**BYLAWS**

# THE SCHOOL OF ENGINEERING AND COMPUTER SCIENCE BAYLOR UNIVERSITY

# Effective October 23, 2023

**BYLAWS**

## THE SCHOOL OF ENGINEERING AND COMPUTER SCIENCE BAYLOR UNIVERSITY

**Table of Contents**

**Page**

Contents

[Preamble 1](#_Toc139041261)

[Article I. Organization of the School 1](#_Toc139041262)

[A. Dean 1](#_Toc139041263)

[B. Other School Administration 1](#_Toc139041264)

[C. School Faculty 1](#_Toc139041265)

[D. School Units 2](#_Toc139041270)

[Article II. Committees 2](#_Toc139041273)

[A. Administrative Council 2](#_Toc139041274)

[B. Dean’s Council 2](#_Toc139041275)

[C. Standing Faculty Committees 3](#_Toc139041276)

[1. Governess, Assessment and Space Committee 3](#_Toc139041277)

[2. Graduate Programs and Research Committee 3](#_Toc139041280)

[3. Outreach Committee 3](#_Toc139041282)

[4. Scholarship and Honors Committee 4](#_Toc139041288)

[5. Undergraduate Curriculum Committee 4](#_Toc139041294)

[D. Committee Leadership: Election, Role, and Term 4](#_Toc139041297)

[E. Ad Hoc Committees 4](#_Toc139041298)

[Article III. School Policies 4](#_Toc139041299)

[Article IV. Amendments to Bylaws 4](#_Toc139041300)

Article V. Revison History………………………………………………………………………….5

**BYLAWS**

**THE SCHOOL OF ENGINEERING AND COMPUTER SCIENCE BAYLOR UNIVERSITY**

## Preamble

The Bylaws of the Baylor University School of Engineering and Computer Science ("ECS" or "School") specify governing rules and structure for effective operation of School. The Bylaws govern School’s internal operations and shall not supersede any existing policies and regulations of Baylor University.

## Article I. Organization of the School

### Dean

The Dean is the chief officer of the School, responsible for success of its students, staff, faculty, academic and research programs, and partnerships with external organizations, including effective operations of departments; relationships with the larger University and the extended public; student success programs; supervision, assessment and development of faculty and staff; budget; appointments; faculty tenure and promotion; assessment, and planning. The University looks to the Dean for recommendations about programs; staffing; faculty promotion, tenure and review; development needs; and all financial aspects of school operation. The Dean serves at the discretion of the Provost and the President.

### Other School Administration

Subject to university policies and approval from the Office of Provost, the Dean may appoint Associate and Assistant Deans, and Department Chairs for operations of the ECS. These administrators have responsibilities as assigned to them by the Dean and serve at the discretion of the Dean.

### School Faculty

* 1. **Composition**

The faculty ("Faculty") is made of following two categories of members of the School: tenured and tenure-track faculty and non-tenure-track faculty. The tenured and tenure-track faculty members hold ranks of Assistant Professor, Associate Professor, and Professor. The non-tenure-track faculty members hold ranks of Lecturer, Senior Lecturer, Teaching Professor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Emeritus Professor, Research Assistant Professor, Research Associate Professor, Research Professor, Adjunct Professor, Visiting Professor, and other non-tenure-track faculty appointments authorized by the university policies.

### Voting Membership

All tenured and tenure-track faculty and full-time non-tenure-track faculty, except Visiting Faculty and Emeritus Professors.

### Faculty Assembly

The governance of the School is shared between Faculty and administration. The faculty shall meet at least once for each semester (referred to as the Faculty Forum).

### Meeting Call and Agenda

Meetings shall be called by the Dean independently or with the written request of at least 1/3 of the Faculty with voting privileges. Issues requiring a vote should be included in the agenda of the meeting and background information on such issues should be made available to the Faculty not less than one week prior to the meeting.

### Meeting Facilitation

Meetings shall be facilitated by the Dean or his/her designee. The meetings shall be governed by the most recent revision of Robert’s Rules of Order. A quorum shall consist of a majority of the voting-eligible Faculty members. A vote is passed by majority of the members in attendance. Absentee voting is not permissible except for legitimate absences approved by the Dean. Minutes of the meetings shall be recorded, filed, and distributed to the faculty.

### School Units

The School shall be organized into Departments that consist of one or more academic programs and support units. Each Department shall be managed by a Department Chair who represents the faculty of all programs in the Department and each support unit will be led by a Director who represents all staff within the unit.

### Department Chair

The Department Chair is responsible to the Dean and the departmental faculty for all operational aspects of the Department. The Department Chair is required to be at or above the rank of Associate Professor.

