

BYLAWS OF THE COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

AT

THE UNIVERSITY OF MICHIGAN-DEARBORN

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* Reorganization of Division of Engineering to School of Engineering

** School of Engineering name changed to College of Engineering and Computer Science on October 17, 1997.

ARTICLE I THE COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

The College of Engineering and Computer Science, hereinafter referred to as *The College*, exists as an instructional unit of The University of Michigan-Dearborn and, as such, is maintained for the purpose of serving the State of Michigan and the Nation by working to realize its mission “to be the leader in providing quality undergraduate and graduate programs in an environment integrated with engineering practice, research, and continuing professional education, in close partnership with the industrial community.”

ARTICLE II FACULTY

II.1. *Definitions*

- II.1.1 The term *professorial staff* shall include professors, associate professors, and assistant professors.
- II.1.2 The term Governing Faculty with the right to vote shall include those members of the College who have tenured and tenure track faculty appointments as professors, associate professors, or assistant professors. The governing faculty shall also include clinical professorial and lecturers in the rank of LEO III and LEO IV who hold appointments of one-half time or more, and who have held appointments for one or more years. The term *The Faculty* used in these rules means Governing Faculty of *The College*.
- II.1.3 The term *teaching staff* shall include professors, associate professors, assistant professors, professors of engineering practice, associate professors of engineering practice, instructors, lecturers, and teaching assistants.
- II.1.4 The term *research staff* shall include research professors, research associate professors, research assistant professors, research scientists, associate research scientists, assistant research scientists, research investigators, engineers, engineer investigators, and other persons whose responsibilities in research relate to those fields over which *The College* has responsibilities for instruction or research and whose primary responsibility is to *The College* or one of its administrative units for the direction of work and allocation of resources. Persons engaged primarily in supportive services such as technicians and clerical personnel are not included.
- II.1.5 The term *professional staff* shall include staff members whose function is to conduct, on behalf of *The Faculty*, a particular programmatic phase of the instructional, research, or administrative activity of *The College*.
- II.1.6 The terms *teaching fellow*, *teaching associate*, *teaching assistant*, *research assistant*, *research associate*, *technical assistant*, *laboratory assistant*, and similar positions as may be appropriately established from time to time shall be used to designate junior appointees who participate in the processes of teaching and research but do not possess faculty rank. Students in these classifications shall have student status.

- II.1.7 The term *Clinical Faculty* refers to those who carry the internal titles of *professor of engineering practice* or *associate professor of engineering practice*.
- II.1.8 The term *university year* as used in connection with appointments of members of the teaching staff, contains any two terms in the calendar year, as defined for the year in question. Members of *The Faculty* are expected to participate in orientation, registration, and commencement.

II.2. *Powers and Duties*

- II.2.1 *The Faculty* shall be in charge of the affairs of *The College*, except as delegated to the Dean and the Executive Committee of *The College*.
- II.2.2 *The Faculty* shall from time to time recommend to the Board of Regents for approval such regulations as are not included within the Bylaws of the Board of Regents and which are pertinent to the structure of *The College* and major operating procedures such as the creation of administrative positions or units, departmental organization, requirements for admission and graduation, and other educational matters, the determination of which is within the particular competence of *The Faculty*. All such recommendations when approved by the Board shall be recorded in the Proceedings of the Board of Regents.
- II.2.3 Subject to the ultimate authority of the Board of Regents, *The Faculty* is vested with plenary powers to make rules and regulations concerning other matters such as grading regulations, class attendance, committee organization and related internal matters. All such regulations shall be recorded in the minutes of *The Faculty* and filed with the Secretary of the University.
- II.2.4 *The Faculty* shall provide suitable instruction for the students enrolled in The College and shall recommend to the Board of Regents students under its jurisdiction who qualify for University degrees. It shall, subject to the Board of Regents, possess such other powers as are necessary to the performance of its duties.
- II.2.5 *The Faculty* shall submit its communications to the Board of Regents in writing through the Dean of *The College*, the Chancellor of the campus, and the President of the University. The dean shall endorse faculty communications, making appropriate explanatory statements as needed.
- II.2.6 *The Faculty* shall adopt rules and procedures for its own governance.
- II.2.7 *Emeritus and emerita* faculty shall be regarded as members of the *professorial staff* who have retired and as such are entitled to attend without vote meetings of *The Faculty*, to march in positions of honor in academic processions, to receive the University Record, to avail themselves of the library and other facilities offered to university faculty members, to represent the university on appointment at academic ceremonies of other institutions, and in general to take part with the faculties in all social and ceremonial functions of the university.

