

# FACULTY OF THE COLLEGE OF ENGINEERING

## SHARED GOVERNANCE DOCUMENT

Revised: May 2000

### **ARTICLE I. Preface**

The Iowa State College of Engineering Faculty, hereafter called the Faculty, is the legislative body of the Iowa State College of Engineering, hereafter called the College. It has responsibility for and authority over the educational policies and procedures of the College, including but not limited to admission requirements, graduation requirements, curricula and courses, new degree programs, and grading procedures. It also recommends candidates from within the College for diplomas, degrees, and certificates. The Faculty acts as a body on matters falling within its scope of authority and responsibility, except in those specific instances where it has delegated its authority to some committee or council.

### **ARTICLE II. Mission Statement**

**Section 1.** The College is committed to excellence, innovation, and effectiveness in research, education, and outreach programs that are responsive to the needs of its constituents.

**Section 2.** The mission of the Faculty is

- A.** To provide an opportunity for the people of Iowa, the nation, and the world to obtain an excellent engineering education.
- B.** To conduct engineering research in the emerging, interdisciplinary, and fundamental areas of science and technology to stimulate and support the economy of the state, the nation, and the world and to enhance the quality of life for all people.
- C.** To provide high-quality continuing engineering education opportunities to increase professional and technical competence of individuals and organizations.
- D.** To provide leadership in the development and use of new technology to stimulate new enterprises that upgrade the productive base of Iowa, the nation, and the world.
- E.** To provide leadership in the integration of engineering concepts and approaches with societal concerns and problems.

## **ARTICLE III. Shared Governance Domains**

### **Section 1. Matters of primary faculty authority and responsibility**

- A.** Educational and academic policy. Matters related to educational and academic policy are primarily a faculty responsibility. This area includes admission requirements, academic standards, methods of instruction, and grading procedures and policies. Once the Faculty determines these matters, the chief academic officers of the College and university shall review them to determine implications and ramifications in areas of shared governance. Policies shall be implemented with the concurrence of appropriate governing bodies.
- B.** Curriculum and related matters. Curriculum development and related matters are primarily a faculty responsibility. This area includes curriculum and course revisions, degree programs, and graduation requirements. Once these matters are determined by the Faculty, the chief academic officers of the College and university shall review them to determine implications and ramifications in areas of shared governance. Policies shall be implemented with the concurrence of appropriate governing bodies.
- C.** Selection, development, and promotion of faculty: Faculty status and related matters are primarily a faculty responsibility. This includes appointments, reappointments, decisions not to reappoint, and initiation of the process for promotions, the granting of tenure, and dismissal. Initial determination in these matters shall be made by faculty action through established departmental procedures. In the areas of promotion, the granting of tenure, and dismissal, departmental faculty recommendations are forwarded to the Dean. The College's Promotion and Tenure committee and other administrators (e.g., Department Executive Officers and Associate Deans) also review all tenure/promotion/dismissal documents and make recommendations to the Dean.. The Dean decides whether to support or not support each nomination and forwards to the Provost all nominations not withdrawn by the faculty member involved. On questions of faculty status, the Dean shall provide compelling reasons in writing to the DEO and the candidate within five (5) working days when decisions differ from faculty recommendations.

### **Section 2. Matters of Conjoint Authority**

- A.** Mission: The objectives of the College and the nature, range, and pace of its efforts are objects of shared governance. When an educational goal has been established, the Faculty have the responsibility to determine appropriate curricula and procedures of student instruction to meet that goal.
- B.** Strategic planning: The framing and execution of long-range plans shall be based upon the broadest and freest exchange of information and opinion.
- C.** Physical Resources: Faculty and administration shall seek collaborative agreement on basic decisions regarding buildings, facilities, and other physical resources to be used in the educational work of the College.
- D.** Budgeting: The allocation of resources among competing demands within the College is central to the educational function of the Faculty and is the formal responsibility of the Dean. Therefore, each component shall have a voice in determining short- and long-range priorities, and each shall receive appropriate analyses of past budgetary experience, reports on current budgets and expenditures, and short-term and long-range budgetary projections. In order to be widely understood, the function of each component in budgetary matters shall be clearly expressed in writing; the allocation of authority will determine the flow of information and the scope of participation in decisions.
- E.** Salary: The Faculty shall actively participate in the determination of policies and procedures governing salary increases.
- F.** Leadership: The selection of chief administrative officers (department and College) shall follow a cooperative search by appropriate governing bodies and the Faculty, taking into account the opinions of others who are appropriately interested.