### Unit Director

The unit Director is responsible to the Dean and the unit staff for all operational aspects of the unit. The unit Director is required to be a full-time staff member.

## Article II. Committees

The following councils and committees shall exist to execute the mission of the School.

### Administrative Council

The Administrative Council (AC) consists of the Dean, Associate and Assistant Deans, Department Chairs, unit Directors, and Chair of the Faculty Governance, Assessment, and Space Committee. Dean or his/her designee serves as the Chair of AC. Regular meetings will be called by the Dean. The Academic Council provides overall leadership of the school.

### Dean’s Council

The Dean’s Council consists of the Dean, Associate and Assistant Deans, Department Chairs, unit Directors and other members designated by the Dean. Dean or his/her designee serves as the Chair of the council. Regular meetings will be called by the Dean.

The duties of the councils include but are not limited to:

* + development of a culture for open exchange of ideas and opinions among all departments, support units, and the Dean’s Office;
  + leadership for discussion and formulation of short-term and long-term planning for the School; and
  + timely dissemination of pertinent information to members of the School.

### Standing Faculty Committees

The School has the following standing committees:

* + Governance, Assessment, and Space Committee
  + Graduate Programs and Research Committee
  + Outreach Committee
  + Scholarship and Honors Committee
  + Undergraduate Curriculum Committee

### Governance, Assessment, and Space Committee

* + **Responsibilities of Committee**

The committee is responsible for co-developing and co-revising School policies and operational procedures, overseeing the overall assessment efforts of the School’s academic and non-academic programs, developing criteria for assigning available spaces within the School, and developing relevant recommendations to AC and Faculty.

### Composition of Membership

The committee consists of a representative from each academic program and one additional member appointed as the Dean's representative. Each member will serve a two-year term. Committee members cannot serve more than two consecutive terms.

### Graduate Programs and Research Committee

* + **Responsibilities of Committee**

The committee is responsible to oversee the operations of graduate programs within the school and to develop best research practices. The committee makes recommendations regarding proposed changes to the Dean or his/her designee.

### Composition of Membership

The committee consists of graduate coordinator representatives from each Department, appointed by the Department Chairs, and one additional member, appointed as the Dean's representative. Each member will serve a two-year term. Committee members cannot serve more than two consecutive terms.

### Outreach Committee

### Responsibilities of Committee

The committee is responsible for developing and overseeing School’s engagement activities and programs working with a variety of external communities. This committee will make recommendations to AC and Faculty on best practices in outreach and recruiting.

### Composition of Membership

The committee consists of one representative from each Department, a designee of the Dean. Each member will serve a two-year term. A career development officer and a marketing coordinator of the School will serve as non-voting members of the committee. Committee members, with the exception of the career development officer and the marketing coordinator, cannot serve more than two consecutive terms.

### Scholarship and Honors Committee

* + **Responsibilities of Committee**

The committee is responsible for developing criteria for awarding scholarships and honors available in the School, reviewing applicants and making recommendations to AC for awarding the recognitions.

### Composition of Membership

The committee consists of one faculty member from each Department and the College representative from the University Development Office. Each member, with the exception of the development officer, will serve a two-year term. Committee members cannot serve more than two consecutive terms.

### Undergraduate Curriculum Committee

### Responsibilities of Committee

The committee is responsible to review proposed undergraduate program curriculum changes submitted by Departments. The committee makes recommendations regarding proposed changes to the Dean or his/her designee.

### Composition of Membership

The committee consists of one representative from each Department and one additional member appointed by the Dean. Professional advisors are non-voting members of the committee. Each member, with the exception of professional advisors, will serve a two-year term. Faculty cannot serve more than two consecutive terms.

### Committee Leadership: Election, Role, and Term

Each committee will select a Chair to serve for the entire academic year during the academic year’s first committee meeting. The Chair is responsible to call for meetings and to facilitate discussions. The Chair is also responsible to ensure the validity of any documents produced by the committee. A Chair can serve no more than two consecutive two (2)-year terms on the same committee.

### Ad Hoc Committees

Ad hoc committees will be established based on needs of the School, called by the Dean. The composition of the committees and their responsibilities shall be established at the time of formation of the committees. Once the purpose of an ad hoc committee is fulfilled, the committee will be dissolved immediately.

## Article III. School Policies

Rules of procedure or practice adopted by the Faculty shall be known as School Policies.

## Article IV. Amendments to Bylaws

The amendment of these bylaws is governed by the process described in Article I. Any amendment must be recommended to the Dean by at least one-third of voting eligible faculty members of the School.

**Article V. Revision History**