

COLLEGE OF ENGINEERING FACULTY COUNCIL ON GOVERNANCE CONSTITUTION

ARTICLE I. NAME

The organization shall be known as the Faculty Council on Governance of the College of Engineering of Florida International University.

ARTICLE II. MEMBERSHIP

- A. For the purpose of the Faculty Council on Governance, the faculty is defined as the faculty of the academic department of the College of Engineering holding the title of Professor, Associate Professor, Assistant Professor, Instructor or Lecturer.
- B. The Faculty Council on Governance shall consist of two faculty members elected, for a term of two years, from each academic department. Excluded from membership are faculty holding the title of Dean, Chairperson, Director, or temporary positions such as visiting and adjunct appointments.
- C. Each academic department shall also elect one alternate faculty member to the Faculty Council on Governance to serve and vote in the absence of an elected council member.
- D. Faculty members, not on joint appointment, can only represent the department where they have tenure or tenure earning status. The roles and responsibilities of joint appointees between two academic units/departments will be determined in the joint appointment letter, as prescribed in the University's Academic Affairs Policies and Procedures manual Section 5.28 Faculty Joint Appointment. No faculty will ever represent two different departments on the same committee.

ARTICLE III. JURISDICTION

- A. The Faculty Council on Governance shall be one of the policy-making bodies of the College of Engineering.
- B. The Faculty Council on Governance shall develop college-wide policies for faculty governance.
- C. The Faculty Council on Governance shall formulate measures for the maintenance of the comprehensive educational policy and for the maximum utilization of the intellectual resources of the College.
- D. As representatives of the general faculty, the Faculty Council on Governance may also formulate its opinions upon any subject of interest to the College and adopt resolutions thereon, except on individual tenure and promotion applications and budget issues.
- E. Actions of the Faculty Council on Governance regarding governance and academic policy shall be forwarded to the Dean. The Dean shall have the power of veto over any action of the Faculty Council on Governance. In case the Dean does not agree with the resolution or recommendation of the Faculty Council on Governance, the Faculty Council on Governance, may bring the issue to the Provost and/or President of the University Faculty Senate for resolution.

- F. The Council will coordinate the annual election or appointment of the college and university committee members and shall publish a list of those committee members and chairpersons within the first month of the fall academic term.

ARTICLE IV. OFFICERS

- A. The Faculty Council on Governance shall elect from its members, the following officers: Chairperson, Vice Chairperson and Secretary.
- B. The Chairperson shall be the Administrative Officer of the Faculty Council on Governance.
- C. The secretary shall be responsible for taking all minutes of the Faculty Council on Governance meetings and maintaining those files. Records of the Faculty Council shall be kept for a minimum of five years, and shall be formally transferred (i.e. signed receipt) from the outgoing secretary to the incoming secretary.
- D. The Chairperson shall appoint a Parliamentarian, from the elected members of the Faculty Council on Governance.

ARTICLE V. COMMITTEES

- A. The Faculty Council on Governance shall have the following standing committees, composed of members of the faculty:
 - 1. Tenure and Promotion Committee
 - 2. Curriculum Committee
 - 3. Library Resources Committee
- B. The terms of membership for all standing committees shall be for a period of one year.
- C. Faculty members, not on joint appointment, can only represent the department where they have tenure or tenure earning status. The roles and responsibilities of joint appointees between two academic units/departments will be determined in the joint appointment letter, as prescribed in the University's Academic Affairs Policies and Procedures manual Section 5.28 Faculty Joint Appointment. No faculty will ever represent two different departments on the same committee.
- D. Faculty members can serve on no more than two College committees including the Faculty Council on Governance each year.
- E. Each standing committee shall elect a chairperson.
- F. Each committee shall keep a written record of its meetings on file and this file shall be turned over to Faculty Council on Governance Secretary at the end of the academic year. In addition, each committee chairperson shall present an oral report of the committee's actions over the past academic year at the last meeting of the Faculty Council on Governance in the spring term.
- G. The Faculty Council on Governance may establish ad hoc committees and task forces as required.

ARTICLE VI. BYLAWS

- A. The Faculty Council on Governance shall develop Bylaws.

ARTICLE VII. AMENDMENTS

- A. The Constitution may be amended by a two-thirds vote of the Faculty. Written notice and text of proposed amendments shall be sent to all members of the Faculty from the Faculty Council at least two weeks prior to a vote.

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COLLEGE OF ENGINEERING FACULTY COUNCIL ON GOVERNANCE BYLAWS

ARTICLE I. VOTING

- A. Each council member or voting alternate shall have one vote in the proceedings of the Faculty Council on Governance. Only duly elected council members and official alternates shall be eligible to vote. Proxy votes shall not be permitted.
- B. A majority of council members, representing academic departments, or voting alternates shall constitute a quorum.
- C. Members of the faculty not elected as council members or alternates may attend meetings and be recognized to speak by the chair for purposes of discussion. A voting alternate shall identify the council member who is being represented during voting.

