

DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING
UNIVERSITY OF DELAWARE
(Approved December 18,
2017, Revised May 8, 2020)

PREAMBLE
CONSTITUTION

We, the members of the Faculty of the Department of Civil and Environmental Engineering in the College of Engineering at the University of Delaware, concerned with continual improvement of academic standards and dedicated to the achievement of academic excellence, are convinced that those directly involved in instructional and research activities must participate actively in administrative and academic affairs relating to the Civil and Environmental Engineering Department (hereinafter, “the Department”). Therefore, being aware that a regular authorized and representative agency of the Department must serve this function if academic excellence is to be achieved, maintained and improved, we hereby formalize these bylaws to establish and constitute the official channel of faculty opinion in all matters which bear upon the academic program.

ARTICLE I. GENERAL POWERS

A. All matters relating to the educational and administrative affairs of the Department, and consistent with the University Charter, the Trustee Bylaws, the University Faculty Senate Bylaws and Regulations, the Constitution of the Faculty of the University of Delaware, the Bylaws of the College of Engineering, and the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors, heretofore and hereafter adopted or established, are committed to the Department’s Faculty for the purposes of governing the Department.

B. The Department’s Faculty exercises control over all civil and environmental engineering degree programs and curricula. The Faculty shall – (1) provide for the establishment and deletion of curricula and courses; (2) formulate educational and academic standards; (3) recommend to the College for appropriate action the educational and academic policies relating to the administration of university services (e.g., university library, computing center, etc.) as they pertain to the Department; and (4) adopt regulations governing its own procedures.

C. The Department Faculty is responsible for the nature and the quality of the Department's instructional, research, and service programs.

ARTICLE II. MEMBERSHIP OF FACULTY

A. Faculty. The Departmental Faculty shall consist of Full Professors, Associate Professors, Assistant Professors and full-time Instructors in the Department; Faculty with Joint Appointments; Faculty with Affiliated or Secondary Appointments; Faculty with Adjunct Appointments; Lecturers; Temporary Faculty and Emeritus Faculty. A faculty member on temporary leave shall retain faculty status. The letter of appointment will establish the classification of each faculty member.

B. Voting Faculty. Voting membership is restricted to those members from the previous list of faculty who hold full-time tenured, tenure-track or continuing track positions and have full or joint appointments in the Department. Temporary and Emeritus faculty may not vote.

C. Joint Appointments. Joint Appointments are appointments made in a spirit of mutual benefit and to formalize a connection between the appointee and the Department with the purposes of (1) encouraging scholarly collaboration, and/or (2) exchanging educational experiences. An appointee must be nominated by a Voting Faculty member of the Department. Criteria for making a nomination would include: (1) teaching, (2) research, and/or (3) service with the level of appointment (Assistant, Associate or Full) commensurate to the individual’s resume. Joint Appointments are offered to individuals with full-time faculty appointments in other academic units at the University of Delaware. Where workload is involved, details of the agreement for the Joint Appointment must be stated in a Memorandum of Understanding (MOU) between the Department of Civil and Environmental Engineering and the appointee’s other academic unit. Only when a joint appointment is defined by an MOU does the faculty member (1) have voting rights in the department, (2) can be the primary advisor of a Civil and Environmental Engineering graduate student, and (3) is expected to note their department affiliation on all publications. Other details should be spelled out in the MOU. Without an MOU the joint appointed faculty member may co-advise a Civil and Environmental Engineering graduate student. Appointments are confirmed as a normal item of business at a regular faculty meeting.

D. Affiliated, Secondary, and Adjunct Appointments. Affiliated, Secondary, and Adjunct Appointments are appointments made in a spirit of mutual benefit and to formalize a connection between the appointee and the Department with the purposes of (1) encouraging scholarly collaboration, and/or (2) exchanging educational experiences. Appointees must be nominated by a Voting Faculty member of the Department. Appointments are for a period of three years and are renewable. Criteria for making a nomination would include: (1) teaching, (2) research, and/or (3) service with the level of appointment (Assistant, Associate or Full) commensurate to the individual's resume. Affiliated appointments are generally for professionals or faculty outside the university, and are for a limited period of time during which they are actively involved in teaching or research; Secondary appointments are for professionals at the University of Delaware; Adjunct appointments are for other individuals who teach a course (or courses) at the University on a supplemental contract. Affiliated, Secondary and Adjunct appointees have no Department voting rights. Appointments are confirmed as a normal item of business at a regular faculty meeting.

