

POLICY FILE OF THE COLLEGE OF ENGINEERING

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CONSTITUTION

SECTION IV MEETINGS

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# **College of Engineering Constitution and Bylaws**

## **CONSTITUTION**

### **ARTICLE I. NAME AND STANDING**

- 1.1 The name of the college is the *College of Engineering*, hereafter referred to as the CoE.
- 1.2 The CoE is one of the colleges of San Diego State University (SDSU).
- 1.3 SDSU is one of the universities that constitute the California State University (CSU) System.

### **ARTICLE II. VISION AND MISSION**

- 2.1 The vision of the CoE is:
  - a. To educate a diverse group of students to become engineering innovators and leaders, and
  - b. To contribute to enhancing the technical knowledge of society at large.
- 2.2 In line with the aforementioned vision, the mission of the CoE is to provide innovative education, conduct pioneering research, and disseminate knowledge. Accordingly, graduates of the CoE shall strive to develop the critical thinking and associated skills that are necessary to:
  - a. Recognize human, environmental, and societal needs,
  - b. Design innovative and sustainable engineering solutions,
  - c. Embrace an international perspective, and
  - d. Create lasting value through fostering entrepreneurship.
- 2.3 The CoE recognizes that excellence in teaching, research, and service is the overriding objective of faculty development.
- 2.4 The CoE recognizes the CSU's statutory dual responsibility in teaching and instructionally related research. Thus, the CoE shall encourage and actively support faculty to strive for balanced achievements in both areas, as an effective way of fulfilling its mission.
- 2.5 The CoE recognizes that engineering innovation requires a commitment to education at both undergraduate and graduate levels. Furthermore, education at both levels is complementary.
- 2.6 The CoE shall strive to deliver education at the Bachelor, Master, and Ph.D. levels by promoting and supporting externally sponsored research, which leads to high-quality research outputs such as scholarly publications and patents.

## **ARTICLE III. ACADEMIC DEPARTMENTS**

3.1 The CoE is comprised of the following academic departments:

- a. Aerospace Engineering (AE)
- b. Civil, Construction, and Environmental Engineering (CCEE)
- c. Electrical and Computer Engineering (ECE)
- d. Mechanical Engineering (ME)

3.2 The academic departments of the CoE offer Bachelor of Science (B.S.), Master of Science (M.S.), and Master of Engineering (M.E.) degrees, and certificate programs in their respective fields.

3.3 In collaboration with the University of California San Diego, the CoE offers a joint degree of Doctor of Philosophy (Ph.D.) in the following areas:

- a. Engineering Sciences (Bioengineering)
- b. Engineering Sciences (Electrical and Computer Engineering)
- c. Engineering Sciences (Mechanical and Aerospace Engineering)
- d. Engineering Sciences (Structural Engineering)

## **BYLAWS**

### **ARTICLE IV. ORGANIZATION**

The organizational structure of the CoE includes the Dean, Executive Committee (EC), and Faculty Assembly (FA).

4.1 All changes to the CoE Constitution and Bylaws are voted and decided upon at officially constituted meetings of the FA (Articles 5.1 and 5.2).

4.2 The executive officer of the CoE is the Dean of the College. The Dean is appointed by the President of the University.

4.3 The Dean shall provide leadership such that a quality academic program, supported by the collective efforts of the faculty, can be effectively and continuously maintained.

4.4 The Dean may appoint Associate Deans, Assistant Deans, and Administrative Staff. The terms and responsibilities of these appointments shall be determined by the Dean in consultation with the EC.

4.5 The Dean's responsibilities are:

- a. To practice shared governance and foster a collegial atmosphere in all College affairs.
- b. To provide leadership in and management of all matters pertaining to the administration of the College, including academic policy and planning, curriculum development, program

accreditation, strategic planning, personnel management, faculty development, and resource allocation.

- c. To work with the campus Academic Deans Council (ADC) in the general administration of the University in all matters, including policy, planning, curriculum, personnel, and resource management.
- d. To oversee the hiring of CoE faculty and staff.
- e. To evaluate faculty through the University's RTP process.
- f. To supervise CoE staff as appropriate to ensure the fulfillment of the College's mission.
- g. To chair the CoE EC.
- h. To chair the CoE FA.
- i. To assemble the CoE Advisory Board and facilitate its meetings.
- j. To lead the College's endeavors in strategic planning, in the pursuit of excellence in teaching, in securing externally funded research, and in developing and sustaining effective ties with the local, regional, state, national, and global communities.
- k. To review and approve faculty and staff workloads and release time.
- l. To mentor faculty as appropriate.
- m. To act on all other matters of a supervisory nature that may come to his/her attention.

