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,(Rev. 11/84  
Reviewed 8/88  
Revised April, 2003  
Revised November 2013)

**BY-LAWS FOR  
THE WILLIAM STATES LEE COLLEGE OF ENGINEERING**

ARTICLE 1. Purpose of these Standing Rules

Section 1. Name

This instrument shall be named and may be cited as the "The By-Laws of the College of Engineering."

Section 2. Purpose

It is the purpose of these Standing Rules to establish normal operating procedures for the Faculty of the William States Lee College of Engineering. It provides that the Executive Committee and all other Committees shall report regularly to the Faculty. It specifies the functions over which the Faculty will have authority. The articles that follow specify the relationships among the Faculty Standing and Special Committees.

Section 3. Name

The definitions of terms used in these By-Laws shall be the same as those as defined in the William States Lee College of Engineering Faculty Constitution.

ARTICLE II. Faculty Standing Committee Bylaws

According to the William States Lee College of Engineering Faculty Constitution Article 5, Section 4:

*"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."*

The following Faculty Standing Committees have been established in the William States Lee College of Engineering Faculty Constitution. Each Standing Committees' Bylaws are attached as Appendix A of this document.

- a. College of Engineering Faculty Executive Committee (CEFEC)
- b. The College Review Committee (CRC)

- c. College of Engineering Academic Policy and Curriculum Committee (CEAPCC)
- d. College of Engineering Graduate Committee (CEGC)
- e. College Administrative Council (CAC)
- f. College of Engineering Computing Facilities Advisory Committee (CFAC)
- g. College of Engineering Reassignment of Duties Committee (CERDC)
- h. Strategic Planning and Assessment Resource Team (SPART)
- i. College of Engineering Undergraduate Administrative Committee (CEUAC)

### ARTICLE III. Proceedings

#### Section 1. Meeting Minutes

The Secretary of CEFEC 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.

### ARTICLE III. Procedures and Guidelines

#### Section 1. Quorum

A Quorum is required for official conduct of business. A Quorum shall consist of fifty percent of the Faculty. If a Quorum is not present for the conduct of business, the CEFO President may move the vote to electronic media.

#### Section 2. Rules of Order

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

### ARTICLE IV. Amendments

These standing rules are intended to represent operating procedures upon which there is consensus in the faculty. They may be amended at any time by a Quorum of the Faculty.

# **APPENDIX A**

BY-LAWS FOR THE WILLIAM STATES LEE COLLEGE OF  
ENGINEERING  
FACULTY STANDING COMMITTEES

## **College of Engineering Faculty Executive Committee Bylaws**

### ARTICLE 1. Name, Purpose and Definition

#### Section 1. Name

This instrument shall be named and may be cited as the "The By-Laws of the College of Engineering Faculty Executive Committee".

#### Section 2. Purpose

This committee shall serve as a steering and coordinating committee for activities of the College of Engineering 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 CEFEC.
- (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 CEFEC shall report to the faculty on items of interest discussed in the meetings held by the College Administrative Council (CAC).

#### Section 3. Definition

CEFEC – College of Engineering Faculty Executive Committee

### ARTICLE II. Membership and Election of Committee

#### Section 1. The Chair of the Committee

The Chair of the Committee shall be the President of the faculty of the College of Engineering and is elected by the faculty of the College of Engineering at large.

## Section 2. Committee Membership

The College of Engineering Faculty Executive Committee shall consist of the President, President Elect, the Parliamentarian, and the Secretary of the Faculty. Committee Members are elected by the Faculty at large.

## ARTICLE III. Proceedings

### Section 1. Meeting Minutes

The Secretary of CEFEC shall keep a record of all business at committee meetings. This record, in a neat and orderly form, shall be documented for publication and distribution.

## ARTICLE IV. Procedures and Guidelines

### Section 1. Quorum

A Quorum is required for official conduct of business for CEFEC. A Quorum is defined as all committee members.

### Section 2. Rules of Order

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

## ARTICLE V. Amendments

These standing rules are intended to represent operating procedures upon which there is consensus in the committee. They may be amended at any time by a simple majority of those present and voting.

## **College of Engineering Review Committee (CERC) Bylaws**

### ARTICLE 1. Name, Purpose and Definition

#### Section 1. Name

This instrument shall be named and may be cited as the "The By-Laws of the College of Engineering Review Committee".

#### Section 2. Purpose

The purposes of this committee shall be to:

1. Review packages submitted by College of Engineering faculty requesting reappointment, promotion and/or tenure and submit written recommendations to the College of Engineering dean as to whether the recommendation should be approved.
2. Survey College of Engineering faculty and staff, as appropriate, to provide scheduled evaluations of the College of Engineering administrators including the Dean, Senior Associate Dean(s), Associate Dean(s) and Assistant Dean(s) and provide a written summary. This written summary will be provided to the Provost in the case of the College of Engineering Dean and to the College of Engineering Dean for all Senior Associate Dean(s), Associate Dean(s) and Assistant Dean(s).

### ARTICLE II. Membership and Election of Committee

#### Section 1. The Chair of the Committee

The Chair of the Committee shall be elected by the members of the College of Engineering Review Committee.

#### Section 2. Committee Membership

Each Department within the College of Engineering shall provide one tenured faculty member to the committee.

### ARTICLE III. Proceedings

#### Section 1. Meeting Minutes

Meeting minutes will not be generated for CERC deliberations due to the confidential nature of material and discussions.

## ARTICLE IV. Procedures and Guidelines

### Section 1. Quorum

A Quorum is required for official conduct of business for meeting of the College of Engineering Reassignment of Duties Committee. A Quorum is defined as greater than fifty percent of voting members in attendance.

### Section 2. Rules of Order

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

## ARTICLE V. Amendments

These standing rules are intended to represent operating procedures upon which there is consensus in the committee. They may be amended at any time by a simple majority of those present and voting. Policies and Procedures can be found in Appendix C of this document.

Amendment 1. At the discretion of the chair, the committee may consider and vote on the committee's recommendation for a particular case without an in-person meeting. In this circumstance communication between committee members will occur via email and/or telephone communication. An in-person meeting will be held instead if any member of the committee feels it is appropriate. In this event the committee member should inform the chair in writing via email.

**BY-LAWS FOR  
THE WILLIAM STATES LEE COLLEGE OF ENGINEERING  
GRADUATE COMMITTEE**

ARTICLE I. Name, Purposes and Definition

Section 1. Name

This instrument shall be named and may be cited as “The By-Laws of the College of Engineering Graduate Committee”

Section 2. Purposes and Definition

The College of Engineering Graduate Committee (CEGC) shall act as the official body that represents the graduate degree programs within the College of Engineering and may initiate recommendations regarding policies and procedures for the operation of the graduate programs within the College.