II.2.8 Clinical faculty positions in the College of Engineering and Computer Science may be established internally and shall carry the internal titles *professor of engineering practice* or *associate professor of engineering practice*

II.2.9 In the absence of specific provisions to the contrary, the rules of the procedure described in *Robert's Rules of Order Revised* shall be followed in all meetings of *The Faculty* and by committees, boards, and other deliberative bodies.

II.3. *Faculty Meetings*

II.3.1 The Dean of the College of Engineering and Computer Science shall call, through the *Faculty Secretary*, and give reasonable written notice of, such meetings of *The Faculty* as are deemed necessary to carry on its affairs. There shall be at least one meeting in each academic term. Special meetings shall be called upon the petition of at least ten percent of *The Faculty*. The process of the meeting shall follow the procedures defined in the *Operational Procedures* Document.

II.3.2 The Dean shall preside at all meetings except that another member of The Faculty may, at the Dean's discretion, and shall, in the Dean's absence, be appointed by the Dean to act as chair pro tempore. II.3. The Faculty Secretary shall keep a record of the action of The Faculty and distribute the minutes of all meetings and all special reports and actions of The Faculty to members of The Faculty, to the Provost and Vice Chancellor for Academic Affairs, and to others designated by The Faculty or the Executive Committee. In the case of absence of the elected Faculty Secretary, the Dean shall appoint a secretary pro tempore.

II.3.3 If a quorum call is made, then thirty or more members of *The Faculty* shall constitute a quorum for the transaction of business. A smaller number may receive reports and discuss any matter properly before them.

ARTICLE III

FACULTY ORGANIZATION

III.1. Within the area of endeavor broadly classified as Engineering and Computer Science there shall exist several groups of related academic studies and research, each commonly identified with an academic discipline, or an area of professional practice. The College of Engineering and Computer Science takes cognizance of this in organizing into several Departments, each Department consisting of those faculty members who share a commonality of interest in the undergraduate programs, graduate programs, research, and related work corresponding to an area of professional practice.

The basic objective of each Department is to effectively fulfill the instructional, research, and professional service commitments of *The College*, as given in Article I of these Bylaws, that are appropriate to that particular Department.

Similarly, *The College* may from time to time establish additional administrative units to act for *The Faculty* in the administration of programs that do not fall within the purview of an existing Department.

- III.2. The academic departments will constitute the basic units of *The College* and such Departments as shall be designated from time to time. Other units may be established by *The College*. Such units shall be proposed to *The Faculty* by the Executive Committee. Subject to approval by the Board of Regents when required, the final determination shall be made at a meeting of *The Faculty* by a majority vote of governing faculty members present and voting. When a faculty member is assigned to lead one of these other units, the appointment shall be for a period of three years.

Each undergraduate and graduate degree program conducted by the College shall be under the general supervision of the faculty members of a Department or other administrative unit. Degrees awarded shall include, but not limited to, the following:

- Bachelor of Science
- Bachelor of Science in Engineering
- Master of Science
- Master of Science in Engineering
- Doctorate of Engineering (D.Eng.)
- Doctorate of Philosophy (Ph.D.)

The College shall also offer undergraduate certificates, graduate certificates in various professional fields and shall offer non-credit continuing education courses. New academic programs may be proposed upon the approval of *The Faculty* and the Executive Committee.

