



Portland State

Civil & Environmental Engineering

Bylaws

Amended, Approved

Faculty-November 2017, OAA-August 2018

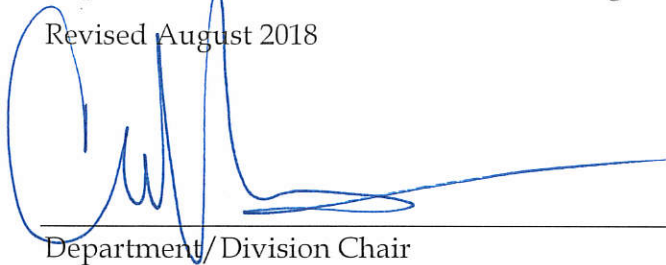
Faculty-January 2005, OAA-February 2005

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Department of Civil and Environmental Engineering Bylaws

Revised August 2018



Department/Division Chair

8/2/2018

Date

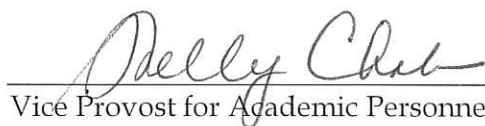


Dean

8/3/2018

Date

Academic Affairs Approval:



Vice Provost for Academic Personnel and Leadership Development

8/5/18

Date

Revision Log:

Date of Approval			Brief Notes on Changes
OAA	Dean	Faculty	
Aug 2018	Aug 2018	Nov 2017	Bylaws Amended; Many procedures that were prior practice are now described in Bylaws. Additions include affiliated and adjunct faculty definition, responsibilities of the chair, removal of the chair, faculty meeting procedures, faculty committee's role and membership, faculty search procedures
Feb 2005	Feb 2005	Jan 2005	Guidelines for Department Chair Nomination
1991	Unk	1985	Guidelines for Department Head Nomination
Unk	Unk	Unk	Department of Civil Engineering Procedures

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1 NAME OF UNIT

Department of Civil and Environmental Engineering (CEE)

2 DEFINITIONS

- CBA – Collective Bargaining Agreement
- OAA – Office of Academic Affairs
- MCECS – Maseeh College of Engineering and Computer Science
- Faculty – Unless otherwise specified, refers to members defined in Section 5: Members
- Fall, Winter, Spring, Summer – terms of the academic year.

3 AUTHORITY OF THE FACULTY

The power and authority of the faculty are derived from and are consistent with the Constitution of the Portland State University Faculty, Article III.

The faculty have primary responsibility for such fundamental areas as curriculum, subject matter, and methods of instruction, research, faculty status, and those aspects of student life that relate to the education process.

The faculty shall exercise final authority with respect to all matters affecting the Department consistent with Portland State University policies and guidelines.

The faculty may delegate its authority over various matters to the Department Chair, other department officers, or committees using procedures described in these Bylaws.

4 AUTHORITY OF UNIVERSITY POLICIES

All applicable University or MCECS policies in place at the time supersede these Bylaws in the event of a conflict or inconsistency.

5 MEMBERS

5.1 Membership

All faculty with an appointment in CEE at any FTE with a rank defined in the University's Promotion and Tenure policies, Section III are recognized as members of the CEE faculty. For reference, the ranks of those members in CEE at the date of the current approval of these Bylaws, including Emeritus/a, are:

Tenured/ Tenure-Track (TT)

- Professor
- Associate Professor
- Assistant Professor

Non-tenure Track (NTTF)

- Professor of Practice
- Associate Professor of Practice
- Assistant Professor of Practice
- Senior Instructor II
- Senior Instructor I
- Instructor

Academic Professionals

Professorial Research Appointments (Research)

- Research Professor
- Research Associate Professor
- Research Assistant Professor
- Senior Research Associate II
- Senior Research Associate I
- Research Associate
- Senior Research Assistant II
- Senior Research Assistant I
- Research Assistant

5.1.1 Others

Faculty with affiliated and adjunct appointments are considered members of the faculty.

5.1.1.1 Affiliated Faculty

Affiliated faculty member appointments can be granted to any current university faculty member, who demonstrates significant potential and desire for improving CEE, either by teaching, advising students, collaborative research or service.

