



University of Colorado
Colorado Springs

**Bylaws of the College of Engineering and Applied Science
University of Colorado at Colorado Springs Approved
October 2016**

This document supplants all previous versions

0. MEMBERSHIP

The voting membership of the faculty of the EAS College consists of all individuals in the ranks of Assistant Professor (tenure-track), Associate Professor, and Professor, as well as those with the title of Instructor, and Senior Instructor if the appointment is at least half time.

1. EAS FACULTY GOVERNANCE PROCEDURES

All issues referred to the college faculty will be decided using the following process.

1. There will be one College Faculty Meeting each semester, to be held near the beginning of the semester.
2. An off-cycle Special College Faculty Meeting may be called with at least two-week notice given in writing (email suffices).
3. Issues to be decided will be circulated in writing as Motions to the faculty at least two weeks prior to a regular or special meeting. These will come out of the college committees, from departments, or from the dean. Faculty should work through the college committees or their departments to get motions before the faculty in this forum. All motions will be collected by the Dean's office and disseminated as a collective to the faculty. Motions will, therefore, be due to the Dean's office no later than 16 days prior to a College Faculty Meeting.
4. Motions circulated in advance of the meeting are considered moved and seconded. Amendments can be moved and considered provided they receive a second or are considered a friendly amendment by the originator of the motions (the chair of the committee or department putting forth the motion would constitute the "originator of the motion").
5. Each motion on the agenda of the meeting will be allotted a minimum discussion period, after which a vote can be called. A call for a vote on a given motion would require a second and would then require a majority vote of the voting members present at the meeting. Once called, a vote will ensue. The vote will typically be a show of hands. A closed ballot can be used if requested by a single faculty member present.
6. A motion can be tabled for a later College Faculty Meeting by a majority vote of the voting members present at the meeting. In such a case, the motion may be referred back to the originating committee and must be resubmitted before that later meeting.

7. A motion will pass by simple majority of votes cast at the meeting by the voting members. Proxies will be accepted, but each member present at the meeting can only hold a single proxy vote. Proxies must be communicated in writing to the meeting facilitator by signed paper. There must be at least 50% of voting members and proxies present at the meeting for passage of motions.
8. Every College Faculty Meeting will include, time permitting, time for Old Business and New Business. The New Business portion of the meeting will be an opportunity for motions not on the agenda to be made from the floor. If seconded, these motions will be placed on the agenda of the next College Faculty Meeting. The Old Business portion of the meeting will be devoted to addressing motions not resolved at previous faculty meetings. A motion made during the New Business portion of a meeting will be placed on the regular agenda of the next regularly scheduled meeting, but may also be considered in Old Business if a special meeting is called for some other purpose. A special meeting may also be called specifically for a motion made from the floor.

1.1 Faculty Elections

College faculty elections will be conducted using the following process.

1. A nominating period will occur prior to any faculty election. This period will begin no later than three weeks prior to the election and end no later than 1 week prior to the election.
2. Nominees must accept their nomination in order to appear on the faculty election ballot.
3. Self-nomination of eligible faculty member will be accepted during the nominating period.
4. The ballot will be circulated in writing to the voting faculty at least one week prior to the election.
5. Election will require a majority vote. Runoff elections including the top two vote getters will occur until a majority is achieved. In the event more than two are tied with the most votes, all will be included in the first run-off election. In the event there is a single top vote getter but more than one are tied with the second most, all of these will be included in the first run-off.

2. COMMITTEES

The college will have five faculty-driven standing committees (Executive, Curriculum, Personnel Review, Information Technology, Ph.D. Governance) and an external committee called the EAS Leadership Council (ELC).

2.1 EAS Leadership Council (ELC)

2.1.1 Duties

The EAS Leadership Council (ELC) works closely with the dean and faculty of the college. The ELC helps provide the support that the college needs to develop a first-class program to meet present and future needs of the Colorado Springs region.

The ELC advises the college on areas of excellence to be developed, degree programs needed, courses needed at UCCS, equipment availability, joint research areas, and cooperative faculty and student programs.

