

**BYLAWS**

**OF THE**

**DEPARTMENT OF CHEMICAL  
AND MATERIALS ENGINEERING**

**JULY 18, 2007**

# **BYLAWS OF THE DEPARTMENT OF CHEMICAL AND MATERIALS ENGINEERING**

UNIVERSITY OF CINCINNATI, CINCINNATI, OHIO, USA

## **1. BYLAWS**

These Bylaws are generated by the faculty of the Chemical and Materials Engineering (CME) department, to provide for the orderly governance and functioning of the department. The Bylaws incorporate the principles of shared governance, and are intended to initiate an ongoing governance process that will be transparent and fair to all, allowing for individual faculty to pursue their academic aspirations in an atmosphere of collegiality and collaboration. The Bylaws detail the basic departmental structure for attainment of these aspirations, and all faculty, but especially the Head and elected officeholders of the CME department, shall be expected to adhere to the spirit and provisions of these Bylaws, in carrying out their governance functions. These Bylaws apply only to the internal governance of the CME department, and do not ascribe in any way to supersede established governance statutes of the College of Engineering and/or University of Cincinnati.

## **2. DEPARTMENT HEAD**

The Department shall have a Head appointed in accordance with Article 31.1 of the UC/AAUP contract. The Head shall exercise the authority vested in this position by the university statutes, and shall act as the representative of the Faculty to the Dean of Engineering and the University Administration. The Head shall have the responsibility for administering Departmental functions, but responsibility for decision-making shall be shared with the Advisory Committee and Faculty in accordance with the Departmental Bylaws.

## **3. FACULTY/ MEMBERSHIP:**

The faculty of the Department shall consist of those members of the departmental academic staff with the rank of Professor, Associate Professor, Assistant Professor, or Instructor. Qualified faculty holding appointments in the Department of 50% time or higher, shall have equal governance rights, privileges and obligations, except as provided for in the UC/AAUP contract in Article 6.4, and shall have equal voting rights in departmental and program deliberations. All departmental faculty members who hold less than 50% appointment in the Department shall be entitled to partake in the discussions at faculty meetings, but shall not have voting rights.

#### 4. ACADEMIC PROGRAMS:

The Department shall have two or more academic Programs, which are based on well recognized, research and educational sub-disciplines in the fields of Chemical Engineering and Materials Engineering. The Programs shall be concerned with matters related to their respective sub-disciplines, such as teaching, curriculum, alumni affairs, undergraduate professional activities, undergraduate scholarships, graduate fellowships, industrial gifts, and student recruitment. Many of these Program activities will be coordinated over time with departmental committees having similar areas of responsibility. Initially, the Department shall consist of two academic, degree-granting Programs, as follows:

- a. Chemical Engineering
- b. Materials Science and Engineering

Membership in a particular Program in the department shall be determined at the time of initial appointment to the rank of Professor, Associate Professor, Assistant Professor or Instructor.

Each Program shall have a Chair, elected annually by majority vote on a secret written ballot of its faculty in the final week of the spring Quarter, to take office at the beginning of the summer Quarter. The Program Chair will initiate and chair meetings of the Program faculty, appoint Program ad-hoc committees, coordinate the activities of the Program, and serve on the Department's Advisory Committee. The Chairperson must have at least a 50% appointment in the Department. Each Program shall formulate its own method for nomination and voting. Vacancies which may occur in the office of Chairperson shall be filled promptly by vote of the Program faculty.

In recognition of the dynamics of change and development in the fields of Chemical Engineering and Materials Science & Engineering, the Department will allow the creation of new and the elimination of existing Programs as warranted. The creation of a new program requires significant inputs from the Department faculty, obtained through a majority vote of its members. Elimination/suspension of an existing Program likewise shall require significant faculty inputs through approval by majority vote of the faculty of the Program in question and also by majority vote of the Department faculty. A Departmental recommendation for program creation or elimination/suspension will constitute a first initiative under existing University rules. Any actual creation or elimination/suspension of Programs requires subsequent recommendation by the College and approval by the University Board of Trustees (BOT).

## 5. DEPARTMENT ADVISORY COMMITTEE

The Department shall have an Advisory Committee consisting of the Program Chairs, the elected Graduate and Undergraduate program committee chairs from each program, and a Moderator elected by the faculty at large, who will chair the Committee. The Advisory Committee shall act to advise the Head on all matters pertaining to departmental administration. The Committee in this advisory capacity shall provide for the orderly voicing of suggestions for the good of the Department; recommend procedures and committee structures that will encourage faculty participation in formulating policy; consult on budgetary matters; and, advise on teaching assignments.