ARTICLE II. Membership and Election of Committee

Section 1. Department and Program Representation

1. There will be one voting member from each of the college departments having graduate degree programs. This member will be the graduate coordinator or a designee selected by the graduate faculty of the department.
2. The College’s representative to the UNC Charlotte Graduate Council shall serve as a non-voting (ex-officio) member of the College of Engineering Graduate Council if he/she is not otherwise a member.
3. A program director of an interdisciplinary graduate program that is recognized by Academic Affairs and the University Graduate Council to be housed in the College of Engineering shall serve as a non-voting (ex-officio) member of the committee if he/she is otherwise not a member.

Section 2. The Chair of the Committee

The Chair of the Committee shall be rotated through the members of the committee alphabetically by department and shall serve for a one-year term.

Section 3. The Dean of the College

The Dean of the College or his/her designee shall serve as a non-voting member (ex-officio).



## ARTICLE III. Proceedings

### Section 1. Quorum

A Quorum is required for official conduct of business for the CEGC Committee. A Quorum is defined as greater than fifty percent of voting members.

### Section 2. Rules of Order

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

### Section 3. Meeting Minutes and Reporting

The Chair of the CEGC or his/her designee shall keep a record of all business at the University and College levels for his/her term of office. This record, in a neat and orderly form, shall be placed in the Dean's office at the termination of his/her service as Chair.

## ARTICLE IV. Procedures

### Section 1. Proposals

The CEGC shall review and make recommendations on graduate curriculum and course proposals that originate in the College of Engineering and follow the reporting and routing procedures required by the University Graduate Council. In addition, the CEGC will review other proposals related to graduate study within the college and make appropriate recommendations to the graduate faculty of the college and shall otherwise keep the faculty informed on matters pertaining to graduate study.

### Section 2. Procedures for reviewing graduate proposals

1. Graduate course and curriculum proposals will be initiated within a Department and approved by that unit's internal procedures. Each department is responsible for ensuing consultations with other units within and outside of the College. This consultation is to be reflected in the completed proposal submitted to the CEGC for further processing.
2. Course and curriculum proposals originating from an interdisciplinary graduate program that is recognized by Academic Affairs and the University Graduate Council to be housed in the College of Engineering shall after consultation with and appropriate support letter(s) from faculty outside of the college be processed in the same manner as proposals originating in a Department within the College of Engineering.
3. Once the Department approves a proposal, the proposal is to be delivered to the Office of the Dean (OD). It will be logged in and forwarded to the appropriate

College Faculty Committee(s): CEGC for proposals involving graduate programs only; CEAPCC and CEGC for proposals involving both graduate and undergraduate programs. Departments should consult the guidelines and forms prescribed by Academic Affairs regarding development of proposals and the appropriate routing procedures.

4. Proposals submitted to the CEAPCC/CEGC will be reviewed as follows:
  - a. When the proposal involves **initiation or deletion of an academic program**, it is expected that within four weeks of receipt of the proposal, the CEGC will submit its recommendation to the COE Faculty President who shall place the proposal on the agenda of the next meeting or of a specially called meeting of the Faculty with or without endorsement or comment.
  - b. When a proposal involves **changes in requirements of a program of study or addition, revision, or deletion of an individual course**, it is expected that within four weeks of receipt of the proposal, the CEGC will submit its recommendation to the originating department after agreement is reached and prior to placement on the consent calendar.
5. Upon completion of the Faculty Committee(s) review(s) the proposal is returned to the OD. The proposal log is updated, the COE Faculty President is notified, and proposals approved by the appropriate Committees(s) will be posted to the CEFO consent calendar.
6. The CEFO review process:
  - a. When the proposal involves initiation or deletion of an academic program, the CEFO shall announce approval, disapproval, or referral of the proposal and if appropriate, effective date for implementation or subsequent action after suitable discussion and vote at a called meeting of the graduate faculty.
  - b. For proposals on changes to graduate program requirements or addition, revision or deletion of graduate courses that appear on the consent calendar, there shall be a ten (10) business day period during which any graduate faculty member may register an objection with the COE Faculty President. During this period, the proposal will be posted on the CEFO web site. The official dates of the ten day period will be recorded in the proposal log. If no objection is raised during the ten day posting, then Faculty approval is registered.

When a graduate faculty member objects to a proposal on the consent calendar, that individual then meets with the appropriate representatives of the department that initiated the proposal within five (5) business days to reconcile the differences or resolve the questioned issue. If changes are not required to be made to the original proposal, then the President of CEFO is notified and the consent calendar restarts at the point in time at which it was stopped. If changes are required, these are made and the proposal is

resubmitted to the appropriate Committee(s) for concurrence. When the Committee(s) agrees to the change, the consent calendar clock is again restarted at the originally stopped point in time.

7. If the objections cannot be resolved, the COE Faculty President is notified, who then schedules the proposal for discussion and vote at the next or a specially called COE Faculty meeting. Proposals that are approved by the Faculty after the ten day posting are signed by the President of the Faculty and the Dean as approved.
8. After the Dean and Faculty President have approved the proposal it will be logged out of the College and sent to the University Faculty approval process.

#### ARTICLE V. Amendments

These standing rules are intended to represent operating procedures upon which there is consensus in the committee. They may be amended at any time by a majority of voting members of the CEGC.

# **College of Engineering Academic Policy and Curriculum Committee Bylaws**

## ARTICLE 1. Name, Purpose and Definition

### Section 1. Name

This instrument shall be named and may be cited as the "The By-Laws of the College of Engineering Academic Policy and Curriculum Committee".

### Section 2. Purpose

The purposes of this committee shall be to review and approve proposed changes to existing undergraduate curriculum as well as review proposed additions to undergraduate curriculum such as concentrations and new courses.

## ARTICLE II. Membership and Election of Committee

### Section 1. The Chair of the Committee

The Chair of the Committee shall be elected by the College of Engineering.

### Section 2. Committee Membership

The committee will be constituted of one member from each department in the College of Engineering. Individual departments are given discretion as to whether their member is elected or appointed.

## ARTICLE III. Proceedings

### Section 1. Meeting Minutes

The Chair of the College of Engineering Academic Policy and Curriculum Committee (CEAPCC) shall keep a record of all business at committee meetings. This record, in a neat and orderly form, shall be provided to the Executive Committee at the termination of his or her service as Chair. This record shall include a record of all proposals reviewed and approved by the committee as shown in Table 1. Proposal forms can be found in Appendix B of this document.

