



UNC CHARLOTTE

*The WILLIAM STATES LEE COLLEGE of ENGINEERING*

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FACULTY OF  
THE WILLIAM STATES LEE  
COLLEGE OF ENGINEERING

UNC-Charlotte

CONSTITUTION

Ratified  
April 25, 1974  
Amended May 2, 1986  
~~April 24, 1974~~  
September 2, 2004  
Revision for Approval Vote

**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 full-time persons holding academic rank of Professor, Associate Professor, or Assistant Professor, 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; the Department of Civil and Environmental Engineering; the Department of Mechanical Engineering and Engineering Science; and the Department of Electrical and Computer Engineering.

**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, Lecturers, 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 the Laws of the State of North Carolina and the University in such matters as the establishment and pursuit of educational and research programs, and the appointment, reappointment, rank, salary, tenure, dismissal, and conditions of service to Faculty members.

### **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.

#### 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 24. Composition of the College of Engineering Faculty Executive Committee (CEFEC)

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

Section 32. Powers and Duties of the College of Engineering Faculty Executive Committee

The CEFEC 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 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).

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 43. 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) The College of Engineering Faculty Appeals Committee (CEFAC)

The function of this committee shall be to 1) recommend College policy on methods of appeal and 2) to ensure that each Faculty member is afforded adequate hearings for appeal on matters of reappointment, promotion, tenure, salary, and conditions of service.

(d) College Administrative Council (CAC)

The function of this committee shall be to discuss matters pertaining to the administration of the college and new strategic initiatives within the college. ~~and~~ This committee is composed of the dean, all assistant and associate deans, the chair of each department and the CEFO President.

(e) 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 program representatives and a representative from the Dean's Office. The director of the college computing systems acts as the committee chair.?

(f) 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 coordinators from the departments and program directors of college-wide graduate programs.

(g) College of Engineering Reassignment of Duties Committee (CERDC)

The function of this committee shall be to discuss matters pertaining to requests coming from the faculty for reassignment of duties. The committee makes recommendations to the dean for approval. This committee is composed of departmental and program representatives and a representative from the Dean's Office.

(h) Strategic Planning and Assessment Resource Team (SPART)

The function of this committee shall be to discuss matters pertaining to departmental assessment 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 unit representatives appointed by the departments and co-chaired by the assistant and associate deans for academics.~~

(i) 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.

**ARTICLE VI  
ELECTIONS**

(a) Election of the President, President Elect, Secretary, and Parliamentarian shall be held approximately one month prior to spring semester examinations. Officers shall take office at the end of the academic year and serve for a one-year term. Each officer 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.

(b) Standing committees of the college and college representatives to University committees are to be elected ~~at the same time and~~ using the same process as the CEFEC elections. Chairs shall be elected by the members of the committee.

~~(c) Members of college standing and special committees shall be elected by the faculty in each Department, with one member from each Department.~~

~~(d)~~

~~(e) Chairs of special committees shall be elected by the members of the special committee.~~

Deleted Text moved to Article V, Section 1

**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, ~~revised~~Newly Revised.

Section 3. Quorum

A Quorum shall consist of fifty percent 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	Author	Comments
25 Apr 1974	-		Original Issue
2 May 1986	A		
2 Sept 2004 <del>2</del>	B		1. Removed reference to code governing UNC and replaced with reference to UNCC Constitution. 2. Removed reference to Computer Science. 3. Removed list of University committees.
<u>8 December 2010</u>	C		<u>1. Committee definitions added to the body of the document.</u> <u>2. Environmental Engineering added to Civil department.</u> <u>3. President Elect tasked as nomination chair for all elections</u> <u>4. Parliamentarian tasked with conduct of elections</u> <u>5. Electronic elections authorized</u> <del>±</del> <u>6. Robert's Rules, Newly Revised implemented.</u>

**-APPENDIX #1  
COLLEGE OF ENGINEERING COMMITTEES**

The College of Engineering Faculty will participate in these committees as elected:

- ~~1. College Academic Council (CAC)~~
- ~~2. College of Engineering Academic Policy and Curriculum Committee (CEAPCC)~~
- ~~3. College of Engineering Co-Op Committee (CECC)~~
- ~~4. College of Engineering Computing Facilities Advisory Committee (CECFAC)~~
- ~~5. College of Engineering Faculty Executive Committee (CEFEC)~~
- ~~6. The College of Engineering Faculty Appeals Committee (CEFAC)~~
- ~~7. College of Engineering Graduate Committee (CEGC)~~
- ~~8. College of Engineering Reassignment of Duties Committee (CERDC)~~
- ~~9. The College Review Committee (CRC)~~
- ~~10. Strategic Planning and Assessment Resource Team (SPART)~~

Deleted Appendix Information inserted into Article V, Section 4.

College Co-Op Committee dissolved in response to changing ABET requirements