

*UNIVERSITY OF NORTH CAROLINA*  
**CHARLOTTE**  
*THE WILLIAM STATES LEE  
COLLEGE OF ENGINEERING*

**FACULTY OF  
THE WILLIAM STATES LEE COLLEGE OF ENGINEERING**

**UNC Charlotte**

**CONSTITUTION**

Ratified: April 25, 1974

Amended: May 2, 1986

September 2, 2004

January 20, 2011

September 25, 2018

November 2, 2021

**ARTICLE I  
NAME, PURPOSE, AND DEFINITION**

Section 1. Name

This instrument shall be named and may be cited as “The Constitution of the Faculty of the William States Lee College of Engineering at the University of North Carolina at Charlotte.”

Section 2. Purpose

The purpose of this Constitution shall be to establish a system for broader participation in the governance of the William States Lee College of Engineering with the advice and consent of all concerned.

Section 3. Definitions

- (a) The Faculty of the William States Lee College of Engineering of the University of North Carolina at Charlotte, hereinafter known as the “Faculty”, shall consist of all full-time persons holding academic rank of lecturer or above, regardless of modifying adjectives, as defined in Constitution of the Faculty, Article I, The University of North Carolina at Charlotte.
- (b) “Dean” shall mean the Dean of the William States Lee College of Engineering unless specifically stated otherwise.
- (c) “Non-administrative Faculty” shall include all Faculty members not holding titles of department chair, assistant dean, associate dean, or dean.
- (d) “University” as used in this instrument shall mean the University of North Carolina at Charlotte
- (e) “College” as used in this instrument shall mean the William States Lee College of Engineering.
- (f) “Department” shall include the Department of Engineering Technology and Construction Management; the Department of Civil and Environmental Engineering; the Department of Mechanical Engineering and Engineering Science; the Department of Electrical and Computer Engineering; and the Department of Systems Engineering and Engineering Management.
- (g) “Unit” shall include any College Research Centers formed at the discretion of the Dean in order to support research initiatives.

**ARTICLE II  
RIGHT TO VOTE AND HOLD OFFICE**

All Faculty members shall have the right to vote and hold office under this Constitution, with the following exceptions:

- (a) Membership of the Engineering Faculty Executive Committee and chair of any standing committees shall be limited to non-administrative faculty.
- (b) Part-time Faculty members, Adjunct Faculty members, and Visiting Professors may attend meetings and have a voice, but may not vote or hold elected office.

The Dean may serve as the Chair ex-officio of the Faculty.

The President of the Faculty shall have full voting privileges in regular and special meetings of the Faculty and the Executive Committee Meetings.

### **ARTICLE III AUTHORITY OF THE FACULTY**

The Faculty shall exercise such authority as is granted to Faculty by “Constitution Of The Faculty The University Of North Carolina At Charlotte”, Policies of the University and the Laws of the State of North Carolina.

In identifying functions for which authority, primary or shared, should be delegated to the Faculty, the emphasis is on the formation of policy. The College of Engineering Faculty assumes primary policy-making responsibility in the applicable areas listed in the “Constitution of The Faculty The University Of North Carolina At Charlotte” section 3A. It is recognized that the primary responsibility for the implementation of academic policy rests with the administration of the University, subject to The Code Provisions of The University of North Carolina and other pertinent documents.

### **ARTICLE IV OFFICERS OF THE FACULTY**

#### Section 1. President of the Faculty

The President of the Faculty shall preside over all meetings of the Faculty not chaired by the Dean, and shall serve as the Chair of the College of Engineering Faculty Executive Committee. The President sits on the College Administrative Council.

#### Section 2. President Elect of the Faculty.

A President Elect of the Faculty shall be elected at large and shall serve in the absence of the President. The President Elect will become the President in the following year. The President Elect will serve as the nomination chair for any elections held during his or her term of service.

#### Section 3. Secretary of the Faculty

A Secretary of the Faculty shall be elected at large, shall keep minutes and all other records of the meetings of the faculty and of the Executive Committee, and the publication and distribution of the minutes of the Faculty and of the Faculty Executive Committee.