**Table 1. Sample CEAPCC Chair's Report**

<b>Date Received</b>	<b>Proposal Department</b>	<b>Proposal Title</b>	<b>CEAPCC Action Approve/Revise/Reject</b>	<b>CEAPCC Action Date</b>
13-Oct-2012	ETCM	Addition of 2 new courses in automation	Revise	27-Oct-2012
20-Nov-2012	SEEM	Introduction of a Project Management Concentration	Approve	30-Nov-2012
2-Dec-2012	MEES	Modification to Energy Concentration Requirements	Approve	16-Dec-2012
28-Nov-2012	ETCM	Revised addition of 2 new courses in automation	Approved	16-Dec-2012

ARTICLE IV. Procedures and Guidelines

Section 1. Quorum

A Quorum is required for official conduct of business for College of Engineering Academic Policy and Curriculum Committee. A Quorum is defined as greater than fifty percent of voting members in attendance.

Section 2. Rules of Order

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

Section 3. Meetings

The committee will meet at least once in person each semester. The fall semester meeting will cover committee procedures for new members, while the spring semester meeting will cover end of year reporting.

ARTICLE V. Amendments

These standing rules are intended to represent operating procedures upon which there is consensus in the committee. They may be amended at any time by a simple majority of those present and voting.

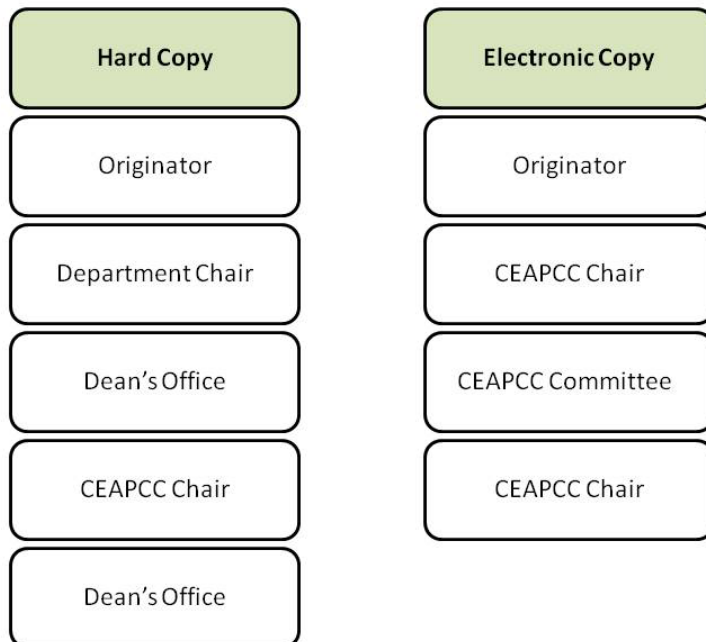
Amendment 1: Online Review of Proposals

1. Upon receipt of the electronic copy of a proposal the Chair of the Committee will:
  - a. Post the copy to a committee shared space (shared drive, Google Drive, etc.) and notify the committee members that it is available for review
  - b. Announce a deadline for comments

2. Upon reviewing the proposal, committee members may:
  - a. Approve the proposal as is
  - b. Approve the proposal pending some revisions
  - c. Reject the proposal (citing grounds for rejection)
  - d. Request in person meeting of the committee to discuss and vote on the proposal
3. If there is approval by a majority of committee members, the committee approves the proposal and it is forwarded

**Amendment 2: Routing Procedures for Proposals (undergraduate only)**

1. The originating author gets the approval of the department chair
2. The originating author sends the signed hard copy to the Dean's Office to be recorded
3. The originating author sends an electronic copy of the proposal to the Chair of the CEAPCC
4. The CEAPCC Chair forwards the electronic copy to the CEAPCC members
5. The Dean's Office sends the signed hardcopy to the Chair of the CEAPCC
6. If revisions are required, the CEAPCC Chair returns a redlined electronic copy to the proposal originator for revisions
7. Once approved by the CEAPCC, the Chair signs the hardcopy and forwards it to the Dean's Office



**Figure 1. Proposal Routing for Undergraduate Only Proposals**

Amendment 3: Routing Procedures for Proposals (undergraduate and graduate courses)

1. The originating author gets the approval of the department chair
2. The originating author sends the signed hard copy to the Dean's Office to be recorded
3. The originating author sends an electronic copy of the proposal to the Chair of the CEAPCC and to the Graduate Committee
4. The CEAPCC Chair forwards the electronic copy to the CEAPCC members
5. The Dean's Office sends the signed hardcopy to the Chair of the CEAPCC
6. If revisions are required, the CEAPCC Chair returns a redlined electronic copy to the proposal originator for revisions
7. Once approved by the CEAPCC, the Chair signs the hardcopy and forwards it to the Dean's Office
8. The Dean's Office will then forward the signed hardcopy to the Graduate Committee for the chair's signature once approved.