## **ARTICLE IV. Faculty–Organization of Shared Governance**

**Section 1.** The Faculty shall be governed by a shared governance philosophy resulting in cooperative decision-making by faculty, staff, student, and administration.

**Section 2.** The Faculty constitutes the primary legislative body of the College and is responsible for the policy, direction, and quality of education of engineering students at Iowa State University.

**A.** Faculty Membership: The Faculty shall consist of all regular and adjunct faculty members holding the rank of instructor or higher.

**B.** Membership List: A faculty membership list shall be prepared each term, and shall be amended by the Office of the Dean in a timely manner to reflect new and terminating members. It shall be kept in the Dean's office, and shall be available for examination by any faculty member.

**C.** Voting: All faculty members, as defined under Article IV, Section 2. A, above, shall have a vote. Temporary faculty may not vote.

### **D.** Faculty Meetings

1. Official meetings: An official meeting is a meeting of the Faculty of the College in which business of the Faculty will be conducted. The Dean or a delegated person shall preside.

#### 2. Initiation of official meetings

- a. The Dean may call an official meeting when the need is perceived for such a meeting.
- b. Except in emergency situations, faculty meetings will be scheduled for weekdays, between 8 a.m. and 5 p.m., on dates when classes are in session.
- c. The Dean is required to call an official faculty meeting within 14 days when such a meeting is requested by a written petition of at least 15% of the faculty (Article IV, Section 2.A) of the College
- d. Emergency meetings may be called at any time.

#### 3. Announcement of meetings

- a. The announcement of an official faculty meeting must include the time of the meeting, the place of the meeting, and an agenda for the meeting; it must be called by written memorandum to each faculty member at least four calendar days before the meeting.
- b. The intent to call for a vote on an agenda item must be announced in the memorandum calling the meeting.

#### 4. Rules of order for official faculty meetings

- a. The meeting shall be conducted according to the most recent version of Robert's Rules of Order with the exceptions noted in item IV.1.A.4.d.2.
- b. The exceptions to Robert's Rules of Order are
  1. a quorum is defined as 15% of the faculty (Article IV, Section 2.A);. in the absence of a quorum, all action items will be decided by mail or electronic ballot
  2. a mail or electronic ballot on an agenda item may be authorized by a two-thirds majority of those faculty present at an official faculty meeting. a A vote authorizing a mail or electronic ballot need not be an agenda item

## 5 Secretary and parliamentarian

- a. The Dean shall annually appoint from the faculty a recording secretary and a parliamentarian for the College. Both the secretary and parliamentarian or designated substitutes must be present at an official faculty meeting.
- b. The duties of the recording secretary are as follows:
  1. to record minutes of official faculty meetings
  2. to circulate draft minutes of faculty meetings to the Faculty electronically, asking for approval or modification, and to prepare a final set of approved minutes
  3. to deposit a permanent file copy of the minutes in the Dean's office and in each department office; the Dean's office will maintain a permanent file of such minutes
  4. to perform duties as stated in Robert's Rules of Order
- c. The duties of the parliamentarian are to ensure that the Robert's Rules of Order are followed during an official faculty meeting.

## **ARTICLE V. Engineering Faculty Caucus–Organization of Shared Governance**

**Section 1.** The membership of the Engineering Faculty Caucus shall be all faculty from the College currently serving as elected members of the University Faculty Senate.

**Section 2.** Purpose: The purposes of the Engineering Faculty Caucus shall be advisory and representative.

**Section 3.** Responsibilities and duties: The Engineering Faculty Caucus shall:

- A.** monitor the Faculty standing committee structures and recommend changes to the Faculty as necessary
- B.** nominate faculty members for membership on the faculty committees
- C.** appoint ad-hoc committees of the Engineering Faculty Caucus to study issues as they arise
- D.** respond to Faculty and administration concerns as directed by the Faculty
- E.** respond to the Dean's requests for advice and counsel
- F.** act as a sounding board of faculty viewpoints
- G.** represent the Faculty in academic concerns as directed by the Faculty
- H.** schedule faculty meetings in cooperation with the Dean
- I.** assure that the role of the Faculty in the determination of policy concerning instruction, research, extension, and services is asserted, and assure that the Faculty is apprised of the latest trends and philosophies in engineering education through the appointment of appropriate study and action committees

**Section 4.** Officers: Immediately following the annual seating of newly elected members of the University Faculty Senate, the Caucus shall elect or re-elect a Chairperson from among its membership for a one-year term of service. The Caucus may also elect other officers as it may deem necessary to the performance of its duties.