4.6 The Department Chair is the executive officer of an academic department.

4.7 The responsibilities of the Department Chair are:

- a. To practice shared governance, transparency, and foster a collegial atmosphere in all Department affairs.
- b. Evaluate department faculty through the University's RTP process.
- c. To supervise staff in her or his respective Department.
- d. To represent the Department in EC meetings, as well as in other College, University and professional meetings.
- e. To prepare the Department's teaching schedule in consultation with Departmental Faculty.
- f. To administer the Department's financial and budgetary matters.
- g. To lead the development and implementation of the Department's teaching and research vision.
- h. To lead the Departmental efforts in strategic planning.
- i. To lead the Departmental efforts in developing and sustaining effective partnerships with off-campus stakeholders such as professional organizations, industry, and the community at large.
- j. To lead the Department's efforts in obtaining accreditation of all departmental programs.
- k. To mentor faculty, as appropriate.
- l. To act on all other matters of a supervisory nature that may come to her or his attention.
- m. To perform other duties as assigned by the Dean.

## **ARTICLE V. THE FACULTY ASSEMBLY**

5.1 The Faculty Assembly (FA) shall meet to deliberate and act on issues regarding policy and the general welfare of the College.

5.2 Membership of the FA shall consist of all CoE tenured/tenure-track faculty members, each with full voting privileges. In accordance with University policy, faculty not in residence are

specifically excluded. Proxy or absentee votes may be exercised by giving written notice designating a proxy or providing absentee vote to the CoE Secretary before the commencement of the meeting.

5.3 The officers of the FA are: (i) Chairperson, (ii) Secretary, and (iii) Parliamentarian.

5.4 The Chairperson of the FA is the Dean or, in the Dean's absence, the Dean's designee.

5.5 The FA Secretary and Parliamentarian shall be elected in the first meeting of an academic year. For each of these positions, the term of the appointment is two (2) years. Both positions shall be eligible for re-election.

5.6 The duties of the Secretary shall be the following:

- a. The Secretary shall be responsible for the timely and accurate preparation of the minutes, which shall reflect all important decisions adopted. Once approved in the subsequent meeting, the minutes shall constitute the official record of the Faculty Assembly.
- b. Provide the minutes to the Assistant to the Dean for distribution and placement in the master file.

5.7 The duties of the Parliamentarian shall be the following:

- a. To chair the Constitution and Bylaws Committee (CBC).
- b. To provide advice regarding parliamentary procedure.
- c. To assist in the interpretation of Robert's Rules of Order, to assure an orderly conduct of all deliberations.
- d. To keep a copy of the current version of the CoE Constitution and Bylaws.

5.8 The FA shall meet at regularly scheduled intervals, during the academic year. The length of the interval shall be determined by the Dean. For the meeting to be officially constituted, a quorum of more than fifty percent (50%) of the eligible membership is required. In the absence of a quorum, no decision requiring a vote of the assembly shall be taken.

5.9 The FA shall conduct its affairs with the aid of standing committees, which are permanent.

5.10 In addition to the standing committees, ad-hoc committees may be established for a specific purpose and with an established timeframe.

5.11 Extraordinary meetings of the FA shall be convened at the request of:

- a. The Dean.
- b. A group of faculty, constituting more than 15% of the FA membership, that so notifies the Dean in writing.
- c. A standing committee of the College, when expressly necessary to promote or advance the business of the committee.

- 5.12 An agenda for the FA meetings shall be distributed to the Faculty at least five (5) working days prior to every meeting. In exceptional cases, this five-day rule may be waived by a two-thirds majority of the eligible membership.

## **ARTICLE VI. STANDING COMMITTEES**

### **6.1 The FA shall have the following standing committees:**

- a. Executive Committee (EC)
- b. Academic Policy and Planning (APP)
- c. Constitution and Bylaws Committee (CBC)
- d. Curriculum Committee (CC)
- e. Computer Policy Committee (CPC)
- f. Faculty Honors and Awards Committee (FHAC)
- g. Masters Programs Committee (MPC)
- h. Doctoral Programs Committee (DPC)
- i. Intramural Grants Committee (IGC)
- j. Diversity, Equity, and Inclusion Council (DEIC)
- k. Student Scholarships and Awards Committee (SSAC)
- l. Reappointment, Tenure and Promotion Committee (RTP)
- m. International Programs Committee (IPC)

### **6.2 Executive Committee (EC)**

#### **6.2.1 Responsibilities**

- a. To assist and counsel the Dean on administering the general policy of the College, and on strategy development.