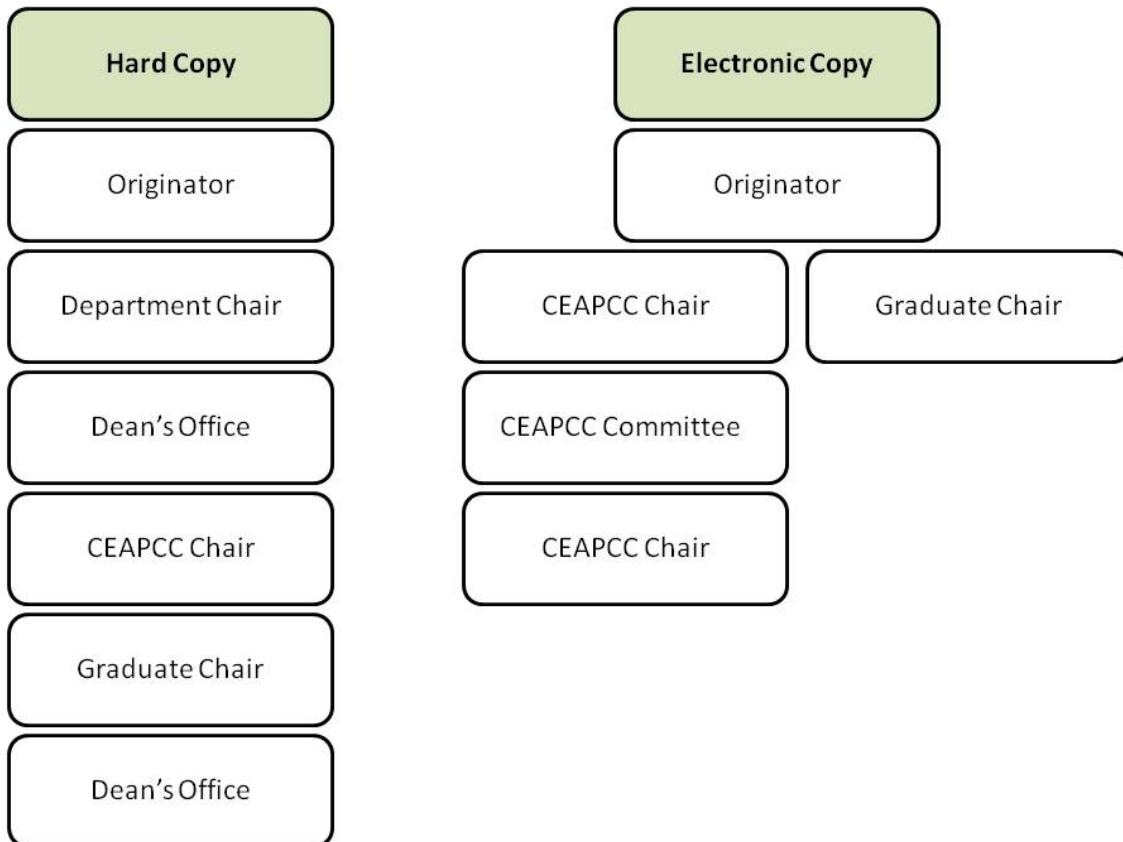


Figure 2. Proposal Routing for Undergraduate/Graduate Proposals

## **College of Engineering Administrative Committee Bylaws**

### ARTICLE 1. Name, Purpose and Definition

#### Section 1. Name

This instrument shall be named and may be cited as the "The By-Laws of the College of Engineering Administrative Committee".

#### Section 2. Purpose

The purposes of this committee shall be to convey and discuss information pertinent to the operation of the college.

#### Section 3. Definitions

CAC – College Administrative Committee  
CEFO – College of Engineering Faculty Organization

### ARTICLE II. Membership and Election of Committee

#### Section 1. The Chair of the Committee

The Chair of the Committee shall be the dean of the college or his/her designee.

#### Section 2. Committee Membership

The membership of the committee shall consist of the dean, associate dean(s), assistant dean(s), chairs of the college departments, directors of college-wide educational programs, and the president of the CEFO or the designee of the members.

### ARTICLE III. Proceedings

#### Section 1. Meeting Minutes

A record of all business at committee meetings will not be kept to allow maximum interaction among the committee members.

### ARTICLE IV. Procedures and Guidelines

#### Section 1. Quorum

A Quorum consists of those members present at the meeting.



## Section 2. Rules of Order

All meetings shall be conducted according to rules established by the committee chair.

### ARTICLE V. Amendments

These standing rules are intended to represent operating procedures upon which there is consensus in the committee. They may be amended as required by changes in the college administrative structure.

# **College of Engineering Strategic Planning and Resource Team Bylaws**

## ARTICLE 1. Name, Purpose and Definition

### Section 1. Name

This instrument shall be named and may be cited as the "The By-Laws of the College of Engineering Strategic Planning and Resource Team".

### Section 2. Purpose

The purposes of this committee shall be to assist the college and its units in the development of instruments for data collection and reporting to aid in assessment, strategic planning, and accreditation.

### Section 3. Definitions

SPART – Strategic Planning and Resource Team

CEFO – College of Engineering Faculty Organization

Units – College departments or college-wide educational programs

## ARTICLE II. Membership and Election of Committee

### Section 1. The Chair of the Committee

The Chair of the Committee shall be an associate dean of the college appointed by the dean of the college.

### Section 2. The Co-Chair of the Committee

The Co-Chair of the Committee shall be an assistant or associate dean of the college appointed by the dean of the college.

### Section 3. Committee Membership

Membership of the committee shall consist of elected or appointed faculty or staff from the units of the college according to the unit's by-laws or practice.

## ARTICLE III. Proceedings

### Section 1. Committee Charge

The dean will direct the committee's major agenda item for the year through a charge that is conveyed to the committee by the committee chair at the first meeting.

## Section 2. Meeting Minutes

The Chair of SPART shall keep a record of all business at committee meetings. This record, in a neat and orderly form, shall be provided to the CEFO Executive Committee at the end of each academic year or at termination of his or her service as Chair.

## ARTICLE IV. Procedures and Guidelines

### Section 1. Quorum

A Quorum is required for official conduct of business for the SPART Committee. A Quorum is defined as greater than fifty percent of voting members in attendance.

### Section 2. Rules of Order

All meetings shall be conducted with decorum and civility and decisions shall be reached by consensus when possible. The use of Robert's Rules of Order, Newly Revised will only be used to expedite meetings.

## ARTICLE V. Amendments

These standing rules are intended to represent operating procedures upon which there is consensus in the committee. They may be amended at any time by a simple majority of those present and voting at a called meeting.

# **College of Engineering Computing Facilities Advisory Committee Bylaws**

## ARTICLE 1. Name, Purpose and Definition

### Section 1. Computing Facilities Advisory Committee

This instrument shall be named and may be cited as the "The By-Laws of the College of Engineering Computing Facilities Advisory Committee".

### Section 2. Purpose

The purposes of the Computing Facilities Advisory Committee (CFAC) shall be to:

1. Review computing technology initiatives for the College of Engineering that address the use of computer technology in the delivery of the educational mission of the departments. This includes but is not limited to software applications, operating systems, desktop systems, laboratories/classroom systems, printing and plotting services, student computing initiatives, distance education initiatives and customer support.
2. Review computing initiatives for the College of Engineering that address the use of computer technology in the conduct of research.
3. Minimally meet in the fall and spring semesters. More frequent meetings may be called as needed.

## ARTICLE II. Membership and Election of Committee

### Section 1. The Chair of the Computing Facilities Advisory Committee

The Chair of the Committee is the Assistant Dean and Director of the College Computing organization

### Section 2. Computing Facilities Advisory Committee Membership

- a. A faculty member will be selected from each department, college-wide program, and the Dean's Office as determined by unit procedures. The yearly appointment is made at the beginning of the fall.
- b. An alternate member will be selected within 30 days should the appointed member be unable to fill the position.
- c. A student representative from the college of engineering, will be appointed yearly from the Mosaic group.
- d. This membership constitutes the voting members of the committee.

### ARTICLE III. Proceedings

#### Section 1. Meeting Minutes

The Chair of the Computing Facilities Advisory Committee shall keep a record of all business at committee meetings. This, record, in a neat and orderly form, shall be published to the committee members and provided to the College of Engineering Faculty Executive Committee (CEFEC) Secretary of CEFO within 1 week of the meeting.

### ARTICLE IV. Procedures and Guidelines

#### Section 1. Quorum

A Quorum is required for the official conduct of business of the Committee affecting computing policies in the college of engineering. A Quorum is defined as greater than fifty percent of voting members. The chair of the committee will only vote to break a tie.

#### Section 2. Rules of Order

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

### ARTICLE V. Amendments

These standing rules are intended to represent operating procedures upon which there is consensus in the committee. They may be amended at any time by a simple majority of those present and voting.

