CONSTITUTION AND BYLAWS
OF THE FACULTY AND ACADEMIC STAFF
OF
THE COLLEGE OF ENGINEERING, MATHEMATICS AND SCIENCE
UNIVERSITY OF WISCONSIN-PLATTEVILLE

ARTICLE I
Name

This organization is named the College of Engineering, Mathematics and Science of the University of Wisconsin-Platteville, hereinafter referred to as the College.

ARTICLE II
Objectives

The purposes of the College shall be to formulate and administer programs of study in engineering, mathematics, and science to provide and promote quality educational opportunities to the university's constituents.

ARTICLE III
Membership

All faculty holding rank in a department within the College are members of the College. Voting privileges on college matters are extended to all members of the College whose assignment is more than fifty percent within the college. Teaching and non-teaching academic staff with at least a 50% appointment have voting privileges on non RST issues after three years of service.

ARTICLE IV
Officers

Section 1

The officers of the College shall be the Dean, Assistant/Associate Dean, and a Recording Secretary.

Section 2 - Duties of the Dean

a. To serve as the Chair of the College faculty. The Dean shall preside over meetings of the College faculty and the College Executive Council.

b. To serve as Chair of the College RST Committee.

c. To serve as fiscal agent for the College and, in cooperation with Department Chairs and faculty, to prepare an annual budget.
Section 3 - Duties of the Assistant/Associate Dean

a. Member(s) of the Executive Council

b. Chair of the Admissions and Academic Standards Committee

c. Conduct College elections

Section 4 – Duties of the Recording Secretary

The Recording Secretary shall be a member of the College faculty elected at the beginning of each meeting. The duties include keeping minutes of the College faculty meetings. The Dean may appoint a Recording Secretary if there are no nominations.

ARTICLE V
College Executive Council

The College Executive Council shall be composed of the Dean, the Assistant/Associate Dean, all Department Chairs within the College, and all Academic Program Coordinators.

a. The Chair of the Council shall be the Dean of the College.

b. Meetings shall be held whenever called by the Chair or requested by three or more members of the Council.

c. Duties of the College Executive Council

1. To make recommendations concerning the organization, staffing, and administration of the College to the Dean of the College.

2. To approve the annual budget request and allotments within the College.

3. To promote curriculum innovations.

4. To consider other items which relate to the administration of the College and to make recommendations to the Dean of the College.

ARTICLE VI
Department Organization

Section 1 - Membership

All faculty holding rank in a department are members of that department. Voting privileges on department matters are extended to all members of the department except those who have more than a fifty percent assignment in college or campus (university) level administration.

The majority of voting members of a department may, at the beginning of each academic year, extend membership and/or voting privileges for the year to instructional academic staff holding full- or part-time teaching assignments in the department.
Section 2 - The Department Chair

a. Appointment of the Department Chair

1. The Department Chair shall be appointed by the Chancellor upon recommendation from the Dean.
2. The Department Chair may be removed by the Chancellor upon recommendation from the Dean.
3. At least once every three years or upon written request of a majority of the departmental members, the Assistant/Associate Dean shall solicit from the department faculty its preference for Department Chair. This preference shall be determined by a vote of the faculty in a manner established by the department faculty, or in the absence of a faculty approved procedure, by a vote conducted by the Assistant/Associate Dean.

b. Duties of the Department Chair

1. The Department Chair shall be a member of the College Executive Council and is responsible to the Dean of the College. The faculty, academic staff, and the classified personnel assigned to the department are responsible to the Department Chair.
2. The Department Chair shall be responsible for development and evaluation of the departmental curricula, and shall cooperate with the faculty and academic staff to continually evaluate the effectiveness of the departmental curricula. The Department Chair shall maintain syllabi for all courses taught by the department and periodically have all courses evaluated in terms of relevance, scholarly rigor, and purpose for transfer and accreditation.
3. The Department Chair and the Department Search and Screen Committee shall recommend new faculty appointments to the Dean of the College. The Department Chair shall be responsible for aiding faculty and academic staff members to improve their teaching skills, and for maintaining harmony and cooperative efforts among the faculty, academic staff, and classified personnel. The Department Chair shall be responsible for the assignment of faculty and academic staff to their teaching responsibilities, shall preside at departmental meetings, and shall be responsible for departmental committees.
4. The Department Chair shall be the fiscal agent for the department and shall approve all absence and travel requests for members of the department.
5. The Department Chair shall maintain an active recruitment program for high quality students to enroll in the University and the major(s) in the department. The Department Chair shall routinely seek student opinions for improvement of the departmental offerings.
6. The Department Chair shall be responsible for recommending the advising responsibilities of Department members to the General Engineering Department. Academic advisors for students majoring in Departmental program shall be assigned by the Department Chair in conjunction with the General Engineering Department.
c. Annual Evaluation of the Department Chair

The Dean shall solicit from the members of each department an annual evaluation of the Department Chair's performance as administrator. These evaluations shall be completed prior to the annual RST evaluations.