#### **6.2.2 Membership**

- a. The EC is composed of the Dean, Associate and Assistant Deans, and Chairs of the Departments. The Dean presides over the EC.
- b. The meetings of the EC are scheduled at the Dean's discretion.
- c. Should the Dean be unable to attend an EC meeting, the Dean may appoint a designee to preside over the meeting.
- d. Should a Department Chair be unable to attend an EC meeting, the Department Chair may appoint a tenured member of the Department to act as the Department Chair proxy, with full voting privileges.

### **6.3 Academic Policy and Planning Committee (AP&P)**

The AP&P Committee shall deliberate on and recommend academic policy and planning for the college. The committee shall conduct both long-range and short-range planning. Normally, the dean shall consult with this committee in advance of deadlines for decisions on academic policy and planning and shall make decisions only after this consultation. The committee shall have access to all budget and resource allocation information and to other information available to and from the dean and departments relevant to policy and planning.

#### 6.3.1 Responsibilities

- a. Keeping policy and planning under continuous review and formulating and recommending the priorities among departments and programs in order to arrive at quality programs.
- b. Facilitating communication between university policy sources (e.g., Senate, administration) and faculty members of the college at large.
- c. Helping to coordinate departments' responses to policy actions taken by the Senate and administration.
- d. Cooperating with the Senate Committee on Academic Policy and Planning, and
- e. By each February 1, reporting its activities and problems to the Senate Committee on Academic Policy and Planning.

#### 6.3.2 Membership

- a. The membership consists of one elected representative from each academic department, and the Dean of the CoE, who shall act as *ex-officio* member.
- b. The elected members shall serve staggered three-year terms and shall be eligible for reelection. The members shall elect the chair of the committee.

### 6.4 **Constitution and Bylaws Committee (CBC)**

#### 6.4.1 Responsibilities

- a. To develop recommendations to the FA regarding additions, amendments, and modifications to these Bylaws, in accordance with the University Senate Policy File.
- b. To report to the FA its recommendations with respect to proposed amendments to the Constitution or Bylaws that have been submitted in writing, signed by the originator(s), and referred to the Committee by the FA or by the EC.

#### 6.4.2 Membership

- a. The membership consists of one elected representative from each academic department, and the FA Parliamentarian, who shall act as chair.
- b. Each member of the CBC shall serve a two-year term. The members of the AE and ECE Departments shall be renewed in odd years; the members of the CCEE and ME Departments shall be renewed in even years. Memberships up for renewal shall be renewed in the beginning of the academic year. Members shall be eligible for re-election.

### 6.5 **Curriculum Committee (CC)**

#### 6.5.1 Responsibilities

- a. To make recommendations on all matters regarding the CoE curriculum. The CC shall consult with relevant academic departments across the campus, for the purpose of assuring

that their course offerings are substantially in agreement with the curricular needs of the College.

- b. To review proposed departmental curriculum proposals, including those for new courses, changes in course title and/or content, modifications to degree requirements, and new degree and non-degree programs, and make recommendations in accordance with procedures established by the University Senate.
- c. To review and make recommendations on all curricular matters brought to its attention, across the College and University, by one or more academic departments.

#### 6.5.2 Membership

- a. The membership consists of one elected representative from each academic department.
- b. Each member of the CC shall serve a two-year term. The members of the AE and ECE Departments shall be renewed in odd years; the members of the CCEE and ME Departments shall be renewed in even years. Memberships up for renewal shall be renewed in the beginning of the academic year. Members shall be eligible for re-election.
- c. The Chair of the CC shall be elected at the beginning of each academic year.

### 6.6. Computer Policy Committee (CPC)

#### 6.6.1 Responsibilities

- a. To make recommendations on policy and strategies for the proper use of computer-related college resources.
- b. To initiate, establish, and periodically review college computer policies in the areas of hardware, firmware, software, and staffing.
- c. To make recommendations concerning the use of computers and computer-based instructional technologies.