## **College of Engineering Reassignment of Duties Committee Bylaws**

### ARTICLE 1. Name, Purpose and Definition

#### Section 1. Name

This instrument shall be named and may be cited as the "The By-Laws of the College of Engineering Reassignment of Duties Committee".

#### Section 2. Purpose

The purposes of this committee shall be to:

Review plans for reassignment of duties submitted by College of Engineering faculty, and to submit written recommendations to the College of Engineering Dean as to whether these plans should be approved or not approved.

### ARTICLE II. Membership and Election of Committee

#### Section 1. The Chair of the Committee

The Chair of the Committee shall be elected by the College of Engineering faculty organization as part of their annual election.

#### Section 2. Committee Membership

Each Department within the College of Engineering shall provide one member to the committee.

### ARTICLE III. Proceedings

#### Section 1. Meeting Minutes

The Chair of the Reassignment of Duties Committee shall keep a record of all business at committee meetings, and actions taken by the committee via email communication. This, record, in a neat and orderly form, shall be provided to the Executive Committee at the termination of his or her service as Chair.

### ARTICLE IV. Procedures and Guidelines

#### Section 1. Quorum

A Quorum is required for official conduct of business for meeting of the College of Engineering Reassignment of Duties Committee. A Quorum is defined as greater than fifty percent of voting members in attendance.

## Section 2. Rules of Order

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

## ARTICLE V. Amendments

These standing rules are intended to represent operating procedures upon which there is consensus in the committee. They may be amended at any time by a simple majority of those present and voting.

Amendment 1. At the discretion of the chair, the committee may consider and vote on the committee's recommendation for a particular case without an in-person meeting. In this circumstance communication between committee members will occur via email and/or telephone communication. An in-person meeting will be held instead if any member of the committee feels it is appropriate. In this event the committee member should inform the chair in writing via email.

# **College of Engineering Undergraduate Administrative Committee Bylaws**

## ARTICLE 1. Name, Purpose and Definition

### Section 1. Name

This instrument shall be named and may be cited as the "The By-Laws of the College of Engineering Undergraduate Administrative Committee".

### Section 2. Purpose

The purposes of this committee shall be to set consistent policies for undergraduate programs in the college and to transmit information to the departments about university policy changes that affect the undergraduate programs in the college.

### Section 3. Definitions

UAC – Undergraduate Administrative Committee  
CEFO – College of Engineering Faculty Organization

## ARTICLE II. Membership of the Committee

### Section 1. The Chair of the Committee

The Chair of the Committee shall be an associate dean of the college and an ex-officio member of the committee appointed by the dean of the college.

### Section 2. Committee Membership

The membership of the committee shall consist of the undergraduate program coordinators of the college departments or college-wide programs.

## ARTICLE III. Proceedings

### Section 1. Meeting Minutes

The Chair of the UAC shall keep a record of all business at committee meetings. This record, in a neat and orderly form, shall be provided to the CEFO Executive Committee at the end of each academic year or at the termination of his or her service as Chair.



## ARTICLE IV. Procedures and Guidelines

### Section 1. Quorum

A Quorum is required for official conduct of business for Committee UAC. A Quorum is defined as greater than fifty percent of the voting members who are in attendance at a called meeting.

### Section 2. Rules of Order

All meetings shall be conducted with decorum and civility and decisions shall be reached by consensus when possible. The use of Robert's Rules of Order, Newly Revised will only be used to expedite meetings.

### Section 3. Policy Changes

A policy change may be presented and discussed at any meeting but will be not be approved until the next called meeting of the committee. This rule may be suspended with the unanimous consent of those members present.

## ARTICLE V. Amendments

These standing rules are intended to represent operating procedures upon which there is consensus in the committee. They may be amended at any time by a simple majority of those members present and voting at a called meeting.

# **APPENDIX B**

BY-LAWS FOR THE WILLIAM STATES LEE COLLEGE OF  
ENGINEERING  
CURRICULUM FORMS



**Short Form Course and Curriculum Proposal**

MEMO

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To: \*Undergraduate Course and Curriculum Committee Chair or Graduate Council Chair

From

Date:

Re:

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**SUMMARY:** *(state clearly and concisely the actions proposed, e.g., “the Biology Dept. proposes to add a prerequisite to the existing course BIOL 2222.)*

**PROPOSED CATALOG COPY:**

\*Course and curriculum proposals for undergraduate courses should be sent to the Undergraduate Course and Curriculum Committee Chair. Course and curriculum proposals for graduate courses should be sent to the Graduate Council Chair. Course and curriculum proposals related to both undergraduate and graduate courses, should be sent simultaneously to the chairs of both committees.



# UNC CHARLOTTE

## Short Form Signature Sheet

DATE: \_\_\_\_\_

SUBJECT OF ATTACHED MEMORANDUM: \_\_\_\_\_

ORIGINATING UNIT/DEPT.: \_\_\_\_\_

DATE RECEIVED	DATE FORWARDED	COMMENTS, e.g., APPROVED, APPROVED WITH REVISIONS, ETC.	<b>Signatures</b>	
			PERSON ORIGINATING PROPOSAL	
			DEPARTMENT CHAIRPERSON	
SIGNATURE OF THE CHAIR OF THE COLLEGE CURRICULUM COMMITTEE  Date _____			SIGNATURE OF THE COLLEGE DEAN  _____	DATE
			UNDERGRADUATE COURSE & CURRICULUM COMMITTEE CHAIR	
			GRADUATE COUNCIL CHAIR	

# FORMAT FOR LONG FORM COURSE AND CURRICULUM PROPOSAL

## I. HEADING AND PROPOSAL NUMBER

- A. **HEADING.** Place a three line double-spaced heading containing the following information at the top of the first page of the proposal and beginning at the left margin:

University of North Carolina at Charlotte

(Specify: New or Revised; Undergraduate or Graduate; or Undergraduate and Graduate)

Course and Curriculum Proposal from: (Name of Originating Unit)

- B. **PROPOSAL NUMBER.** Place the proposal number in the upper right corner of page one of the proposal. The proposal number will consist of the abbreviation of the originating unit and the date the proposal was approved by the unit, e.g., BIO 7-24-02. If more than one proposal is passed on a specific date, assign alpha suffixes to distinguish them (e.g., BIO 7-24-02a and BIO 7-24-02b). Submit multiple courses as a single proposal when possible.
- C. **TITLE.** Indicate a brief descriptive title for the proposal, e.g., “*Establishment of a Minor in Communication Studies.*”

## II. CONTENT OF PROPOSALS

### A. PROPOSAL SUMMARY AND CATALOG COPY.

1. **SUMMARY.** State clearly and concisely the actions proposed (e.g., “the Biology Department proposes to add four new elective courses to the undergraduate curriculum: BIO 2222, BIO 3456, BIO 2345, and BIO 3210.
2. **PROPOSED CATALOG COPY.** Copy should be provided for all courses in the proposal. Include current subject prefixes and course numbers, full titles, credit hours, prerequisites and/or corequisites, concise descriptions, and an indication of when the courses are to be offered as to semesters and day/evening/weekend.