A meeting of this Committee shall normally be held monthly, convened by the Head, the Moderator or by a majority of the Committee. Subjects to be discussed by the Committee may be raised by the Head or by any member of the Committee. A Secretary, elected by the members of the Advisory Committee, shall generate and maintain minutes of all meetings of the Committee and also promote communication with the faculty on current and ongoing developments.

## 6. ORGANIZATIONAL STRUCTURE

The Department will have the following organizational structure:

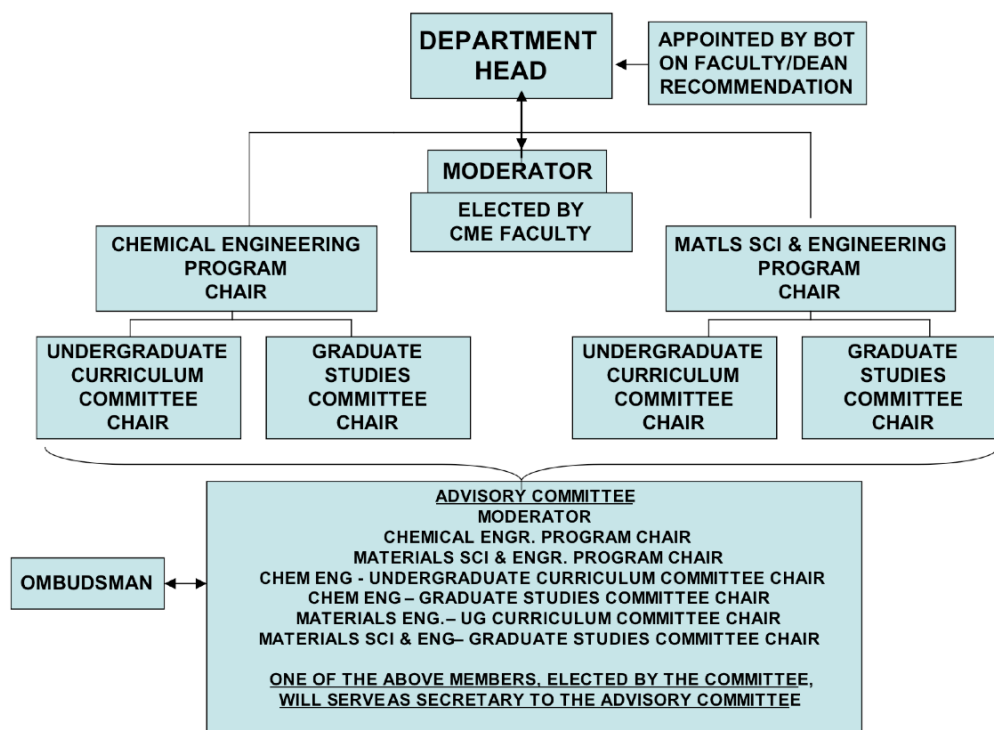


Figure 1. Schematic of CME Governance Structure

The primary roles and functions for the offices delineated in the above Organizational Chart will be as follows:

**A. Department Head:** Appointed by the Board of Trustees, upon recommendation of the Departmental faculty and Dean, according to AAUP procedures, and will fulfill the following duties:

a. The Head generally shall be responsible for the both day-to-day and long-range plans and activities for the Department, involving the expenditure of resources, resource allocation (space, funds, faculty positions, scholarships, UGS's etc.), faculty and staff hiring, development and promotion of faculty and staff, teaching assignments, curriculum development, the promotion of student welfare, and the advancement of the general welfare of the department.

More particularly, the Head shall prepare and administer the Department's budget and budgetary issues, supervise and manage the staff and physical assets of the department, and carry out evaluations of the performance of the Faculty with regard to teaching, service, and intellectual activities.

Additionally, the Head shall interface with the College Dean and the University Administration, to keep them informed of Departmental functions and faculty concerns, as appropriate. The Head must also provide accurate information to the College on surveys that impact on Departmental and Program rankings, nationally.

b. In all of the above activities, the views of the Advisory Committee and /or Moderator shall be solicited, as representing faculty interests and inputs. In particular, the Head shall discuss and consult with the Advisory Committee and/or Moderator on the following matters: Committee assignments; Curricula matters; Teaching assignments; Hiring and discharge of non-academic staff and personnel; Assignment of office and laboratory space; Scholarly development and directions for the Department; Distribution of Faculty positions and Departmental resources among the Department's Programs.

c. For purposes of this consultation, the Head shall convene a meeting of the Advisory Committee at least once each month during the Academic year and as often as necessary during the summer months. The Head shall seek to engage the Advisory Committee in a regular consultative role on all issues concerning administration of the Department.