## **Article VI. Committees–Organization of Shared Governance**

**Section 1.** Types of Committees—College committee responsibilities shall be divided into three areas: Standing Committees nominated by the Engineering Faculty Caucus, Joint Faculty Administrative Committees, and Engineering Deans' Committees. The term of appointment to all of these committees is nominally three years, although terms other than three years may be designated under special circumstances at the discretion of the appointing body/individual. Appointments may be renewed for additional, consecutive terms.

**Section 2.** The Faculty standing committees are as follows:

**A.** The Curriculum Committee consists of a Chairperson and one member from each department of the College except that of the Chairperson. All are nominated by the Engineering Faculty Caucus and appointed by the Dean. A representative from the undergraduate programs office of the Dean's office will serve as secretary without voting privileges.

A Vice-Chairperson for Graduate Programs is selected by the committee from its membership.

The charge of the Curriculum Committee shall be to consider matters that pertain to curricula, programs, and courses. The Committee shall:

1. review curricula, programs, and courses (both undergraduate and graduate) and recommend catalog material to the Faculty
2. consider other matters related to curriculum and course offerings, as requested, and make recommendations to the Faculty
3. represent the College on the Faculty Senate Curriculum Committee (the Chairperson of the College of Engineering Curriculum Committee serves on the Faculty Senate Curriculum Committee)
4. represent the College on the Graduate Curriculum and Catalog Committee (the Vice-Chairperson for Graduate Programs serves on the Graduate Curriculum and Catalog Committee)
5. appoint and oversee liaison committees with the Departments of Chemistry, Physics, English, and Mathematics, and others as deemed necessary;
6. submit a written summary annual report to the Engineering Faculty Caucus and, when otherwise necessary or requested, report to the Faculty and to the Engineering Faculty Caucus

**B.** The Academic Standards Committee consists of six (6) members nominated by the Engineering Faculty Caucus and appointed by the Dean. A representative from the undergraduate programs office of the Dean's office will meet with the committee and serve as Secretary without voting privileges.

A Chairperson is nominated by the Engineering Faculty Caucus and appointed by the Dean from the membership of the Committee.

The charge of the Committee is to represent the faculty in all matters that pertain to academic standards. The Committee shall:

1. recommend policies to the faculty and set minimum requirements pertaining to scholastic attainment of students in the College
2. establish procedures and enforce policies of minimum scholastic requirements
3. review admission standards for students entering the College and recommend to the Faculty policies regarding such standards

4. represent the College on the Faculty Senate Academic Standards and Admissions Committee (the Chairperson of the College of Engineering Academic Standards Committee serves on the Faculty Senate Academic Standards and Admissions Committee)
5. submit a written summary annual report to the Engineering Faculty Caucus and, when otherwise necessary or requested, report to the Faculty and to the Engineering Faculty Caucus

**C.** The Honors Programs Committee consists of six (6) members nominated by the Engineering Faculty Caucus and appointed by the Dean, and two<sup>1</sup> (2) student members appointed by the Dean.

A Chairperson is nominated by Engineering Faculty Caucus and appointed by the Dean from the membership of the Committee.

The charge of the Committee is to be responsible for administration of the College of Engineering Honors Programs and represent the College in all matters relating to honors programs. The Committee shall

1. establish requirements for admission of students into engineering honors programs so as to meet standards imposed by the University Honors Programs Committee and the Faculty; , recommend additional standards as the Committee finds necessary
2. establish procedures for admission of students into honors programs
3. evaluate students' honors programs, admission of students into engineering honors programs, and dismissal for reasonable cause of students from engineering honors programs
4. provide assistance to departments and coordinate College advising activities in advising honors students
5. develop and present honors seminars
6. represent the College on the University Honors Programs Committee (the Chairperson of the College of Engineering Honors Programs Committee serves on the University Honors Programs Committee)
7. submit a written summary annual report to the Engineering Faculty Caucus and, when otherwise necessary or requested, report to the Faculty and to the Engineering Faculty Caucus

**D.** The Promotion and Tenure Committee consists of one tenured professor nominated by the Engineering Faculty Caucus from each department and appointed by the Dean. Departmental Executive Officers shall not serve on this committee. Terms of office shall be three years with staggered appointments. A person may not serve more than two consecutive terms.