### B. JUSTIFICATION.

1. Identify the need addressed by the proposal and explain how the proposed action meets the need.
2. Discuss prerequisites/corequisites for course(s) including class-standing.
3. Demonstrate that course numbering is consistent with the level of academic advancement of students for whom it is intended.
4. In general, how will this proposal improve the scope, quality and/or efficiency of programs and/or instruction?

### C. IMPACT.

1. What group(s) of students will be served by this proposal? (Undergraduate and/or graduate; majors and/or non-majors, others? Explain). Describe how you determine which students will be served.

2. What effect will this proposal have on existing courses and curricula?
  - a. When and how often will added course(s) be taught?
  - b. How will the content and/or frequency of offering of other courses be affected?
  - c. What is the anticipated enrollment in course(s) added (for credit and auditors)?
  - d. How will enrollment in other courses be affected? How did you determine this?
  - e. If course(s) has been offered previously under special topics numbers, give details of experience including number of times taught and enrollment figures.
  - f. Identify other areas of catalog copy that would be affected, e.g., curriculum outlines, requirements for the degree, etc.

**D. RESOURCES REQUIRED TO SUPPORT PROPOSAL.**

When added resources are not required, indicate “none”. For items which require “none” explain how this determination was made.

1. Personnel
  - a. Specify requirements for new faculty, part-time teaching, student assistant and/or increased load on present faculty.
  - b. List by name qualified faculty members interested in teaching the course(s).
2. Physical Facility
3. Equipment and Supplies
4. Computer
 

Specify requirements for computer usage by students and/or faculty, and include an assessment of the adequacy of computing resources by Computing Services.
5. Audio-Visual
 

Specify requirements for audio and/or visual equipment and media production services from Media Services.
6. Other Resources
 

Specify and estimate cost of other new/added resources required, e.g., travel, communication, printing and binding.
7. Indicate source(s) of funding for new/additional resources required to support this proposal.

**E. CONSULTATION WITH THE LIBRARY AND OTHER DEPARTMENTS OR UNITS**

1. Library Consultation
 

Indicate written consultation with the Library Reference Staff at the departmental level to insure that library holdings are adequate to support the proposal prior to its leaving the department. (Attach copy of *Consultation on Library Holdings*).
2. Consultation with other departments or units
 

List departments/units consulted in writing and dates consulted. Summarize results of consultation and attach correspondence.

**F. INITIATION AND CONSIDERATION OF THE PROPOSAL**

1. Originating Unit  
Briefly summarize action on the proposal in the originating unit including information on voting and dissenting options.
2. Other Considering Units  
Briefly summarize action on the proposal by each considering unit including information on voting and dissenting options.

**G. ATTACHMENTS**

1. Attach relevant documentation of consultations with other units.  
For undergraduate courses attach course outline(s) including basic topics to be covered and suggested textbooks and reference materials with dates of publication.
2. For undergraduate courses attach course outline(s) including basic topics to be covered and suggested textbooks and reference materials with dates of publication.
3. For Graduate Courses attach a course syllabus. Please see ***Boiler Plate for Syllabi for New/Revised Graduate Courses.***

LONG FORM SIGNATURE SHEET



PROPOSAL NUMBER: \_\_\_\_\_

PROPOSAL TITLE \_\_\_\_\_

ORIGINATING UNIT \_\_\_\_\_

TYPE OF PROPOSAL: UNDERGRADUATE \_\_\_\_\_ GRADUATE \_\_\_\_\_ UNDERGRADUATE & GRADUATE \_\_\_\_\_

DATE RECEIVED	DATE CONSIDERED	DATE FORWARDED	ACTION	SIGNATURES
				<u>DEPARTMENT CHAIR</u>
				<u>COLLEGE CURRICULUM COMMITTEE CHAIR</u>
				<u>TEACHER EDUCATION COMMITTEE CHAIR</u> <b>(Teacher Education Program proposals only)</b>
				<u>COLLEGE FACULTY CHAIR</u>
				<u>COLLEGE DEAN</u>
				<u>UNDERGRADUATE COURSE &amp; CURRICULUM COMMITTEE CHAIR (for undergraduate courses)</u>
				<u>GRADUATE COUNCIL CHAIR (for graduate courses)</u>
				<u>FACULTY GOVERNANCE SECRETARY (noting Faculty Council approval on Consent Calendar)</u>
				<u>FACULTY EXECUTIVE COMMITTEE (if decision is appealed)</u>

USE THIS FORM IN CONJUNCTION WITH LONG-FORM SIGNATURE SHEET



## RECEIPT OF CURRICULUM PROPOSAL

**DEPARTMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CURRICULUM PROPOSAL NUMBER:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

A copy of the above curriculum proposal has been deposited in the offices of the Deans and University Librarian as indicated

SIGNATURE

DATE

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DEAN, COLLEGE OF ARCHITECTURE

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DEAN, COLLEGE OF ARTS & SCIENCES

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DEAN, BELK COLLEGE OF BUSINESS ADMINISTRATION

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DEAN, WILLIAM STATES LEE COLLEGE OF ENGINEERING

---

DEAN, COLLEGE OF EDUCATION

---

DEAN, COLLEGE OF HEALTH AND HUMAN SERVICES

---

DEAN, COLLEGE OF INFORMATION TECHNOLOGY

---

UNIVERSITY LIBRARIAN

The proposal (with the University Curriculum Routing sheet) is now forwarded to the College Course and Curriculum Committee for its consideration.

LONG FORM SIGNATURE SHEET



PROPOSAL NUMBER: \_\_\_\_\_

PROPOSAL TITLE \_\_\_\_\_

ORIGINATING UNIT \_\_\_\_\_

TYPE OF PROPOSAL: UNDERGRADUATE \_\_\_\_\_ GRADUATE \_\_\_\_\_ UNDERGRADUATE & GRADUATE \_\_\_\_\_

DATE RECEIVED	DATE CONSIDERED	DATE FORWARDED	ACTION	SIGNATURES
				<u>DEPARTMENT CHAIR</u>
				<u>COLLEGE CURRICULUM COMMITTEE CHAIR</u>
				<u>TEACHER EDUCATION COMMITTEE CHAIR</u> <b>(Teacher Education Program proposals only)</b>
				<u>COLLEGE FACULTY CHAIR</u>
				<u>COLLEGE DEAN</u>
				<u>UNDERGRADUATE COURSE &amp; CURRICULUM COMMITTEE CHAIR</u> <b>(for undergraduate courses)</b>
				<u>GRADUATE COUNCIL CHAIR</u> <b>(for graduate courses)</b>
				<u>FACULTY GOVERNANCE SECRETARY</u> <b>(noting Faculty Council approval on Consent Calendar)</b>
				<u>FACULTY EXECUTIVE COMMITTEE</u> <b>(if decision is appealed)</b>