#### 6.6.2 Membership

- a. The membership consists of one elected representative from each academic department, and an Associate Dean, designated by the CoE Dean, who shall act as *ex-officio* member, and the CoE Information Technology Manager, who shall act as *ex-officio* member.
- b. Each member of the CPC shall serve a two-year term. The members of the AE and ECE Departments shall be renewed in odd years; the members of the CCEE and ME Departments shall be renewed in even years. Memberships up for renewal shall be renewed in the beginning of the academic year. Members shall be eligible for reelection.
- c. The Chair of the CPC shall be elected at the beginning of each academic year.

### 6.7 Faculty Honors and Awards Committee (FHAC)

#### 6.7.1 Responsibilities

- a. To select faculty members to receive such honors and awards as may be offered to the faculty, and to forward the nomination to the Dean in a timely manner.
- b. To develop criteria and protocols for new CoE awards, and to propose such to the FA, via the EC, where applicable.



#### 6.7.2 Membership

- a. The membership consists of one elected tenured faculty member from each academic department. The Chair of the FHAC shall be elected at the beginning of each academic year.
- b. Each member of the FHAC shall serve a two-year term. The members of the AE and ECE Departments shall be renewed in even years; the members of the CCEE and ME Departments shall be renewed in odd years. Memberships up for renewal shall be renewed in the beginning of the academic year. Members shall be eligible for re-election.

### 6.8 Master's Programs Committee (MPC)

#### 6.8.1 Responsibilities

To make recommendations to the EC on matters pertaining to the conduct of CoE master's programs.

#### 6.8.2 Membership

- a. The membership consists of Graduate Advisors from academic departments and the Associate Dean for Graduate Studies & Research.
- b. The Associate Dean for Graduate Studies & Research functions as the Chair of the committee and is the liaison to the SDSU Graduate Division on matters pertaining to master's programs.

### 6.9 Doctoral Programs Committee (DPC)

#### 6.9.1 Responsibilities

- a. To make recommendations to the EC on matters pertaining to the conduct of CoE doctoral programs (including any joint doctoral programs, such as the UCSD JDP program).
- b. To periodically review enrollments in the CoE doctoral programs, in order to identify challenges and opportunities.
- c. To review applications to the doctoral programs and make recommendations to the SDSU Graduate Division.
- d. To provide guidance and resolution on program administrative issues, faculty and student concerns, and conflicts.

#### 6.9.2 Membership

- a. The membership consists of one elected Tenured / Tenure track faculty representative from each academic department, and the Associate Dean for Graduate Studies & Research. The Associate Dean for Graduate Studies & Research functions as the Chair of

the committee and serves as liaison to the SDSU Graduate Division on matters pertaining to doctoral programs.

- b. Each member of the DPC Committee shall serve a two-year term. The members of the AE and ECE Departments shall be renewed in odd years; the members of the CCEE and ME Departments shall be renewed in even years. Memberships up for renewal shall be renewed in the beginning of the academic year. Members shall be eligible for re-election.

#### **6.10 Intramural Grants Committee (IGC)**

##### **6.10.1 Responsibilities**

- a. To review and rank the intramural grant proposals submitted by CoE faculty members and, where appropriate, recommend proposed funding levels.
- b. To formulate and disseminate criteria for the evaluation of proposals that come to its attention.

##### **6.10.2 Membership**

- a. The membership consists of one tenured faculty representative elected by each academic department.
- b. Each member of the IGC shall serve a two-year term. The members of the AE and ECE Departments shall be renewed in odd years; the members of the CCEE and ME Departments shall be renewed in even years. Memberships up for renewal shall be renewed in the beginning of the academic year. Members shall be eligible for re-election. The chair of the committee shall be elected by the committee members at the beginning of each academic year.

#### **6.11 Diversity, Equity, and Inclusion Council (DEIC)**

##### **6.11.1 Responsibilities**

- a. To work with CoE Diversity Liaisons and advise the Dean and the EC on matters related to faculty, student, and staff diversity, equity, and inclusion.
- b. To develop and maintain the CoE Diversity and Equity Plan.
- c. To review and provide feedback and suggest amendments to the plans developed by the CoE academic departments.

##### **6.11.2 Membership**

- a. The committee consists of at least one CoE Diversity Liaison, one Tenured / Tenure track faculty member from each department, one full-time lecturer, one staff member, one graduate student, and one undergraduate student. The Chair of the DEIC shall be a Diversity Liaison and confirmed by a vote of committee members at the first committee meeting of each academic year.
- b. The tenured / tenure track faculty shall be elected by their respective departments. Diversity Liaisons shall be selected by the Dean. The undergraduate student will be the CESC president or designee. The graduate student will be selected by the Associate Dean for Graduate and Research Affairs. The lecturer and staff member will be nominated or self-nominated and finalized by the EC.