Section 3 - The Program Coordinator

a. Appointment of the Program Coordinator

1. The Program Coordinator shall be appointed by the Dean.
2. The Program Coordinator may be removed by the Dean.
3. At least once every three years or upon written request of a majority of the program members, the Assistant/Associate Dean shall solicit from the program faculty its preference for Program Coordinator. This preference shall be determined by a vote of the faculty in a manner established by the program members, or in the absence of a faculty approved procedure, by a vote conducted by the Assistant/Associate Dean.

b. Duties of the Program Coordinator

1. The Program Coordinator shall be a member of the College Executive Council.
2. The Program Coordinator shall be responsible for development and evaluation of the program's curriculum, and shall cooperate with the faculty and academic staff to continually evaluate the effectiveness of the program's curriculum.
3. The Program Coordinator shall be responsible for recommending the teaching assignments of those faculty and academic staff within the program to the Department Chair.
4. The Program Coordinator shall be responsible for recommending expenditures for the program to the Department Chair.
5. The Program Coordinator shall maintain an active recruitment program for high quality students to enroll in the University and the program.
6. The Program Coordinator shall be responsible for recommending the advising responsibilities of the program members to the Department Chair.

c. Annual Evaluation of the Program Coordinator

The Dean shall solicit from the members of each program an annual evaluation of the Program Coordinator's performance of the duties listed above. These evaluations shall be completed prior to the annual RST evaluations.

Section 4 – Assistant Chair

a. Appointment of an Assistant Chair

An Assistant Chair will be appointed to the department in which Administrative responsibilities cannot be effectively handled by a single person. The need for an Assistant Chair will be determined by factors including the size of the department and the number of students being serviced or majoring in programs within the department.
1. The Assistant Chair shall be appointed by the Dean.
2. The Assistant Chair may be removed by the Dean.
3. At least once every three years or upon written request of a majority of the department members, the Assistant/Associate Dean shall solicit from the department faculty its preference for an Assistant Chair. This preference shall be determined by a vote of the faculty in a manner established by the department members or in the absence of a faculty approved procedure by a vote conducted by the Assistant/Associate Dean.

b. Percent Appointment and Duties of the Assistant Chair

The percent appointment and duties will be reviewed and agreed upon in writing by the Chair, the Assistant Chair, and the Dean.

ARTICLE VII
Meetings

Section 1 - College Meetings

Meetings of the College faculty shall be called by the Dean of the College or by petition of ten percent of the membership. At least one meeting must be called during each semester. A quorum shall consist of a simple majority of the faculty members and action then taken is official. The Dean shall provide each voting member an agenda in writing or electronically at least 48 hours prior to each meeting. The meeting date and location will be provided at least one week prior to the event. Consideration should be given to include the faculty not in residence on the Platteville campus.

Section 2 - Departmental Meetings

Departmental meetings shall be called by the Department Chair as deemed necessary or at the request of any individual faculty member(s) of the department. At least two departmental meetings shall be called each semester. Consideration should be given to include the faculty not in residence on the Platteville campus.

ARTICLE VIII
Powers

All decisions of the College must be consistent with policies as formulated and agreed upon by the University faculty, the Faculty Senate, and the Chancellor of the University.

ARTICLE IX
Amendments

Section 1

Any member of the College may propose an amendment to the Constitution. The proposed amendment shall be presented at a meeting of the College and each voting member shall be given a written or electronic copy at least 48 hours prior to the meeting. The motion to adopt
shall be in order, but at least one week must elapse between the presentation and ratification. At a second College meeting the motion to amend shall become the first order of business and may itself be subject to amendment.

Section 2

An amendment is adopted by a two-thirds majority of those present and voting.

BYLAWS

ARTICLE I
Rules of Order

All business shall be conducted according to Robert's Rules of Order unless otherwise specified in the Constitution and its Bylaws.