## **APPENDIX C**

BY-LAWS FOR THE WILLIAM STATES LEE COLLEGE OF ENGINEERING  
POLICIES AND PROCEDURES FOR APPOINTMENT, REAPPOINTMENT,  
PROMOTION AND TENURE

## I. Introduction

This document delineates the college policies and procedures for the appointment, reappointment, promotion, and tenure of full-time faculty with rank of interim assistant professor or above. Herein, all persons under consideration for such action will be referred to as candidates. In addition, all recommendations for such action are to be made formally and in writing. This document is meant to supplement the university-level "Tenure Policies, Regulations, and Procedures" currently in effect and available on the University website (hereafter referred to as TPRP) in accordance with the University attorney's memorandum of November 23, 1998 (see attached). The University attorney reminds all faculty that laws and circumstances change and therefore the attorney is available to respond to questions in a particular instance. Every attempt was made to make this college document consistent with TPRP. However, in the event of a conflict between the two documents on any issue, the procedures and guidelines delineated in the TPRP shall be followed.

In addition, each department within the college has established guidelines and procedures for departmental-level action on the above matters, although the guidelines and procedures of this document prevail over those of the departments. Each faculty member is strongly encouraged to refer to the department, college, and university documents to obtain a complete perspective on these matters.

## II. Initial Appointments

### A. Departmental Recommendation

The recommendation for initial appointments will originate in one of the departments within the college. Consequently, formal college-level action will commence only upon receipt by the Dean of a recommendation for a new appointment. Terms and conditions of all appointments shall be in accordance with the present university guidelines.

The department shall establish a search committee composed of at least three of its faculty members, the majority of whom must be tenured. The search committee shall elect its own Chair. The search committee shall be charged with screening all applicants for a given faculty position and making recommendations to the department Chair.

In making a recommendation, the department Chair will consider the search committee's recommendation and consult with the department faculty via an assembly of the faculty.

In the case of initial appointments with tenure, the department review committee on reappointment, promotion, and tenure (hereafter referred to as the DRC) will also make a separate recommendation to the Chair.

The Chair of the department will forward his/her recommendation for appointment along with the department search committee's recommendation, and the DRC's recommendation (if applicable and including minority opinions from members of the DRC) to the Dean.

### B. College Recommendation

In the case of appointments with tenure, the Dean shall submit all departmental recommendations (the Chair's and the department search and review committees') and supporting documents to the College of Engineering Review Committee. The College of Engineering Review Committee

(CERC) on reappointment, promotion and tenure shall be invited to participate in the on-campus interview process.

The CERC shall make its recommendation, along with any minority opinions to the Dean.

Subsequent to receiving the CERC's recommendation, the Dean shall consult with those bodies with whom his/her recommendation differs, prior to making his/her final recommendation.

In all cases, the Dean shall forward his/her recommendation, the recommendation of the CERC (if applicable, including written minority opinions), and all departmental recommendations and minority opinions of the review committees to the Vice Chancellor for Academic Affairs.

### III. Reappointment, Promotion, and Tenure

#### A. Channels of Review

The department review committee (DRC) shall submit its recommendation to the department Chair. The department Chair, after consulting separately with the assembled\* DRC and with the assembled tenured faculty of his/her department (excluding those faculty under review), shall submit his recommendation together with that of the DRC and any minority opinions of the DRC to the Dean.

If the department Chair decides not to recommend reappointment of the candidate, he/she shall, by simple unelaborated written statement, notify the candidate of that decision. Such notice constitutes full and timely notice as required in Section III.C. of the TPRP. The candidate may request further review of the decision as provided in Section IV.D.3 of the TPRP.

\* Any group or committee is considered to be "assembled" only if a majority of its members are present.

In all cases other than decisions mandated by Section III.C of the TPRP, a Chair's negative decision is a final decision. A faculty member who contends that the decision was based on impermissible grounds or material procedural irregularities may seek review of this decision in accordance with the provisions of Section V of the TPRP.

If the department Chair recommends reappointment, promotion, or conferral of tenure, the CERC shall consider the case and submit its recommendation to the Dean. The Dean, after consulting with the assembled CERC, shall submit his/her recommendation, together with that of the CERC, the DRC, the department Chair, and any expressed minority opinions from members of the DRC and the CERC to the Vice Chancellor for Academic Affairs.

If the Dean decides not to recommend reappointment of the candidate, he/she shall notify the candidate of that decision in a timely manner as specified in the TPRP. The candidate may request further review of the decision in accordance with the procedures delineated in Section IV.D.3 of the TPRP.

In all cases other than decisions mandated by Section III.C of the TPRP, the Dean's negative decision is final. A faculty member who contends that the decision was based on impermissible grounds or material procedural irregularities may seek review of this decision in accordance with the procedures of Section V of the TPRP.

## B. Department Review Committee (DRC)

### Composition

The DRC is to have at least three permanently tenured voting members (from the department), and the majority of the committee must be permanently tenured. Only tenured faculty members of the committee have voting rights. The Chairs and faculty members under review are not eligible to serve on the committee.

### Election

The members of the DRC shall be elected by the department faculty no later than April 15 of each year, but as early as possible in order to allow the DRC ample time to review the faculty candidates. All full-time faculty members of the department who hold professorial rank or the rank of instructor are eligible to vote. The DRC shall elect its own committee Chair.

### Term

The term of the DRC shall be for one calendar year starting the first day of the fall semester after the election. However, the DRC is not to be discharged until completion of all business started during its tenure.

### Charter

The DRC provides recommendations to its department Chair on reappointment, promotion, and tenure (including initial appointments with tenure).

## C. College of Engineering Review Committee (CERC)

### Composition

The CERC shall consist of one full-time faculty members from each department all of whom shall have permanent tenure. The Dean, Associate and Assistant Deans, Department Chairs, faculty members under review and current members of the department review committees on reappointment, promotion and tenure are not eligible to serve on the CERC.

### Election

The members of the CERC shall be elected at large by the college faculty prior to April 15 by written ballot. There shall be one, and only one, member on the CERC from each of the departments within the college. The CERC shall elect its own chair. Each department shall nominate at least one eligible faculty member from the ballot. Every voting member of the faculty may vote for up to N nominees, where N is the number of departments.

### Term

The term of the CERC shall be for one calendar year starting the first day of the fall semester after the election. However, the CERC is not to be discharged until completion of all business started during its tenure.

### Charter

The CERC provides recommendations to the Dean on appointment with tenure, reappointment, promotion, and tenure.

