

## **BY-LAWS OF THE DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING**

### **PREAMBLE**

To provide the basis whereby the faculty may achieve its goals of education, research, and public service, the Department of Civil and Environmental Engineering (hereafter referred to as “Department”) at The University of Tennessee, Knoxville, agrees to govern itself according to these By-Laws.

These By-Laws are intended to facilitate the internal operation of the Department and shall not supersede any existing University of Tennessee regulations, University of Tennessee Senate By-Laws, or the current University of Tennessee Faculty Handbook.

### **ARTICLE I THE DEPARTMENT**

#### **A. The Faculty**

Membership of the faculty of the Department of Civil and Environmental Engineering shall consist of all persons holding Departmental appointments as Teaching Associates, Instructors, *Lecturers*, Assistant Professors, Associate Professors, Professors, Emeritus faculty, Research Professors of any rank, and those holding joint faculty appointments with the Department.

#### **B. Voting Members**

1. Voting membership of the Department shall consist of two groups as noted in the following. (1) All faculty members who currently hold tenure or tenure-track positions in the Department, including full-time persons on joint appointments with the Department and some other research, administrative, or teaching department, or office within the University shall enjoy full voting membership in

the Department. (2) Except when the University Faculty Handbook specifically identifies those eligible to vote on a particular issue in a way that excludes lecturers, or they are excluded by the provisions of or issues related to Article III of these by-laws, full-time lecturers will be regarded as voting members of the Department.

2. Faculty members appointed to part-time non-tenure-track positions in the Department shall be regarded as non-voting members of the Departmental faculty.
3. Faculty members who are on full or part-time leaves of absence (or reduced-time) shall enjoy the voting status that would be available to them were they not on leave.
4. Proxy votes will be accepted but must be submitted in writing to the Department Head in advance of the meeting.

**C. Meetings**

1. Departmental meetings shall be held at least twice per semester during the academic year. Additional meetings may be called by the Department Head or at the written request of twenty-five percent of the faculty. One-half the voting membership of the faculty shall constitute a quorum. A simple majority of those present shall decide an issue. A current list of eligible voting faculty shall be maintained in the Departmental office.
2. The Department Head shall serve as chairperson of Departmental meetings, except as delegated by him/her. Meetings shall be conducted in accordance with Robert's Rules of Order. Minutes of the meetings and reports submitted to the faculty shall be kept on file in the Departmental office and made available to the faculty upon request.

**D. Agenda**

1. The initial agenda for regular Departmental meetings shall be prepared by the Department Head. Items may be suggested by the faculty and, at the discretion of the Department Head, be added to the agenda for the meeting. Alternately, items may be placed on the agenda by written petition of twenty-five percent of the voting faculty. Items which require a faculty vote shall be distributed to the faculty prior to the meeting.
2. In addition, agenda items may originate in Departmental committees.
3. Under exceptional circumstances, these requirements may be waived.

**E. Recording Secretary**

The Department Head shall appoint a faculty or staff member to act as the Department's Recording Secretary. The Recording Secretary shall keep minutes of Departmental meetings, and shall distribute those minutes among the faculty

**F. Functions**

The Department shall receive a report each academic year from each active Departmental committee and shall have the right to review the work of these committees. The approval of the Faculty shall be required for all major academic policy decisions -- including new Departmental and inter-departmental programs and substantive revisions of existing programs -- that may be submitted to it by the appropriate committee or faculty members. The Faculty shall also have the power to initiate such proposals. All decisions shall be by majority vote of the voting members present at the meeting except as noted in Article VI below.

**G. Graduate Committees**

All graduate committees, master's or doctoral, will be chaired or co-chaired by a tenured or tenure-track member of the faculty. In the case of doctoral committees, the chair must maintain current approval status by the University's Graduate Council to direct doctoral dissertation.

## ARTICLE II COMMITTEES OF THE DEPARTMENT

### A. Standing Committees

The following standing committees shall be established to aid the Faculty in the execution of its academic and related responsibilities. Except where noted otherwise, the following rules shall hold. The Department Head shall appoint members of each committee and its chairperson and either the Head or the Associate Head shall be a member ex-officio of all standing committees. Each committee shall have a minimum of three faculty members, and the typical tenure of all but ex-officio members shall be three years. Exceptions to the three-year tenure rule will be made in cases where special expertise or interest suggests that longer tenures either as committee member or chair are in the best interests of the Department. Regular appointment or election as specified herein shall take place by the beginning of the Fall Semester, and terms shall begin at the start of the academic year. Each standing committee shall inform the Department of its substantive decisions and recommendations. The standing committee chairperson shall be responsible for maintaining a file of minutes of committee meetings.