**B. Moderator:** A Moderator shall be elected annually by the voting members of the departmental faculty. The Moderator's role is to represent faculty interest as a whole, and be responsible to the faculty for the orderly functioning of the Advisory Committee. The **Moderator** shall convene and chair meetings of the Advisory Committee and of the Departmental faculty, when not convened by the Head. The Moderator, in the absence of a

designated Chair, will also serve as convener and ex-officio member of Department-wide Committees. The Moderator will have the additional title of **Associate Head**, and will perform designated duties of the Head, in his/her absence.

With concurrence of the Dean and Advisory Committee, the Associate Head will assume the role of **Acting Head** for such period of time when the department is without a Head, and shall carry out the functions normally performed by the Head. Should this role extend beyond three months, the faculty may choose to elect another Moderator.

**C. Program Representatives:** Representatives on the Advisory Committee from the Chemical Engineering Program shall be the Chair, Undergraduate (UG) Curriculum Committee Chair and Graduate Studies Committee Chair, all elected annually by the voting members of the Chemical Engineering Program. Likewise, representatives to the Advisory Committee from the Materials Science and Engineering Program shall be the Program Chair, Undergraduate (UG) Curriculum Committee Chair and Graduate Studies Committee Chair, also elected annually by the voting members of the Materials Science and Engineering Program. Program representatives shall be eligible to serve successive terms, on election by their respective Program faculty.

**D. Ombudsman:** A faculty Ombudsman shall be elected annually by majority vote of the Department faculty at large. The role of the Ombudsman will be to mediate and seek redress for concerns, complaints or grievances that lie within the purview of the Department, which may be brought to his/her attention by faculty, staff or students. The Ombudsman may seek to liaise with staff or student representatives, providing faculty contact for their expressed concerns. In seeking resolutions to issues brought, the Ombudsman may consult with the Moderator or Department Head, as appropriate, and may also make reasonable demands on the human and financial resources of the Department, including use of the Advisory or other special committees.

**E. Secretary:** A faculty Secretary, elected by members of the Advisory Committee, shall exercise the role of communicating between the Committee and faculty, through meeting minutes, reports, notices of informal or special faculty meetings, and other written communication. A copy of all faculty meeting minutes and records shall be archived and maintained by the Secretary, including soft and hard copies of the Bylaws and other important faculty generated documents. The Secretary shall also develop and manage a faculty-generated fund to promote faculty welfare, social activities and academic outreach.

**F. Advisory Committee:** The further role of the Advisory Committee is to provide a mechanism for shared governance of the Department, through its

representation of faculty interest, and by allowing for the orderly voicing of suggestions for the good of the Department. The Advisory Committee shall:

- Develop and recommend operating procedures that will encourage faculty participation in formulating policy, and that will contribute to the orderly running of the Department.
- Advise the Department Head on matters pertaining to the departmental administration, including the use of facilities, recruitment and mentoring of new faculty, alumni relations, graduate seminars, undergraduate and graduate student recruitment, teaching assignments, and departmental budgetary matters.
- Appoint ad-hoc committees, in consultation with the Head, for matters outside the scope of the standing committees.
- Organize proposed changes to the Bylaws, as needed
- Advise the Head on implementation of the Departmental Strategic plans and on the development of other long-range plans, as needed.

A meeting of this committee shall normally be held monthly, convened by the Head or by the Moderator in consultation with the Head. Topics to be discussed by the Committee may be raised by the Head or by any member of the committee. Minutes of these meetings shall be recorded and generated by the Secretary.

The Advisory Committee may also be convened independently by the Moderator or by majority vote of the Committee, to consider issues of especial concern to the faculty, or when it believes that the Head or elected officeholder is in general non-compliance with provisions of the Bylaws of the Department. Only the elected members of the Committee shall have voting rights at such special meetings.

## 7. DEPARTMENT COMMITTEES:

In consultation with the Advisory Committee the Department Head shall annually appoint standing committees and committee chairpersons, except for faculty elected committees, which shall be concerned with:

- a. Undergraduate Affairs\*
- b. Graduate Affairs\*
- c. Space, Equipment and Facilities
- d. Graduate Student Recruitment
- e. Undergraduate Student Recruitment and Retention
- f. Colloquia
- g. Industrial and Alumni Relations

h. Faculty Development

i. Curriculum\*

\*Represents those Committees formed from the Program Committees with like functions.

The Undergraduate and Graduate Affairs Committees shall be constituted from the elected Program Committees of three members each with like responsibilities. Each elected Committee shall choose its own chair. The Graduate and Undergraduate Affairs Committees shall jointly form the departments Curriculum Committee, with their own elected chairperson or the Moderator as Chair.

