

FEB 3<sup>RD</sup>, 2009  
PTPI PERSONNEL BYLAWS

5.1 The Committee shall be responsible for the review of departmental decisions in the following matters:

- a. Promotions
- b. Reappointment
- c. Tenure
- d. Ranking of sabbatical leave applications
- e. Conduct regular reviews of department policies and procedures for promotion, reappointment and tenure to assure that these are in accord with the College and University Policy.

5.2 Composition of the Committee

- a. The Committee shall consist of six members--five members of the Engineering Faculty and one member external to the College of Engineering. The external member will participate only in promotion, reappointment and tenure matters.
- b. Four of the five Engineering members will be departmental representatives; the remaining member, who will be Committee Chair, shall be at-large representative.
- c. To ensure continuity of committee function, the Chair of the Committee shall be selected from the membership of the Committee which served the previous year. In addition, the departmental representatives shall be elected for overlapping two-year terms. The Aerospace Engineering and Engineering Mechanics Department and the Mechanical Engineering Department will elect departmental representatives in odd years; the Civil Engineering Department and the Electrical and Computer Engineering will elect departmental representatives in even- numbered years.

5.3 Eligibility of Committee Members

- a. Only full-time tenured faculty members with the rank of full professor will be eligible to serve.
- b. Only faculty members who will be assigned full-time positions during both semesters of the academic year in which the Committee is to serve will be eligible.
- c. Neither the Dean, Associate and Assistant Deans, nor Department Chairs will be eligible to serve.
- d. No person who will be undergoing reappointment or tenure review by the Committee will be eligible to serve.
- e. The Chair of the College Personnel Committee votes only to break a tie.

6. **The Constitution and Bylaws Committee** shall review periodically the Constitution and Bylaws of the Faculty Assembly and recommend to the Faculty such changes as are in its

## **2. Elected Committees**

### **2.1 Personnel Committee**

#### **A. Operating Procedures**

1. The Personnel Committee (hereinafter referred to as the Committee) shall operate in accordance with procedures and criteria set forth in the Senate Policy File.
2. The Committee shall ensure a fair and objective evaluation of all candidates undergoing review. All material subject to review shall be submitted in writing. The Committee shall not consider any anonymous material--with the exception of student evaluations (for which anonymity has been specifically approved by the Senate).
3. The Committee shall "operate under written procedures ratified by the electorate of the College eligible to vote in Senate elections. A majority of those voting is sufficient to ratify the written procedures."
4. The recommendations of the Committee shall be based on all available pertinent information including--but not limited to:
  - a. An properly-completed Personnel Data Summary (PDS) for each faculty member undergoing review.
  - b. Recommendations of respective departmental personnel committee and department chair if not a member of personnel committee. (Chair may not submit a recommendation if he/she is a member of the department personnel committee.)
  - c. In addition, external review of the candidate's performance may be solicited. (The Procedures of Section II-A-1-3.4 of the Senate Policy File must be followed.)
5. The Committee may invite the Chair of a candidate's department, the Department Personnel Committee, the Dean, the candidate, and any other individual deemed necessary to confer during the deliberation process.
6. Should the Committee upset the ranking--or reverse the recommendation--of any departmental personnel committee, the Committee shall take the following action:
  - a. Inform the departmental committee of its action.
  - b. Confer with the departmental committee.

c. Allow a 5-day appeal period in which to allow the departmental personnel committee to provide a written rebuttal.

d. Forward the departmental committee rebuttal along with the Committee recommendations.

7. The Committee shall ensure that all parties are fully aware of the importance of a thoroughly-completed Personnel Data Summary (PDS) for each candidate undergoing review since a properly-prepared PDS will ensure a complete and uniform body of knowledge for each candidate.

#### B. Selection of Committee Members

1. The external member shall be appointed in accordance with Senate n D-1, 2.51 of the Senate Policy File.

2. The Committee Chair shall be elected by democratic process and a secret ballot at the September meeting of the Engineering Faculty. He/she shall be chosen from the slate of candidates consisting of full professors who served on the Committee the previous academic year. The election shall be conducted—unless a majority of the faculty specifically requests that he or she be a candidate for an additional term. In such event, the election will be conducted by the Faculty Secretary.

3. Each of the departments will elect, by democratic process and secret ballot, a departmental representative who shall be a full-time tenured faculty member with the rank of full professor. These elections shall take place early in the Fall semester. Department Chairs will inform the Chair of the College Committee of the results of the department elections.

### **3. University Promotions and Tenure Review Panel**

The College of Engineering representative to the University Promotions and Tenure Review Panel shall be a tenured full professor elected by the probationary and tenure members of the faculty.

The University Policy File 11-D-1 2.7 states that "members of the Promotion and Tenure Review Panel shall serve two-year staggered terms so as to facilitate continuity in the application of standards to candidates seeking promotion and/or tenure." Therefore, at the May faculty meeting of each odd year, the College's current representative shall conduct, by democratic process and secret ballot, the election of the faculty member to represent the college for the next two academic years.



2. **The Academic Policy and Planning Committee** shall deliberate and make recommendations on policy and planning issues in the College of Engineering. The Committee's recommendations shall be forwarded to the Executive Committee and the Faculty of the College of Engineering. The Committee shall deal with long-range as well as short-range planning.

Membership consists of one representative elected by and from each department and the Dean as ex-officio member.

The elected members shall serve three-year terms, with approximately a third of the members' terms expiring each year. Members shall be eligible for re-election. The chairperson of the Committee shall be elected by the members of the Committee at the first Committee Meeting of the academic year.

3. The duties of the **Honors and Awards Committee** shall be to recommend students and faculty for honors and distinction. The committee shall select faculty to receive honors and awards as may be offered to the faculty. In addition, the committee shall solicit nominations from engineering students for the annual Outstanding Teacher Award.

The Committee shall be composed of one member from each department elected by that department. The term of office shall be two years. The Aerospace Engineering and Engineering Mechanics Department and the Mechanical Engineering Department members shall be replaced in September of even-numbered years and the Civil Engineering Department and the Electrical and Computer Engineering Department members shall be replaced in September of odd-numbered years.

In addition, only for the purpose of selecting the Outstanding Teacher, the committee will be expanded to include two students; one is to be elected by the Associated Engineering Student Council (AESC), and the other is elected by Tau Beta Pi.

4. **The Curriculum Committee** shall deliberate and make recommendations on curricular matters. The Committee shall meet with representatives of the Chemistry, Mathematics, and Physics Departments (and other departments as appropriate) for the purpose of coordinating the basic service course offerings of these departments with the curriculum needs of the College of Engineering.

The Committee shall consist of one member from each department who shall be elected by that department to serve a two-year term, with half of the members' terms expiring each year. Members shall be eligible for re-election. The Chairperson of the Committee shall be elected by the members of the Committee at the first Committee meeting of the Academic year.

5. **Personnel Committee**

"A faculty member shall not serve on more than one committee level of peer review in one academic year."