- III.3. Each member of the teaching, research and professional staff shall be assigned to a Department or other administrative unit by the Dean upon the recommendation of the Chair or director of the particular Department or unit.
- III.4. The voting members of a Department are those members of *The Faculty* who are assigned to the Department.
- III.5. Each department shall have a chair, to be appointed by the Regents from among the faculty members of the Department. It is to be noted that if the appointment to such posts is of a person outside of the present faculty members of the Department or unit in question, such appointment must be preceded by an appointment to the faculty of that department or unit. Each administrative unit shall have a Chair, Coordinator, or Director appointed by the Dean and approved by the Executive Committee.
- III.6. Each Department shall have a secretary, to be elected by the faculty members of the Department. The Department Secretary shall be a member of the *professorial staff* of the Department.
- III.7. The faculty members of each department shall meet regularly under the leadership of the Department Chair to effectively fulfill their functions in a manner as to reflect credit upon the College and the University. Each Department shall conduct its affairs in such a manner as to provide general participation of its members in fulfilling its functions.

- III.8. In order to implement the objectives of a department effectively, the organizational structure, departmental committees, and operational procedures of each department shall be formulated by the Department Chair and the faculty members of the department, in conformance with the Operational Procedures of *The College*. Such a structure and procedures shall be effectively communicated to all the faculty members of the department and to the Dean of *The College*.
- III.9. All academic programs other than Departments shall have a faculty standing committee which shall advise the director or other unit head in the administration of the unit.
- III.10. The teaching, research, and professional staff of a Department or other administrative unit shall transmit its recommendations for action or its special reports to the Dean through its chair or other unit head, or through the unit head and the Dean to higher authority.

ARTICLE IV

OFFICES

IV.1. *The Dean of the College of Engineering and Computer Science*

IV.1.1 *Duties*

- VI.1.1.1 The Dean is the executive officer of *The College* and the chief administrative officer of *The Faculty*. All executive and administrative functions not otherwise assigned shall lie with the Dean, who will be responsible to the Provost and Vice Chancellor for Academic Affairs for the administration of *The College*, including *The Faculty*, the supporting staff and the physical facilities under the jurisdiction of *The College*. The Dean is responsible for coordinating college activities with those of other schools and colleges, with the campus administration, and with other university units.
- IV.1.1.2 The Dean is responsible to the Executive Committee of *The College* for giving effect to its decisions and for supervising the expenditure of the College budget. The Dean is responsible to *The Faculty* for carrying out academic regulations and assuring the maintenance of appropriate student records.
- IV.1.1.3 The Dean has the responsibility for evaluating the needs of *The College* and its Departments and Programs and for preparing plans, in association with the Departmental Chairs, other academic and non-academic directors, and the Executive Committee of *The College*, for advancing the mission of *The College* in fulfillment of its purposes of teaching, research and service to society.
- IV.1.1.4 The Dean shall be the presiding officer of the Executive Committee of *The College*, serving ex officio without vote except in case of a tie, and shall seek its assistance in matters concerning new programs, curriculum, and facilities changes, budgets, promotions, and appointments.

- IV.1.1.5 The Dean shall chair the Administrative Council of *The College*.
- IV.1.1.6 The Dean shall hold the rank of professor in a department in *The College* as designated by appropriate action of the Board of Regents.
- IV.1.1.7 The Dean, with the concurrence of the Executive Committee of *The College*, may recommend to the Provost the appointment or reappointment of one or more Associate Deans who shall be tenured members of *The Faculty* and serve a five-year term. These persons shall assist the Dean in the administrative functions of *The College*.
- IV.1.1.8 If the Dean is absent from the campus for a brief period, an Associate Dean shall act on behalf of the Dean. Should the Dean and the Associate Deans be absent, then a member of the Executive Committee of *The College*, designated by the Dean, shall act instead.

