

**CONSTITUTION  
COLLEGE OF ENGINEERING  
UNIVERSITY OF FLORIDA**

This Constitution is intended to be consistent with Florida law, the University Constitution and the regulations of the University of Florida Board of Trustees and the Florida Board of Governors. In matters that conflict, the University Constitution, the policies and regulations of the University of Florida Board of Trustees and the Florida Board of Governors, and the Board of Trustees/United Faculty of Florida Collective Bargaining Agreement are the ruling documents. Operating within these contexts and within the provisions of this Constitution, the Faculty of the College of Engineering has responsibility for policy development and program planning.

**PREAMBLE**

Whereas the Faculty of the University of Florida's College of Engineering are dedicated to serving the educational needs and professional development of its students, to contributing to the advancement and dissemination of knowledge in the diverse fields of engineering and related sciences, and to applying, in an enlightened way, such knowledge for the technological advancement of our society in its quest for enhanced quality of life and economic well-being in the context of a sound environment; and

whereas the accomplishment of these objectives requires the establishment of shared governance procedures by which the Faculty can effectively contribute their vision, energies and talents towards a common goal;

we, the Faculty, hereby adopt this Constitution to define the membership, powers, and responsibilities of the Faculty and the governance procedures of the College of Engineering.

**ARTICLE I - COLLEGE ORGANIZATION AND PURPOSE**

- 1.1 The College of Engineering is one of the major degree-granting units of the University of Florida. The College and its Faculty are committed to serving the people of the State of Florida and to providing a leadership role with peer institutions in fostering scholarly engineering activities at local, national, and international venues.
- 1.2 To meet the objectives defined in the *Preamble*, the College of Engineering has accepted the responsibility to:
  - a) develop, administer, and maintain degree programs at the baccalaureate and graduate levels;
  - b) provide our students with an excellent learning experience, thereby enabling them to contribute to the development of state-of-the-art engineering;
  - c) foster ethical and competent practice by our students throughout their professional careers;

- d) conduct and publish scholarly research in cooperation with peers in academic, government, private and corporate agencies, and learned societies;
- e) foster economic growth through proactive technology transfer and other creative cooperative ventures with entrepreneurs, established industries, and public agencies;
- f) cooperate with our public schools and other agencies to enhance the understanding of technological issues affecting societal well being among the general public;
- g) make new generations of students aware of the challenges and opportunities for public service and personal fulfillment inherent in the pursuit of engineering careers;
- h) provide service to the college, university, state and nation that helps support our educational, research and service missions; and
- i) cooperate with peers in other colleges at the University of Florida and elsewhere in interdisciplinary educational and research efforts supportive of the above objectives.

1.3 The academic units of the College of Engineering are:

Agricultural and Biological Engineering\*\*  
Biomedical Engineering  
Chemical Engineering  
Civil and Coastal Engineering  
Computer and Information Science and Engineering  
Electrical and Computer Engineering  
Environmental Engineering Sciences  
Industrial and Systems Engineering  
Materials Science and Engineering  
Mechanical and Aerospace Engineering  
Nuclear and Radiological Engineering

\*\* Although the Agricultural and Biological Engineering Department is administratively and budgetarily a part of IFAS, it is considered an academic unit of the College of Engineering

- 1.4 The Engineering and Industrial Experiment Station (EIES) functions as the research arm of the College. In cooperation with the University's Division of Sponsored Research it plays an essential role in fostering an environment conducive to research productivity and enables the orderly administration of contract and grant research activities of the College.
- 1.5 The chief executive and administrative officer of the College is the Dean who is responsible for administration of the College and acts as the agent of the faculty for the execution of academic policy. The Dean also serves as the Associate Vice President and Director of the Engineering and Industrial Experiment Station.

- 1.6 The Dean, in consultation with the Faculty Council (described in Section 6.2), may appoint such Associate and Assistant Deans, Directors, and assistants as necessary for the effective accomplishment of the College goals.
- 1.7 Each Department is headed by a Chair appointed by the Dean in accordance with the University Constitution. The Chair serves as chief executive and administrative officer of the Department, is responsible to the Dean for administration of the Department and is the agent of the department faculty for the execution of academic policy. Chairs are expected to operate their department in the spirit of shared governance.

## **ARTICLE 2 - MEMBERSHIP**

- 2.1 The Voting Faculty of the College of Engineering shall consist of all persons employed in the academic units of the College, as itemized in Section 1.3, and holding a faculty position with titles including the words professor, lecturer, engineer, or scientist; but excluding those persons with titles of “Assistant in ...”, “Associate in ...”, or “Senior Associate in ...”. Emeritus faculty not employed by the university during a current academic year and faculty holding visiting, adjunct, or courtesy appointments shall not have voting privileges.
- 2.2 The Dean or representative shall prepare and maintain a roster of the eligible Voting Faculty and update the list as necessary to reflect additions and deletions as they occur.

