

**COLLEGE OF ENGINEERING
UNIVERSITY OF DELAWARE**
(Approved December 4, 2012)
1st Revision 2018; 2nd Revision 7/22

CONSTITUTION

PREAMBLE

We, the members of the Faculty of the College of Engineering of the University of Delaware,

Concerned with continual improvement of academic standards in Engineering and with dedication to the achievement of academic excellence,

Convinced that those directly involved in the instructional and research activities of the College also must play an active role in administrative and academic affairs relating to the College,

Aware that a regular authorized and representative agency of the Engineering College must serve this function if academic excellence is to be achieved, maintained, and improved,

Recognize establishment of the Engineering Faculty by the Board of Trustees to 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 College of Engineering, and consistent with the University Charter, the Trustee By-laws, and the University Faculty Constitution and By-laws, heretofore and hereafter adopted or established, are committed to the College Faculty for the purposes of governing the College.
- B. The College Faculty exercises control over all engineering degree programs and curricula. It shall - (1) provide for the establishment and deletion of curricula and courses; (2) formulate educational and academic standards and advise on admissions to the College; (3) determine the College requirements for degrees and recommend candidates for diplomas, degrees and certificates; (4) recommend to the Dean or Faculty Senate 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 College; (5) adopt regulations governing its own procedures; and (6) make recommendations for conduct of formal exercises and public functions held under the auspices of the College.
- C. The College Faculty has the privilege to consider and make recommendations for appropriate actions to the Dean upon - (1) matters of general interest to the College and (2) policies governing appointments, promotions, tenure, dismissals, and salaries.
- D. The College Faculty is responsible for the nature and the quality of the College's instructional, research, and service programs.

ARTICLE II. MEMBERSHIP OF FACULTY

- A. **Faculty.** The College Faculty shall consist of the Full Professors, Associate Professors, Assistant Professors, and full-time Instructors in the College; faculty with joint appointments; faculty with affiliated appointments; faculty with secondary appointments; faculty with adjunct appointments;

Lecturers; Visiting 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 those College Faculty listed in Section II.A. who hold full-time tenured, tenure-track or continuing track positions and have full or joint (salary-based) appointments in the college. The Dean is a voting member of the faculty. Emeritus faculty may not vote.

C. **Dean of the College**

1. The Dean of the College, as the chief representative and executive officer of the College, shall have general administrative authority over college affairs, exercise leadership in the formulation of policies, introduce educational ideas and proposals, and stimulate college discussions leading to improvement of the educational programs of the College. Responsibilities shall include both strengthening the College and its programs and interpreting and defending those programs to the University and the community.

2. The Dean, as chief executive officer of the College, shall have final authority to make budgetary recommendations to the Provost, consult with the Department Chairperson on matters which affect the Department, and consult with the College Faculty concerning budgetary matters which affect the College as a whole.

3. The Dean may appoint a committee to advise on any matters of concern to the College of Engineering.

D. **Faculty Appointment Definitions.** The term *Joint Faculty Appointment* refers to an academic appointment made to someone with a primary academic appointment in another department. Joint appointments with workload are established by a Memorandum of Understanding (MOU). Faculty who hold joint appointments with a Memorandum of Understanding have voting rights in all the departments in question and can supervise Ph.D. theses in these departments, unless otherwise specified in the MOU. Joint appointments with no MOU are courtesy appointments offered to individuals with full-time faculty appointments in other units at the University of Delaware.

ARTICLE III. AMENDMENTS

This Constitution can be changed only through mail balloting, by a two-thirds vote of the total voting membership of the College 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 Dean of the College shall preside over College Faculty meetings. A Deputy, Associate or Assistant Dean shall preside in the absence of the Dean or when the Dean takes the floor.
- B. **Meetings.** The College Faculty shall meet at least once a semester at times determined by the Dean. Special meetings of the Faculty may be called by the Dean, or by written petition of 15 percent of the voting membership of the College Faculty presented to the Secretary of the Faculty, or by a majority vote at a regular or special faculty meeting. The Dean shall establish dates for regular meetings and distribute the list to faculty members within three weeks after the start of the academic year. 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 regular faculty meeting shall be established by the Dean. Other items can be added by a majority vote of the advisory committee to the Dean or a written petition to the Dean of 15 percent of the voting membership of the College Faculty. Under new business, resolutions introduced from the floor shall be entertained. 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. Any resolution which is not part of an agenda item, that is introduced from the floor, 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 College can be acted upon at the meeting at which it is introduced.
- D. **Quorum.** One-third of the voting membership of the College Faculty 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, the most recent addition of Robert's Rules of Order shall govern. A Parliamentarian may be appointed by the Dean to assure orderly meetings.
- E. **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.

