

College of Engineering Bylaws

Approved April 29, 2025

1. Membership

1.1. The Faculty of the College of Engineering (CoE) shall include the following:

1.1.1. Emeritus faculty.

1.1.2. Faculty having academic rank as defined by the Policies of the Board of Trustees and having continuing appointment.

1.1.3. Faculty having qualified academic rank as defined by the Policies of the Board of Trustees and having full-time term appointments.

1.1.4. Faculty with term or temporary appointments that do not carry academic rank.

1.1.5. Others as determined by the members.

2. Structure

2.1. CoE shall function as a single academic unit for curricular, administrative, budgetary and supervisory purposes.

2.2. Day-to-day responsibility for and authority over specific programs and areas of significant responsibility is vested with Program Faculty, as specified in these bylaws.

2.3. Leadership and administrative responsibility are vested with the Dean, Department Chairs, Program Coordinators, and other Coordinator positions as the College may, from time to time, develop and approve in accordance with these bylaws.

2.4 The CoE shall have the following academic departments

- Computer Science
- Civil and Mechanical Engineering
- Electrical and Computer Engineering
- Engineering Technology
- Other Academic Departments as needed and approved

3. College Meetings & Procedures

3.1. Regular College Meetings

CoE shall meet on a regular basis. Regular college meetings shall be scheduled during the period of academic obligation

3.2. Special Meetings

Special Meetings of CoE may be called by the Dean upon notice to the faculty either by email or by letter, at least one calendar week prior to the Special Meeting.

3.3. Quorum: A quorum shall be defined as one-half of the voting faculty and at least one voting faculty member from each department.

3.4. Conduct of Meetings

All College Meetings shall be conducted using Roberts Rules of Order.

An agenda should be distributed one week prior to all College meetings.

All votes, unless otherwise specified in these bylaws or in the procedures governing College meetings, shall be by majority vote of those present at the time of the vote.

3.5. Minutes

3.5.1 Minutes of all College Meetings shall be created and distributed to voting members of the College.

3.5.2 Minutes of the previous meeting shall be voted upon at the beginning of a meeting.

3.5.3 It shall be the Office of Dean's responsibility to maintain a library containing College meeting minutes, and to make the library of minutes available, both online and in the College office, to all voting members of the College.

3.6. Voting

3.6.1 Absentee Voting:

- The motion explicitly allows absentee voting.
- The motion clearly states the deadline for submitting absentee ballots and specifies how those ballots must be submitted (e.g., by email, online form, etc.).

3.6.2 Email Voting:

- The motion explicitly states that email discussion and voting are allowed.
- The motion clearly defines the timeframe for both discussion and voting, and specifies how email ballots will be submitted, verified, and counted.

4. College Organization

4.1. The Dean of CoE shall serve as the academic and administrative leader of the College.

4.2. The Dean shall appoint Department Chairs and Program Coordinators in coordination with the departments and faculty, subject to the approval of the Provost and VP for Academic Affairs and the President. The terms and responsibilities of these appointments shall be determined by the Dean in coordination with the Provost and VP for Academic Affairs.

4.3. Responsibilities of the Dean:

4.3.1 The Dean shall be responsible for the day-to-day administration and leadership of the College; building consensus among the College's membership for the development and implementation of a long-term strategic plan; representing the College's interests to the Institute's administration; and representing the College to the community.

The Dean will:

4.3.2 Provide leadership in all matters pertaining to the administration of the college, including academic policy and planning, curriculum development, program accreditation, strategic planning, personal management, budget, and resource allocation.

4.3.3 Be responsible for promoting and articulating the vision of the CoE faculty.

4.3.4 Provide leadership and assist in the expansion and growth of each program in CoE.

4.3.5 Provide leadership in the areas of assessment and accreditation.

4.3.6 Value and promote excellence in teaching, research and service.

4.3.7 Lead efforts to increase relationships with industry, government, transfer institutions, and secondary Colleges.

4.3.8 Supervise the hiring of CoE faculty and staff and make recommendations to the Provost and VP for Academic Affairs and President

4.3.9 Review and approve faculty, staff workloads, teaching schedule, the end of year program assessments and provide suggestions for continuous improvement in coordination with Chairs.

4.3.10 Advocate for CoE with the administration of SUNY Polytechnic Institute

4.3.11 Evaluate and review faculty and staff, and administer the College's procedures for faculty evaluation as specified in these bylaws, other motions adopted by the College, and in compliance with the policies of the State University Board of Trustees

4.3.12 Work in conjunction with the department chairs and coordinators to assign budgets and staff to the departments and programs.

4.3.13 Work with Chairs for enrollment management and student recruitment Efforts

4.3.14 Coordinate with the Chairs on faculty office space and laboratory allocations for the department's programs.

4.4 Responsibilities of the Chair

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

The Chair will

4.4.1 Supervise faculty and staff and provide their evaluations

4.4.2 Develop and manage faculty and staff workloads for recommendation to Dean

4.4.3 Represent the department in college and university meetings.

4.4.4 Prepare the department's teaching schedule, in close coordination with departmental and college staff.

4.4.5 Manage the department's financial and budgetary matters, in close coordination with departmental and college staff.

4.4.6 Lead in the formulation of the department's teaching and research vision that aligns with the mission of the College and University.

4.4.7 Lead the departmental efforts in strategic planning, the security of external research funding, and the maintenance of effective ties with the community in coordination with the Dean.

4.4.8 Work with Dean for the department's efforts in obtaining timely and effective accreditation of departmental programs.