- c. The terms of the service of committee members who are not students shall be two years, with no limit to the number of consecutive terms served. The terms of service for student committee members may be one or two years.

## **6.12 Student Scholarships and Awards Committee (SSAC)**

### **6.12.1 Responsibilities**

To select students to receive college-wide and campus-wide scholarships, honors, and awards, as may be offered by the University or by any other organization whereby students are not restricted to a particular Department. The nomination and selection process shall be determined by the SSAC, unless it has been explicitly stated otherwise by the award donor.

### **6.12.2 Membership**

Membership to consist of: one tenure-track representative elected by and from each department. Members shall serve two-year terms with AE and EE members being elected in odd-years; CE and ME members being elected in even- years. Members shall be eligible for re-election. The Chair of the Committee shall be elected by members of the Committee from the two hold-over members.

## **6.13 Reappointment, Tenure and Promotion Committee (RTPC)**

### **6.13.1 Responsibilities**

- a. The RTPC shall be responsible for the timely review and recommendation concerning each faculty member under consideration for reappointment, tenure, and promotion.
- b. The RTPC shall perform a ranking of sabbatical leave applications, following established university procedures.

### **6.13.2 Membership**

- a. Membership consists of one elected representative from each academic department. Only tenured faculty members who hold the rank of Professor are eligible for membership. The Chair of the RTPC shall be elected from the membership of the committee at the beginning of each academic year.
- b. Each member of the RTPC shall serve a two-year term. The members of the AE and ECE Departments shall be renewed in odd years; the members of the CCEE and ME Departments shall be renewed in even years. Memberships up for renewal shall be renewed in the beginning of the academic year. Members shall be eligible for reelection.

### **6.13.3 Protocols**

- a. All RTPC personnel decisions shall take place by secret ballot. Every eligible member may choose to exercise his/her right to vote. Abstentions are not counted. A positive recommendation will be valid only if supported by a simple majority of the committee membership.

- b. During a given review, should a certain RTPC decision be contrary to the recommendation of a given department, the committee shall take the following actions:
  - i. Inform the subject departmental RTPC (or personnel committee) of its decision, in writing.
  - ii. Confer with the departmental committee within ten (10) working days.
  - iii. Following the meeting with the departmental committee, the College RTPC shall review its original decision, and forward its final recommendation to the next level.
- c. The RTPC shall operate in accordance with procedures and criteria set forth in the College of Engineering RTP Criteria and the SDSU Senate's Policy File, and pertinent direction from Faculty Advancement.

#### 6.13.4 Membership

- a. The membership consists of one faculty representative elected by each academic department.
- b. Each member shall serve a two-year term. The members of the AE and ECE Departments shall be renewed in odd years; the members of the CCEE and ME Departments shall be renewed in even years. Memberships up for renewal shall be renewed in the beginning of the academic year. Members shall be eligible for re-election. The chair of the committee shall be elected by the committee members at the beginning of each academic year.

- 6.14 The College of Engineering representative to the University Promotions and Tenure Review Panel shall be a tenured full professor elected by the probationary and tenured members of the faculty through a secret ballot at the first faculty assembly of the academic year for a two-year term; one person cannot serve for more than two consecutive terms.

#### 6.15 International Programs Committee (IPC)

##### 6.15.1 Responsibilities

- a. Advise Global Education Office (GEO) on international programs and partner institutions in the area of engineering education.
- b. Advise the faculty on matters concerning international programs. Serve as a facilitator between faculty and international programs office.
- c. Elicit support from the faculty and administration for international programs.
- d. Facilitate coordination of inter-College and campus-wide projects which enhance the College's international programs.
- e. Develop plans for new international education projects and expand existing ones, in cooperation with departments and office of international programs.
- f. Bring any problems or concerns regarding the operation of international programs to the attention of executive committee and whichever University offices have responsibility for resolving such problems or concerns.
- g. Develop course articulations procedures considering SDSU graduation requirements and credit translations between cooperating institutions.

- h. Recommend policies on qualifications of students to participate in international program activities (GPA, Student Level, etc.).

#### 6.15.2 Membership

- a. The membership consists of one elected representative from each academic department.
- b. Each member of the IPC shall serve a two-year term. The members of the AE and ECE Departments shall be renewed in odd years; the members of the CCEE and ME Departments shall be renewed in even years. Memberships up for renewal shall be renewed in the beginning of the academic year. Members shall be eligible for re-election.
- c. The Chair of the IPC will be the Associate Dean for Undergraduate Studies.