#### 1. Curriculum and Instruction Committee

This committee shall be responsible for seeking ways to improve the undergraduate and graduate curricula. It shall also be responsible for seeking ways to recognize and emphasize teaching effectiveness and classroom commitment. The committee shall propose and/or review curriculum recommendations, including new undergraduate and graduate course proposals coming from individual faculty members.

#### 2. Scholarship Committee

This committee shall be responsible for awarding the scholarships within the Department's responsibility. It shall also be aware of the College's and University's award programs and solicit and forward appropriate nominations.

3. **Computer and Instructional Technology Committee**

This committee shall be responsible for recommending policies, hardware and software acquisitions, and computer usage in the curriculum to the Department Head.

4. **Assessment Committee**

This committee shall be responsible for developing assessment methodology, collecting and analyzing results, and reporting their findings and making recommendations to the Department faculty.

5. **Design Committee**

This committee shall be responsible for monitoring and making recommendations regarding the integration of design throughout the curriculum as it leads to the culminating design experience in the senior design course. The committee shall be responsible for coordinating the senior design course; maintaining the catalog description; recommending software, computer-related hardware, reference library, and textbook needs; establishing instructor rotation schedule and course deliverables; ensuring course continuity among rotating instructors and graduate assistants; maintaining term-to-term quality control standards; and keeping the departmental faculty informed about the course activities.

6. **Mission and Goals**

This committee shall be responsible for annual review of the Mission and Goals statement, revising this document as necessary to reflect the evolving nature of the goals, objectives, and strategies enunciated therein.

B. **Other Committees**

1. **Library Representative**

The Department Head shall appoint one faculty member to be the Department's Library Representative. The duties of this office shall include liaison with University of Tennessee libraries, departmental responsibility for library book ordering, and the like.

2. **University and College of Engineering Committees**

Faculty of this Department will be recommended by the Department Head to serve on appropriate University and College committees.

3. **Public Works**

This committee shall be responsible for screening applicants for the graduate program in Public Works and for maintaining an appropriate graduate curriculum in this area.

4. **Ad Hoc Committees**

The Department Head may appoint ad hoc committees as the need arises. The responsibilities and membership of these committees shall be established at the time of their creation.

**ARTICLE III  
ADVANCEMENT OF FACULTY**

**A. Tenure Track Faculty**

1. **Peer Teaching Reviews**

Peer teaching reviews will be conducted consistent with current guidelines for the College of Engineering, with the additional requirement of an interview of the students after the instructor leaves the class. On one of the class visits all three members will attend. Approximately twenty minutes before that class ends, the instructor will leave the room, and the committee will engage in dialogue with the class members.

2. **Promotion and Tenure Decisions**

For a faculty member seeking promotion and/or tenure, two committees to advise the Department Head will be formed. The committee to consider promotion will include all faculty members who have tenure and equal or higher rank than that to which the faculty member is seeking promotion. A separate committee to consider tenure will consist of all faculty members with tenure. Each committee will be provided the promotion and/or tenure supporting materials as submitted by the candidate and Department Head. The Department Head, or the tenured full professor designated by the Department Head, will convene each committee for the purpose of debate and discussion of the candidate's record. A vote will be taken by secret ballot, and the Department Head will designate a tenured full professor to provide a summary of faculty opinion expressed during the meeting along with a report of the vote of the committee. This report for each candidate will be included in the candidate's dossier. The Department Head will write his/her own recommendation letter to be included in the dossier. This dossier will then be forwarded to the Dean and to the College Committee on Promotion and Tenure. A majority of votes for tenure by the faculty will constitute a positive recommendation by the faculty for tenure. The deliberations of the committees and of the Department Head will be guided by the current version of the "Guidelines for the Tenure and Promotion Process" for the College of Engineering.

Two years prior to the year that a faculty member must be considered for tenure,

the candidate will prepare a pre-tenure package for review by the tenure committee. This package will contain all of the same type of information required for the final package, which is to be submitted two years after the review. The pre-tenure review package will include a letter from the faculty member's mentor. The package will not include outside references, but potential outside references will be identified. Based on this package the tenure committee will conduct a preliminary review to evaluate the strengths and weaknesses of the candidate's case for tenure. The committee will report their findings to the department head who may then provide guidance to the candidate. The pre-tenure package will be appropriately updated for final submission two years later.