2.1.2 Membership

The ELC consists of Presidents, Chief Executive Officers, and Managers from representative engineering, science, and technology companies, various government agencies, and other leaders of the community as appropriate.

2.1.3 Vacancies

Vacancies are filled by the dean as required.

2.2 Executive Committee (EC)

2.2.1 Duties

The duties of the Executive Committee (EC) are to assist the Dean in administering and leading the College.

2.2.2 Membership

The voting membership of the EC consists of department chairs and assistant and associate deans. Others may be invited to attend meetings as needed.

2.3 Curriculum Committee (CC)

2.3.1 Duties

The Curriculum Committee (CC) is responsible for the coordination and integration of all curricular issues affecting the college. The CC is responsible for approval of all curricular requirement changes for all programs. The committee is also responsible for approval of new courses, changes to existing courses, and discontinuance of courses. The CC reports regularly to the faculty the actions that it has taken. The CC also conducts a continuous study of all policies affecting the educational function of the college, reviewing entrance and graduation requirement, how the various curricula relate to one another, and any administrative acts related to the education effectiveness of the curricula or faculty. The CC is responsible for recommending to the faculty the addition of new programs, major changes to existing programs, or discontinuance of programs. The CC regularly refers to the faculty its finding for final action.

2.3.2 Membership

This committee consists of one voting member from each department, exclusive of the department chair, in the EAS College.

2.3.3 Term of Office of Members

The normal term shall be three years. About one third of the terms should end each year. The chair is chosen from among the members by vote of the committee for a one-year term.

2.3.4 Vacancies

Vacancies are filled by appointment by the dean in consultation with the Executive Committee.

2.4 Personnel Review Committee

2.4.1 Duties

This Personnel Review Committee (PRC) considers all personnel actions within the College. These actions include tenure, promotion, comprehensive, and reappointment reviews as well as appeals of annual faculty reviews and salary determinations and grievances of the faculty.

2.4.2 Membership

Membership will consist of tenured full professors, one from each of the departments and one from outside the College.

2.4.3 Terms of Office

Terms for the EAS members of the PRC will be three years. The terms of the EAS members will be staggered. Selection of the EAS members of the committee will be by election with the condition that no two members are elected from the same department. All tenured and tenure-track faculty of the College are eligible to vote. All tenured full professors in the EAS College will stand for election, unless they request, in writing to the Dean, that their names be removed from consideration. Election is by majority of votes cast. In case of a run-off election, the names of the individuals with the two highest vote totals will be resubmitted to the faculty for consideration. Faculty on leave are eligible to vote. The election will occur in May of each year. An election will be held to fill any unexpired term. The member of the FLRC (Personnel Review Committee) from outside the College will be chosen by the executive committee in consultation with the Dean. The term for this member will be one year. The FLRC (Personnel Review Committee) shall choose one of their members as chair, and the chair appointment is valid for one year. A member of the FLRC (Personnel Review Committee) may not serve as a member of a primary unit evaluation committee or the second level review committee.

2.4.4 Staff Support

The dean's office will provide staff support for this committee.

2.5 Information Technology (IT) Committee

2.5.1 Duties

The Information Technology (IT) Committee is charged with the responsibility to plan and coordinate the use and acquisition of information technology for the college as well as provide policy advisement to the college on matters related to distance. The IT Committee

is also charged with maintaining the college Five-year Plan for Instructional IT needs working in consultation with the dean. The IT Committee will consider requests from college faculty for research information technology support and make recommendations to the dean for funding consideration.

2.5.2 Membership

Voting members will be one voting member from each department and an EAS voting member teaching in the Bachelor of Innovation program. The college IT Administrator will be the non-voting member of the committee.

2.5.3 Term of Office of Members

The normal term shall be three years. About one third of the terms should end each year. The chair is chosen from among the voting members by vote of the committee for a one-year term.

2.5.4 Vacancies

Vacancies are filled by appointment by the dean in consultation with the Executive Committee.

2.6 Ph.D. Governance Committee

2.6.1 Duties

This committee is responsible for all aspects of the operation for the Doctor of Philosophy in Engineering degree, including definition of scope, establishment of assessment procedures, approval of admission of students, establishing of minimum degree requirements for EAS faculty approval, procedures for the establishment of new Ph.D. in Engineering programs. In addition, the committee recommends course establishment across EAS departments at the Ph.D. level to the EAS Curriculum Committee.