## **ARTICLE 3 - POWERS**

- 3.1 The Faculty shall act as the governing body of the College and is responsible for the academic affairs of the College. These include but are not limited to:
  - a) Requirements for entrance, continued enrollment, and graduation;
  - b) Degrees to be conferred;
  - c) Arrangement and content of all curricula;
  - d) Recommendation of students who are to be granted degrees;
  - e) Other academic regulations;
  - f) Other specific powers assigned to the faculty by this document.

## **ARTICLE 4 - MEETINGS**

- 4.1 Regular Faculty meetings shall be held at least once each academic term and may be held more often at decanal discretion. The Fall meeting shall be held no sooner than the first day of classes and prior to the midpoint of the Fall Semester, shall be called by the Dean, and shall include on its agenda, college and EIES budgets and finances, and plans for the year. The Spring and Summer meetings shall be scheduled no sooner than the first day of classes nor later than two days prior to commencement. A slate of candidates for all open positions on the standing committees for the next academic year shall be presented by the Faculty Council at the Spring meeting. The Faculty shall be notified by the Dean or

representative in writing of the time, place and proposed agenda of each meeting. Such notification shall be provided at least one week in advance of the meeting. The Dean or representative shall be the presiding officer of the regular Faculty meetings.

- 4.2 Special Faculty meetings may be called upon written petition by:
- 10% of the Voting Faculty with representation from no fewer than three departments,
  - two-thirds majority of the Faculty Council, or
  - written petition by a majority of the Department Chairs.

The Chair of the Faculty Council will be the presiding officer at special meetings.

- 4.3 The agenda for meetings of the Faculty shall be prepared by the Secretary of the Faculty Council and shall include all items submitted by the Dean, by the Administrative Council, by the Faculty Council, or by the petitioners who requested the meeting. Additional agenda items can be included in any of the meetings by a petition signed by at least fifteen members of the Voting Faculty and provided to the Secretary of the Faculty Council prior to the issue of a Notice of Meeting. The agenda shall list the “action items” to be considered at the meeting. Prior to distribution of the agenda, the Faculty Council shall decide on the type of quorum required for each “action item”. For action items not considered to be policy matters critical to the future direction of the college, the quorum shall consist of those members of the voting faculty present. For action items considered to be policy matters critical to the future direction of the college, the quorum shall consist of 50% of the voting faculty. If 50% of the voting faculty is not present at the meeting, a vote shall be conducted within 72 hours using electronic balloting.
- 4.4 The conduct of all meetings shall be governed by the current edition of *Robert’s Rules of Order*.
- 4.5 The Secretary of the Faculty Council shall act as parliamentarian and maintain a permanent record of the minutes of each meeting. Minutes of the meetings shall be posted electronically to allow access by the faculty and other interested parties.

## **ARTICLE 5 - COMMITTEES**

- 5.1 Faculty committees shall consist of Standing Committees and Special Committees. The Dean or representative may, at decanal discretion, serve as an ex-officio member of all committees.
- 5.2 The Standing Committees shall include the:
- a) Administrative Council
  - b) Faculty Council
  - c) College Tenure and Promotion Committee
  - d) Curriculum Committee
  - e) Honors and Awards Committee

The membership, functions, and operating procedures of the Standing Committees are summarized in Article 6.

- 5.3 Special ad-hoc Committees or sub-committees may be authorized by the Dean, the Faculty Council, the Administrative Council or by vote of the faculty for any purpose not provided for in Article 5.2.

## **ARTICLE 6 - STANDING COMMITTEES**

Unless explicitly prohibited, Standing Committee members may be reappointed.

Standing Committees may organize Sub-Committees as they deem necessary, and, recruit such other members of the faculty to serve such Sub-Committees.

Secretarial resources will be provided by the College for effective functioning of the Standing Committees. In addition, logistical and budgetary support will be provided for the Chair of the Faculty Council.

### **6.1 ADMINISTRATIVE COUNCIL**

The Administrative Council shall consist of the Dean, Associate/Assistant Deans, Chair and Secretary of the Faculty Council, and Department Chairs. The Dean, as the presiding Officer of the Council, may invite others to participate for the purpose of providing information.

#### **Duties of the Administrative Council**

The duties of the Administrative Council shall include providing advice to the Dean on matters of administrative and budgetary policy and other matters delegated to it by the Faculty.

### **6.2 FACULTY COUNCIL**

- A. The Faculty Council shall be composed of the College of Engineering representatives to the Faculty Senate of the University of Florida except those Senators whose titles contain the words President, Provost, Dean, and/or Chair. In addition, the Dean of the College shall appoint one ex-officio, non-voting member to the Faculty Council.
- B. A Chair and a Secretary shall be elected each year by the Faculty Council from its voting membership to serve a 1 year term. The Council shall meet at least once each semester. The Chair shall set the agenda and convene the Council.
- C. The quorum for meetings of the Faculty council shall consist of 50% of the voting membership.