A request for consideration of affiliated status must be in made in writing to the Department Chair. The request should include a current C.V. and a brief statement demonstrating eligibility and expected future participation in CEE. The Department Chair, after confirming eligibility, shall forward the request for a review by the voting eligible faculty. A majority vote of the faculty is required to approve the appointment. Affiliated faculty appointments expire after three years or at the request of the affiliated faculty. Renewals, for another three years, requires a majority vote of the faculty.

Affiliated faculty do not have voting rights or committee responsibilities in CEE. Affiliated faculty may serve as members or chairs of student examination or dissertation committees in accordance with established departmental procedures (see the CEE Graduate Handbook).

Affiliated faculty may be listed on the CEE website.

5.1.1.2 Adjunct Faculty

An adjunct faculty member is defined those researchers and instructional faculty members who are hired on less than half-time appointments (.49 FTE or below or 22.5 credits per academic year) in CEE.

Adjunct faculty provide a desirable perspective to the student in CEE. Adjunct faculty are typically practicing professionals and provide students with a window into the field in addition to unique technical skills. When CEE requires an adjunct faculty, the Department Chair will evaluate applicants based on the teaching experience or potential and their technical expertise as it relates to the course. The Department Chair may seek the advice of CEE faculty who are experts in the field for their assessment.

Comparable experience to a Ph.D. in civil or environmental engineering or related field for the purpose of determining appropriate rank would include at a minimum, a Master's degree in the field, registration as a professional engineer, a strong and sustained record of research and publications, and significant involvement in advanced technical work in the profession.

Adjunct faculty do not have voting rights or committee responsibilities in CEE. Adjunct faculty will not participate on student committees unless approved by the Department Chair and compensated for this activity per PSUFA 2015-19 CBA Article 16, Section 6. CEE will provide adjunct faculty with facilities and amenities as required in PSUFA 2015-20 CBA, Article 7, Section 2.

Adjunct faculty are welcome to attend faculty meetings, but their attendance is generally not required. In any case where a specific adjunct faculty member is requested or required to attend, they must be compensated as provided in Article 12, Section 6 of the PSUFA 2015-2020 CBA. Any such request must be approved by the Department Chair in advance.

Adjunct faculty may be eligible to apply to a fund for professional development and a faculty education fund. Requests for faculty professional development are submitted to and approved by the Department Chair, the Union and with a review by OAA.

Travel and conferences expenses are eligible. For more information on the faculty education and professional development funds, refer to PSUFA CBA Article 13, Sections 1 and 2.

Adjunct faculty may be listed on the CEE website.

5.2 Member Rights and Responsibilities

All members of the faculty are expected to participate in all departmental duties for which they are eligible as aligned with their rank and membership. All activities should be considered in proportion to their departmental FTE. These duties include, but are not limited to:

- Attending faculty and committee meetings;
- Participation in student-centered events;
- Participating on committees;
- Participating in accreditation processes and procedures, and
- Voting as required in these Bylaws.

5.3 Voting Eligibility

Voting members of the faculty are:

- Tenured/Tenure Track (TT) and Non-Tenure Track Faculty (NTTF) with appointments of 0.50 FTE or more in CEE
- Research Faculty with a rank of Assistant Research Professor or higher and appointments of 0.50 FTE or more in CEE spanning three years or longer.

Emeritus, affiliated, fixed-term and adjunct faculty are not eligible to vote.

In special cases voting rights may be extended to a faculty member who does not meet the criterion. Special cases involve CEE faculty who have shown earnest dedication and engagement in CEE through instruction, research, service, and curriculum/laboratory development. A grant of voting rights requires an affirmative vote of two-thirds closed ballot of those with current voting rights and must be renewed every three years.

Prior to the start of each academic year, the Department Chair shall provide a list of all faculty currently eligible to vote. The Department Chair may call for nominations for extension of voting rights, typically at the first faculty meeting of the Fall term.

5.4 Voting Method

Voting is done orally unless closed (secret) ballot is called for in these Bylaws, or requested by a voting faculty member.

Electronic balloting may be used as needed.

5.5 Individual Professional Development Accounts (IPDA)

Faculty members and academic professionals may utilize funds in their IPDA for activities that support the job-related professional development of the member. The use of IPDA funds is subject to the preapproval of the Department Chair and to all applicable University policies and procedures regarding the appropriate use and documentation of University expenditures. Examples of such use from the AAUP CBA include, but are not limited to, travel for the presentation of scholarly work, conference fees and travel, professional organization fees, professional licensure or certification requirements, acquisition of specialized equipment (such as laboratory or art supplies), tuition and/or fees, subscriptions and books, submission fees, and relevant training and continuing education opportunities.