4.4.9 Mentor new faculty and foster a collegial atmosphere in all departmental affairs.

4.4.10 Establish effective advising and guidance for student success, retention, and graduation for the departmental programs

4.4.11 Work with the Dean on enrollment management and student recruitment efforts

4.4.12 Coordinate with the Dean on faculty office space and laboratory allocations for the department's programs.

5 College Committees

5.1 Standing Committees

5.1.1 Identification of Standing Committees: CoE shall have the following standing committees: Personnel, Graduate, Curriculum, and Academic Affairs.

5.1.2 Election for Standing Committees: Members of all standing committees will be elected by majority vote at the first College meeting of the academic year.

5.1.3 Membership of Standing Committees: Each standing committee shall have a Chair and three additional members. All voting members of the College are eligible to serve on standing committees, provided that no individual shall serve as a member of more than two standing committees nor as Chair on more than one standing committee at any time. Please see the specific conditions required to serve on the Personnel Committee.

5.2 Responsibilities of Standing Committees

5.2.1 Personnel Committee: The Personnel Committee shall coordinate all reviews for continuing appointment and promotion of members of the College, following procedures specified in these bylaws; shall forward all personnel actions to the College for consideration; shall represent the College on the Institute-wide Personnel committee. Membership of the Personnel Committee shall consist of one (1) elected representative from each academic department, and an external member outside of the college, selected by the Personnel Committee. Only tenured faculty members are eligible for membership of the Personnel Committee. For promotion to Full Professor, the majority of the committee members should hold the rank of Full Professor. All reappointment cases *that do not involve continuing appointment or promotion* should be managed by the corresponding departments, and not by the personnel committee following the procedures outlined by the University.

5.2.2 Graduate Committee: The Graduate Committee shall consider all requests from Programs and faculty members concerning graduate curriculum; and forward all approved curriculum actions to the Graduate Council.

5.2.3 Curriculum Committee: The Curriculum Committee shall consider all requests from Departments concerning *undergraduate* curriculum; and forward all approved curriculum actions to the Institute-wide Curriculum committee.

5.2.4 Ad-Hoc Committees: The Dean or any voting member of the College may at any time recommend to the faculty the creation of an ad-hoc committee to fulfill a specific responsibility or need within the College. Such recommendations shall specify the responsibilities of the proposed committee, the number of members of the proposed committee, procedures for nomination and appointments to the committee, and a timeline of the proposed committee's activities.

6. Personnel Procedures

6.1. Procedures for recommending individuals to be hired as Dean of CoE

6.1.1 Upon notification from the Provost and VP for Academic Affairs or President that a hiring process for the Dean position should commence, a search committee shall be formed.

Appointment of Dean Search Committee

6.1.2 The search committee shall consist of voting members of CoE, including at least one faculty member from each department. A current CoE student may be appointed to the Search Committee. Faculty appointments to the search committee is done by the departments. The Search Committee shall be announced to all voting faculty members of the College, via email, within three weeks of notification from the Provost and VP for Academic Affairs or President.

6.1.3 The Search Committee shall elect the chair at its first meeting.

6.2. Operations of Dean Search Committee:

6.2.1 The Search Committee shall operate under the latest revision of the University Search Guidelines.

6.2.2 The current Dean and viable internal candidates for the position shall not participate in the search process.

6.2.3 The Search Committee shall, in consultation with the Provost and VP for Academic Affairs and President, compose the advertisement for the position, as well as any other promotional materials intended to solicit applications for the position, and forward such materials to the Provost and VP for Academic Affairs. The Search Committee shall develop processes and procedures to review applications, and shall implement these processes and procedures to identify applicants to interview on-campus for the position.

6.2.4 The Search Committee shall develop an interview process to include distribution of candidate materials to all Faculty members; public presentation by the candidates; a meeting with the Provost and VP for Academic Affairs, and the President, and shall implement this process.

6.2.4 The Search Committee shall solicit the recommendations and evaluations of other faculty members, and incorporate these assessments into its deliberations.

6.2.5 The Search Committee shall, upon completion of on-campus interviews, present all information about each candidate to the voting faculty of CoE. The voting faculty shall determine by a two-thirds majority which names to forward to the Provost and VP for Academic Affairs and President for consideration.

7. Distribution and Amendments

7.1. The Dean shall annually distribute a copy, including an electronic copy, of these bylaws to all members of the College faculty.

7.2. Amendments

7.2.1 Amendments to these bylaws may be proposed by any voting member of the College.

7.2.2 The process for amending these bylaws is as follows:

7.2.3 Distribute proposed amendment(s): A document shall be circulated to all voting members of the faculty with specific text of the proposed amendment(s), including a date on which the proposed amendment(s) will take effect.

7.2.4 Introduce proposed amendment(s): No sooner than one week subsequent to the distribution of the document containing the specific text of the proposed amendment(s), a faculty member may introduce a motion at a regular meeting of the College, or at a special meeting of the College called for this purpose, to amend the bylaws as specified.

7.2.5 Consider proposed amendment(s): At the next regularly scheduled College meeting, the proposed amendment(s) will be considered by the faculty. If a motion to consider ratification is supported by a majority of the voting membership of the College, the proposed amendment(s) will be considered for ratification.

7.2.6 Ratify proposed amendment(s): At the next regularly scheduled College meeting following a majority vote of the College membership to consider ratification, a motion will be considered by the faculty to ratify the proposed amendment(s), as presented and without modification. A majority of the voting membership of the College in favor of ratification is required to adopt the proposed amendment(s).

7.2.7 Distribute amended bylaws: The Dean shall notify, by email, all members of the faculty of the amendment(s) to the bylaws, and shall distribute, at the first College meeting of the following year, a copy of the bylaws reflecting the amendment(s).