#### **Duties of the Faculty Council**

The Faculty Council shall be representative of and responsible to the entire Faculty of the College of Engineering. Its duties shall be those defined in this Constitution. It shall advise the

Dean on the formulation and execution of College policies. Matters of faculty concern shall lie within its purview. The main function of the Faculty Council shall be to initiate, discuss, evaluate, and recommend short and long range plans for the College. It shall serve as advisor to the Dean on its own initiative or on request from the Dean or the Faculty. Matters requiring College Faculty action shall be either initiated by or referred to the Faculty Council for its recommendation before final action at a College Faculty meeting.

The Faculty Council shall provide a recommendation to the President and Provost on the appointment of the dean of the college, and shall consult with the dean on the process for selection and appointment of department chairs to insure that the opinions and recommendations of the departmental faculty are considered by the dean. Further, the Faculty Council shall act on behalf of the Faculty on those matters of faculty concern for which the Faculty has delegated to the Faculty Council the specific authority to act. Each year, the Faculty Council and the Dean or representative will jointly evaluate the structure and functioning of shared governance in the college, and draft a report outlining any areas needing improvement. The report will be delivered to the Faculty at the spring Faculty Meeting

Reporting Requirements: The Faculty Council will make minutes of each meeting of the Council available to the Voting Faculty as soon as possible following each meeting.

A fundamental requirement of shared governance is that Faculty have the opportunity to provide meaningful feedback on the performance of the academic administrators of the College and Departments. To accomplish this, the Faculty Council will work with the Provost or representative to provide College Faculty with a structured means to provide feedback on the performance of the Dean. The Faculty Council will work with the Dean or his/her representative to provide College Faculty with a structured means to assess the performance of Assistant and Associate Deans, Departmental Chairs, and other appropriate College officers. Assessment of Department Chairs' performance will be performed by members of that department, and all members of the College Faculty will be given the opportunity to assess the performance of all other administrators. These assessments shall be performed every other year beginning in the second year of the appointment to the office.

The purpose of the assessment is to provide the faculty a structured means to provide feedback on leadership, faculty welfare, program development, fairness, ethics, communications and administrative skills. The Faculty Council is charged with the responsibility to ensure that the assessments are performed in a timely and effective manner. To ensure confidentiality, all data collection and statistical analysis shall be conducted by professional organizations and/or parties external to the College of Engineering, and selected by the Faculty Council.

No results or summaries of the assessment for any individual shall be reported unless responses are received from at least one-third of the eligible faculty. Individual responses and written comments shall be released by the external organization only to the person being assessed. When responses are received from one-third or more of the eligible faculty, statistical summaries of the responses shall be reported to the Faculty Council, and publicly disseminated only with the approval of the Faculty Council. The Faculty Council shall not issue evaluative reports or statements based on the data collected. The Faculty Council, and the organization contracted by the Faculty Council to collect and summarize the data, shall be responsible for protecting the privacy of all individuals in the conduct of the evaluations and the dissemination of the results.

The Faculty Council shall initiate and coordinate elections each spring to replace members of the University Senate, the College Tenure and Promotion Committee, and the Honors and Awards Committee whose terms are expiring. The Faculty Council is responsible for soliciting nominations, including self-nominations, for all open positions. Elections shall be conducted by electronic balloting. Each voting faculty member may cast votes equal to the number of open positions on each committee. The winners shall be those candidates receiving the most votes, with no minimum number of votes required. In the case of ties between two or more candidates, re-voting will take place using a slate composed solely of those candidates. The Faculty Council shall also be responsible for ensuring appropriate replacement of any vacancies on standing committees occurring due to sabbatical leave, change in employment status, or other circumstances.

### **6.3 COLLEGE TENURE AND PROMOTION COMMITTEE**

There shall be one faculty member from each of the academic units listed in Section 1.3 on the College Tenure and Promotion Committee. Tenured faculty holding the rank of Professor or above, except Chairs, are eligible for membership. Each unit will elect an eligible faculty member from their department to serve on the College Tenure and Promotion Committee for a 3-year term. All Voting Faculty, as defined in Section 2.1, are eligible to vote in departmental elections for membership in this committee. Terms will be staggered with approximately one third being replaced annually. An eligible faculty member may serve no more than 2 consecutive terms, but is otherwise eligible for service at any time. The Faculty Council is responsible for conducting elections to the College Tenure and Promotion Committee.

