

By-Laws of the Faculty

Department of Civil & Mechanical Engineering (CME)

(approved February 16, 2006)

All policies, procedures and regulations of the Department of Civil & Mechanical Engineering (“the Department”) shall conform to and abide by those of the School of Computing & Engineering and the University of Missouri.

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ARTICLE I

Faculty and Voting Members

Section 1. The Faculty of the Department shall consist of the President of the University, the Chancellor of UMKC, the Provost/Vice Chancellor for Academic Affairs of UMKC, the Dean of the School and all persons with 0.5 FTE or greater, regular or non-regular academic appointments in the Department at the rank of instructor or higher. Faculty members holding joint appointments with other academic units may participate in the Department faculty meetings and may be voting members if their primary appointments are designated by the Chancellor to be in the Department (i.e. 0.51 FTE in the School), if they have teaching responsibilities in the Department, and provide service to the Department.

Section 2. The Voting Members are members of the Faculty with a regular, 0.5 FTE or greater appointment who teach, conduct scholarly activities and provide service to the Department. A Voting Member of the Faculty shall not exercise voting privileges in other Departments or in other academic units at UMKC, but may vote in interdisciplinary committee deliberations in other Departments. Faculty members not meeting the criteria for Voting Member may be granted voting privileges through appropriate nomination and vote of approval by the Voting Members, these candidates are expected to engage in regular assigned instruction for the Department, and provide committee service as requested by the Dean or the Chairman, and they must participate in the School Annual Faculty Development and Performance Appraisal programs.

Section 3. The Non-Voting Members of the Faculty are Faculty of the Department who do not meet the requirements in Section 2. They may attend and participate in faculty meetings and may be appointed to serve as voting members on Department level committees, and they must participate in the School Annual Faculty Development and Performance Appraisal programs.

Section 4. The responsibilities of the faculty include: engagement in career development, including publishing, funded or unfunded research and consulting, contributions to ABET curricula, participation in ABET process, professional registration, advisement of student organizations, compilation of annual report, participation in student recruiting, advisement of students, assistance to SCE, UMKC, UM System and/or the profession through service commitments, and input to the Promotion and Tenure Committee.

Section 5. The powers of the Faculty of the School shall be those described in the University of Missouri Board of Curators' Collected Rules and Regulations, Sections 300.020.1 and 300.020E.3, University of Missouri-Kansas City Faculty By Laws, and the School of Computing & Engineering By-laws.

ARTICLE II Responsibilities of the CME Chairman

Section 1. The officer of the Faculty is the Chairman. As the responsible officer of the Department, and required by State of Missouri law*, the Chairman shall hold a Professional Engineering license from the State of Missouri.

Section 2. The Chairman shall preside over all Regular Faculty meetings. In the Chairman's absence, the Chairman may designate a voting member of the Faculty to temporarily preside over a Regular Faculty meeting. The Chancellor, the Chancellor's designate, the Dean or the Chairman shall preside over all Special Meetings.

Section 3. The Chairman prepares the agenda, counts the votes, and prepares and distributes the minutes of Faculty Meetings.

Section 4. The Dean has the final authority to recommend appointment or replacement of the Chairman. Candidates for Chairman, as well as Interim Chairman, shall have a degree in a CME-area, possess the terminal degree in their discipline, have experience in a CME research area, and have expertise in CME education.

Section 5. The Chairman approves travel absences, supervises staff, stores records (students, ABET), conducts senior exit interviews, serves as *ex officio* member of the CME Advisory Board, schedules and presides over CME meetings, appoints *ad hoc* and standing committee members, mentors faculty, coordinates faculty and staff award nominations, revises catalog, establishes class schedules and room assignments, manages CME budgets, manages CME space allocations, manages security, coordinates faculty and staff hiring, conducts annual reviews of faculty and staff, serves as the first review in grievances, and other responsibilities necessary for departmental operations.