### ARTICLE VII. STUDENT HONORS AND AWARDS

- 7.1 Graduation with Honors shall be granted to those students who have achieved a sufficiently high grade-point average in accordance with the following timelines: (i) by the beginning of the Fall Semester for December graduates, and (ii) by the end of the Fall Semester for May and Summer Session graduates.
- 7.2 To be eligible for distinction, a student must have a minimum 3.5 grade-point average (GPA) in the upper division major and a minimum 3.0 average GPA in his/her overall academic record.
- 7.3 The grade-point average shall be computed on the basis of work done at SDSU, except that if the grade-point average for work at other institutions is lower, those grades shall be included in the computation.
- 7.4 Upon recommendation of his/her department, a student doing superior work may graduate with distinction.
- 7.5 By April 1 of each academic year, each department shall select from the graduating classes (December, May, and August) one individual to receive the Departmental Award of *Outstanding Graduate in the Department*.
- 7.6 By April 7 of each academic year, the Executive Committee will determine the *Valedictorian* based on highest major GPA. In case of a tie, the overall GPA will be used to break the tie.

### ARTICLE VIII. WORKLOAD

- 8.1 The faculty workload is the composite of teaching, research, and service activities.
- 8.2 The faculty workload is governed by Senate Policy File and Appendix A of the College of Engineering Bylaws.

### ARTICLE IX. VOTING

9.1 Unless specifically stated otherwise, all FA voting shall be by simple majority, that is, more than fifty percent (50%) of those members *present and voting*, including proxies and excluding abstentions and/or null votes. The Dean is eligible to vote only when his/her vote will break a tie.

9.2 If 10% or more of the FA request voting on any given issue by secret ballot, then it shall be so.

9.3 Voting normally requires physical presence, unless a proxy is submitted in writing to the CoE Secretary prior to the voting. If a member of the assembly has to leave a meeting early and a certain vote is pending, he/she may submit his/her proxy to the CoE Secretary.

## **ARTICLE X. PARLIAMENTARY AUTHORITY**

10.1 The rules contained in the current edition of Robert's Rules of Order Revised (RROR) shall govern the conduct of the deliberations in all CoE meetings.

10.2 All efforts shall be made to conform with established parliamentary procedures. An exception is warranted when a specific RROR rule is inconsistent with these Bylaws, in which case the latter shall prevail.

10.3 The FA Parliamentarian shall have available a copy of the current RROR, the SDSU Policy File, and these Constitution and Bylaws for consultation upon demand.

## **ARTICLE XI. IMPLEMENTATION, AMENDMENT, AND REPEAL**

11.1 This Constitution and Bylaws supersedes all other such laws of the CoE, and shall become effective immediately after adoption, at a regular meeting of the FA, by approval of a two-thirds majority of the eligible membership via secret ballot. Faculty on authorized leave or deputation are excluded from the majority count.

11.2 This Constitution and Bylaws may be amended or repealed, in part or in whole, at a regular meeting, by a two-thirds majority of the eligible membership, via secret ballot. Faculty on authorized leave or deputation are excluded from the majority count. The motion to amend or repeal shall be communicated, in writing, to the eligible members of the FA at least two weeks prior to the meeting when the decision is to be voted upon.

11.3 Action on changes to the Bylaws may originate as motions passed by the FA or the EC and referred to the CBC for a recommendation.

## **ASSIGNED TIME POLICY COLLEGE OF ENGINEERING**

All faculty members are expected to submit to the department chair their Annual Report by the first day of the spring semester, if they desire to be considered for assigned time for research during the next academic year. Assigned time refers to the number of units a faculty is released from teaching in place of research, teaching, or service related activities. The scholarship activities listed in the faculty Annual Report will be used to evaluate research activity. The allocation of Assigned Time for research will be recommended by the *Department Chair* and will be subject to approval by the Dean. The department shall choose a committee, which would include the chair, for determination of research assigned time based on this policy.

Special consideration will be given for exceptional accomplishments in any of the listed areas. The criteria and Assigned Time for Research will be re-evaluated annually. The Research Assigned Time plus Supervision Weighted Teaching Units (WTUs) will not exceed 6 units.

Unless buyout is provided from a research grant or Assigned Time is provided for other critical university activities, at least 6 units of classroom instruction is required of all faculty.