E. Lecturers and Visiting Faculty. Lecturers are appointed by the Chairperson to fill specific teaching needs of the Department. Visiting Faculty are appointed by the Chairperson upon recommendation of a Voting Faculty member of the Department. These appointments are made on a semester basis.

F. The duties of a member of the faculty of the department include the following:

1. The teaching of each assigned course within the faculty member's general competence.
2. Conducting high-quality research and/or other scholarly pursuits related to the field of appointment.
3. Publishing research in peer-reviewed publications.
4. Seeking financial sponsorship for research and/or other scholarly pursuits.
5. Teaching, advising, challenging and encouraging undergraduate and graduate students in their educational endeavors. For all undergraduate and graduate program aspects that require faculty advisement, a Voting Faculty member of the Department must be the primary advisor
6. Participating in Departmental, College and University committees.
7. Participating actively at professional meetings, symposia, and seminars; Keeping the departmental chairperson informed of these activities.
8. Improving personal knowledge and capabilities in the chosen professional area of specialty.

ARTICLE III. AMMENDMENTS

This Constitution can be changed only through confidential balloting, by a two-thirds vote of the total voting membership of Department Faculty. Petitions for such changes must be presented for discussion at a faculty meeting preceding the balloting by two weeks or more.

BY-LAWS

ARTICLE I. ORGANIZATION AND PROCEDURES

A. Presider. The Chairperson of the Department shall preside over Department Faculty meetings.

B. Meetings. The Department Faculty shall meet at least once a semester at times determined by the Chairperson. Under normal circumstances, the Department Faculty shall meet monthly during the Fall and Spring Semesters. Special meetings of the Faculty may be called by the Chairperson, or by written petition of 15 percent of the voting membership of the Department Faculty presented to the Chairperson, or by a majority vote at a regular or special faculty meeting. The Chairperson shall establish dates for regular meetings and distribute the list to faculty members within three weeks after the start of the corresponding semester. Written notice of special faculty meetings shall be given to the Faculty at least forty-eight (48) hours (not including Saturdays, Sundays or official University holidays) in advance of such meetings, preferably with one week's notice.

C. Agenda. The agenda for the faculty meeting shall be established by the Chairperson. Other items can be added by a written petition to the Chairperson of 15 percent of the voting membership of the Department Faculty. The agenda for each faculty meeting must be distributed to the Faculty at least forty-eight (48) hours (not including Saturdays, Sundays or official University holidays) before the meeting, but preferably one week in advance. Under new business, resolutions introduced from the floor shall be entertained. Any resolution, which is introduced from the floor and is not part of an agenda item, will be placed on the agenda of the next meeting, at which time action can be taken. A resolution concerning death of a person associated with the Department can be acted upon at the meeting at which it is introduced. The Chairperson shall decide the items of business that are to be discussed only among the Voting Faculty members of the Department.

D. Minutes of Meetings. Under the direction of the Chairperson, a record of each faculty meeting shall be prepared and distributed to each faculty member within two weeks of the meeting reported. Any prior pertinent actions will be reported to the Faculty prior to a subsequent meeting. A permanent record of faculty minutes shall be filed in the Chairperson's Office.

E. Quorum. One-third of the Voting Faculty members of the Department not on leave shall constitute a quorum. The Faculty shall abide by its own rules of procedure, but in cases where it has adopted no explicit rules, or where applicability or interpretation of rules is in doubt, Robert's Rules of Order – Newly Revised shall govern. A Parliamentarian may be appointed by the Chairperson to assure conformity.

F. Conduct of Business. The first part of the agenda will consist of old business, which will be disposed by majority vote of those present. Any resolution received by the Faculty at least one week prior to the meeting will be considered old business. The second part of the agenda will consist of new business. New business included in the agenda will require a two-thirds vote of those present for disposition.

G. Items Requiring a Vote of the Faculty. The following items must be discussed in a regular or special faculty meeting, and brought to a vote by the entire Department faculty: creation or elimination of programs, changes in names of the Department or any of its degree programs, and resolutions or motions which have effect upon the University, Colleges or Departments of the University other than the College of Engineering or its Departments.

The proposed action will be considered to have been recommended by the faculty if it has the support of a majority of the voting members of the Department present at the meeting. The tally should be noted clearly in any related proposals going from the Department to the College.