IV.1.2 *Term of Office*

The term of office of the Dean shall be five calendar years and limited to two terms or following the campus guideline. A Dean may be reappointed following the review procedures described in ***CECS Operation Procedures Section IV.1.3***. This policy assumes neither automatic rotation nor automatic reappointment. The procedures imply a periodic assessment of *The College* situations, based on consultation with members of *The Faculty*, the staff members of *The College*, the campus, and the profession before a new appointment is made.

IV.1.3 *Appointment*

The Dean of The College shall be appointed by the Board of Regents on the recommendation of the Chancellor of the University of Michigan-Dearborn, who in turn shall be guided by the recommendations of The Faculty and the Provost and Vice Chancellor for Academic Affairs.

IV.2. *Department Chairs*

IV.2.1. *Duties*

- IV.2.1.1 The Department Chair shall act as the administrative officer of the Department. The basic responsibility of the Chair is to manage the affairs of the Department and coordinate the effort of the faculty members of the department so as to effectively fulfill the instructional, research, and professional service commitments of *The College* that are appropriate to the particular Department.
- IV.2.1.2 The department Chair is responsible for coordinating the formulation of policies, plans, and needs of the Department; for seeing to the implementation of the internal decisions of the faculty members of the department; for notifying the Dean of such actions; and for transmitting to the Dean, or via the Dean to higher authority, those recommendations

of the faculty members of the Department which have inter-departmental or broader implications. The latter shall include proposed changes to the curricula at all levels and to the requirements for admission and graduation, including significant revision of existing courses.

IV.2.1.3 The department Chair is responsible for leading the faculty of the Department in preparing an annual report of the status of the Department to be submitted to the Dean. The report shall describe and evaluate the progress of the Department in the preceding year and shall include a statement of the goals and objectives of the Department for the coming year(s). The report shall include a statement of the plans of the Department to achieve its goals and shall describe those Departmental needs, including academic and non-academic personnel, facilities, supplies, equipment, and other support, which are necessary to achieve the desired objectives.

IV.2.1.4 On behalf of the faculty members of the Department, the Department Chair shall be responsible for the acquisition of faculty for the Department and for obtaining other support to fulfill the Departmental requirements. The Department Chair shall be responsible for all matters concerning budgeting for Departmental needs.

IV.2.1.5 The department Chair shall be responsible for following the guidelines for promotion, tenure, and reappointment, as specified by the Operational Procedures of the College. The Chair, at the request of the Dean, shall submit performance evaluations of all staff and faculty members in the department to the Dean.

IV.2.2 *Term of Office*

The term of office of the department Chair shall be five calendar years, with the expectation that the Chair assignments shall be no longer than two five-year terms. After two terms, the Executive Committee may permit a one-time extension for a maximum of two years under exceptional circumstances. A Department Chair may be reappointed following the review procedure outlined in the Operational Procedures of *The College*. This policy assumes neither automatic rotation nor automatic reappointment. It does imply a periodic assessment of the status of the Department based on consultation with members of the Department, *The College*, and the profession before a new appointment is made.

IV.2.3 Appointment

The appointment of a department Chair shall be made by the Regents on recommendation by the Chancellor, who in turn shall be guided by the recommendations of individual faculty members of the department, the Dean, and the Executive Committee of *The College*. Thereafter, if the office of department Chair is to be vacated by means of resignation or expiration of term, the Dean, in consultation with the Executive Committee of *The College* and the faculty

members of the department, shall initiate the process for the selection of a department Chair. The selection procedure shall be included in the *Operational Procedures Document*

IV.3. *Program Advisers*

Student advising is an integral responsibility of *The Faculty*. Accordingly, each department and program faculty shall conduct the advising duties in a manner that fulfills its objectives. The advising of lower and upper division undergraduate students shall be coordinated by the Department Chairs and the Office of the Dean of the College. Full-time program advisors may be appointed by the College to assist *The Faculty* in advising students. The procedures shall be stated in the Operational Procedures of the College of Engineering and Computer Science.