3. **Emeritus Status**

When a tenured professor who is a member of the faculty in good standing retires, he or she is eligible to be granted Emeritus Status. The Department Head, or a member of the faculty chosen by the Head, will make a brief presentation of the retiree's application for Emeritus Status. To be granted this status, the voting members of the faculty who are tenured must approve his or her request by a majority vote.

**B. Lecturers**

1. **Lecturer Promotion**

Three position levels appertain to the Lecturer position: Lecturer, Senior Lecturer, and Distinguished Lecturer. Before a candidate is put forward for promotion, at least one peer teaching review will be conducted by a faculty committee consistent with that described for tenure-track faculty. For a lecturer seeking promotion, a committee consisting of all tenured faculty members in the Department will be formed to advise the Department Head. The committee will be provided supporting materials as submitted by the candidate and Department Head. The Head, or the tenured full professor designated by the Head, will convene the committee for purposes of debate and discussion of the candidate's record. A vote will be taken by secret ballot, and the Head will designate a tenured full professor to provide a summary of faculty opinion expressed at the meeting, along with a vote of the committee. This summary will be included, along with the separate recommendation letter of the Head, in the candidate's dossier to be forwarded to the Dean of Engineering. The dossier prepared by the candidate will be consistent with the supplement to the latest version of "Guidelines for the Tenure and Promotion Review Process, UT College of Engineering," approved by the College. The committee and Department Head will be guided by the guidelines in that document. Timing of the application for promotion will be determined through discussion between the candidate and the Department Head and will be similar to the progression of tenure-track faculty, with the expectation of the first cumulative evaluation, associated with promotion

to Senior Lecturer, to occur no later than five years from the starting date as a Lecturer.

#### **ARTICLE IV RECOMMENDATIONS FOR NEW APPOINTMENTS**

When opportunities for new faculty appointments arise, the Department Head or delegated representative shall oversee the organization of ad hoc committees to engage in the screening and interviewing process designed to establish a pool of candidates for the position. All searches will be conducted in a way consistent with The University of Tennessee Faculty Handbook.

The Department Head or delegated representative shall also have responsibility for overseeing the advertising of position vacancies, the processing of position applications, the arranging and scheduling of interviews, and the keeping of all records necessary for the recruitment appointment of new faculty members, all in keeping with the letter, spirit, and intent of Equal Employment Opportunity and Affirmative Action procedures at The University of Tennessee.

#### **ARTICLE V PERSONNEL MATTERS**

The Department Head shall, each year, review the teaching, research, thesis supervision, committee assignments, salary, and rank of each faculty member of the Department. Based on the cumulative reviews, and with the advice and counsel of the departmental faculty, the Department Head will make decisions regarding salary increases. Formal recommendation in matters concerning reappointment, promotion, and tenure shall originate with the Department Head and shall follow the guidelines of The University of Tennessee Faculty Handbook. In the



case of joint appointments, the Department Head must give formal approval before an offer is made. The Department Head shall make such personnel recommendations after consultation with members of the Faculty. Research Professor appointments, including term of appointment, compensation, and performance expectations, will be addressed on a case-by-case basis, consistent with departmental needs and available money. Also, Joint Faculty appointments will be addressed on a case-by-case basis, consistent with Departmental needs.

The Departmental policy on outside compensation shall be consistent with the policy stated in the Faculty Handbook.

If College or Departmental By-Laws are not appropriately followed, a faculty member has the right to file a grievance consistent with policies stated in the current University Faculty Handbook.

#### **ARTICLE VI DEPARTMENT HEAD**

The Department Head is appointed to a five-year term and serves at the will of the Dean of Engineering. Annual evaluations may be provided by individual faculty members as requested by the Dean, consistent with guidelines in the Faculty Handbook.

#### **ARTICLE VII AMENDMENTS**

At least once every three years, the Department Head shall appoint a committee to review these By-Laws and submit to the Faculty for its approval any amendments it deems advisable. A vote of two-thirds of the voting members of the Department shall be required to amend these By-Laws. Any proposed amendments to the By-Laws shall be circulated to the Faculty no less than

ten days before the meeting at which they are introduced.

Approved by the Civil Engineering Faculty

August 1989

Amended October 29, 1991

Amended April 28, 1992

Amended March 9, 1999

Amended December 8, 2000

Amended April 19, 2005

Amended October 4, 2005

Amended March 7, 2006

Amended February 16, 2010

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Amended September 18, 2012

Amended March 31, 2015

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