Missouri Revised Statutes, Chapter 327 Section **327.181** (August 28, 2004)

327.181. Any person practices in Missouri as a professional engineer who renders or offers to render or holds himself or herself out as willing or able to render any service or creative work, the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences to such services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems, **engineering teaching of advanced engineering subjects or courses related thereto**, engineering surveys, the coordination of services furnished by structural, civil, mechanical and electrical engineers and other consultants as they relate to engineering work and the inspection of construction for the purpose of compliance with drawings and specifications, any of which embraces such service or work either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems or projects and including such architectural work as is incidental to the practice of engineering; or who uses the title "professional engineer" or "consulting engineer" or the word "engineer" alone or preceded by any word indicating or implying that such person is or holds himself or herself out to be a professional engineer, or who shall use any word or words, letters, figures, degrees, titles or other description indicating or implying that such person is a professional engineer or is willing or able to practice engineering.

ARTICLE III Voting Privileges

Section 1. A Voting Member of the CME Faculty may have the status of Doctoral Faculty (DF), Graduate Faculty (GF), or Undergraduate Faculty (UF). DF and GF status are granted by the Graduate School of UMKC and automatically imply UF status. A Voting Member of the Faculty who is not DF or GF is considered to be of UF status if the faculty member has an appointment as a Visiting or Adjunct Faculty with at least 0.5 FTE . Other adjunct faculty may have voting privileges extended by a vote of the Faculty.

Section 2. SCE Faculty Voting Rights

- a) All voting members can vote on all non-academic matters.
- b) Doctoral Faculty have the right to vote in all academic matters brought before the Department or the Faculty's interdisciplinary PhD Discipline(s), unless prohibited by the rules of the Graduate School.
- c) Graduate Faculty have the right to vote in all academic matters brought before the Department or the Faculty's home Department, except Doctoral program issues.
- d) Undergraduate Faculty have the right to vote in all academic matters brought before the Department, except Doctoral and Masters Program issues.

Section 3. An amendment to these by-laws can be made only by Faculty vote (secret ballot), subject to:

- a. The proposed amendment shall have been read at a regular meeting of the Faculty prior to the meeting at on which the amendment is voted,
- b. The proposed amendment shall have been published and distributed to all voting faculty members at least ten working days before voting, and
- c. The proposed amendment has received an affirmative vote of a simple majority, having a quorum present, at the Regular Meeting, consistent with Article IV, section 3.
- d. The date of the Regular Meeting shall be incorporated as an annotation in this document.

ARTICLE IV
CME Faculty Meetings

Section 1. Meetings of the Faculty of the Department are Regular.

Section 2. There shall be no less than one Regular Meeting of the Faculty scheduled each month during the nine-month academic year. The Chairman shall inform the Faculty of the meeting and transmit the agenda at least one day prior to the meeting. The purpose of the Regular Meeting is to conduct the regular business of the Department:

- The minutes of the previous Regular Meeting, shall be voted on at each Regular Meeting of the Faculty,
- All standing committees shall report at each regular meeting of the Faculty.

Section 3. Fifty percent of the Voting Members shall constitute a quorum.

ARTICLE V Standing Committees

Section 1. The following will be CME standing committees:

1. Academic Committee
2. Laboratory Committee
3. Promotion and Tenure Committee

All Standing Committees operate under the same guiding principles:

- a. A Standing Committee must have at least two regular Faculty members
- b. The Chairman is an *ex officio* member of all Standing Committees.

Section 2. The Academic Committee

The Academic Committee will be comprised of three faculty members appointed by the Chairman. The Academic Committee will:

- Rule on undergraduate appeals and probation,
- Approve undergraduate transfer credit,
- Complete undergraduate graduate checks, and
- Coordinate retention efforts.

Section 3. Laboratory Committee

The Laboratory Committee, represented by both Civil Engineering and Mechanical Engineering faculty, is appointed by the Chairman. The committee's responsibilities include:

- Maintenance of laboratory plans,
- Assess adequacy of undergraduate laboratories, consistent with ABET requirements,
- Approve acquisition of undergraduate laboratory equipment funded by allocation distributed by the Dean, and
- Approve Maintenance and Replacement (M&R) expenditures for CME equipment.