IV.4. Cooperative Education Coordinator

The Engineering Cooperative Education Coordinator shall be appointed by the Dean. The coordinator shall have the responsibilities of overseeing the Cooperative Education Program, ensuring academic standards are met, liaising between the Engineering Cooperative Education Program. The Coordinator shall maintain records of student performance in co-operative assignments and advise the Dean and the Department Chairs when the need arises.

IV.5 *Graduate Committee Chair*

A Graduate Committee Chair shall be appointed by each academic Department Chair or Program Director for a three-year term of office. The duties shall be to administer, on behalf of the graduate faculty of the program, those details of the program which involve advising and counseling of graduate students on their academic program and all related matters that determine the student's eligibility for graduation in accordance with the rules and regulations of the Graduate College.

IV.6 *College of Engineering and Computer Science Faculty Secretary*

There shall be a College of Engineering and Computer Science *Faculty Secretary* who shall be elected by *The Faculty* for a term of office of two calendar years. The *Faculty Secretary* shall be a member of the *professorial staff* of *The College*. The *Faculty Secretary* shall record and maintain a file of the actions of *The Faculty* at its meetings and distribute copies of these records to all members of *The Faculty*, to the Provost and Vice Chancellor for Academic Affairs, and to others designated by *The Faculty* or the Executive Committee of *The College*. The secretary shall compile and distribute to *The Faculty* and others specified by the Executive Committee of *The College* any revision in or amendment to the rules of *The Faculty*, conduct all College elections, and maintain a current list of the members of *The Faculty*.

ARTICLE V

COMMITTEES AND BOARDS

V.1. *General*

- V.1.1. Permanent, or standing, committees of *The College* other than those provided for in these Bylaws may be created by a majority vote of those present and voting at a regularly announced meeting of *The Faculty*.
- V.1.2. Unless the enabling act provides otherwise, all committees of *The College* shall be appointed by the Dean.
- V.1.3. The Dean of *The College* may create and appoint ad-hoc committees from time to time, as deemed necessary, and must specify the charge and the period of tenure for such committees.
- V.1.4. Committees of *The College* shall organize themselves in such a manner as to most effectively carry on their assigned tasks, and must submit periodic reports to the Dean and the Executive Committee of *The College*.
- V.1.5. Except where otherwise provided for, the Dean and Department Chairs of *The College* shall nominate candidates for membership on campus-wide committees.

V.2. *College of Engineering and Computer Science Executive Committee*

- V.2.1. The executive functions of *The College* shall be performed by the Dean assisted by the Executive Committee. The Executive Committee of *The College* (hereafter referred to as *The Executive Committee* in these Bylaws) is charged with investigating and formulating educational, research, and instructional policies for consideration by *The Faculty*, and it shall act for *The College* in matters related to curriculum, budget, promotions, appointments, facilities, academic and disciplinary appeals, and other affairs.
- V.2.2. The Executive Committee shall consist of the Dean and elected members of the *professorial staff* to be appointed by the Regents upon recommendation by the Chancellor and President. The presiding officer of The Executive Committee shall be the Dean, who shall be a member ex-officio without vote except in case of a tie. The Dean shall appoint a recorder for The Executive Committee.
 - V.2.2.1 The Executive Committee shall consist of ~~five~~ one representative from each academic unit in the College and one at-large representative. The representative should be elected from *professorial staff* members at the ranks of either professor with tenure or associate professor with tenure:
 - V.2.2.2 The terms for the members and the alternate members shall be for three calendar years and shall be so adjusted that no more than two vacancies shall occur each year. Appointed members shall be eligible for immediate reappointment for one additional term. However, a member who serves two successive terms shall not be eligible for further reappointment until after the lapse of one year. Additionally, the Associate Dean(s) and one invited engineering student member may participate in the meetings of the Committee without a vote.