A Chairperson is nominated for a one-year term by the Engineering Faculty Caucus from the committee and appointed by the Dean. The appointment is renewable.

The charge to the Promotion and Tenure Committee is to consider nominations prepared by departments for promotion, tenure, and dismissal of faculty, and to report its recommendations as requested by the Dean. The committee shall:

1. advise the Dean on the merit of nominations for promotion received from departments of the College
2. advise the Dean on the merit of nominations for tenure

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<sup>1</sup>Revised F'83 at the request of the Engineering Honors Programs Committee

3. advise the Dean on the merit of cases prepared within the departments for dismissal of faculty members, including whether or not proper procedures were followed
4. advise the Engineering Caucus of the Faculty Senate on recommended changes in the College criteria for promotion and tenure in the faculty of the College; these criteria must be consistent with the University criteria, and must be approved by the Faculty of the College
5. approve plans, processes, and procedures developed by departments for post-tenure review of tenured faculty members
6. submit a written summary annual report to the Engineering Faculty Caucus and, when otherwise necessary or requested, report to the Faculty and to the Engineering Faculty Caucus

**E.** The Research Grants Committee consists of six (6) members nominated by the Engineering Faculty Caucus and appointed by the Dean.

A Chairperson is nominated by the Engineering Faculty Caucus and appointed by the Dean from the membership of the Committee.

The charge of the Research Grants Committee is to receive and evaluate research proposals as requested by the Dean. The Committee shall

1. advise the Dean on the merit of proposals placed before it by faculty members for University Research Grants competitions and on the merit of other research grant proposals that may be brought to the Committee
2. submit a written summary annual report to the Engineering Faculty Caucus and, when otherwise necessary or requested, report to the Faculty and to the Engineering Faculty Caucus

**F.** The Professional Development Committee consists of six (6) members nominated by the Engineering Faculty Caucus and appointed by the Dean.

A Chairperson is nominated by the Engineering Faculty Caucus and appointed by the Dean from the membership of the Committee.

The charge of the College of Engineering Professional Development Committee shall be to review applications and make recommendations to the Dean with regard to professional development assignments (PDA) and foreign travel grants ,and to assist the Faculty in planning individual professional development. The Committee shall

1. encourage engineering faculty members to plan and prepare proposals for professional development assignments
2. advise the Dean and provide a rank ordering of professional development assignments placed before the Committee by faculty members of the College;
3. advise the Dean and provide a rank ordering of proposals for foreign travel grants placed before the Committee by faculty members of the College
4. advise the Dean and provide a rank ordering of proposals for Wilton Park (England) Awards placed before the Committee by faculty members of the College.
5. advise the Dean and the various Departmental Executive Officers on professional development assignments that may provide outstanding opportunities for Faculty
6. when requested by faculty members or by Departmental Executive Officers, advise individual faculty members or groups of faculty on opportunities for professional development
7. when requested , advise individual faculty members in collaboration with their Departmental Executive Officers on plans, procedures, and opportunities that are intended to address

professional development issues identified in any formal review process of the department, College, or university

8. represent the College on the Faculty Senate Committee on Professional Development (the Chairperson of the College of Engineering Professional Development Committee serves on the Faculty Senate Committee on Professional Development)
9. submit a written summary annual report to the Engineering Faculty Caucus and, when otherwise necessary or requested, report to the Faculty and to the Engineering Faculty Caucus

**Section 2.** College joint Faculty/ Administrative Committees are as follows:

- A.** The Honors and Awards Committee consists of six (6) members nominated by the Engineering Faculty Caucus and appointed by the Dean. There are four (4) additional members appointed by the Dean.

A chairperson is nominated by the Engineering Faculty Caucus and appointed by the Dean from the membership of the Committee.

The faculty charge of the College Honors and Awards Committee is to advise the Dean on nominations originating in the College for faculty and alumni awards. The Committee shall

- 1 solicit and review nominations from the College for the following awards (list maintained by chairperson):

Alumni Association awards  
Iowa State University awards  
College of Engineering awards  
Awards intended to recognize outstanding achievements across all branches of engineering

2. rank candidates for *college, university, and alumni* awards and refer the nominations to the Dean
3. review nominations for other awards and act as requested
4. as appropriate, work with and assist departmental Honors and Awards committees to identify candidates and prepare nominations for national and international awards and submit them in accordance with the criteria for those awards
5. submit a written summary annual report to the Engineering Faculty Caucus and, when otherwise necessary or requested, report to the Faculty and to the Engineering Faculty Caucus

- B.** The Engineering College Advising Committee consists of faculty members designated by the Dean.

