

COLLEGE OF ENGINEERING AND COMPUTING FACULTY COUNCIL ON GOVERNANCE CONSTITUTION

ARTICLE I. NAME

The organization shall be known as the Faculty Council on Governance of the College of Engineering and Computing 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 and Computing 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 and Computing.

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.

Spring, 2017

ARTICLE VIII FACULTY BILL OF RIGHTS

- 1. The Faculty Council supports each faculty's right of academic freedom, including freedom in all relevant matters of classroom instruction, research, governance, and public expression. No faculty should be subjected to any reprisal for their exercise of these rights.**

- 2. Every faculty member has the right to decide and develop the unit's curriculum, within the rules and regulations established by the state.**

- 3. Each faculty member has the right to participate in the selection and appointment of their unit administrators.**

- 4. Department chairs and/or school directors shall be appointed following a free, fair and secret vote by the faculty of that unit.**

- 5. Every faculty member has the right to participate in the development of evaluative criteria for their administrators and to participate anonymously in the annual evaluation of their administrators, including department chairs, school directors, deans, the Provost and the President. The results of the Administrator evaluations shall be available to faculty.**

- 6. The faculty in each department or school has the right to conduct a vote of confidence in the leadership of departments, schools, colleges, and the University as a whole.**

- 7. No faculty shall be negatively affected for their participation or failure to participate in any of the rights contained herein.**

Spring, 2012

COLLEGE OF ENGINEERING AND COMPUTING 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 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.

E. The Faculty Council on Governance shall implement Dean and Chairs/Directors' evaluation through the attached questionnaire on the condition to make the aggregate results available online through a secured login for faculty members who have the right to vote. The evaluation surveys will be conducted once every four years. The first evaluation survey will be conducted in Spring 2021.

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, deans, associate deans, assistant deans or any other faculty holding an administrative position (Dean, Associate Dean and Chair/Director other than administrative positions related to research centers) including interim appointments. Faculty members who are candidates for promotion are not eligible to serve on the committee. Each department shall elect its member for the committee. If, for any reason a member is unable to attend, an unelected substitution is not allowed.

C. Process: The chairperson of the Tenure and Promotion committee shall consult the University Tenure and Promotion schedule to ascertain the timeline for review and recommendation regarding applications for tenure and promotion.

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. Members can discuss candidates from their departments but cannot participate in any voting of a candidate from their own department or school, regardless of whether or not they voted at the department or school level. Members cannot participate in the voting for promotion of any candidate to a rank higher than the rank they currently hold. 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.

BUDGET COMMITTEE

A. Purpose: The committee will have the following duties and responsibilities

- i. To evaluate and recommend policies and procedures concerning the college budget with special emphasis on the academic budget;
- ii. To meet regularly with college budget officials;
- iii. To report regularly to the Council on the college budget process;
- iv. To represent the Council during economic crises;
- v. And to perform other related duties as directed by the Council or the Council Chair.

B. Membership: One representative shall be elected from each academic department within the College.

UNDERGRADUATE AND GRADUATE COMMITTEE

A. Purpose: The committee will act as a bridge and facilitate two-way communication between the administration and faculties in terms of graduate and undergraduate affairs.

B. Membership: One representative shall be selected from the faculty council based on the following criteria (i) if any member of the council is the graduate or undergraduate program director of their respective department, they will represent the council in the directors' meetings, (ii) if none of the members are eligible for Criteria (i), a member will be selected from the council.

C. The committee shall attend the graduate and undergraduate program directors' meetings.

Spring, 2017

APPENDIX

COLLEGE OF ENGINEERING AND COMPUTING ANNUAL EVALUATION OF THE DEAN OF THE COLLEGE

DIRECTIONS: Please rate the performance of the current Dean with respect to the specified items, according to the scale given below. **A further explanation is required for ratings of 1 or 2; further comments may also be included for other ratings but are not required.** Any additional comments should be included in the "Comments" section at the end. **Please complete the evaluation online by <deadline date>.**

Excellent	Good	Satisfactory	Less than Satisfactory	Poor	No Opinion
5	4	3	2	1	0

- ___ 1. Supporting the mission of the College.
- ___ 2. Maintaining an effective relationship with the upper administration.
- ___ 3. Creating a positive work environment.
- ___ 4. Encouraging and supporting faculty development.
- ___ 5. Soliciting faculty views before making major decisions.
- ___ 6. Accessibility to individual faculty members.
- ___ 7. Putting faculty interest before his/her own.
- ___ 8. Paying attention to daily administrative activities.
- ___ 9. Providing leadership in formulating the goals of the graduate and undergraduate programs.
- ___ 10. Supporting and enhancing the graduate and undergraduate programs adequately.
- ___ 11. Administering the external degree programs.
- ___ 12. Overall evaluation of the Dean.

Comments:

COLLEGE OF ENGINEERING AND COMPUTING
ANNUAL EVALUATION OF THE DIRECTOR/CHAIR OF THE SCHOOL/DEPARTMENT

DIRECTIONS: Please rate the performance of the Chair/Director with respect to the specified items, according to the scale given below. **A further explanation is required for ratings of 1 or 2; further comments may also be included for other ratings but are not required.** Any additional comments should be included in the "Comments" section at the end. **Please complete the evaluation online by <deadline date>.**

Excellent	Good	Satisfactory	Less than Satisfactory	Poor	No Opinion
5	4	3	2	1	0

- 1. Supporting the mission of the School/Department.
- 2. Providing leadership in the formulation of School's/Department's objectives and long range plans.
- 3. Maintaining an effective relationship with the faculties.
- 4. Maintaining an effective relationship with upper administration.
- 5. Relaying communication from upper administration to faculties.
- 6. Creating a positive work environment.
- 7. Providing feedback to faculties.
- 8. Encouraging and supporting faculty development.
- 9. Helping faculties to set personal and professional goals.
- 10. Fairness and reasonableness in evaluating faculty.
- 11. Soliciting faculty views before making major decisions.
- 12. Encouraging open discussion in faculty meetings.
- 13. Accessibility to individual faculty members.
- 14. Fairness in treatment of all faculty members and avoidance of favoritism.
- 15. Putting faculty interests before his/her own.
- 16. Fairness and consistency in promotion and tenure decisions.
- 17. Supporting quality teaching as an important function of the School/Department.
- 18. Supporting quality research as an important function of the School/Department.
- 19. Attention to daily administrative activities.
- 20. Administration of the School/Department budget.
- 21. Fairness and consistency in distributing available financial resources.
- 22. Fairness and consistency in relations with University Support Personnel System (USPS) (office and staff) personnel.
- 23. Overall evaluation of the Chair/Director.

Comments: