

**OPERATIONAL PROCEDURES
OF
THE COLLEGE OF ENGINEERING AND COMPUTER SCIENCE
AT
THE UNIVERSITY OF MICHIGAN-DEARBORN**

I. FACULTY MEETING PROCEDURE

- I.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* (*College Bylaws II.3.1*).

Among the matters that shall be brought before such meetings are the following:

- Policies, rules, and regulations pertaining to governance, organization, and administration not otherwise delegated to the Dean or Executive Committee
 - Policies relating to recruitment, appointments, promotions, and tenure of faculty
 - Courses offered for instruction, degree programs, and requirements for graduation
 - Requirements for admission and rules and procedures affecting the enrollment of students
 - Reports of committees as required by the rules or as specified by the Executive Committee
 - Policies relating to the utilization of facilities and extension of plant
- I.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. The *Faculty Secretary* shall keep a record of the actions 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 the absence of the elected *Faculty Secretary*, the Dean shall appoint a secretary pro tempore.
- I.3. Attendance at meetings of *The Faculty* shall be restricted to the members of *The Faculty* except by invitation of the Dean or the Executive Committee. An emeritus professor is entitled to attend without a vote.
- I.4. An item may be placed on the written and distributed agenda of a meeting of *The Faculty* by the Dean or the Executive Committee, by any standing or special committee when presented in writing by the chair of the committee, or by any member of *The Faculty* when presented in writing and supported with the signature of one other member of *The Faculty*.

- I.5. If a quorum call is made, then quorum (*College Bylaws II.3.3*) will be necessary for the transaction of business. A smaller number may receive reports and discuss any matter properly before them.
- I.6. Option for Electronic Voting: Upon agreement of the majority of *The Faculty* present at a meeting, any item requiring a faculty vote shall be subsequently voted on via electronic means by *The Faculty*. Electronic voting shall be conducted through secure means, determined by the Dean, that ensure the integrity of the voting process. If an electronic vote is taken, the following materials shall be distributed to *The Faculty* within two weeks after the faculty meeting: the final version of the motion or resolution, a summary of the discussions leading to it, and any other relevant documents. A voting period of two weeks shall follow, and voting results shall be announced to *The Faculty* within one week thereafter. A positive outcome of electronic voting shall be determined by a simple majority of votes cast. However, in the case of amendments to the bylaws, 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.
- I.7. A motion to vote via electronic means shall only require a positive vote of those present.
- I.8. When a governing faculty meeting is not in session, the Faculty Executive Committee shall act as its representative body to make decisions, except for some matters that are necessary to have governing faculty meetings, including Bylaws, Operational Procedures, and Program changes.

II DEAN'S SELECTION PROCEDURE

- II.1. If the Office of the Dean is to be vacated by means of the expiration of the term, the College Executive Committee shall initiate the selection procedure as follows:
 - a. Near the close of the academic year prior to the last year of service of the Dean, the Executive Committee shall request a State of the College report from the Dean covering the term of office.
 - b. The Executive Committee shall draft an ad-hoc report on the current status and projected plans and needs of The College from the State of the College report and by gathering opinions from each faculty member of The College and such persons outside the College as deemed appropriate. Before drafting the report, the Executive Committee shall convene a meeting of *The Faculty* to discuss the guidelines to be followed. This draft shall be submitted to each member of *The Faculty* for comments and recommendations concerning the Deanship. The Executive Committee shall prepare a final report concerning the status of The College and present it to the Provost and Vice Chancellor for Academic Affairs with a copy distributed to each member of *The Faculty*.
 - c. Based on the State of The College report and the opinion of *The Faculty*, the Executive Committee shall make its recommendations to the Provost and Vice

- Chancellor for Academic Affairs as to whether the appointment of the Dean should be renewed or a search committee for a new Dean should be formed.
- d. If a Dean Search Committee is to be formed its general composition shall be determined in an official meeting between *The Faculty* and the Provost and Vice Chancellor for Academic Affairs of the campus. The *Faculty Secretary* shall conduct an election by *The Faculty* to determine those members of *The Faculty* to be recommended to the Provost and Vice Chancellor for Academic Affairs for appointment to the Dean Search Committee.
 - e. If the Office of the Dean is vacated by means of resignation or extended absence from the campus, a Dean Search Committee shall be formed as described in II.1 item d.

III. DEPARTMENT CHAIR APPOINTMENTS

- III.1. 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 (*College Bylaws IV.2.3*).
- III.2. The selection of the Chair of a department shall be assisted by a chair search committee with membership that includes department faculty and a College representative. The search shall be conducted in a way that effectively makes the best professional and personal judgments of department members and members of the profession at large. A chair shall hold the rank of tenured professor or tenured associate professor in a field of the department's interest or in a related field. After confirmation by the Executive Committee, the Dean shall have the final decision and submit the recommendation together with the executive committee recommendation for the chairship to the Provost and Vice President for Academic Affairs, who will coordinate the approval process by the Board of Regents
- III.3. At the close of the academic year prior to the last year of service of the Department Chair, the Department Secretary shall conduct an election by the faculty of the Department to select an ad hoc committee consisting of not less than two persons from The Faculty of the Department. This committee shall prepare an ad hoc report on the current status and projected plans and needs of the Department by gathering opinions from each faculty member of the Department and such persons outside the Department as deemed appropriate. *The Faculty* may, at its option, prepare a set of guidelines for committee use in preparing the report and in deciding whether to recommend the appointment of the Chair be renewed or a search committee for a new Chair to be formed. This draft will be submitted to each faculty member of the Department for comments and recommendations. The Committee shall prepare its

final report and present it to the Dean and Executive Committee with a copy distributed to each faculty member of the Department.

- III.4. If a Chair Search Committee is to be formed, its general composition shall be determined in an official meeting between *The Faculty* of the Department and the Dean. The Department Secretary shall conduct an election by *The Faculty* of the Department to determine those members of *The Faculty* of the Department to be recommended to the Dean for appointment to the Chair Search Committee.
- III.5. If the office of Department Chair is vacated by resignation or extended absence from the College, a Chair Search Committee shall be formed as described in III.3 above.
- III.6. The Department Chair shall be appointed by the Regents on recommendation by the Chancellor who in turn shall be guided by the recommendations of the Department faculty, the Dean, and the Executive Committee of the College.

IV. STUDENT ADVISING

IV.1. UNDERGRADUATE PROGRAM

- IV.1.1. There shall exist for each undergraduate degree program offered by the School a Program Adviser who shall be appointed for an indefinite term of office by the Chair of the Department which supervises the program. The advisor's primary responsibility is to advise and counsel undergraduate students in that program as to their academic status in the program and all related matters that determine the students' eligibility for graduation. In addition, the adviser is responsible for supervising the registration and classification of students, approving course substitutions, acting for *The Faculty* on admission applications from prospective students, and appraising *The Faculty* of the Department as to any matters of concern which arise in the performance of the adviser's duties. The Program Adviser shall be assisted by other members of the Department faculty as may be designated by the Department Chair.

IV.2. GRADUATE PROGRAMS

- IV.2.1. There shall exist a chair or director for each graduate program who chairs a graduate committee. The Graduate Committee Chair shall be responsible for supervising the registration and classification of students in the program, approving course substitutions for students in the program, examination admission applications for prospective students; preparation of material for the campus, Graduate School and College of Engineering and Computer Science publications dealing with the program; and apprising the graduate faculty of the program as to any matters of concern which arise, including any difficulties related to the maintaining of academic standards and the need for approving course substitutions or other deviations in the academic program of any student.

- IV.2.2. The Graduate Committee Chair shall be responsible for communicating actions of the Graduate Committee to the Graduate School and vice versa; for the preparation of requests for graduate scholarships, fellowships, and grants; and for coordinating the work of the Graduate Committee in recommending such awards to students. The Graduate Committee Chair shall be assisted by the members of the graduate committee or by such other members of the graduate faculty as may be designated by the Department Chair.
- IV.2.3. The Thesis Committee shall consist of at least three faculty members selected by the thesis advisor. The thesis advisor shall chair the committee. The committee shall work with the thesis advisor to guide the student, evaluate the thesis work, and propose the grades.
- IV.2.4. The Dissertation Committee shall consist of at least four faculty members selected by the dissertation advisor. The dissertation advisor shall chair the committee. One member must be a cognate member from a discipline other than the student's home department. The committee shall work with the dissertation advisor to guide the student, evaluate the thesis work, and propose the grades.

V. EXECUTIVE COMMITTEE MEMBERSHIP AND ELECTIONS

- V.1. The Executive Committee shall consist of one representative from each academic unit and one at-large representative. These representatives shall be elected from professorial staff members at the ranks of either professor with tenure or associate professor with tenure:
- a. Each department shall forward to the *Faculty Secretary* the names of at least two faculty members in the department as candidates for the department representative. At least one of the candidates shall hold the rank of professor. *The Faculty* shall vote on the nominations.
 - b. The person receiving the highest number of votes shall serve as the regular department representative member and the person with the second-highest number of votes shall serve as the alternate department representative member, provided that at least one of the two holds the rank of professor. Both the regular and the alternate members shall serve equal and concurrent terms.
 - c. There shall be an at-large representative on the Executive Committee. Any member of *The Faculty* can nominate an at-large representative. *The Faculty* will vote on the At-Large candidates. There shall be at least two candidates for the at-large representative position, with at least one of the candidates holding the rank of professor.
 - d. Should there be more than two nominations on the ballot for any of the department representative members, then either the elected member or the alternate must hold the rank of Professor. Both the regular and the alternate at-large representatives shall serve equal and concurrent terms.

- e. Should there be more than two nominations on the ballot for the at-large representative member, then either the elected member or the alternate must hold the rank of Professor.
 - f. Department Chairs, associate deans shall not serve concurrently on the College Executive Committee.
- V.2. The term of office of each member shall be three calendar years, which shall begin on September 1 following the election. Elections shall be held between April 1 and 15 each year, and no more than two members shall be elected annually. Additionally, there shall be a Departmental alternate for each of the departments. All alternates shall be elected at the April elections for one calendar year term, which begins on September 1 following the election.
- V.3. Each Department shall present to the *Faculty Secretary* nominees from the Department no later than March 31 each year. Additional nominations, without Departmental action, may be made by any two Faculty members who together present to the *Faculty Secretary*, in writing and by March 31, the name of a Faculty member who has agreed to accept the nomination. Voting by the *Faculty* shall be by ranking the total number nominated, with those persons receiving the highest number of votes being elected member of the Committee and the person receiving the second-highest number of votes being elected alternate member. In the event that an election does not satisfy the matter of having at least one member representing each of the several departments of the College, the *Faculty Secretary*, together with the Dean, shall act to ensure the necessary Departmental representation.
- V.4. Whenever required to fill the vacant seat of a regular member, the alternate shall attend any meeting of the Committee and shall have a full vote. Also, at the discretion of the Committee, the first alternate may attend other Committee meetings, but without a vote when not filling the vacant seat of a regular member. A Departmental alternate shall fill a seat and attain a vote on the Committee whenever a Department is not represented by either a regular member or the alternate due to a vacancy created by such circumstances as sabbatical leave, absence during the complete Spring or Summer Term, etc.

VI. FACULTY APPOINTMENT, PROMOTION, AND TENURE

- VI.1. Appointment of new faculty shall be in accordance with the document entitled; “Employment Procedure for Hiring New Faculty,” furnished by HR at the University of Michigan-Dearborn and the SPG 201.47-1 Recruitment Guideline for Regular Instructional Staff.
- VI.2. The criteria and guidelines for tenure and promotion shall follow the document of the College of Engineering and Computer Science Guidelines for Promotion and Tenure, which was approved by CECS governing faculty on March 29, 2024.
- VI.3. Each department shall follow the casebook procedure published each year by the Dean and Provost office.