- V.2.3 *The Executive Committee* shall provide guidelines to the departments on the process for assembling casebooks for promotion and tenure of candidates. Its members may vote only on faculty whose rank is lower than their own. For promotions to professor, any member of *The Executive Committee* who does not hold the rank of professor must be replaced by the alternate member for that representative holding the rank of professor. Voting for promotion and tenure at all levels shall be by secret, written ballot.
- V.2.4 Meetings of the Committee shall be called by the Dean as are necessary in order to carry on its affairs but with a minimum of one meeting each month.
- V.2.5 The Committee shall give a report at the first meeting of *The Faculty* in each academic term.

V.3. *Academic Integrity Board (AIB)*

Academic integrity matters shall be addressed through the University of Michigan-Dearborn Academic Code of Conduct (ACC). *The College* shall create an Academic Integrity Board, which shall be a standing committee of *The College* and have jurisdiction over alleged violations of the ACC. The Board shall consist of three (3) governing faculty members of *The College* serving two-year terms; and the Ombuds Services Office director or designee as an ex-officio, non-voting, advisory member. Two non-voting student representatives may be included on the Board. The faculty members shall be appointed by *The Executive Committee* and the Student Government President shall select the student members who shall have no record or pending accusations of academic violations. A chair of the Board – chosen from its members – shall function as the administrative head, who shall be responsible for calling and scheduling the meetings.

V.4. *Academic Standing Committee*

There shall be an Academic Standing Committee consisting of a representative of the Dean as chair, and the Department Chairs or their appointed representatives. The principal function of the Committee shall be to review each term the academic standing of undergraduate students and determine actions to be taken with respect to their academic performance. The Committee shall also provide a means of communication and coordination between the several departments on any matters which affect the academic performance of students, such as course scheduling, undergraduate student advising, proposed changes in common courses, and work internship.

V.5. *Administrative Council*

There shall be a College of Engineering and Computer Science Administrative Council Chaired by the Dean.

- a. The Administrative Council shall include the Dean, the Associate Deans, the academic Department Chairs and program directors; as well as members appointed by the Dean because of special responsibilities. Others may be invited to attend meetings at the discretion of the Dean.
- b. The Administrative Council shall provide a means of maintaining communication throughout *The College*, its members being responsible for relaying information

disseminated at the meetings. The Administrative Council shall review, discuss, and advise on matters that concern the interests and welfare of *The College*, including the recommendations of the Curriculum Coordinating Committee.

V.6. *Curriculum Coordinating Committee*

- V.6.1 There shall be two College of Engineering and Computer Science Curriculum Coordinating Committees: an Undergraduate Curriculum Coordinating Committee and a Graduate Curriculum Coordinating Committee. The membership of each of these two committees shall consist of one faculty member from each academic department, selected by the Department Chairs, and an at-large representative appointed by the Dean from *The Faculty*. The departmental members will be appointed by the Dean to staggered three-year terms, each term to begin on September 1. The at-large representative shall have an indeterminate term of office and shall have the special responsibility to maintain an in-depth knowledge of the status of the common core courses required of all engineering students and the non-technical electives of most interest to engineering students. A faculty member may serve concurrently as a department representative on both curriculum coordinating committees.
- V.6.2 An alternate member for each of the regular members shall also be appointed. The term of the alternate member shall be the same as the term of the regular member. The alternate member shall attend meetings in the absence of the regular member.
- V.6.3 Each of the two Curriculum Coordinating Committees shall be chaired by a designated Associate Dean or a faculty representative appointed by the Dean. The Committees shall (1) serve as the focal points for the approval of new courses and modifications to existing courses; (2) serve as the focal points for discussion and suggesting changes in the curricula of the College, including new programs, modifications to existing programs, and changes in required courses that are offered by other academic units and (3) periodically request department faculties to reexamine their curricula or specific courses.

V.7. *Faculty Rules Committee*

The Faculty Rules Committee shall review, advise, and recommend rules, regulations, policies, and procedures pertaining to governance, organization, and administration of *The College*. The Faculty Rules Committee shall consist of four members, with one member representing each of the academic departments in *The College*. Members shall be nominated by the executive committee and ratified by *The Faculty* for staggered terms of three years, with no more than two new members elected each year. Each member can serve up to two consecutive terms. The Chair of the Committee will be a member serving the third year *of the previous term*.