ARTICLE II. MEETINGS

- A. Meetings of the Faculty Council on Governance shall be held at the beginning, middle and end of each Fall and Spring semester. At the last meeting of each Fall and Spring semester, representatives of the standings committees will be invited to make a brief presentation of their work that semester.
- B. An agenda shall be distributed to all faculty at least three working days in advance of any regular meeting. Representatives of the standings committees will be invited to make a brief presentation of their work.
- C. The Faculty Council on Governance shall be responsible for calling an all-faculty meeting at the end of each Fall and Spring semester. The Dean may be invited to make a brief State of the college address. A representative of the The Faculty Council on Governance will present a status report of the work performed in the standing committees that semester.
- D. Additional all-faculty meetings may be called by the Faculty Council on Governance or by a faculty petition with twenty (20) percent or more of the faculty as petitioners.
- E. Special meetings of the Council may be called by a majority vote of the officers of the Faculty Council on Governance with 24 hours notice.
- F. Meetings shall be conducted according to the current edition of Robert's Rules of Order.
- G. The minutes shall include a list of all council members and alternates present at each meeting. Voting alternates shall be indicated as substituting for absent council members. The minutes shall be distributed to all faculty.
- H. Any member of the Council who fails to attend the meetings of the Council three times in a row shall be replaced by his/her alternate and assume the alternate's position.

ARTICLE III. ELECTIONS

- A. Each academic department shall elect its Faculty Council on Governance members for terms of two (2) calendar years. Each department shall elect one of its two members each

year. For the first year of governance under these bylaws, each department shall elect one member for a term of one (1) calendar year and one member for a term of two (2) calendar years. Each department shall elect one alternate for terms of one (1) calendar year.

- B. Elections for Faculty Council on Governance shall be held concurrent with the Faculty Senate election, and those elected shall take office at the beginning of the Fall semester. Prior to the elections, the Chairperson and Vice Chairperson of the Faculty Council on Governance, shall call a meeting of the Standing Committees to elect chairpersons for the upcoming year and shall notify each department and school to hold elections for the remaining Standing Committee members.
- C. Vacancies in Faculty Council on Governance or Standing Committee membership shall be filled within thirty (30) days by the respective academic department.
- D. Members of the Tenure and Promotion Committee, Library Resource Committee, and Curriculum Committee shall be elected by the faculty of the units for terms of one (1) calendar year.

ARTICLE IV. CHARGES OF THE FACULTY COUNCIL ON GOVERNANCE

- A. The Faculty Council on Governance shall recommend and review college policies, criteria and procedures for the qualitative advancement, support and assessment of the programs of the college.
- B. The Faculty Council on Governance shall establish college wide uniform policies and procedures for the Departmental tenure and promotion review process, including but not limited to the selection of external reviewers and the solicitation of letter process. These policies shall be published for use by all departments.
- C. The Faculty Council on Governance shall provide representative positions and information on academic matters to promote maximum utilization of the resources of the college.
- D. Actions of the Faculty Council on Governance as a result of these Charges shall be formally communicated to the Dean according to Article III.E of the Faculty Council on Governance Constitution.

ARTICLE V. STANDING COMMITTEE CHARGES AND DUTIES

TENURE AND PROMOTION

- A. Purpose: The Tenure and Promotion Committee shall review the tenure/promotion applications presented by applicants within the college, and submit recommendations regarding the applications to the Dean.
- B. Membership: The Tenure and Promotion Committee shall consist of one tenured faculty member per academic department excluding the department chairpersons. Faculty members who are candidates for promotion are not eligible to serve on the committee. Each department shall elect its member for the committee.
- C. Process: The chairperson of the Faculty Council on Governance shall inform, in writing, the chairperson of the Tenure and Promotion committee the time requirements for review

and recommendation regarding applications for tenure and promotion established by the central administration.

The committee shall review the files of applications for tenure or promotion and shall evaluate their merit by applying the standards set forth in the "Tenure and Promotion Policies and Procedures" manual from the Office of the Vice President for Academic Affairs.

Voting shall be by secret ballot with the votes counted by the chairperson and verified by the committee. All members, including the chairperson, have a vote. The committee shall follow procedures defined in the "Tenure and Promotion Policies and Procedures" manual for the recording of the vote.

LIBRARY RESOURCE COMMITTEE

- A. Purpose: The Library Resource Committee shall coordinate library acquisitions and disseminate library related information for the College, and establish allocation procedures for the equitable distribution of library acquisition funds within the College.
- B. Membership: One representative shall be elected from each academic department within the College. The chairperson shall be the representative of the College to the Faculty Senate Library Committee.
- C. Process: Chairperson of the Library Resource Committee notifies the Chairperson of the Faculty Council of the funds available for distribution to the College, who shall subsequently disseminate this information to the general faculty. The Chairperson of the Library Resource Committee shall then convene a meeting of the Committee to establish allocation procedures.

CURRICULUM COMMITTEE

- A. Purpose: The Curriculum Committee shall oversee the processing of curriculum changes.
- B. Membership: One representative shall be elected from each academic department within the College. The chairperson shall be the representative of the College of the Faculty Senate Curriculum Committee.
- C. Process: The Curriculum Committee shall follow established University curriculum committee procedures for review and approval of new courses and programs and changes in existing courses and programs.
- D. The Curriculum Committee shall publish the minutes of each meeting as soon as practical after each meeting. These minutes should include, at a minimum, all curriculum issues being considered by the committee.