#### Section 4. Parliamentarian

A Parliamentarian shall be elected at large, shall be responsible for keeping meetings in order as prescribed by Robert’s Rules of Order, Newly Revised. He or she shall be adequately acquainted with Robert’s Rules of Order, Newly Revised, and shall have a copy of these available for use by the Faculty. The Parliamentarian shall also be responsible for conducting and reporting the results of elections to the faculty as described in Article VI.

### **ARTICLE V EXECUTIVE COMMITTEE AND OTHER COMMITTEES**

#### Section 1. General Composition of Standing and Special Committees

- (a) Unless otherwise specified, members of college standing and special committees shall be elected by the faculty in each Department, with one member from each Department.
- (b) Chairs of special committees shall be elected by the members of the special committee.

#### Section 2. Composition of the Executive Committee (ExCom)

The College of Engineering Faculty Executive Committee shall consist of the President, President Elect, the Parliamentarian, and the Secretary of the Faculty. The President serves as chair of the ExCom.

### Section 3. Powers and Duties of the Executive Committee

The ExCom shall serve as a steering and coordinating committee for activities of the Faculty. Its functions shall include but not be limited to the following:

- (a) The preparation of the agenda for all faculty meetings called by the ExCom.
- (b) The coordinating of committee activities.
- (c) The election of officers during the month before spring semester examinations.
- (d) The promulgating of regulations governing the manner of all required elections other than the election of officers of the faculty.
- (e) The preparation of a slate of candidates for officers of the faculty.
- (f) Shall act as a nominating committee to select candidates for all standing and special committees.
- (g) To hold elections to the University committees as well as to those College of Engineering committees that call for elections within Faculty at large.
- (h) The chair of the ExCom shall report to the faculty on items of interest discussed in the meetings held by the College Administrative Council (CAC).

The Faculty Executive Committee shall have the power, subject to the approval of the Faculty, to create any special committees necessary for conducting the business of the Faculty.

### Section 4. Standing and Special Committees

The committee structure of the Faculty shall include the standing committees listed below and such other standing or special committees as may be created by the Faculty. Each standing committee shall report regularly to the Faculty. Each standing committee shall establish its own bylaws, subject to the approval of the Faculty and conforming to existing University policy, concerning its membership and its internal operation.

- (a) College of Engineering Academic Policy and Curriculum Committee (CEAPCC)

The functions of this committee shall be to alert, review, and make recommendations to the College Faculty on matters relating to academic policy and standards, and on undergraduate curriculum matters.

- (b) The College Review Committee (CRC)

The functions of this committee shall be to recommend college policy on matters of reappointment, promotion, and tenure; on matters of reappointment, promotion, tenure, salary, and conditions of service. The CRC Shall also conduct performance reviews of college administrators according to University policies.

- (c) College of Engineering Computing Facilities Advisory Committee (CFAC)

The function of this committee shall be to discuss matters pertaining to the computer infrastructure of the college. This committee is composed of departmental and unit representatives and a representative from the Dean's Office. The director of the college computing systems acts as the committee chair.

(d) College of Engineering Graduate Committee (CEGC)

The functions of this committee shall be to alert, review, and make recommendations to the College Faculty on matters relating to graduate policy and standards, and on graduate curriculum matters. This committee is composed of the Graduate Program Directors from all college graduate programs.

(e) Assessment and Accreditation Committee (AAC)

The function of this committee shall be to discuss matters pertaining to departmental assessment and accreditation needs, identify specific measures, develop assessment tools, review and interpret results, implement improvement strategies and provide the infrastructure necessary for an effective continuous improvement process. This committee is composed of departmental, and the Office of Student Development and Success (OSDS) representatives appointed by the departments and co-chaired by the assistant and associate deans for academics.

(f) College of Engineering Undergraduate Administrative Committee (CEUAC)

The function of this committee shall be to discuss matters pertaining to administrative policies applicable to undergraduate students in the college, such as admission standards, progression requirements and advising. This committee is composed of departmental undergraduate coordinators and a representative from the Office of Student Development and Success (OSDS) and chaired by the associate dean for academics.

(g) College of Engineering Diversity and Inclusion Committee (CEDAIC)

This committee's charge is to Review and report on departmental recruiting activities, explore opportunities within the college/department curriculum to better support the college's core value on diversity, investigate training opportunities for faculty and staff and pursue any diversity and inclusion initiatives identified by the committee. This committee is composed of departmental and unit representatives.