### **1.0 Assigned Time for Research**

1.1 Assigned time for research will be based upon the following criteria averaged over the most recent four years. These criteria do not include activities such as organizing department seminar programs, giving seminars at SDSU, or serving as a program coordinator because these activities fall into the category of service to the university.

1.2 Evidence that a faculty member has achieved both (1.2a) and (1.2b) along with at least one of (1.2c), (1.2d), or (1.2e) may be recognized by up to 3 units of assigned time (each semester).

(1.2a) Supervision of SDSU undergraduate and graduate student research. Undergraduate research is subject to approval by the Department Chair.

(1.2b) Author or co-author of at least 1 peer-reviewed publication per calendar year averaged over the last four years.

(1.2c) Scholarly productivity at an exceptional level in the faculty member's discipline (e.g. author or co-author multiple peer-reviewed publications; author or co-author a research monograph, or text book published by a

well-known publishing company, professional society, or university press).

(1.2d) Submission of at least one grant proposal per year with full indirect costs at the federally negotiated F&A rate, or ongoing external grant/contract support for research with full indirect costs at the federally-negotiated F&A rate. The faculty member must be a PI or Co-PI responsible for project administration.

(1.2e) Submission of at least one grant proposal per year or ongoing external grant/contract support for research with less than full indirect costs at the federally-negotiated F&A rate, provided that the funding includes full AY support for graduate students at TA/GA levels or full-reimbursed time for faculty for at least one course per semester (not lecturer replacement value); the faculty member must be a PI or Co-PI responsible for the project administration.

1.3 If a faculty member has met the expectations for three units of assigned time for research, and satisfies three of the four criteria (1.3a), (1.3b), (1.3c), and (1.3d) listed below, the faculty member may then be assigned three additional units of assigned time (each semester)

(1.3a) 2 peer-reviewed publications per year averaged over four years.

(1.3b) Ongoing external grant/contract for at least 2 out of 4 years either as a PI or co-PI with faculty member's share of 30% or \$50K/year.

(1.3c) Submission of two or more grant proposals (at least one with full F&A) per year averaged over four years, which includes AY support for graduate student(s) at TA/GA levels.

(1.3d) Supervisory teaching units of 3.0, or more in a semester for advising graduate thesis (0.5 WTU for each), or undergraduate research projects (0.3 WTU for each) of students.

## **2.0 Assigned Time for Teaching and Service**

2.1 If a faculty member requests 3 units of assigned time for significant pedagogical or service activities, or for a combination of multiple pedagogical and service activities, the expectation is that the activities would require approximately 8 hours per week x 15 weeks = 120 hours of work to perform the activity or series of activities over and above the normal service expectations, and the activity makes a significant contribution to the mission of the college or the university. Such significant pedagogical activity can be development of a new



course, making extensive changes to existing courses, producing additional teaching material and tools, trying innovative teaching techniques, advising a large number of undergraduate students, advising student chapters, performing service activities with the community outside SDSU, etc. It is up to the faculty member to justify the time expenditure and contribution for such activities. If departments have significant activities required of their faculty members as part of accreditation, the Department Chair should document the requirements of such activities as part of the submission of the teaching load requests.

- 2.2 The teaching load for a new tenure-track faculty member is negotiated at the time of offer for the first two years. After the first two years, each faculty member shall be reviewed on an annual basis.

### **3.0 Appeals**

- 3.1 Any appeals about decisions related to assigned time should be presented as an email message to the chair with a copy to the dean detailing the rationale for reconsideration. The chair will review the request and any changes will be made in consultation with the dean.
- 3.2 A response will be provided via email from the chair with a copy to the dean.
- 3.3 Appeals concerning the amount of assigned time should be made no later than four weeks after the information about assigned time was distributed.

### **4.0 Documentation**

- 4.1 Faculty members are responsible for reporting in detail on activities each semester for which they were granted assigned time. These reports will constitute a primary basis for evaluating future assigned time requests.
- 4.2 A report no longer than two pages in length must be submitted with documentation detailing the status of the research/teaching activity proposed in the initial request to department chairs no later than the last day of classes each semester for which assigned time was granted.

## CONSTITUTION AND BYLAWS

### APPENDIX B. CRITERIA FOR REAPPOINTMENT, TENURE, AND PROMOTION

- B.1 **The purpose of this policy statement** is to give reappointment, tenure, and promotion decision guidelines for faculty, administrators, and candidates within the SDSU College of Engineering.
- B.2 **Reappointment, tenure, and promotion decisions** are based upon the candidate's records in (a) teaching, (b) professional growth, and (c) service to the University and the profession.
- B.3 **Criteria for Promotion from Assistant Professor to Associate Professor with Tenure**

B.3.1 Teaching Effectiveness

The awarding of tenure is based on the demonstration of excellence in teaching.