For curricular issues, see Section III.A.

- F. **Faculty Secretary.** A Faculty Secretary shall be appointed by the Dean for an academic year. The Faculty Secretary may be reappointed.
- G. **Faculty Meetings.** Under the direction of the Faculty Secretary, 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 Dean's Office.

ARTICLE II. FACULTY COMMITTEES

- A. **General Function.** The function of the Faculty Committees is to investigate, advise and recommend in those areas assigned and delineated below. The Promotion and Tenure Committee will be governed as described in College of Engineering Promotion & Tenure Document approved February 1, 2016 and revised July 2022.
- B. **Standing Committees.**
1. **Formation or Deletion.** Standing committees can be formed or deleted by majority vote of the entire College 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 Dean is an ex-officio member of all committees. No faculty member should serve concurrently on more than two (2) standing committees of the Engineering Faculty. Members are appointed by the Dean upon recommendation of the appropriate Department Chairperson.
 3. **Presider.** Presiders of the standing committees shall be appointed by the Dean. 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. The presider may be reappointed for one additional year only.
 4. **Terms of Office.** The terms of office of members of standing committees shall be three (3) years, with approximately one-third of the membership of each committee retiring from office each year. Terms of office begin on the first day of the academic year following their appointment during the previous spring semester, except when a vacancy arises.
 5. **Filling of Vacancies.** The Dean 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 their actions and a brief summary of deliberations shall be kept by the secretary appointed by the committee presider, and copies shall be provided for the files of the Dean of Engineering.
 - 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 College Faculty at least once each year.
- C. **Ad Hoc Committees.** Ad Hoc Committees of the Faculty may be created by the Dean'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 no later than June 1 of each year, 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.
- D. **Composition and Function of Faculty Standing Committees**
1. **Educational Activities Committee**

- a. **Composition.** One faculty member from each department within the College of Engineering. One student selected by each department shall serve in an advisory capacity.
- b. **Function**
 - i. Reviews additions or deletions of courses and changes in course descriptions appearing in any University catalog prior to the Dean's approval.
 - ii. Reviews all changes in any curriculum involving the number, composition or prerequisites of required courses, or any changes that alter the total hours for graduation in any department prior to the Dean's approval and approval by the Engineering Faculty. The committee recommends approval or rejection of each of the changes to the Dean of Engineering and the Engineering Faculty.
 - iii. Reviews effectiveness of interdepartmental courses and programs (when there is not already a special committee in place to perform this function).
 - iv. Recommends new or revised educational programs.
 - v. Acts as liaison between the Colleges of Arts and Science and Engineering regarding the General Education Program.
 - vi. Studies, reports to and recommends to the College Faculty new, innovative, and improved teaching methods and techniques which may be of value to the College of Engineering.
 - vii. Encourages and organizes seminars, etc., for exchange of ideas regarding improved teaching.
- c. **Actions.** Actions taken under the authority delegated to the committee by items b. (i-vii), which are not submitted to the Engineering College Faculty for approval, will be reported to the Engineering College Faculty either by written report distributed prior to each regularly scheduled Engineering College Faculty meeting or by oral report at the faculty meeting. In a vote to be taken by the committee, each member whose department is involved with the item to be voted on must be present. A majority vote of those present is required for approval or rejection.

2. Professional Engineering Outreach Committee

- a. **Composition.** One faculty member from each department in the College of Engineering and one faculty member representing research centers, joined by representatives from industry, government, and the military (particularly APG).
 - i. Faculty representative from each department in the College of Engineering will be selected/recruited by department chairpersons. A representative of research centers will be identified in consultation with the Dean's office.
 - ii. Industry/government/military representatives will be identified and invited by the Dean's office.
- b. **Function**
 - i. Meets annually to discuss direction of Professional Engineering Outreach programs that address graduate level professional development needs, including part-time graduate (credit) certificate, degree, and non-degree programs, as well as non-credit short courses and executive training for engineering and science professionals, suggesting potential new initiatives, and providing general guidance to Professional Outreach staff.
 - ii. Provides marketing leads for Professional Engineering Outreach Programs.