## D. Consideration Guidelines

### D.1 Documentation

All recommendations for reappointment, promotion, or grant of tenure forwarded to the Office of the Dean from a Department of the College of Engineering must contain at least the following:

- Complete and up-to-date resume (prepared by candidate; see attached format).
- An Affirmative Action Form.
- The department Chair's recommendation and a written summary evaluation of the activities since the last previous appointment or promotion as they relate to the criteria for reappointment, promotion, or grant of tenure.
- The written recommendation (supporting or differing) of the DRC.
- All other documentation material the department and/or candidate wish to provide to support the recommendation. Materials include, but are not limited to, student teaching evaluations, publications, awards, patents, certificates of merit or appreciation for professional service, alumni, peer, and external evaluations. This material will be returned to the originating departments. It will be retained there indefinitely or be placed in the candidate's personnel file.

#### D.1.1 Format of Vita

A suggested format for a vita to accompany recommendations for reappointment, promotion, and permanent tenure is given below. The information requested is that which must be presented to the Board of Trustees and/or the Board of Governors.

- Education: Full Name and Present Rank. List degrees earned, year earned, and institution.
- Professional Experience: List teaching experience at colleges and universities, years employed and ranks held. Also list pertinent related employment.
- University and Community Service: List membership on departmental, college, and University wide committees and any involvement in community matters, consulting activities, etc.
- Publications and Research: List publications and research funds awarded.
- Honors and Awards: List educational and community service awards.
- Professional Affiliations: List memberships in educationally and professionally related organizations.

### D.2 Criteria for Professorial Rank and Tenure Consideration

#### D.2.1. Reappointment as Assistant Professor

- Documented past accomplishment in teaching, research, advising student research, and professional activities. Performance measures include, but are not limited to, teaching evaluations, contributions to course and curriculum development, establishment of a research program, publications, consulting, service as advisor for undergraduate student projects, involvement in departmental, college, and university committee activities, and participation in professional societies.
- Demonstration of significant potential for continued future activities and achievements vital to the College of Engineering.



- Demonstrated collegiality and ability to cooperatively interact with colleagues, members of the university community, and appropriate persons outside the university.

#### D.2.2 Promotion to the Rank of Associate Professor and/or Grant of Tenure

- xDocumented, demonstrated evidence of the sustained development of a solid record of accomplishments in teaching, research, scholarly activities, consulting, supervision and support of student research, and service. Performance measures include, but are not limited to, teaching evaluations, a record of refereed publications, service as an advisor for undergraduate student projects, sponsored research projects, active participation in departmental, college, and university committees, and professional activities beyond the boundaries of UNC Charlotte.
- Potential for a leadership role in his/her professional discipline.
- Potential to remain a valued faculty member of the department.
- Demonstrated collegiality and ability to cooperatively interact with colleagues, members of the university community, and appropriate persons outside the University.

#### D.2.3 Promotion to the Rank of Professor

- Documented evidence of the sustained development of a solid record of accomplishments in teaching, research, scholarly activities, supervision and support of student research, and service. Performance measures include, but are not limited to, teaching evaluations, a record of refereed publications, and service as advisor for undergraduate student projects and/or student research.
- Demonstrated evidence of leadership in scholarship and service.
- Distinguished achievement in teaching or research.
- Established good reputation in the candidate's profession.
- Demonstrated collegiality and ability to cooperatively interact with colleagues, members of the university community, and appropriate persons outside the University.

### D.3 Evaluation of Teaching, Research, Scholarly Activities, Consulting and Service

#### D.3.1 Teaching

##### Student Evaluation

Faculty review of student evaluations plays an important role in assessing the candidate's teaching effectiveness. Student evaluations will be submitted for all courses taught by the candidate for a minimum of five years (when applicable) immediately preceding the year of review.

##### Alumni Evaluation

The department Chair and DRC may solicit input from alumni to evaluate the teaching effectiveness and educational values received from the candidate. The alumni (including undergraduate and graduate alumni when applicable) will be contacted and questioned regarding the candidate's teaching effectiveness via the course work and projects in preparing the student for his/her selected career.

### Peer Evaluation

The candidate's ability to provide effective teaching and advising will be assessed by the members of the DRC through the formal written peer evaluations and other appropriate mechanisms such as: (a) candid discussions between committee members and individuals or groups of students enrolled in the candidate's classes, and (b) classroom visits or other mechanisms used by the department and/or the DRC.

### D.3.2 Research, Scholarly Activities, and Consulting

#### Internal Evaluation

Faculty within the candidate's discipline will evaluate and provide input regarding the significance and quality of the candidate's research, consulting, and scholarly activities.

#### External Evaluation

The department Chair and the DRC will solicit input regarding the candidate's research, consulting, and scholarly activities from external sources. These sources may include faculty members at other academic institutions, and/or recognized professionals in the candidate's field. Emphasis will be placed on the significance and quality of the published materials, and the candidate's contribution and leadership in his/her field of research.

### D.3.3 Service

#### Internal Evaluation

The candidate may submit a list of his/her service activities with brief elaboration. Service activities include but are not limited to: administrative responsibilities in the department, college, and/or university committee assignments, non university professional activities, participation in continuing education, professional registration, and consulting. Faculty within the candidate's discipline and department may provide input regarding the significance and quality of the candidate's service activities.

#### External Evaluation

The department Chair and the DRC will solicit input regarding the candidate's service activities from external sources. These sources may include but are not limited to: faculty members within the university and at other academic institutions, recognized professionals in the candidate's field and/or alumni. Emphasis will be placed on the candidate's contribution and leadership in his/her area of service.

## E. Permissible and Impermissible Grounds

As specified in the TPRP, decisions pertaining to reappointment, promotion, and tenure are the responsibility of the officers of administration authorized to make them. Such officers may use as the basis of their decisions any factors deemed relevant to total institutional interests. Under no circumstances shall a recommendation/decision not to appoint, reappoint, promote or tenure be based upon: 1) exercise by the faculty member of rights of freedom of speech guaranteed by the First Amendment to the Constitution of the United States or by Article I of the Constitution of North Carolina, 2) discrimination based upon the race, sex, sexual orientation, religion, age, or national origin of the candidate, or 3) personal malice as defined in Section XII.C of the TPRP.

#### F. Closed Sessions

Any deliberations by the DRC and CERC concerning appointment, reappointment, promotion, or permanent tenure shall be held in closed session, with only those present whom the committee deems necessary to its deliberations. Specifically, the Dean and the Chair should not be present during the deliberations of the DRC.

#### G. Confidentiality

Documents submitted or created in connection with the review process and information contained therein are confidential as stated in the TPRP.

[Attachment: University Attorney memorandum of November 23, 1998](#)

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Document prepared by:

College of Engineering

Promotion & Tenure Document Committee

9/93

Rev. Spring 1999