

CONSTITUTION OF THE FACULTY OF THE COLLEGE OF ENGINEERING, TECHNOLOGY, AND COMPUTER SCIENCE

ARTICLES OF ORGANIZATION AND PROCEDURE

Preamble. The Faculty of the College of Engineering, Technology, and Computer Science adopts the following articles in order to describe its organization, define its responsibilities, and determine its operating procedures.

ARTICLE I Functions

The functions of the College of Engineering, Technology, and Computer Science (ETCS) as assigned by the Board of Trustees are:

1. The implementation of appropriate administrative faculty responsibilities for all curricula offered by those departments/schools of the College of Engineering, Technology, and Computer Science as shown in the Purdue University at Fort Wayne Autonomy Document approved by the Board of Trustees on November 14, 1974, or as shown in any future documents of this nature approved by the Board of Trustees.
2. The development of educational programs specifically designed to:
 - a. Provide educational programs commensurate with the needs of ETCS students.
 - b. Provide, through consultation and cooperative arrangements with the other academic units of Purdue University Fort Wayne (PFW), appropriate courses for students in the other Schools, Colleges, and Divisions.

ARTICLE II Responsibilities

The Faculty of the College of Engineering, Technology, and Computer Science is responsible for the nature and quality of the academic programs offered by the College of Engineering, Technology, and Computer Science. Powers for discharging these responsibilities are derived from the total Faculty of the University which, in turn, derives its powers from the Board of Trustees of Purdue University. In general, the Faculty of the College of Engineering, Technology, and Computer Science shall have the power:

1. To approve or disapprove curriculum documents of the College of Engineering, Technology, and Computer Science.

2. To consider, discuss, and make recommendations regarding matters affecting the welfare of the Faculty of the College of Engineering, Technology, and Computer Science.
3. To receive, approve or disapprove all reports and recommendations brought to it by appropriate committees.
4. To consider any matter introduced by any member at any meeting and/or refer it to an appropriate committee.

ARTICLE III

Composition of the Voting Faculty

Voting Faculty of the College of Engineering, Technology, and Computer Science include tenured faculty, tenure-track faculty, continuing lecturers, clinical faculty and faculty on partial retirement. The Dean is not a member of the Voting Faculty. Whenever a faculty member serves in more than one department/school, that faculty member is counted among the Faculty of the department/school to which primary service is assigned.

ARTICLE IV

Meetings of the Faculty

There will be an annual meeting (convocation) of the administrators, faculty and staff at the end of the spring semester.

Special meetings may be called by the Chair of the Assembly of Representatives after:

1. A majority vote of the Assembly of Representatives at a regularly scheduled meeting, or
2. A petition of at least twenty percent of the members of the Voting Faculty of the College of Engineering, Technology, and Computer Science, or
3. A petition of at least fifty percent of the members of the Assembly of Representatives.

ARTICLE V

The Assembly of Representatives

1. **Delegation of Powers.** The Faculty of the College of Engineering, Technology, and Computer Science hereby delegates to the Assembly of Representatives the power to act in its behalf in the transaction of business for the Faculty of the College. The actions of the Assembly of Representatives shall be subject to review and check by the faculty of the College through the following procedures:
 - a. At any special meeting of the Faculty of the College, past actions of its Assembly may be brought to the floor for discussion. If a majority of those present reject a previous action of that Assembly, the Assembly must reconsider its action at its next regular meeting.
 - b. Any action taken by the Assembly shall be returned to the Assembly for mandatory reconsideration if, within two weeks after the circulation of the Assembly minutes covered the action, a petition of at least 20 percent of the Faculty of the College, stating the objections of the petitioners, is received by the

chair of the Assembly. The Secretary of the Assembly shall publicize at the beginning of each academic year the size of the Faculty of the College and the minimum number required to force Assembly reconsideration of an action.