- iii. Provides guidance to Professional Outreach staff regarding the identification and hiring of outside instructors for non-credit short courses.

3. College of Engineering Committee on Diversity

- a. **Composition.** The committee will consist of one faculty member from each department who will be selected by the respective department chair. The committee will elect a chair from among the faculty members. In addition, the Dean will name up to three Dean's office representatives as his ex-officio designees, whose functions include mentoring and advisement to undergraduate students, graduate students and faculty members.
- b. **Function**
 - i. The committee will assist the COE and its leaders to fulfill their responsibility towards the principles of diversity as described by the policies and mission of the University of Delaware.
 - ii. Advise the Dean and Department Chairs in developing and implementing plans to increase the diversity of faculty, staff, undergraduate and graduate students including recruitment and retention of underrepresented groups.
 - iii. Recommend changes in the COE policies and bylaws that create and sustain a welcoming environment and that promote respect for diversity views and values.
 - iv. Identify and request information needed to assess progress and to guide changes within the college towards an institutional culture that embraces diversity as integral part of its core activities.
 - v. Recommend new activities and programs and recommend changes to existing COE programs that will lead to enhanced diversity of students, faculty and staff and ultimately enhance the diversity of the engineering profession.
 - vi. Serve as liaison between the COE and the departments on issues of diversity.
- c. **Actions.** The committee will report to the Dean and the faculty each year in a written report. The committee will meet with the Dean once a semester.

4. College Committee on Promotion & Tenure

For further description see Promotion & Tenure document approved February 1, 2016, and revised July 2022.

ARTICLE III. FACULTY ORGANIZATION FOR INSTRUCTIONAL PURPOSES

- A. **General.** In order to fulfill its educational and instructional function as defined in the Constitution, the Faculty is organized into the following Departments and/or programs: Air Force ROTC, Biomedical Engineering, Chemical and Biomolecular Engineering, Civil and Environmental Engineering, Computer and Information Sciences, Electrical and Computer Engineering, Materials Science and Engineering, and Mechanical Engineering.

Changes in the number of hours for graduation, changes in the required courses of curricula, and establishing or deleting curricula shall require the approval of a majority of the entire College Faculty by mail ballot, and the action of the Dean of Engineering. Any such recommendation, along with any recommendation by the Dean of the College, then is submitted to the University Faculty Senate, the President of the University and the Board of Trustees for action.

B. Department Organization

1. The departments are organized on the basis of general areas of knowledge and research. The membership of each department consists of the faculty, defined in Section II.A. of the Constitution.

All faculty in the College of Engineering must be assigned to at least one department within the College. Appointment to a department requires a majority vote of the tenure-track faculty in the department.

At any appropriate time, recommendations may be sought, from an individual evaluator or a board of external evaluators, concerning the performance of the department and the future of the field.

2. Chairpersons of the departments shall ordinarily be appointed for terms of five years and shall be eligible for additional terms subject to departmental by-laws. The Dean shall receive nominations for chairpersons from the faculty of the department concerned, shall seek the consultation of all faculty of that department, and may appoint to advise a committee consisting of members of the department concerned and individuals closely related in discipline. In the selection process, recommendations of external referees may be considered. Upon concluding deliberations, which must include a vote from the department faculty, the Dean shall nominate a Department Chairperson to the Provost of the University. The Dean may nominate an Acting Chairperson for a period not to exceed one year.
3. Shortly before the chairperson's term of appointment expires, a review will be conducted as specified in the *Faculty Handbook*.
4. A chairperson may appoint an associate or assistant, from among the department members holding regular faculty appointments.
5. Directors of research centers are appointed by the Dean. The director must qualify for faculty status. Initial appointment is for two years with annual renewal without limit, based on performance and subject to solvency of the center.
6. The duties of a Departmental Chairperson include responsibility for the following:
 - a. Recommendations for new appointments, reappointments, and promotions within the department to the Dean of Engineering, after consultation with faculty members in the department and input from the students.
 - b. An awareness of the professional and scholarly activities of faculty members in the department.
 - c. General supervision of the work of students and staff employed by the department.
 - d. Formulation, control of quality and improvement of educational programs, and assistance to graduating students with career placement. The faculty should be consulted concerning and to assist with these tasks.
 - e. Review of performance of faculty and staff, assignment of workloads consistent with contracts existing between the University and the AAUP.