2.6.2 Membership

This committee consists of one voting member from each department, in the EAS College.

2.6.3 Term of Office of Members

The normal term shall be three years. About one third of the terms should end each year. The chair is chosen from among the members by vote of the committee for a one-year term.

2.6.4 Vacancies

Vacancies are filled by appointment by the dean in consultation with the Executive Committee.

3. PROMOTION AND TENURE CRITERIA AND PROCEDURES

The EAS College will comply with UCCS Policy 200-001.

4. ANNUAL MERIT/SALARY SETTING AND FACULTY SALARY GRIEVANCE

4.1 Annual Faculty Evaluation

UCCS Compensation Principles for Faculty, Policy Number 300-016 requires for tenured, tenure-track, and non-tenure track faculty that the dean of each college shall, through a collegial and consultative process with the faculty, develop clearly articulated standards of merit, which include existing primary unit guidelines and peer review.

The evaluation factors and process in this policy provide the basis for individual annual performance ratings, merit, and other pay adjustments in the College of Engineering and Applied Science. The performance rating is the overall summary rating of the individual's performance on a five-point scale and constitutes the public record of rating, in accordance with the Colorado Open Records Act.

The faculty member's weights in the workload assignment for the particular calendar year and the academic rank will be used for the yearly evaluation.

Department faculty members who have appointments outside of the college will be evaluated for their approved or contracted load within the college. Their rating for the calendar year will be combined proportionately with the rating given by their supervisors outside of the college.

4.2 Evaluation Criteria

Each of the three areas of Teaching, Research/Scholarship, and Service will be evaluated using the scale below. Then an overall value will be calculated using the three ratings proportionately applying the weights in the workload plan. The overall value from the current evaluation will be mapped to range-based performance rating for the year using the same scale.

1.0 – 1.4: Fail to Meet Expectations

1.5 – 2.4: Below Expectations

2.5 – 3.4: Meeting Expectations

3.5 – 4.4: Exceeding Expectations

4.5 – 5.0: Outstanding

Evaluation and Rating factors:

Teaching Factors:

Credit hours taught

FCQ ranges

FCQ student comments

Teaching awards

Nature of classes taught

MS and PhD student projects/portfolios/theses/dissertations credit hours that were not given formal credit as offload

New course development (unless used to reduce teaching workload)

New material in existing courses

Senior design supervision

Student input outside of FCQ comments

External funding related to class use
Research or publications related to pedagogy
Others relevant to instruction in the department

Teaching Rating Guidelines: Rating of 3 if credit hours were taught per workload agreement; FCQ overall faculty and course ratings within a range set by department.

Ratings will be based on quantity and quality of contributions to the Teaching Factors listed above.

Research/Scholarship Factors:

(Significant to be determined by department)

Published significant papers/articles
Published papers/articles
Research merit awards
Research expenditures
Significant research proposals to external agencies/companies
Theses/reports/dissertations/undergraduate research reports/Balsells Mobility reports, and others
Significant publications related to instruction/curriculum
Significant proposals related to instruction/curriculum
Invited talks
Conference Presentations
Thesis/dissertation hours if not used elsewhere
Others relevant to research in the department

Research/Scholarship Rating Guidelines:

For 30%, 40%, or 50% research workload, rating of 3 is based on contributions in research expenditures, proposals, and/or publications commensurate with workload level.

For 20% or 10% research workload, rating of 3 is based on contributions in any of the Research/Scholarship Factors commensurate with workload level.

Academic rank will be considered in the research rating. Ratings will be based on quantity and quality of contributions to the Research/Scholarship Factors listed above.

Service:

Committee memberships/chairs assigned by department chair
Quality of service to profession, conference/symposium, etc.
Quality of committee chair duties
Quality of committee memberships
Quality of community service including consulting related to UCCS mission
Contribution to accreditation, assessment data collection and analysis to include ABET
Other relevant service to the department

Service Rating Guidelines: Rating of 3 if duties assigned by department Chair were performed satisfactorily and at least one service to profession or community related to EAS mission

Ratings will be based on quantity and quality of contributions to other Service Factors.