Each Program may elect to have equal representation on these committees. All committees will operate under a written charge formulated by the Department Head with the advice and consent of the Advisory Committee. The committees will report to the Head, but their reports shall be available for further dissemination and review by the Advisory Committee and/or Faculty. The Faculty Development Committee shall oversee mentoring, research initiatives, awards and teaching improvement for new faculty, among other matters. Ad-hoc committees may be appointed by the Department Head, with Advisory Committee input, for matters outside the scope of the standing committees.

8. CURRICULA:

The Department will offer B.S degrees in Chemical Engineering and in Materials Engineering. The Department shall also offer degrees in Chemical Engineering and in Materials Science and Engineering at the M.S. and Ph.D levels, with specific areas of concentration. Initially these concentration areas within Materials Science and Engineering will be Polymeric, Metallic and Ceramic Materials.

Each Program will organize to recommend on curricular matters to the appropriate Departmental Committees. Program concentration and Program degree curricula matters must be approved by a majority of the voting members of the Program concerned. Core curriculum matters must be approved by a majority of the voting members of the Department. Curricula matters must be approved by the Curriculum Committee prior to submission to the College's Curriculum Committee for approval. The department shall further develop and implement its common core curriculum for entering first year students with provision for program changes as students interest may dictate. The Graduate Affairs Committee shall have a focus of a streamlined Graduate program with common elements.



## 9. FACULTY HIRING AND PROMOTION:

The Department Head shall make all faculty hiring and appointment recommendations to the Dean, after consulting with the Advisory Committee and Departmental faculty. For each faculty opening, the Program faculty or a designated Search committee will recruit candidates for consideration by the Departmental faculty, based upon the recommendation of the search committee. The faculty shall have had the opportunity to meet each candidate and review his/her record prior to discussion at a faculty meeting. A vote of the faculty shall be taken at the meeting for the purpose of advising the Head. Meetings at which faculty hiring, reappointment and promotions changes are discussed must be announced by mail at least one week in advance. The procedures followed must, in general, be in accordance with Article 7 of the UC/AAUP contract.

The case for reappointment or advancement of a faculty candidate shall be presented at a meeting of the Department's RPT Committee. For a particular candidate, the RPT Committee shall consist of the Departmental faculty of higher rank. The candidate's faculty mentor, or designated Program faculty will normally present his/her case to the Committee. Faculty candidates under review may not be present. The Committee's discussion and the candidate's written dossier will provide the basis for the Committee's recorded vote and written recommendation for the purpose of advising the Department Head and the College RPT Committee. The Head shall be responsible for securing the needed recommendation letters and for forwarding the final reappointment or promotion papers to the College's RPT Committee.

## 10. DEPARTMENT MEETINGS:

The Head shall hold a faculty meeting to discuss Departmental affairs at least once per Quarter. The Head shall designate a secretary whose responsibilities shall include preparation and distribution of minutes of the meetings. A quorum for the purpose of a faculty meeting shall be a majority of the voting faculty. An agenda shall be circulated to the faculty prior to all faculty meetings. Faculty members, who are unable to attend a meeting, shall be eligible to cast a proxy vote, by secret ballot, on any item (or items) on the agenda, using another faculty member who is qualified to vote, as emissary. Any faculty member may cast, at most, one proxy vote. Proxy votes do not count toward a quorum. A majority of the votes cast, not including abstentions, will determine an issue. A secret written vote shall be taken on any issue if two of the attending voting faculty members request it. Retired faculty members who hold at least a 50% appointment in the Department shall be permitted to vote at faculty meetings that they attend.

## 11. CHANGES IN THE BYLAWS:

Proposed changes to the bylaws, initiated by faculty petition or by recommendation of the Advisory Committee, shall be circulated in writing at least one week prior to presentation at a valid faculty meeting. Amendments to these proposals should be presented in writing and circulated prior to the meeting also, but this shall not preclude amendments being made at the meeting. Amendments may be voted on at this meeting and require a three-fifths majority of those voting. Adoption of a final document, including amendments, shall require approval of three-fifths majority of the voting faculty at a subsequent faculty meeting called at least two weeks after circulation of a final document.

Any amendments adopted at the second, or subsequent meeting, shall re-initiate the procedure for final approval. Changes deemed by any Program to be of particular significance to that Program may be rejected by a three-fifths majority of the primary members of that Program (i.e. those qualified to vote for the Program's Chairperson) prior to the final approval meeting of the Department faculty.

*Faculty Approved Draft Approval 5/25/2007*

*Revised 7/12/2007*

*Adopted 7/18/2007*

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