- f. Preparation of departmental budgets, and supervision of the expenditure of departmental funds in cooperation with other members of the department.
 - g. 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.
 - h. Supervision and performance review on a continuing basis of directors of research centers and any administrative assistants or associates in the department.
 - i. Allocation of office and research laboratory space.
7. The duties of a member of the faculty of all Engineering departments include the following:
- a. The teaching of each assigned course within the faculty member's general competence.
 - b. Conducting research and/or other scholarly pursuits related to the field of appointment and satisfying the conditions that the work can be conducted openly and has a reasonable chance of leading to results publishable in professional media.
 - c. Advising, encouraging and challenging undergraduate and graduate students.
 - d. Participating in the duties of departmental, college and university committees.
 - e. Actively participating at professional meetings, symposia, and seminars, and keeping the departmental chairperson informed of these activities.
 - f. Seeking sponsorship for research and/or other scholarly pursuits.
 - g. Improving personal knowledge and capabilities in the chosen professional area of specialty.
 - h. Pursuing all activities in a manner that aids the other faculty and students in their progress toward reasonable goals.
8. The following qualifications are important when promotions and/or tenure are considered. The balance of responsibility for duties in each area will be established yearly in consultation with the department chairperson and in a way consistent with departmental workload policies.

As noted in the Faculty Handbook Section 4.3.6, "Precise demarcation between the three major areas is often difficult and sometimes impossible; in any case, all activities of a faculty member must be considered as an integrated whole." Evidential material that could reasonably be included in more than one area should be presented in full in the area with which it most closely aligns and cross-referenced in the other associated area(s). For example, a continuing track candidate who has developed and disseminated curriculum for a K12 outreach program may choose to describe this work in detail in Service (see 8.c) and also list this work under Teaching Performance (see 8.a, Teaching Initiative) and, potentially, also Research and Scholarship (see 8.b).

- a. **Teaching Performance.** Evaluation of teaching performance will be based on evidence of teaching effectiveness and may also include evidence of teaching initiative.

Evidence of teaching *effectiveness* may include, but is not limited to, the following:

- An overview by the candidate that outlines a teaching approach, teaching activities, teaching goals, and learning goals.
- A collection of recent syllabi, assessments, and/or other teaching materials (e.g., group activities, paper assignments, slide presentations) that demonstrate the rigor and appropriateness of the courses the candidate has designed and taught.
- Data on the achievement of learning outcomes, which may consist of teaching materials annotated to indicate what learning goals they address, how and why they are used, and what their effectiveness is. It may include results of direct or indirect assessments of learning goal achievement.
- Improvement of teaching: Candidates may explain how data have been used to revise and refine methods, materials, and courses over time. Candidates may cite participation in faculty development opportunities (e.g., conferences, institutes, workshops, programs) that teach research-based pedagogy, and explain how that participation has affected their teaching.
- Evidence that courses meet and assess significant stated learning goals, such as completed exams, final projects, or presentations. In addition, tests and rubrics for scoring performance-based assessments of students' achievement of learning goals should be supplied.
- Documented observations of teaching by other faculty or education professionals. Excellence in this area requires at least one observer from outside the department, who need not be in the same field.
- Student reactions to the candidate's teaching, provided such reactions meet University guidelines for fair and useful information.
- Successful continuous teaching of significant courses in the curriculum for multiple years.
- Development of new undergraduate, graduate, and industrial courses.
- Development of new teaching laboratories or the significant upgrading of existing teaching laboratories.

Evidence of teaching *initiative* may include, but is not limited to, the items in the list below. Note that for continuing track candidates, any of the activities below are representative of Scholarship of Teaching and Learning (SoTL) and scholarly teaching and may also be counted towards Research and Scholarship (see 8.b).

- Significant development or revision of course, curriculum, study abroad, and/or intra/extracurricular programming.
- Designing or revising courses that are central to the department or university's strategic teaching and learning goals (such as developing or improving general education courses) using innovative or novel evidence-based teaching practices.

