



**Articles**

**Mission Statement ..... 1**  
**Preamble**

time. The appointment can be renewed at the discretion of the Chair. Such members will not participate in the departmental governance activities.

5. **Adjunct Faculty:** The Chair may appoint qualified individuals as Adjunct Faculty to teach cou

#### ***D. Chair***

1. The Chair serves at the pleasure of the Dean and is appointed for a renewable term. The Chair is the chief executive officer of the department and has the powers and responsibilities as delegated by the President, Provost, and Dean. In this capacity, the

academic, fiscal, and operational activities. The Chair acts as a liaison between the Faculty and the College or the University. The Chair advocates the Dep needs and will promote policies that would advance the Department and the College. The Chair represents the Department outside the University. If considered necessary and supported by the Dean, the Chair may appoint an Associate Chair after consultation with the Faculty.

- 2.

Governance representative coordinates a departmental vote of confidence by the Faculty.

- 3.

## ***F. Other Administrative Positions***

### **1. Graduate Director**

The Graduate Director assists the Chair with the graduate program of the department and is appointed for a renewable annual term. The Graduate Director has responsibilities as delegated by the Chair. The Graduate Director acts as a liaison between the graduate students in the department and the Chair. The Graduate Director advocates the graduate program needs of the department and will promote policies that would advance the graduate program of the department. The Chair evaluates the Graduate Director a

Director duties typically include the following:

- i. schedule/coordinate graduate course offerings of the department.
- ii. coordinate graduate curriculum reviews and recommend revisions.
- iii. recruit and assign Teaching Assistants to graduate and undergraduate courses.
- iv. perform/coordinate Teaching Assistant semesterly reviews.

- vii. facilitate the dissemination of University, College and Departmental guidelines, procedures, and policies to the undergraduate students.
- viii. mentor the undergraduate students.
- ix. coordinate the external undergraduate program review of the Department.
- x. address all undergraduate academic matters including transfer credits reviews, academic dismissals, College of Engineering scholarship award services, exchange program requirements, etc.

## **ARTICLE II. Departmental Faculty Meetings**

1. A quorum is defined as the presence of 2/3 of the voting faculty in residence for the semester during which the meeting is called. Faculty members on sabbatical, on leave of absence, or assigned elsewhere are not considered to be in residence.
2. The Chair will convene the Faculty, generally, once a month. Additional meetings may be called by the Chair as needed. Faculty meetings will be scheduled by the Chair, preferably at the beginning of the academic term/year, and these dates and times will be communicated to the Faculty. The Chair will solicit agenda items from Faculty and prepare an agenda for each meeting.
3. Ordinarily the Chair will chair the faculty meeting. The Chair may make proposals and suggestions, participate actively, and lead discussions, but shall not make formal motions. The Chair is a voting member of the department and his/her right to vote is not confined to the case of breaking a tie.
4. Informality is desired in the conduct of the faculty meetings; however, in case of unresolved disagreements as to procedure, Ro except as otherwise specified in this document.
5. All votes require a simple majority of those present to pass, with the exception of amending these Bylaws.
6. A secret ballot will be taken if a personnel issue is involved, if the Chair believes the issue demands one, or if any faculty member requests a secret ballot either before or during the meeting.
7. Minutes of all meetings will be made available to the faculty and kept as a permanent electronic record. The specific actions taken regarding students, faculty, faculty recruiting, or other personal matters will be confidential and will not be included in the general minutes. Records of such matters will be retained by the Chair who shall make them available to the participating faculty member on request.
8. The ME Department will hold elections whenever the Faculty Senate seat for the department is vacant, and the result will be forwarded to the Faculty Senate Office.

The Senator will represent the department in the Senate, and will report back to the department faculty on Senate business at department faculty meetings.

## **ARTICLE III. Committees**

### ***A. Standing Committees***

Faculty members are appointed to committees by the C

Develop and implement a program for advertising and promotion of graduate program.

Act on graduate student applications.

**5. The ABET and SACS Accreditation Committee**

The duties of ABET Accreditation Committee will include the following.

Send no

their courses (based on self-assessment in the previous semesters when the courses were taught).

Follow up with faculty to ensure completion of undergraduate course self-assessment at the end of every semester, and also ensure that self-assessment and the syllabus are in the ABET folder.

Perform departmental assessment as required by ABET requirements.

Prepare self-study document for ABET visits.