**ARTICLE VI  
ELECTIONS**

- (a) The newly elected Executive Committee and standing committee members shall take office at the end of the academic year and serve for a one-year term. Representatives for University committees shall serve terms based on University Faculty rules. Nominations (including self-nominations) for President (only if vacant), President Elect, Secretary, Parliamentarian, and University representatives shall be held during a minimum one-week period in the month of March.
- (b) Each position shall be elected by a simple majority in a written or electronic ballot. If a simple majority is not obtained on the first ballot, a runoff shall be held with all persons tied in first position. If there is no tie for first, all those in first and second position shall be in the runoff.
- (c) College standing committee. Chairs shall be elected by the members of the newly formed committee during their first meeting
- (d) Vacancies. In the event of vacancies on the Executive Committee, the remaining members of the committee shall appoint replacements.

## **ARTICLE VII MEETINGS**

### Section 1. Regular and Special Meetings

At least two regular meetings of the Faculty shall be held annually, one during the Fall Semester and the other during the Spring Semester. The Dean and/or the Executive Committee shall have the authority to call a regular or special meeting at any time they deem appropriate. A meeting shall be called by the Executive Committee upon petition of twenty-five percent of the Faculty. The Executive Committee shall establish and distribute, with one week's notice to all Faculty, a full and explicit agenda for each meeting called by the Executive Committee. Such agenda can be changed (1) only by the Executive Committee prior to the meeting, or, (2) during a meeting, by proper parliamentary procedure only.

### Section 2. Rules of Order

All meetings shall be conducted according to rules contained in Robert's Rules of Order, Newly Revised.

### Section 3. Quorum

A Quorum shall consist of 25% of the Faculty.

## **ARTICLE VIII AMENDMENTS**

### Section 1. Proposal

An amendment or a revision to this Constitution may be proposed by the Executive Committee, by official action of the Faculty, of a Department, or by any group comprising at least twenty-five percent of the Faculty. The proposed amendment shall be placed on the agenda and distributed by the Executive Committee to all Faculty members.

### Section 2. Adoption

Amendments and revisions shall require two-thirds majority of all Faculty.

Date	Rev	Comments
25 Apr 1974	-	Original Issue
2 May 1986	A	
2 Sept 2004	B	<ol style="list-style-type: none"> <li>1. Removed reference to code governing UNC and replaced with reference to UNCC Constitution.</li> <li>2. Removed reference to Computer Science.</li> <li>3. Removed list of University committees.</li> </ol>
20 January 2011	C	<ol style="list-style-type: none"> <li>1. Committee definitions added to the body of the document.</li> <li>2. Environmental Engineering added to Civil department.</li> <li>3. President Elect tasked as nomination chair for all elections</li> <li>4. Parliamentarian tasked with conduct of elections</li> <li>5. Electronic elections authorized</li> <li>6. Robert's Rules, Newly Revised implemented.</li> <li>7. College Co-op Committee dissolved in response to changing ABET requirements</li> </ol>
25 September 2018	D	<ol style="list-style-type: none"> <li>1. Change definition of Faculty to align with the UNC Charlotte Faculty Constitution</li> <li>2. Add Construction Management to Engineering Technology</li> <li>3. Add Systems Engineering and Engineering Management</li> </ol>
02 November 2021	E	<ol style="list-style-type: none"> <li>1. "Faculty" definition update</li> <li>2. Adding missing definition of "Unit"</li> <li>3. Recognition of Adjunct Faculty members</li> <li>4. Alignment of CoE Faculty Authority</li> <li>5. CEFO President CAC Seat</li> <li>6. Change acronym CEFEC to ExCom</li> <li>7. Eliminate CEFAC Committee</li> <li>8. Eliminate CAC Committee as part of CEFO</li> <li>9. CFAC correction of term "program" to "unit"</li> <li>10. CEGC membership realignment</li> <li>11. Elimination of CERDC</li> <li>12. SPART Committee renaming</li> <li>13. Establish CEDIC as standing committee</li> <li>14. Rewording of Elections for clarification</li> <li>15. Quorum redefinition</li> </ol>