ARTICLE II
Committees

Section 1 - College Rank, Salary, and Tenure Committee

a. Duties of the College Rank, Salary, and Tenure (CRSTC) Committee

The function of the College Rank, Salary, and Tenure Committee is to review recommendations from the Department Review Body on salaries, promotions in rank, retention, granting of tenure and to perform all the duties outlined in the UW-Platteville Faculty Bylaws.

b. Membership

The CRSTC shall consist of the Dean of the College, who is non-voting ex-officio chair, and at most one faculty member from each department within the College. The faculty members shall be elected at large for a two-year term by the College faculty. Terms shall be staggered so that at least two are elected each year prior to May 15. No faculty member may serve two consecutive terms. Department Chairs, the Assistant/Associate Dean, Program Coordinators, Assistant Chairs, University Appeals Commission members, and members of the Departmental Review Bodies are not eligible to be members of the CRSTC.

If a department has no members eligible for election to the CRSTC, the position will be vacant for that year. The DRB Chair of the department will be asked to represent the department at the CRSTC meetings as a non-voting representative for the purposes of rank, salary, retention, and tenure discussions. At the next CRSTC elections, if the department has a member(s) eligible for election to the CRSTC, the name(s) will be placed on the ballot and that elected department member will serve the remainder of the original term.
c. Elections

1. The Assistant/Associate Dean shall publish a list of all faculty eligible for election to the CRSTC. With the publication of this list, the Assistant/Associate Dean shall ask to be notified of any errors or omissions, and invite any eligible faculty who do not wish to serve on the CRSTC to indicate this fact to the Assistant/Associate Dean by a specified time.

2. The Assistant/Associate Dean shall send to each faculty a nominating ballot for CRSTC members. The ballot will include CRSTC members whose terms will continue. Faculty will be instructed to nominate at most two faculty members from each department.

3. The Assistant/Associate Dean shall send to each faculty an election ballot listing the two faculty from each department with the largest number of nominations.

4. The Assistant/Associate Dean shall publish the membership of the CRSTC after the final vote.

d. Distribution of Merit Increases

The CRSTC shall distribute merit raises according to its own criteria but is expressly forbidden to change the recommendation of individual faculty members relative to their department members’ recommendations as established by the DRB except through the use of the judgment criteria formulated by the DRB concerned.

Section 2 - Department Review Bodies

Each department in the College shall constitute a Department Review Body (DRB) in accordance with the UW-Platteville Faculty Bylaws. The DRBs shall perform all tasks and duties as outlined in the UW-Platteville Faculty Bylaws in accordance with the procedures and timelines established each year by the University Rank, Salary, and Tenure Policy Commission.

Section 3 - Admissions and Academic Standards Committee

The Admissions and Academic Standards Committee shall assemble and publish all admission requirements, retention standards, graduation criteria and ethics rules of the EMS programs.

Membership: One faculty member from each department – appointed by the department chair; one student member appointed by the Assistant/Associate Dean; Director of Engineering Advising Office; and the Assistant/Associate Dean.

Section 4 – Curriculum Committee

Curriculum changes must be approved by the faculty members of the department before they are forwarded to the Curriculum Committee.

The Curriculum Committee shall review and approve all curriculum changes within the College. Curriculum decisions maybe appealed to the faculty upon petition of ten percent of the College faculty.

Section 5– Additional Standing Committees
The Honors Committee and the Scholarship Committee shall be the Standing Committees of the College. Members of these committees will be appointed by the Dean of the College.

Section 6- Special Committees

Special committees may be appointed by the Dean of the College to study specific problems and report to the Dean or the College faculty.

Section 7 - Review

Other than personnel decisions, all committees and councils are responsible to, and their actions are subject to review by, the College faculty.

ARTICLE III
Curriculum Development and Review

Curriculum Changes Presented at College Faculty Meeting

Curricular changes not initiated and approved at the department level must be approved by the College faculty.

Proposals for curricular changes may be initiated by any faculty member(s) and presented directly to the College faculty.

Final responsibility of the curriculum shall rest with the College faculty. Proposed changes to the curriculum shall be distributed to the faculty in written or electronic form at least one week before final action is taken.

ARTICLE IV
Amendments

These Bylaws may be amended in a manner similar to Constitution amendments except that an amendment is adopted by a simple majority vote.

Adopted by College of Engineering, Mathematics, and Science Faculty: October 22, 2003
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