V.8. *Faculty Grievance Committee*

- V.8.1 There shall be within *The College* a Faculty Grievance Committee whose sole purpose is to receive, conduct inquiries, and make recommendations to the Dean concerning faculty grievances appealed from the departments of *The College*. The

Faculty Grievance Committee shall follow the approved Operational Procedures document. Committee members can suggest amendments and revisions to these operational procedures, but the committee is not empowered to create policies.

V.8.2 The Executive Committee shall appoint a standing Faculty Grievance Committee of four faculty members, one from each academic department, to serve for a term of 3 years. The Dean, Associate Deans, chairs and directors should not serve on the Faculty Grievance Committee.

V.8.3 If either the grievant or respondent is unwilling to accept the recommendation of the Faculty Grievance Committee, s/he may appeal to the Faculty Senate. All other procedures used by the Grievance Committee shall be based on those approved by *The Faculty*, based on the grievance and dispute resolution procedures of the University of Michigan (SPG201.08), and published in the Operational Procedures document.

V.9. Student Grievance Committee

There shall be within The College a Student Grievance Committee whose sole purpose is to receive, conduct inquiries, and make recommendations to the Dean concerning student grievances that may arise through interactions in the classrooms, the laboratories, as well as course and research projects. They may also arise as a result of program, department and college policies that affect the student's academic standing and/or progress towards the degree. The Student Grievance Committee shall be chaired by one of the Associate Deans, who serves as an ex-officio member of the committee and only votes to break a tie. The membership of the committee shall consist of four voting faculty members, one from each academic department, appointed by *The Executive Committee*, and a *student member recommended by the Student Government President*.

ARTICLE VI

OUTSIDE EMPLOYMENT AND GOVERNMENTAL SERVICE

VI.1. *Board of Regents' Regulations*

The Bylaws of the Board of Regents governing non-university employment and governmental service are:

VI.1.1 *Professional Employment*

A full-time member of *The Faculty* shall not during the academic year be employed for remuneration by agencies other than the University, except with the approval of the proper University authorities. Such approval may be granted in the case of professional employment only when either or both of the following conditions exist:

- a. When the work in question gives promise of enhancing the individual's usefulness as a teacher and scholar in the individual's field to a greater degree than a corresponding amount of work within the walls of the University.
- b. When the work is of a distinctly public nature or when for any other reason the University wishes to be actively engaged in its furtherance.

VI.1.2 *Non-Professional Employment*

In the case of non-professional employment, such approval may be granted only when it appears that such activity will not interfere with the performance of University duties or impair the usefulness of the individual as a teacher and a scholar.

VI.1.3 *Governmental Activities*

The holding of public office by staff members is considered desirable and those seeking such office should be encouraged.

Any member of *The Faculty* who becomes a candidate for any elective public office shall, upon the filing of that candidacy, notify the secretary of the university in writing of the candidacy and file with the secretary of the university a statement from the appropriate supervisor, department head, or dean that arrangements have been made and approved to assure that the candidacy will not interfere with the performance of university employment duties. Upon request, such candidates shall be given a leave of absence without salary during the period of the actual campaign.

All members of *The Faculty* who are elected to a public office and any members of *The Faculty* who is appointed to a public office shall file with the secretary of the university a statement from the appropriate supervisor, department head, or dean that arrangements have been made and approved to assure that the duties of the office will not interfere with the performance of university employment duties. If such assurance cannot be made, *The Faculty* member shall either request a leave of absence without salary or resign effective upon the commencement of governmental duties or upon expiration of previously granted leave. If *The Faculty* member requests leave of absence without salary, such leave shall be granted by the president for the period of one term of office, if any, or for one year. Leaves without salary for additional terms of office, if any, or additional years of service may be granted by the president on recommendation by the dean or appropriate administrative officer.