ARTICLE II. OFFICERS

A. Chairperson of the Department

1. The Chairperson of the Department, shall have general administrative authority over Department affairs, exercise leadership in the formulation of policies, introduce educational ideas and proposals, and stimulate discussions leading to improvement of the research portfolio and educational programs of the Department. Responsibilities shall include strengthening the Department and its programs plus interpreting and defending those programs to the College and to the University community.

2. The Chairperson shall have the authority to make budgetary recommendations to the Dean of the College of Engineering, and shall consult with the Department Faculty concerning budgetary matters that affect the Department as a whole.

3. The Chairperson may appoint a committee to advise on any matters of concern to the Department.

B. The Departmental Chairperson is responsible for the following (from College of Engineering Bylaws):

1. Recommendations for new appointments, reappointments, and promotions within the department to the Dean of the College of Engineering, after consultation with faculty members in the Department.

2. An awareness of the professional and scholarly activities of faculty members in the Department.

3. General supervision of the work of staff and students employed by the Department.

4. Formulation, quality control and improvement of educational programs, assistance to graduating students with career placement. The faculty should be consulted concerning these tasks and to assist with these tasks.

5. Review of performance of faculty and staff, assignment of workloads consistent with contracts existing between the University and the AAUP.

6. Preparation of Departmental budgets, and supervision of the expenditure of departmental funds in cooperation with other members of the Department.

7. The formulation and execution of Departmental policies in cooperation with the other members of the Department and the execution of the policies of the University and the College of Engineering insofar as they affect the Department.

8. Supervision and performance review on a continuing basis of directors of research centers and any administrative assistants or associates in the Department.

9. Allocation of office and research space.

C. In addition to those duties from the College of Engineering Bylaws, the Chairperson is also responsible for:

1. Initiating and actively participating in fund-raising activities inside and outside of the University that benefit the Department and are in alignment with University and College development plans.

2. Special attention should be paid to identifying collaborative and/or interdisciplinary research opportunities.

3. Promoting the Department by publicizing Department achievements.

ARTICLE III. FACULTY COMMITTEES

A. General Function. The functions of the Faculty Committees are to investigate, advise and recommend in those areas assigned and delineated below.

B. Standing Committees.

1. Formation or Deletion. Standing committees can be formed or deleted by majority vote of the entire Department Faculty (by mail ballot).

2. Eligibility. Each member of the Voting Faculty shall be eligible for membership on standing committees with the power to vote. The Chairperson is an ex-officio member of all committees except the Promotion and Tenure Committee. No faculty member should serve concurrently on more than two (2) standing committees of the Department Faculty. Members are appointed by the Chairperson.

3. Presider. Presiders of the standing committees shall be appointed by the Chairperson. If the committee has been in existence for more than one academic year, the presider is usually appointed from those who have served

on the committee for at least one academic year.

4. Terms of Office. The terms of office of members of standing committees shall be for the academic year and are appointed annually. Terms of office begin on the first day of the academic year following their appointment through the spring semester (and into the summer – if there is business), except when a vacancy arises.

5. Filling of Vacancies. The Chairperson will make appointments to fill unexpired terms when vacancies arise.

6. Procedures of Standing Committees.

a. Informal procedures shall govern all committee meetings, but a written record of any major actions and a brief summary of any pertinent deliberations shall be submitted to the Chairperson by the appointed president.

b. Each committee shall meet at least once in the fall semester and once in the spring semester and make a report of its activities to the Chairperson at least once each year.

C. Composition and Function of Faculty Standing Committees.

1. Undergraduate Education Committee.

a. Composition: At least one faculty member from each discipline (civil engineering, construction engineering and management, and environmental engineering). The Undergraduate Program Coordinator is an ex-officio member of the committee.

b. President: Chosen by the Chairperson, this individual serves as the Department's representative on the College Educational Activities Committee, as the Department's Undergraduate Advisor, and is responsible for making transfer admission decisions following the guideline that the student is in good academic standing.

c. Function.

(1) Reviews additions or deletions of courses and changes in undergraduate course descriptions appearing in any University Catalog prior to submittal to the College.

(2) Reviews all changes in the undergraduate curriculum involving the number, composition or pre-requisites of required courses, or any changes that alter the total hours for graduation. The committee recommends approval or rejection of each of the changes to the Department Faculty prior to submittal to the College.