- Preparing and delivering conference presentations or peer-reviewed journal articles related to curriculum development, pedagogical practices, or other SoTL and scholarly teaching topics.
 - Presenting teaching methods or other forms of instruction to members of the department, graduate students, or other units in the university, for example in Summer or Winter Faculty Institutes or other workshops.
 - Taking a leadership role in teaching- or training-related organizations on or beyond campus, such as programming workshops or teaching conferences.
 - Publication of original pedagogical materials such as study guides, problem sets, textbooks, online teaching resources, outcomes assessments, training manuals or other creative endeavors.
 - Engagement in mentoring relationships with other faculty or with graduate students for the improvement of teaching, including mentoring of undergraduate, ‘near-peer’ mentors.
 - Participation in faculty, program, or curriculum review or assessment outside the department.
 - Receiving instructional or teaching grants and conducting research studies on teaching effectiveness specific to the field of study.
 - Creating or becoming an influential presence, such as a blog, social media page, or feed that promotes scholarly teaching or teaching innovations.
- b. **Research and Scholarship.** For tenure track candidates, the evaluation of the candidate’s research and scholarship will be based on the candidate’s contribution to the advancement of knowledge in engineering and applied science. For continuing track candidates, it will be based on the candidate’s contribution to the advancement of knowledge in Scholarship of Teaching and Learning (SoTL), scholarly teaching, engineering and applied science, and/or scholarly work related to service.

For tenure track candidates, recognition by leaders in the candidate’s field of expertise is a major source of evidence in the evaluation of scholarly performance. In this context, peer reviews by such leaders must be present in the dossier and will be considered to be primary evidence. Additional evidence may include, but is not limited to, the following:

- Publication of results in peer reviewed technical and professional journals and presentations at appropriate technical conferences,
- Successful mentoring and supervision of students, especially Ph.D. students,
- Securing of financial support for one’s research,
- Election to scientific, engineering, and professional honor societies,
- Awards from respected technical and professional societies, and
- Publication of technical monographs and review articles.

For continuing track candidates, evidence of Research and Scholarship may include SoTL, scholarly teaching, scholarly work in engineering and applied science, and/or scholarly work related to service. Examples of evidence for scholarly work in

engineering and applied science are the same as for tenure track candidates and are listed above. Examples of SoTL and scholarly teaching activities that would count as evidence of Research and Scholarship are listed in teaching initiative (see 8.a), and more emphasis will be given to SoTL and scholarly teaching activities that are disseminated in peer endorsed forums that extend beyond the University. Examples of scholarly work related to service include the development, publication, and/or dissemination of studies and practices related to service activities, such as those listed in Section 8.c

- c. **Service to the University and the Profession.** The evaluation of the candidate's service will be based on the candidate's evidence which may include, but is not limited to, the items below. Note that for continuing track candidates, some of the activities below are representative of Scholarship of Teaching and Learning (SoTL) and scholarly service and may also be counted towards Research and Scholarship (see 8.b).

Service to the University

- Serving on, or chairing, committees within one's department, the College, the University, and the community at-large.
- Significant contribution to student advising and student life at the University, for example, active engagement as a faculty advisor for a student organization or club.
- Seminar presentations or lectures to members of the university community.
- Significant administrative assignments within the university.
- Directing a program, which can also include leadership and advising of a time-intensive undergraduate intra/extracurricular program, e.g., Engineers Without Borders, Study Abroad, or directing a teaching laboratory or prototyping/computer simulation resource.
- Extraordinary service of a demanding nature to the Department, College, or University. For example, election as College or University Faculty Senate president, or chairing important Department, College, or University committees.
- Participating actively on multiple committees.
- Taking responsibility for a major function, such as running graduate examinations or serving as a faculty sponsor for a student organization or publication.

Service to the Profession

- Organizing professional meetings or conferences.
- Reviewing candidates for promotion at other institutions, which, for continuing track candidates includes reviews of comparable teaching-focused positions at other institutions, regardless of titling.
- Service as a journal or book editor, membership on editorial boards, or work as a referee for professional journals.
- Reviewer of grant proposals, scholarly papers, or textbooks.
- Serving as a chairperson or discussant at sessions of professional meetings or conferences.
- Training for the professional community.