VI.2. *Implementation*

The College of Engineering and Computer Science policies relating to outside employment and governmental service are:

- VI.2.1 The College of Engineering and Computer Science encourages and promotes interaction with industry in a wide variety of activities and is committed to the principle that such active involvement is in the best interests of both the university and industry. These interactions include continuing engineering education, industry-sponsored research, and consulting.
- VI.2.2 Each person who wishes to be involved in a teaching capacity in this education-industry interaction should have a major and primary commitment to either industry or the University.
- VI.2.3 A person whose primary commitment is to the University may serve industry or government as a consultant, or in some similar capacity, provided that such services do not interfere with the performance of University duties and that they satisfy the Regents' requirements as given in section VI.1.

It shall be the responsibility of the appropriate Department Chair to audit the outside service of each faculty member. It is the responsibility of each faculty member to supply the necessary information. The criteria should include the nature and time commitment for the outside service. A yearly summary shall be supplied to the Dean by each Department Chair.

- a. The nature shall be defined as satisfying Regents' requirements VI.1.1. (a) and (b) above.
 - b. The time commitment shall be an average of one day per week or less of effort for a period of one term or less for persons holding 100% University appointments. Such outside service shall not interfere with a person's execution of their University duties.
- VI.2.5 A faculty member who wishes to participate in industry or self-employment, in a government function, or a research institute may be given a one-year leave of absence or a reduced (less than 100%) appointment for one year. In order for such leave to be granted, the request must indicate justification on the basis of professional development, ultimate educational or research benefits to the University, or benefits to the community, state, or nation. All leaves are to be granted only at the convenience of the College and the Department concerned. Leaves for the purposes described may be renewed under special circumstances.

ARTICLE VII

APPOINTMENT, PROMOTION, AND TENURE

- VII.1 All promotions of tenure-track professorial positions to tenured professorial positions shall be made by the Board of Regents on the recommendation of the Department, the Department Chair, the Dean, the Executive Committee, the Vice Chancellor of Academic Affairs, the Chancellor, and the President.
- VII.2. All promotions from Assistant Professor to Associate Professor, and from Associate Professor to Full Professor shall be made by the Board of Regents on the recommendation

of the Department, the Department Chair, the Dean, the Executive Committee, the Vice Chancellor of Academic Affairs, the Chancellor, and the President.

VII.3. All appointments of Professorial Positions shall be made by the Board of Regents on the recommendation of the Department, the Department Chair, the Dean, the Executive Committee, the Vice Chancellor of Academic Affairs, the Chancellor, and the President.

VII.4. All promotions of LEO faculty shall be made in accordance with the University's agreement with the Lecturers' Employee Organization.

VII.5 The process for appointments, promotion, and tenure should follow the CECS Operational Procedure, and the Guideline which shall be approved by a two-thirds vote of governing faculty presenting in the governing faculty meeting.

ARTICLE VIII

STUDENT ORGANIZATIONS

The Faculty acknowledges that student organizations serve an important role in the education of students and contribute greatly to the quality of education. *The Faculty* shall support such organizations by providing faculty advisors as resources for them to draw upon.

ARTICLE IX

AMENDMENTS

These bylaws may be amended by a two-thirds majority of those present and voting at a meeting of *The Faculty*, provided that a quorum of thirty (30) or more voting faculty members present at the meeting. Any two members of *The Faculty* may propose an amendment. Copies of proposed amendments shall be distributed to all members of *The Faculty* in sufficient time that they may be discussed at a meeting of *The Faculty* at which the proposed amendments are formally considered. In no case, however, shall less than fourteen days transpire between the time a proposal is distributed and the time it is acted upon. If voting on amendments to the bylaws is to be conducted via electronic means, a positive outcome of two-thirds of the votes cast is required, provided that a minimum of two-thirds of fifty percent of *The Faculty* cast "yes" votes.

ARTICLE X

BYLAWS WHICH SHALL TAKE PRECEDENCE

The Bylaws of the Board of Regents and the rules of The University of Michigan-Dearborn take precedence over the bylaws of *The College* in the order named.