Full-time faculty members on sabbatical shall have their IPDA accounts funded at 1.0 FTE.

5.6 Sabbatical Leave

Sabbatical leave applications are due to the Department Chair by the start of Winter quarter so they can be reviewed and forwarded to the Dean before mid-January of the year prior.

5.7 Adjunct Faculty Professional Evaluation

Refer to Section 7.2 of these Bylaws.

6 OFFICERS

6.1 Department Chair

6.1.1 Responsibilities

The Department Chair's responsibilities include the items below:

1. Oversees all curricular and budgetary aspects of the Department's academic mission, answering to the Dean and to Department's faculty.
2. Represents the Department in MCECS, implements MCECS policies and represents the views of the Departmental faculty to the Dean.
3. After consulting with the faculty, assigns faculty to courses.
4. Oversees the implementation and accreditation of the undergraduate degree programs, including writing the required documents and compiling the data.
5. Makes final decisions on admissions (undergraduate and graduate), course substitutions and other matters related to degree progress.
6. Takes the Departmental lead role in fundraising, donor development, and community outreach.
7. After consulting with the faculty, allocates and assigns all space.
8. Schedules and presides over Department faculty meetings, the agendas of which are set through consultation with faculty; communicates with the faculty between meetings about Departmental issues.
9. Oversees the recruitment and hiring of new faculty members and the promotion and retention of existing faculty.
10. Appoints individual faculty members to serve on committees whose membership is not determined by election.
11. Assigns, in consultation with the faculty, all Graduate Teaching Assistants (GTAs) to courses.
12. Approves all requests for travel.
13. Recommends approval for all requests for sabbatical leave.
14. Recruits members of the CEE Advisory Council, attends all meetings and develops the agenda with the Council Chair and Co-Chair; appoints the CEE faculty and student representatives; communicates with the faculty between meetings about the council's recommendations.
15. Oversees the graduate program including the MS, MENG, and Ph.D. program admissions decisions, curriculum, appeals, and approves satisfactory progress reports.
16. Approves expenses as eligible for individual professional development funds (IPDAs).
17. Other responsibilities assigned by the Dean or other University administrators

6.1.2 Eligibility

Qualified candidate(s) should hold full time (1.0 FTE) tenured position in the Department of Civil and Environmental Engineering with the rank of Associate Professor or above.

6.1.3 Selection Procedures

- a) Early in the Fall term of the academic year in which an election is to be held, the departmental faculty will be provided a reminder by the Department Chair of such election. By the end of same Fall term, the faculty will be notified of the meeting for nomination which will take place on or about January 15. The election will take place by February 15, and recommendation forwarded to the Dean by March 15.
- b) The departmental faculty will nominate one or more qualified candidate(s) for Department Chair.
- c) Voting will be by secret ballot of CEE faculty eligible to vote. The development of voting ballots, counting, and reporting of results will be coordinated by an ad-hoc Teller's Committee consisting of three members of the departmental faculty.
- d) To be elected for recommendation, a candidate must receive the vote of a majority of the CEE faculty eligible to vote.
- e) In the event that no candidate receives a majority on the first ballot, a second ballot will be conducted among the two candidates having received the most votes in the first ballot. In the event of a tie, an additional ballot will occur. If there is still a tie, both names will be submitted to the Dean, who will decide upon a suitable candidate.

6.1.4 Term of Service

The Department Chair will be approved by the Dean and then appointed by the Provost, on the recommendation of the department vote, for a term of three years and may be appointed to subsequent three-year terms subject to the department's vote of approval. A three-year chair term is defined as completing three academic years, with the new terms commencing on the first day of the contract year.

6.1.5 Absences and Vacancies

In the event that the Department of Civil and Environmental Engineering must operate for three or more months without the services of a Department Chair, an Acting Department Chair will be appointed, for a period not to exceed 12 months, by the Dean after consulting with the faculty.

6.1.6 Removal from Office

The faculty may submit a petition to the Dean to reconsider the fitness of the Department Chair to serve. The petition must include the signature of a majority of the faculty eligible to vote. Electronic signatures are acceptable.