Criteria for evaluating teaching effectiveness may include command of the subject and currency in the field, skill in organizing and presenting material in ways that engage and motivate students to participate in their own learning, ability to foster critical thinking, integration of professional growth into the curriculum, reflection upon and adjustment of teaching strategies in response to assessment of student learning, significant contributions to curriculum development, and significant contributions to student success.

Evidence for evaluating teaching effectiveness shall include course syllabi with clearly-stated learning outcomes, student evaluations of instruction applied in appropriate teaching situations (e.g., classroom teaching, public lectures, seminars, studio, or laboratory teaching), development of instructionally related materials, use of new technologies and innovative pedagogies in teaching and learning, involving and mentoring students in research, scholarship, or creative activities, peer evaluations of teaching, honors and distinctions received for excellence in teaching, textbook authorship, and contributions to student recruitment, advising, mentoring, and retention.

B.3.2 Professional growth

As a requirement for tenure, the candidate is expected to show compelling evidence of continuous growth in research and scholarship in the candidate's field(s) of study.

Criteria for evaluating professional growth shall include significant and sustained contributions of high-quality research to the field; an independent and original research program and; a demonstrated capacity for independent intellectual progress and innovative contributions to the body of knowledge.

Primary evidence

High impact journal publications where the first author or corresponding author is the candidate or a student or post-doc from the candidate's research group.

Extramural grant funding as lead PI, to support a highly visible and independent research program and students.

Notes. (1) A detailed explanation of the level of contribution of the candidate to a publication where the first author or the corresponding author is not from the candidate's research group is required. (2) Reviewers may refer to indices such as journal impact factors and Q-rankings to evaluate the quality of publications.

#### Additional evidence

Peer reviewed conference proceedings, patents, invited publications and presentations, extramural grant funding as co-PI, recognitions and honors received for research and scholarship, journal or book editing, and organizing scientific conferences, seminars or workshops. Evidence for evaluating professional growth shall also comprise the successful mentoring of graduate students.

#### B.3.3 Service to the University and the profession

Service activities are important for the development of faculty members and for the operation of the University via shared governance. As such, service activities are expected for candidates but shall not replace the requirement for excellence in teaching and professional growth.

Evidence of service may include appropriately documented activities that apply the faculty member's professional expertise to the benefit of the University and professional community, such as student outreach and retention; service to the department, college, and university; refereeing or judging for professional journals, and grant agencies; advising student organizations and clubs; significant committee work; actively participating in professional associations; holding offices in university-associated or relevant community organizations; participating in appropriate governmental boards or commissions; advancing public or private support for the University; and organizing seminars for community groups.

#### B.3.4 Criteria for Three-Year Reappointment

The focus of this review is on the probationary faculty's progress towards tenure as assessed in the third year of the candidate's appointment.

The Three-Year Reappointment review is similar in scope to a tenure review in that the review should include evaluation of the candidate's teaching effectiveness, professional growth and service. The candidate is required to demonstrate that he/she is developing excellence in teaching, outstanding professional growth, and service. Reappointment is not automatic.

#### B.4 **Criteria for Promotion from Associate to Professor**

Promotion from Associate Professor to Professor is based on demonstrated evidence of a cumulative record of excellence in teaching effectiveness, professional growth, and service, above and beyond what is required for promotion to Associate Professor.

Candidates for promotion to Professor must demonstrate superior contributions to teaching effectiveness. Evidence may include: developing and/or adopting innovative and effective teaching tools, approaches, and curricula and; receiving recognition for teaching excellence.

Candidates for promotion to Professor must provide evidence of a substantial record of publications in high-quality journals, and a thriving, independent, extramurally funded research program that supports students and demonstrates the candidate's expertise in a particular field and impact of their work on a body of knowledge.

Additional evidence may include initiation, development, and direction of significant research projects; development of programs, centers, or institutes; and achieved national or international intellectual recognition in the candidate's field.

A higher level of service activities is expected for promotion to Professor as evidenced by participation and leadership in service assignments and committee work within the Department, College, and the University; participation and leadership in professional societies; posts on journal editorial board; membership on scientific committees, councils or boards; and review panels.