Section 4. Promotion and Tenure Committee

Clause 1. The CME Promotion and Tenure Committee is comprised of all faculty holding the rank of Associate Professor or Professor. The Promotion and Tenure Committee will:

- Maintain a Promotion and Tenure guidance document (approved by the School and Provost) for the Department,
- Prepare three-year reviews of Assistant Professors,
- Coordinate promotion and tenure dossiers for Assistant Professors, including the solicitation of outside letters of review,
- Make recommendations on promotion and/or tenure to the Dean.

Clause 2. A subcommittee of the Promotion and Tenure Committee, comprised of all Professors, but no fewer than three Professors, will be assembled for Associate Professors seeking promotion to Professor, who will:

- Coordinate promotion dossiers, including the solicitation of outside letters of review,
- Make recommendations on promotion to the Dean.

In the event, that fewer than three Professors are on the CME faculty, the Chairman will appoint Professors from another unit to assist in this promotion effort.

Clause 3. The Chairman will make an independent assessment on promotion and/or tenure for all CME candidates, and will provide recommendations to the Dean.

Clause 4. All proceedings, including calendar and disclosure requirements, will be in compliance with those published by the Provost's Office.

ARTICLE VI Degree Programs

Section 1. The Undergraduate Degree Programs are maintained by the Faculty within the Department. CME offers two undergraduate degrees: Bachelor of Science in Civil Engineering, and Bachelor of Science in Mechanical Engineering.

Section 2. The Masters Degree Programs are maintained by the Graduate Faculty within the Department. CME offers two graduate degrees: Master of Science in Civil Engineering, and Master of Science in Mechanical Engineering.

Section 3. The Doctoral disciplines housed in the School are part of UMKC's Interdisciplinary Ph.D. program. The Discipline Area Faculty are in charge of day-to-day maintenance of the degree, admissions, etc. They make their recommendations to SCE's IPhD Committee for further review and approval.

ARTICLE VII
Engineering Accreditation Commission (EAC)
of the
Accreditation Board for Engineering and Technology (ABET)

Section 1. “ABET is recognized by the Council for Higher Education Accreditation (CHEA) as the organization responsible for the accreditation of educational programs leading to degrees in engineering, engineering technology, computing, and applied science. The wide acceptance of the ABET list of accredited programs by organizations such as the National Council of Examiners for Engineering and Surveying (NCEES), by the relevant boards of licensure and certification, by the professional engineering and technical societies, by employers, and by the institutions themselves, is gratifying evidence of the cooperation and respect of the institutions and organizations concerned.” (ABET, 2005)

Section 2. The civil engineering and mechanical engineering degrees have been continuously accredited by EAC since 1977. The department is committed to maintaining EAC accreditation for its undergraduate degrees.

Section 3. The Chairman will appoint an ABET Coordinator to assure continuous compliance with EAC requirement. This Coordinator may have EAC reporting, self-study preparation, communications with site visiting team, and/or CME data collection responsibilities. The Chairman has ultimate responsibility for EAC compliance.

ARTICLE VIII
CME Advisory Board

Section 1. The purpose of the Advisory Board is to foster an ever higher level of excellence in the University of Missouri at Kansas City Civil and Mechanical Engineering program. The Board will accomplish this by catalyzing increased interaction between students, faculty, department heads and the larger engineering community; providing input on academic issues; supporting the promotion, development and expansion of the education programs and facilities in the College; and recognizing significant achievements of School of Computing and Engineering alumni/ae and supporters.

In order to provide the highest quality education to the students the Advisory Board will advise and assist the faculty in developing industrially relevant programs by providing recommendations for improving the curriculum with respect to the needs of industry; will help to develop assessment instruments and programs for assessing the outcomes of the Civil and Mechanical Engineering academic program; cultivate a network of individuals and corporations to support the continued improvement of the Civil and Mechanical Engineering Department facilities and resources; and increase the awareness of the broader community of the quality of the students and programs.

Section 2. The CME Advisory Board maintains its own by-laws.

Section 3. The CME Advisory Board is a fully independent body, which has sole responsibility for nominating and approving members, and electing its officers.