The Dean or the Dean's designee shall be requested to meet privately with the Department Chair and to arrange at least one meeting with CEE faculty (without the presence of the Chair) so that they may express issues of concern. The Dean shall then submit a decision to the CEE faculty, with an accompanying explanation, within 30 days of the initial request. The recommendation should take one of three forms: (1) retention of the Department Chair, (2) removal of the Department Chair, or (3) a one-time request for

an additional 30 days of consideration before deciding either option (1) or (2). If the Chair is removed, the Dean will appoint an Acting Chair per Section 6.1.5.

6.2 Associate Chair

Appointments and removals of an Associate Chair(s) can be made at the Department Chair's discretion.

A maximum of two (2) Associate Chairs may be appointed at any one time.

Associate Chair appointments must be approved by the Dean and OAA.

The Department Chair shall notify the faculty of the responsibilities assigned to the Associate Chair(s).

7 EVALUATION OF MEMBERS' PERFORMANCE

7.1 Tenure-Track and Non Tenure Track

Review procedures and criteria for all academic ranks are included in a separate document "Department of Civil & Environmental Engineering Promotion and Tenure Guidelines"

- Tenure-track faculty (see also: AAUP 2015-2019 CBA, Article 14)
- Post-tenure faculty review (see also: AAUP 2015-2019 CBA, Article 16, Section 2)
- Non-tenure-track faculty (see also: AAUP 2015-2019 CBA, Article 18, Section 4)
- Academic Professionals (see also AAUP 2015-2019 CBA, Article 17, Section 8)

7.2 Adjunct Faculty

Evaluations of adjunct faculty members are described in PSUFA CBA 2015-19, Article 7, Section 7. For CEE, an adjunct faculty member who meets the requirements will be offered an optional professional evaluation by the Department Chair. Evaluations should be offered and completed during the term immediately following the one in which the faculty member has completed the requirements.

The adjunct faculty member shall submit the required evaluation materials to the Department Chair. The Department Chair shall prepare a written evaluation in a timely manner and share the results with the adjunct faculty member. For any evaluation, the Chair will also consider if an advancement in rank is merited. An adjunct faculty member will be given the opportunity to acknowledge the evaluation results and/or create a written response. Any faculty member's written response to the evaluation process will be attached to the evaluation documents. Upon request of either party, the results will be shared at an in-person meeting.

7.3 Academic Professionals

Academic Professionals will be reviewed annually for the preceding twelve (12) months based on the same cycle as the department's promotion and tenure cycle. The Department Chair shall seek input from the Academic Professional to establish specific

job relevant criteria upon which the annual review for the next review period will be based either at the time of the annual evaluation for the previous year, or at the beginning of the next review period. The performance evaluations will promote the effectiveness of the Academic Professional by addressing the criteria in AAUP CBA 2015-19, Article 18, Section 8 c) and d).

7.4 Merit Increases

When the opportunity arises for merit components of salary increases, the faculty decide whether or not to form a committee to make recommendations. If formed, the committee will make recommendations in writing to the Department Chair. In absence, the Promotion and Tenure Committee will serve this role.

Merit increases should be clearly based on exemplary performance. Exemplary performance implies activities and achievements beyond regular and competent fulfillment of normal responsibilities. The Unit's expectation of regular performance is described in Appendix A: "Department of Civil & Environmental Engineering Promotion and Tenure Guidelines"

8 MEETINGS OF THE UNIT AS A WHOLE

8.1 Frequency

Faculty meetings are usually held once a month during the academic year. At a minimum, there must be one (1) meeting per term. The Department Chair will publish a schedule of meetings and distribute it among the faculty before the start of each term.

8.2 Attendance Expectations

All voting members of CEE are expected to attend faculty meetings. Others may be invited to attend. Remote participation is allowed.

8.3 Presiding Officer(s)

The Department Chair or delegate is the presiding officer of faculty meetings.

8.4 Agenda

The Department Chair shall create the agenda and distribute by email to the faculty in advance of the meeting, preferably three (3) days prior to the meeting.

Any member of the faculty may propose an agenda item to the Department Chair for consideration.

If a quorum is present, the agenda may be modified prior to or at the start of each meeting. The proposed changes to the agenda must be approved by a majority of voting faculty members present at the meeting.

