Consent agenda (discretionary reports)
 - a. Standing SOE committees
7. Reports
 - a. Associate Deans

- b. Department Chairs
 - c. Center and Program Directors
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- 8. Action items and motions requiring a vote of the faculty
 - 9. Old and new business
 - 10. Adjournment

Article 7: Advisory Committee

7(a) *Advisory Committee:* The Faculty Assembly shall be operated by an Advisory Committee consisting of three SOE Voting Faculty members. It is the responsibility of the Advisory Committee to set the time, place, and agenda of meetings of the Faculty Assembly in consultation with the Dean, the SOE committees, and the SOE Faculty. The members of the Advisory Committee shall be elected to staggered 3-year terms, in accordance with the SOE procedures for elections. Members of the Advisory Committee shall be rotated amongst the Departments of the SOE in accordance with the SOE procedures for elections.

7(b) *Speaker of the Faculty Assembly:* The Advisory Committee member whose term expires the earliest shall be designated as Speaker of the Faculty Assembly. The Speaker's role is to coordinate the committee activities. The Speaker will chair the meeting in the absence of the Dean.

7(c) *Other responsibilities:* The Advisory Committee is also responsible for initiating and proposing to the SOE Faculty changes in the SOE Policies and Procedures.

Article 8: SOE Committees

8(a) The Faculty Assembly will establish two standing SOE committees: the Advisory Committee and the Policy Committee. The Dean can create additional standing or ad hoc SOE committees, and the Faculty Assembly can request that the Dean form additional standing or ad hoc SOE committees. However, the creation of any standing committee must be approved by the Faculty Assembly. When appropriate, committee recommendations shall be brought forth to the Faculty Assembly for approval. SOE Standing Committees are expected to report to the Faculty Assembly at least once each year. Two standing committees are associated directly with the workings of the Faculty Assembly.

8(b): *Advisory Committee. Purpose:* See Article 7.

8(c): *Policy Committee. Purpose:* To formulate new policies and procedures and review existing policies and procedures of SOE with regard to their compatibility with the Bylaws and with the

policies of the Regents and the University, including those in the UNM Faculty Handbook. The members of the Committee shall be tenured SOE Voting Faculty. The Committee shall include a representative member from each department who is elected annually by his/her respective department. At the discretion of the Advisory Committee, the Policy Committee may also include representatives from centers and interdisciplinary programs that are within SOE or substantially invested in SOE. It is the responsibility of the members of the Committee to discuss all matters brought to the Committee with the faculty and Chairs/Directors of their respective departments/centers/programs before matters are brought before the Faculty Assembly.

8(d): All other SOE Standing Committees are listed in Part III of the SOE Faculty Handbook.

Article 9. General

9(a). Amendments: Any Standing Committee, including the Advisory Committee, the Dean, or ten Voting Faculty members may propose amendments to the Bylaws of the Faculty Assembly. The process to be followed in amending the Bylaws is outlined below.

1. Copies of the proposed amendment(s) must be distributed to the Faculty at least one week in advance of a Faculty Assembly meeting at which the proposed amendment(s) will be formally presented and discussed in a preliminary way. The amendment(s) shall be voted on at the next meeting of the Faculty Assembly.
2. If agreed upon by the faculty present at the first meeting, an ad hoc committee may be established to consider the amendment(s) and make a recommendation to the SOE Faculty at the subsequent meeting.

Approval of an amendment shall require a two-thirds majority of the SOE Voting Faculty who respond to either a mail or electronic ballot. The original Bylaws and approved amendment(s) must be filed with the University Secretary.

9(b). Distribution: The Dean, department Chairs, Program and Center Directors shall keep a current copy of the Bylaws. The Dean's Office shall be responsible for providing copies of it to the faculty and for making it available to the student body in the Resource Center.

9(c). SOE Faculty Handbook: The Bylaws and other written SOE policies and procedures shall be included in the SOE Faculty Handbook. The Handbook will be maintained current by the Dean's office and made available on request or by postings on the SOE web site.

Part II

Faculty Assembly Procedures

This section documents procedures that the faculty, the Advisory Committee, and the Dean found useful in streamlining the operations of the Faculty Assembly and likely to evolve over time.

Part III

School of Engineering Standing Committees

This section contains a list of current SOE Standing Committees not directly prescribed by the Bylaws of the Faculty Assembly.

Part IV

School of Engineering Policies

1. Policy on Electing Members of the Advisory Committee

The Faculty Advisory Committee (the Committee) shall consist of 3 members, each of whom shall be a tenured member of the Voting Faculty. Department Chairs and Associate Deans are not eligible to serve. No more than one member of a department may serve on the Committee.

One faculty member shall be elected during each Spring semester for a three-year term to begin July 1. Members shall serve staggered terms to ensure continuity from year to year. In the event of resignation, the replacement elected in a special election shall serve the remainder of the 3-year term.

To ensure Committee representation from all departments over time, eligibility in an annual or special election will be limited to faculty from the departments not currently represented on the Committee. The Committee will solicit nominations from all SOE faculty while providing a list of eligible faculty. The election shall be carried out by paper ballot or electronic voting, with brief biographical sketches of the candidates being provided. All voting members of the Faculty Assembly are eligible to vote.

In the event that a special election to replace a resignation occurs simultaneously with the annual election, each member of the Assembly shall be allowed to vote for two candidates. The candidate receiving the highest total score shall serve the 3-year term. The candidate from a different department receiving the next highest score shall serve the remainder of the term of the resigned member. Ties will be resolved by the toss of a coin.

First election to form the Committee: Three members shall be elected to form the initial Committee. The Dean shall conduct the election after soliciting nominations from among all eligible SOE faculty. The election shall be carried out by paper ballot or electronic voting, with brief biographical sketches of candidates being provided. All voting members of the Faculty Assembly are eligible to vote; each member shall be allowed to vote for three candidates. The candidate receiving the highest total score shall serve a 3-year term. The candidate from a different department receiving the next highest score shall serve a 2-year term. The candidate from a department different from the previous two who receives the next highest score shall serve a 1-year term. Ties will be resolved by the toss of a coin. Each of these terms shall begin immediately upon election and shall extend until June 30 of the year 2015, 2014, and 2013, respectively.