Candidates may provide letters attesting to service and may provide a narrative indicating the impact their service responsibilities have had on the campus or academic community.

9. Each department shall meet at least two times during each semester. The presiding officer shall be the department chairperson or a designee.
10. The administration of a departmental course or section shall be the responsibility of the departmental member assigned to teach it. In courses involving more than one faculty member, the arrangements for administering the course will be made by the department chairperson. The faculty member responsible for any course or section shall supervise the teaching assistants' duties associated with that course or section.
11. Departmental faculty meetings are called at the department chairperson's discretion subject to Section III.B.6 of the By-laws above or shall be called at the request of at least 25 percent of the members of the department.
12. Each department may set up the standing committees and ad hoc committees that it considers appropriate to conduct its business.
13. Nothing in this Article shall be understood to give a department any powers which contravene the rights of the College Faculty.

ARTICLE IV. REPRESENTATION ON THE UNIVERSITY SENATE

Elected and appointed senators from the College of Engineering provide the means by which the views of the College Faculty can be expressed in the University Faculty Senate. It is the responsibility of the elected senators from the College of Engineering to make reasonable efforts to ascertain the sentiments of the College Faculty and to represent those sentiments to the University Faculty Senate by their conduct as members of that body.

The purpose of this Article is to define a procedure by which elected senators from the College of Engineering are to be selected. No provisions of this Article are to supersede provisions of the Constitution of the Faculty of the University of Delaware.

- A. **Time of Elections.** Regular elections shall be held during the month of April each year. Special elections to fill vacant seats must be held within thirty (30) days after the Secretary of the Senate gives notice of the vacancy and calls for an election (Constitution of the Faculty of the University of Delaware, Section IV.5).
- B. **Election Committee.** An Ad Hoc Election Committee consisting of one member from each department shall be appointed by the Dean of the College. Secretarial support for this committee shall be provided by the Office of the Dean. The Dean shall designate one member of the committee to preside. A quorum shall be half the membership of the committee.

The committee shall prepare a list of Faculty who are eligible to vote in the Senatorial Election, shall conduct the election, and shall be dissolved when the election is completed, and the results reported.

- C. **Nominations.** The committee shall request nominations for the vacant senate seats by sending a memorandum soliciting nominations to each voting member of the College Faculty no later than twenty-three (23) days prior to the date on which new senators must be seated. Nominations must

be delivered to the Dean's Office no later than 12:00 noon, thirteen (13) days prior to the date on which new senators must be seated.

To be eligible, a nominee must be a voting member of the College Faculty and expect to be able to complete a two-year term as a senator without a significant number of absences. It shall be the duty of the committee to verify to its satisfaction that all nominees meet the eligibility criteria.

- D. **Final Ballot.** The committee shall prepare a final ballot consisting of the nominees. Candidates shall be listed on the ballot in alphabetical order. This ballot shall be mailed to all voting faculty members no later than ten (10) days prior to the date on which new senators must be seated. Each voting faculty member will be instructed to vote for the number of candidates equal to the number of vacant senate seats. Mailed with each ballot will be a sealable return envelope (addressed to the Dean's Office) which must be signed on the exterior by the voting faculty member. Ballots must be delivered to the Dean's office no later than 12:00 noon, three (3) calendar days prior to the date on which new senators must be seated. The committee will open and tally the votes. The candidates receiving the largest number of votes will be elected in descending order to the vacant senate seats. In the event of a tie, the candidate from a department not otherwise represented in the University Faculty Senate shall be elected. If the previous criteria do not resolve a tie, the committee shall select the successful candidate by the flip of a coin. The results of the election shall be recorded in a memorandum from the committee to the College Faculty for public posting and for inclusion in the minutes of the next College Faculty meeting. The committee shall also send a memorandum to the Secretary of the University Faculty Senate, giving the names of the newly elected senators.
- E. **Special Elections.** In the event that a senate seat is vacated before the end of a regular term, a special election shall be held in the manner prescribed in this Article.

ARTICLE V. AMENDMENTS

These By-laws can be changed only by a majority vote of the total voting membership of the College Faculty as determined by mail balloting. Petitions for such changes must be presented for discussion at a meeting preceding the balloting by two weeks or more.