(3) Reviews effectiveness of Departmental courses and programs for accreditation purposes.

(4) Recommends new or revised educational programs.

(5) Contacts Departmental faculty to determine course transfer and/or allowable substitutions for program requirements including courses appropriate for the technical elective requirement.

(6) Coordinates the Department's undergraduate advising activities.

(7) Coordinates with the College on all undergraduate recruitment events.

(8) Coordinates with the College on all undergraduate honors and awards.

d. Actions: Actions taken under the authority delegated to the committee by items c.(1)-(8) shall be decided by a majority vote of committee members – votes may be handled by electronic communication.

e. Subcommittees. Three subcommittees report to the Undergraduate Education Committee. These subcommittees, each represent a degree program and have identical structure. Each committee is:

(1) Presided over by the representative of each degree program.

(2) Membership of the degree program subcommittees will consist of active faculty members teaching in that degree program that represent the diverse subdisciplines within the degree program.

(3) Functions are to a) present proposals for course and curricular changes to the education committee; b) develop preliminary two-year teaching schedules during the first month of each semester; and c) assemble the required documentation, and complete interim and self-study reports as required for accreditation.

2. Graduate Education Committee.

a. Composition: One faculty member from each discipline (environmental, geotechnical, coastal, structures, and transportation and civil infrastructure systems). The Graduate Program Coordinator is an ex-officio member.

b. Presider: Chosen by the Chairperson.

c. Function.

- (1) Reviews additions or deletions of courses and changes in graduate course descriptions appearing in any University Catalog prior to submittal to the College.
- (2) Reviews all changes in the graduate curriculum involving the number, composition or prerequisites of required courses, or any changes that alter the total hours for graduation. The committee recommends approval or rejection of each of the changes to the Department Faculty prior to submittal to the College.
- (3) Coordinates all graduate recruitment activities and events.
- (4) Coordinates graduate admissions to ensure the timely review of applicants and offers of admission and financial aid.
- (5) Coordinates the Department's graduate mentoring activities.
- (6) Coordinates with the College of Engineering and Graduate College on all graduate honors and awards.

d. Actions: Actions taken under the authority delegated to the committee by items c.(1)-(6) shall be decided by a majority vote of committee members – votes may be handled by electronic communication.

3. Department Promotion and Tenure Committee

Composition: In accordance with the Department's Promotion and Tenure policies (see separate document for Department Promotion and Tenure policies).

b. Presider: Recommended by the Chairperson; approved by a vote of the full faculty.

c. Function.

- (1) To review cases for promotion and tenure within the Department, and to provide a recommendation on each case to the Chairperson, in accordance with the Department's Promotion and Tenure policies.
- (2) To review re-appointments within the Department, and to provide a recommendation to the Chairperson in accordance with the faculty handbook.
- (3) To complete post-tenure reviews within the Department, and to provide a recommendation to the Chairperson in accordance with the faculty handbook.

d. Actions: In accordance with the Department's Promotion and Tenure policies.

4. Facilities & Safety Committee.

a. Composition: At least two faculty members active in courses that have laboratories and the Department's Facilities Coordinator, as well as staff responsible for laboratories, facilities and safety.

b. Presider: Chosen by the Chairperson, this individual serves as the faculty liaison between the Department and the University Safety and Facilities groups.

c. Function. Reviews labs and the facilities under the guidance of the University Safety and Facilities groups to guarantee a safe learning environment and to address other facility-related concerns.

ARTICLE IV. SPECIAL COMMITTEES

A. Ad Hoc Committees. Ad Hoc Committees of the Faculty may be created by the Chairperson's initiative or following the majority vote of the Voting Faculty at a duly constituted meeting. Presiders of such committees shall be

responsible for providing a written report to the Faculty in a timely manner, or if the Ad Hoc Committee is terminated within the academic year, a terminal report shall be distributed within thirty (30) days of the committee's termination.

ARTICLE V. AMENDMENTS AND EFFECTIVE DATE

A. This Constitution can be changed only through confidential balloting, by a two-thirds vote of the voting Faculty. Petitions for such changes must be presented for discussion at a faculty meeting preceding the balloting by two weeks or more.

B. Nothing in these Bylaws shall be understood to give the Department any powers which contravene the rights of the University Faculty. These Bylaws shall take effect on the first day of the month after their adoption.