4.3 Evaluation Process

Faculty members

1. In January, Faculty members to enter their accomplishments for the previous calendar year into Digital Measures.
2. In February, Faculty members will meet with their department Chair for the yearly evaluation using the data from Digital Measures. The Chair will complete the College of EAS Evaluation Worksheet (EW) at the meeting entering the rating scores in each of the three areas of Teaching, Research/Scholarship, and Service.
3. In March, Chair will meet with the Dean to discuss the EW. Changes may be made to the EW at this meeting and an overall rating on a five-point scale in the Annual Faculty Performance Rating Form (AFPR) will be generated. Chair will provide the EW and the completed AFPR to the faculty member for signatures. Note that the faculty member is required to sign the AFPR even if she/he disagrees with the evaluation, as signature is required only to acknowledge that evaluation was conducted. The faculty member can appeal the decision according to EAS Policy EAS-FAC-010.

Department faculty who also serve as Chairs, Directors, Assistant/Associate Deans, and other non-faculty titles

In March, Dean will meet with the faculty member to complete the EW and AFPR.

4.4 Salary Setting

The Dean will provide raise amount to the department upon receipt of the campus allocation of faculty raise pool to the college. The Dean may retain a portion of the campus allocation for extraordinary raises.

The Chair recommends to the Dean individual salary raises using three-year rolling averages. The Dean makes the final decision on faculty raises and forwards per campus process.

Faculty members can appeal the raise amount according to Section 4.5

4.5 Salary Grievance

UCCS Compensation Principles for Faculty, Policy Number 300-016 requires that each College and/or Dean shall develop a salary dispute process for all faculty members.

Section 2.4.1. *Duties* of the Personnel Review Committee states “This Personnel Review Committee (PRC) considers all personnel actions within the College. These actions include ... appeals of annual faculty reviews and salary determinations and faculty grievances of the faculty.” The purpose of this section is to specify the process for faculty salary grievances in the College of Engineering and Applied Science. It applies to all tenured, tenure track and non-tenured faculty, and all faculty members who are otherwise eligible for a salary adjustment.

4.5.1 Policy/Process:

1. A grievance must be filed in writing with the dean by August 31st of the same year that the faculty contract renewal letter is provided to the grievant.
2. The PRC will consider the information provided by the grievant and may request additional information from dean. The grievant shall bear the burden of proof by a preponderance of the evidence. The committee will make a recommendation to dean as to the merits of the grievance and appropriate remedies, should they be warranted. The committee's recommendation will be released in writing to the grievant and dean.
3. Dean will consider recommendations of the committee and notify the individual filing the grievance in writing of the decision as soon as possible.
4. The grievant may appeal the decision of the dean as specified by campus policy.

5. AMENDMENTS AND APPROVAL

5.1 Initial Adoption

Initial adoption of these policies and procedures shall be by affirmative ballot by at least two thirds of the voting members of the college faculty.

5.2 Changing Standing Committees

Changes to the duties, membership, terms of office, or vacancies in sections of the descriptions for the faculty-driven standing committees may be made by mutual agreement of the particular committee members and the Dean. Such changes shall be reported to the faculty.

5.3 Ad Hoc Committees

The Dean of the College, in consultation with the Executive Committee, may form ad hoc committees to deal with occasional issues outside of the responsibilities of the standing committees that may come up in a given a year.

5.4 Amendments/Additions

Amendments/Additions to this document, other than the changes to standing committees described above, require approval of a majority vote of the voting members.

Notice of the proposed amendment shall be given to all members of the voting faculty at least thirty days before an amendment is to be considered. The amendment may be made at any regular or special meeting of the faculty or via email during the academic year, except for the first thirty days of the academic year. If the amendment is made via email then an accompanying mail ballot will be used.

Amendments may be proposed by any voting member of the faculty or by any standing committee of the faculty.

Amendments shall be available to all members of the faculty within a period of sixty days following the date of the amendment. The entire set of policies and procedures shall be posted on college website for secured access to faculty members.