Faculty members with appointments in the categories of “lecturer”, “engineer”, and “scientist” shall each elect a representative from among the most senior rank in their respective categories to the College Tenure and Promotion Committee in a College-wide election. These representatives are non-voting, and will join in committee deliberations only when a faculty member from their job category is being considered for promotion.

A Chair, who also normally acts as secretary of the committee, shall be appointed by the Dean from members of the committee. The Committee shall meet on an as-needed basis. The Chair shall set the agenda and convene the Committee.

#### **Duties of the College Tenure and Promotion Committee**

The duties of the College Tenure and Promotion Committee shall be to review the promotion and tenure dossiers submitted to the College, and to provide recorded individual assessments of the candidate to the Dean as part of its fact-finding and consultative role. The Committee is also responsible for assisting the Dean in nominating persons to the rank of Distinguished Professor. The Committee shall seek input from the current Distinguished Professors in the College when considering potential nominees.

## **6.4 CURRICULUM COMMITTEE**

The Curriculum Committee shall consist of one representative from each department, plus the Dean's ex-officio representative, who will normally be the Associate Dean for Academic Affairs. The membership term will be 3 years. The Faculty of each Department is responsible for selection of their Curriculum Committee representative. Approximately one-third of the departmental representatives shall be appointed or elected each year, and consecutive terms are allowed. The Department of Agricultural and Biological Engineering from IFAS shall also supply a voting member to the Curriculum Committee since their curriculum is reviewed and approved by this body. The Faculty Council is responsible for monitoring members' terms and ensuring that Departmental representatives are selected in a timely manner. A Chair shall be elected from the Committee members by the members. The Associate Dean for Academic Affairs shall act as the Secretary. The committee shall select a member, normally the Associate Dean for Academic Affairs, to serve as the college's representative on the University Curriculum Committee.

The Chair shall set the agenda, and, to the extent practicable, distribute it in advance to members, along with course transmittal forms.

### **Duties of the Curriculum Committee**

The duties of the Curriculum Committee are to;

- a) recommend new courses proposed by the Departments for College Faculty approval,
- b) act, on behalf of the College Faculty, upon all requests for course termination and minor revisions,
- c) recommend for College Faculty approval of the creation, termination, and revision of curricula and degree requirements,
- d) recommend admissions, retention, and other College academic policies and procedures, and
- e) hear and act upon departmental blanket petitions on behalf of a specified class of students for substitutions for required courses.

Petitions related to curricular matters by and on the behalf of individual students are the jurisdiction of the Curriculum Committee, who may on occasion elect to refer petitions to the College Faculty for consideration.

The Committee shall engage in a continuing program of long-term assessment of college-wide policies that have a direct influence on the quality of academic programs. The Committee shall initiate such studies as it deems fit as well as respond to decanal charges. It shall refer its recommendations for faculty or administrative approval and implementation as appropriate.

Minutes shall be prepared by the Secretary and distributed to the Committee, Dean, Department Chairs, and College Faculty. Action items requiring approval of the College Faculty will be incorporated with the agenda of the next College Faculty Meeting. Administrative support from the College of Engineering Office of Academic Programs will be provided to the committee.

## **6.5 HONORS AND AWARDS COMMITTEE**

### **Membership**

The Honors and Awards Committee shall consist of 6 members elected at large and 1 member appointed by the Dean. All members shall be voting faculty of the College. Members shall serve a three year term, and no department may have more than one of its members on the committee. When required by the rules of a particular award, the Dean may appoint an ad-hoc committee of persons with the requisite qualifications.

### **Duties**

The Honors and Awards Committee shall be responsible for selection of recipients of all college-wide awards and honors.

## **ARTICLE 7- STUDENT ACADEMIC REGULATIONS**

7.1 Student Academic Regulations shall be such as the faculty adopt.

## **ARTICLE 8 - AMENDMENT OF THE CONSTITUTION**

8.1 This Constitution may be amended by the following procedure:

- a) The proposed amendment(s) shall be submitted in writing by the Faculty Council to the faculty at least two (2) weeks before a regular or special Faculty meeting. The Faculty Council will decide if the proposed amendment is appropriate for referral to the Faculty. Constitutional amendments may only be considered at meetings scheduled during the academic year.
- b) Upon an affirmative vote by a majority of voting members present at said meeting, the Faculty Council shall conduct, at the earliest opportunity, a mail (or electronic) ballot of the Voting Faculty regarding the proposed amendment(s) to the Constitution. The faculty in attendance may, by majority vote, revise the proposed Constitution amendment(s) prior to proffering them for a ballot.
- c) The deadline for return of the ballots shall be no sooner than thirty (30) days from the date of ballot distribution.
- d) The Dean and Chair of the Faculty Council or their representatives shall count the ballots promptly upon expiration of the return deadline and the amended Constitution shall take effect immediately upon certification of approval by a two-thirds majority of the voting faculty.