A chairperson is designated by the Dean.  
The administrative charge is set forth by the Dean.  
The faculty charge of the Committee shall be

1. consider advisers' concerns and the impact of contemplated classification decisions upon the adviser-advisee relationship
2. recommend policies and/or procedures to the faculty that will sustain a vital and effective advising function
3. represent the College on the University Advising Committee
4. submit a written summary annual report to the Engineering Faculty Caucus and, when otherwise necessary or requested, report to the Faculty and to the Engineering Faculty Caucus

### **Section 3.** College of Engineering Dean's Committees

In addition to faculty committees and joint faculty administrative committees, the College has a series of engineering Dean's committees. The charges of these committees as well as the members and chair are selected by the Dean. A list of the engineering Dean's committees is located in Appendix I.

## **ARTICLE VII. Amendments**

**Section 1.** The Faculty of the College of Engineering Shared Governance Document may be amended from proposals made by the Engineering Faculty Caucus or via a petition from at least 15% of the Faculty.

**Section 2.** As a courtesy, a copy of all proposed amendments to the Shared Governance Document shall be sent to the Dean for possible comment prior to the Dean calling a faculty meeting for the purpose of discussion under the provisions of IV.1.A.4. The faculty meeting and mail or electronic ballot will only be held during the academic year when classes are in session. The meeting shall be followed by a mail or electronic ballot that will be sent out within seven days following the meeting and the ballots shall be cast no later than 14 days following the discussion meeting. A majority of those voting is required for adoption of the amendment.

## **ARTICLE VIII. Procedure for Faculty Involvement in Evaluation of the Dean**

**Section 1.** The Provost will initiate a faculty evaluation of the College Dean and his/her administrative organization at least once every five years. The following procedures shall be followed in the faculty review and evaluation process:

- A.** The focus of the evaluation shall be on the performance of the Dean and his/her administrative units, considering
1. the College mission statement and strategic plan
  2. leadership in developing, articulating, and implementing improvements in College teaching, research, and outreach programs
  3. effectiveness in improving financial support
  4. effectiveness in attracting and retaining high-quality faculty and staff
  5. relationships with university administration, College faculty, staff and students, administrators in the College and related Colleges, and engineering leaders
  6. any other topics requested by the Provost when the evaluation process commences
- B.** The Dean Evaluation Committee shall be nominated by the Engineering Faculty Caucus and appointed by the Provost with the following representation:
1. three College faculty members selected from nominations solicited from all College faculty members
  2. one member designated by the Engineering Faculty Caucus
  3. one College departmental executive officer
  4. one evaluator from outside the College, preferably with college administrative experience;
  5. one evaluator from outside ISU, preferably with industrial administrative experience

**Section 2.** The review and evaluation procedure shall consist of

- A.** a self-assessment by the Dean, which will be distributed to the Faculty of the College and discussed with and reviewed by the Evaluation Committee
- B.** an Evaluation Committee assessment of the College goals and progress toward those goals; input shall be solicited from Faculty, administrative unit leaders in the College and related colleges, department executive officers, selected engineering leaders, selected student leaders, and others who are knowledgeable regarding the functioning of the College
- C.** an Evaluation Committee report on the review and evaluation of the functioning of the College, which will be made available to the Faculty
- D.** a confidential Evaluation Committee report on the review and evaluation of the performance of the Dean, which shall be provided to and discussed with the Dean and the Provost.

## **APPENDIX I. College of Engineering Dean's Committees**

The date of the charge follows the committee title and is available upon request in the Dean's Office.

- A.** ABET Task Force
- B.** Outreach Task Group (September 1992)
- C.** Research and Graduate Studies Task Group (September 1991)
- D.** Cooperative Education/Internship Task Group (September 1991)
- E.** Engineering Fee Task Force (EFTF) (September 1991)
- F.** Engineering Computing Services and Policy Task Group (September 1992)
- G.** International Programs Task Group (September 1991)
- H.** Scholarships and Awards Task Group (September 1991)