- c. In either of the above procedures, if the Assembly reaffirms its original action, the issue must be submitted by secret mail ballot to the Voting Faculty of the College. The decision of a simple majority of those voting in such a ballot shall be final. In the case of a tie vote, the original action is affirmed. The ballots shall be returned and counted, and the decision announced, before the next regularly scheduled meeting of the Assembly.
2. **Composition.** The Assembly shall consist of voting Faculty members of the academic departments/schools.
 - a. Each department/school will have one representative. In addition, each department/school shall have one additional representative for every five voting Faculty Members in the department/school.
 - b. The Secretary of the Assembly shall determine the apportionment of elected members by the Monday one week prior to the start of the academic year, on the basis of the current assignment of faculty to the department/school.
 - c. The department/school shall select their representatives or fill vacancies by nomination and election by their voting faculty by no later than the Monday of the first day of the academic year.
 3. **Officers.**
 - a. The Chair and the Vice-Chair of the Assembly shall be members of the Assembly. The Chair and the Vice-Chair shall be elected by the Assembly at the first regular meeting of the academic year, and shall serve for one year.
 - b. In the event of the absence of the Chair, the Vice-Chair shall serve as chairman.
 - c. The Secretary of the Assembly shall be appointed by the Chair for one year. The Secretary shall not be a member of the Assembly.
 4. **Voting Privileges.** All members of the Assembly shall have voting privileges.
 5. **Tenure.** Elected members of the Assembly shall serve for three years, except when specifically chosen to fill the remainder of an unexpired term. Elected members of a new department/school will be assigned by lot to one, two, or three year terms.
 6. **Eligibility.** Members of the Voting Faculty of the College of Engineering, Technology, and Computer Science who have served at least one year as tenured, tenure-track, continuing lecturer or clinical faculty are eligible for election to the Assembly except those who are serving as department Chairs or Associate Deans.
 7. **Meetings.** The Assembly shall meet on a regular basis as provided in the by-laws.
 8. **Elections and Ballot Initiatives.** The Secretary of the Assembly shall conduct those elections and ballot initiatives that are voted upon by the Voting Faculty.

ARTICLE VI
Committees of the Assembly

1. Standing Committees:

A standing committee is a continuing committee created to aid and expedite the carrying out of the powers and responsibilities of the Assembly. Members of the standing committees, other than the Curriculum Committee, shall be elected by the Assembly from its membership. Members of all standing committees shall serve three-year terms except when chosen to fill the remainder of an unexpired term. The standing committees shall report to the Assembly of Representatives. The standing committees and their functions are:

a. **Curriculum Committee**

The Curriculum committee shall approve or deny proposals for curriculum changes from the departments/schools of the College and report its decisions to the Assembly. The membership of the Curriculum committee shall consist of one faculty member from each academic department/school elected to membership by that department.

b. **Educational Policy Committee**

The Educational Policy Committee shall study and propose educational policies and procedures.

c. **Faculty Affairs Committee**

The Faculty Affairs Committee is charged with the responsibility of encouraging the faculty members to develop their professional abilities and status. The Committee shall also review and make proposals concerning the responsibilities and welfare of the faculty.

2. Special Committees

A special committee is a temporary committee, created to accomplish a specific objective, which reports to the Assembly. The members of the special committee and its chair shall be appointed by the Chair of the Assembly. The committee shall be dissolved by the Chair of the Assembly upon the completion of its assigned task.

ARTICLE VII
Parliamentary Procedure

All meetings of the Faculty and of the Assembly shall be conducted in accordance with parliamentary procedure. The most recent edition of *Roberts Rules of Order* shall be used as the reference authority, except where superseded by the provisions of the By-laws.

ARTICLE VIII
Amendment Procedures

Section 1: Initiation. An amendment to these Articles may be initiated in either of two ways:

- a. Five or more members of the Voting Faculty may initiate an amendment by submitting a proposed amendment in document form to the Secretary of the Assembly.
- b. The Assembly may initiate an amendment by approving a proposed amendment in document form.

Section 2: Action. A proposed amendment shall be acted upon according to the following steps:

- a. The Secretary of the Assembly will distribute the proposed amendment document to all members of the Voting Faculty at least one week in advance of an Assembly meeting at which it will be considered.
- b. After a proposal has been properly distributed, the Assembly shall adopt a resolution incorporating its recommendation pertaining to the proposal.
- c. Next, the Voting Faculty will vote on the amendment by secret ballot. A two-thirds majority shall be required to adopt the amendment.