VI.4. Voting procedure. The department shall follow the following voting procedure when evaluating faculty for re-appointment, promotion, and tenure:

- a. Reappointment of untenured faculty will be voted on by a committee of all eligible tenured faculty above the candidate's rank.
- b. Promotion and tenure of untenured faculty to associate professors with tenure will be voted on by a committee of all eligible tenured associate professors and tenured professors.
- c. Promotion of tenured associate professor to professor with tenure will be voted on by a committee of all eligible tenured professors.
- d. All eligible faculty members shall attend the promotion and tenure meeting and discussion before casting a vote.
- e. All votes will be conducted by a secret ballot and be recorded. The chair is a non-voting member of each committee, and his/her recommendation will be communicated separately.
- f. The College Dean shall not vote in the departmental promotion and tenure cases.
- g. Voting categories shall include Teaching, Research, and Service.
- h. Voting grades shall include Excellent, Significant Capable, Competent, and Not Acceptable.
- i. One of the following decision choices for promotion and/or tenure must be selected: Yes, No, Abstain.

VI.5. CECS Procedure for Negative Recommendations

At all stages of the promotion and tenure process, a statement of rationale shall be written for negative recommendations regarding promotion and/or tenure cases rendered. In situations where the department promotion and tenure committee or unit executive committee are rendering the negative decision, it shall be the duty of the committee, not the department chair or dean, to write the statement of rationale. All candidates shall be provided a copy of the rationale within seven business days of the committee meeting and shall be given five business days after receiving the rationale to include in their casebook a rebuttal. The casebook along with the rationale and rebuttal (if received) shall then move forward.

In cases of a negative tenure decision, it is the University's expectation that, except in unusual circumstances, the faculty member will be given a terminal year following the year in which the negative decision is reached.

Processes for non-reappointment of tenure track faculty without tenure, clinical instructional faculty, and lecturers (non-bargained for) shall follow the practices as defined in Standard Practice Guide (SPG) 201.88.

VII. FACULTY AND STAFF EVALUATIONS

VII.1. The Chair shall be responsible for communicating to the faculty member under evaluation the results of such evaluation and placing a copy of the evaluation in

the faculty member's personnel file. In the event that the faculty member under evaluation disagrees with the departmental evaluation and recommendation, he or she may appeal to the Dean and Executive Committee requesting a review of the departmental evaluation and recommendations.

- VII.2. Staff member evaluations shall follow the procedures specified by the University's Personnel policies.

VIII. AIB MEMBER SELECTION

Five faculty members shall be selected by the executive committee or faculty governing body. Members of the Board shall disqualify themselves from hearing a case if they believe their capacity for making an objective judgment in the case is or may reasonably appear to be impaired. Additional replacements for disqualified faculty members shall be selected by The Executive Committee and replacements for the student members shall be selected by the Student Government President.

IX. ACADEMIC PROBATIONS

A committee consisting of the four Department Chairs and the Director of Student Records and Advising shall meet at the beginning of each semester to decide and take necessary action to put students on probation and to remove students from probation based on the cumulative and semester grade point average of each student.

X. PROCESS BY WHICH THESE PROCEDURES CAN BE CHANGED.

These procedures may be amended or changed by a majority vote of those present at a meeting of *The Faculty*, provided a quorum is present. Any two members of *The Faculty* may propose an amendment. Copies of proposed changes or amendments shall be distributed to all members of *The Faculty* in sufficient time that they may be discussed at a meeting of *The Faculty* held prior to the one at which the proposed changes or 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.

Appendix A – College of Engineering and Computer Science Guidelines for Promotion and Tenure (done as a separate document)

Appendix B – CECS Academic Grievance Policy (done as a separate document that covers student grievances)

Appendix C – CECS Faculty Grievance Policy (all that exists is the text from SPG 201.08 found at <https://spg.umich.edu/policy/201.08>)

Appendix D – Provost Procedures for Review of Academic Deans (found at <https://umdearborn.edu/policies-and-procedures/faculty-and-staff-policies-and-procedures/process-provost-review-academic>)

Appendix E - Provost Procedures for the Recruitment and Search of an Academic Dean (found at <https://umdearborn.edu/office-provost/procedures-recruitment-and-search-academic-dean-university-michigan-dearborn>)