Ensure that the SACS assessment process is updated as degree requirements are modified.

Follow up with faculty to ensure completion of assessment process at the end of every year.

Prepare necessary documentation for SACS visits.

**6. The Safety Committee**

The duties of the Safety Committee will include the following.

Work with the College of Engineering Safety Committee.

Assess and report compliance with safety guidelines and standard minimum required safety protocols in teaching and research laboratories

Other standing committees may be appointed and/or dissolved as circumstances warrant. Standing committee chairpersons shall present oral report of their activities at the faculty meetings, as required.

***B. Ad Hoc Committees***

Ad hoc committees may be appointed and/or dissolved by the Department Chair as circumstances warrant. Ad hoc committees include Faculty Search Committees, Interview Panels, committees to organize one-time events, or other committees deemed appropriate by the Chair.

**ARTICLE IV. Annual Evaluation of Faculty**

Faculty will be evaluated annually according to their assigned effort. Instructors are typically assigned effort in Teaching and Service. Research Professors are typically assigned effort only in Research and Service. Tenure-earning and Tenured faculty are typically assigned effort in the areas of Research, Teaching, and Service. Candidates for tenure or promotion are directed to the Department of Mechanical Engineering *Guidelines for Tenure and Promotion* which establish the cumulative criteria and procedures for promotion. If the expectations described herein are in any way unclear,









Documentation of efforts to improve content delivery, to develop curriculum, or to otherwise contribute to student success outside of the typical requirements of load.

Quality of student evaluations of teaching (in relation to the level and content of the courses taught, the number of students enrolled, and the percent completing the evaluation)

- Ratings in relation to the size, level, and nature of content of the course taught
- Percent of students responding to evaluation
- Summary of and responses to individual student comments
- Explanations for why particular courses may have received low evaluations with plans for correction

Peer review or observation of teaching. This could be completed by another faculty member in the Department, or by someone outside the Department (e.g., Center for Teaching Excellence)

Student mentoring

- Descriptions of all activities should include the depth of involvement (chair, supervisor, committee member, etc.), status of the project, and outcomes including any presentations or publications/submissions.
- Ph.D. dissertations
- theses
- Undergraduate Honors theses
- Directed research activities

Training grant or research grant administration that involves mentoring

- Nature and type of administration, including depth of involvement in post-doc or student mentoring
- Number of post-docs or students involved, and number directly supervised
- Outcomes including any presentations or publications/submissions

For Instructors only, publications and presentations relating to the science of teaching and learning should be included in this area.

## **Service**

Narrative self-assessment that discusses the nature of the service activities; expresses contribution to university, college, and Department goals; evaluates progress against the goals from the previous year and relative to career status; and sets goals for the coming year.

Service on university, college, or Department committees

- Describe responsibilities, type and degree of involvement
- Whether elected or appointed

Service as it relates to mentorship

- Formal and informal mentoring of faculty relating to teaching and/or research
- Leadership or advising of student organizations and activities

Service to the profession

- Formal activity in societies, organizations, or agencies in the discipline or related to the discipline beyond paid membership

Scope and status of society (e.g. international, national, state, local;  
disciplinary or interdisciplinary membership)  
Describe responsibilities, type and degree of involvement (e.g.  
chair, co-chair, fellow, board/senior member, member)  
Whether elected or appointed

## **ARTICLE V. Tenure and Promotion**

The Department will follow the procedures for tenure and promotion and non-tenure track advancement set forth in the policies of the University and College. The Department will provide written guidelines for those seeking tenure and/or promotion to Associate or Full Professor.

## **ARTICLE VI. Amendments**

Any ME faculty member may propose amendments to this governance document. A proposed amendment must be submitted in writing (or via email) to the Chair who will place it on the agenda within the next three scheduled departmental faculty meetings. The ME faculty may refer the amendment for review by a departmental committee. Upon completion of the review of the amendment within a reasonable time, the proposed change will be placed on the agenda of the next faculty meeting, where after a discussion a vote will be taken. Upon request by any faculty, the vote must be by secret ballot. A 2/3 vote of all voting faculty members in residence plus those on leave, but present, is necessary to pass such amendments.

## **ARTICLE VII: Effect**

Upon approval by 2/3 of the voting faculty on August 28, 2020, this Mechanical Engineering Faculty Governance Document shall become effective on the first day of the Spring 2021 semester.