8.5 Rules of Procedure

Every member of the CEE faculty shall have a free and equal voice in our deliberations and conclusions.

In the absence of special rules to the contrary, Robert's Rules of Order shall govern the procedures at all faculty meetings.

8.6 Quorum

Quorum is the majority of the faculty eligible to vote.

8.7 Minutes

The Department Chair will arrange or assign a CEE staff member or faculty to take minutes.

Minutes from the prior meeting are circulated with the agenda for the forthcoming meeting and will be placed on the consent agenda. Revisions to the minutes should be proposed, either in writing or in person, prior to end of announcements on the meeting agenda. Minutes are available on the Department's shared network drive.

8.8 Special Meetings

Special faculty meetings may be convened either by the Department Chair or by a written request submitted to the Department Chair by at least three (3) members of the faculty. Business conducted at a special meeting shall be governed by regular quorum provisions and shall be limited to the agenda for that meeting. The time, date, place and agenda of a special meeting shall be communicated to the faculty at least one week in advance of the meeting.

9 ADVISORY COUNCIL

The CEE faculty recognize the CEE Advisory Council (CEEAC) as a group of distinguished civil engineering professionals that advises CEE on the needs of industry. The CEE faculty endeavor to consider the input of the CEEAC in their deliberations.

The CEE Advisory Council operating procedures and membership is governed by their own Bylaws, a copy of which is included as Appendix B to this document.

10 COMMITTEES

There are two types of faculty committees, standing and ad hoc. Standing committees shall be those appointed committees that continue from year to year, unless they are removed or revised in structure or function by the faculty through the procedures for amending these Bylaws. Ad-hoc committees are created by the faculty or Department Chair for specific short-term purposes.

All committees report to the faculty, unless specified otherwise in these Bylaws. Committee members shall be responsible for keeping their colleagues informed about the work of the committee and to seek input on committee decisions from those who will be affected by the committee's actions.

At the beginning of each academic year, the Department Chair will appoint faculty to the standing and ad-hoc committees (unless elected by these procedures) cognizant of the overall responsibilities of each faculty member. The appointments shall reflect the FTE and expected service contributions of each rank. The Department Chair shall endeavor to constitute committees diverse in rank and experience. With the exception of the Promotion and Tenure Committee, Post Tenure Reviews, and NTTF Review Committee, whose election and rank requirements are specified in Department's Promotion and Tenure Guidelines, there are no faculty rank requirements for any other CEE committees. All committee memberships are for one-year terms, unless specified otherwise in these procedures.

When appointing the committee, the Department Chair will designate a faculty member as chair of the committee, who will lead and organize the committee functions over the year and report to the faculty as required.

The Department Chair will distribute the rosters early in the Fall term.

If any faculty member objects to the Department Chair's designee for the committee chair, the committee chair will be selected by a vote of the faculty. To object, a faculty member must notify the Department Chair in writing within two (2) weeks of the distribution of the committee rosters. The Department Chair will arrange for a timely vote of the faculty to select the committee chair from those appointed.

10.1 Continuous Improvement Committee

The committee serves as the primary advisor to the Department Chair in developing the Department's ABET accreditation assessment strategies and methods, primarily for the undergraduate programs. When requested, the committee will review the results of the annual performance of the student outcomes and suggest improvement areas for the faculty to consider. The committee is the primary reviewer for the faculty of the ABET self-study report.

A minimum of three (3) faculty are appointed by the Department Chair to the committee.

10.2 Curriculum Committee

The curriculum committee is responsible for maintaining the current curriculum and any program changes. The committee reviews all proposals for new courses, course modifications or program changes in the undergraduate and graduate programs. The chair of the CEE committee represents CEE on the MCECS committee of the same name.

A minimum of three (3) faculty are appointed to the committee.

10.3 Scholarship Committee

The scholarship committee reviews and selects the MCECS-CEE designated scholarship recipients. The list of eligible students, the number of awards and the amounts are provided annually by MCECS. The chair of the committee represents CEE on the MCECS scholarship committee. The chair of the committee shall report the results of the scholarship selection to the faculty in the Spring term of each year.

A minimum of three (3) faculty are appointed to the committee.

10.4 Promotion and Tenure Committee

The committee is formed by annual election specified in the Department's Promotion and Tenure Guidelines (included as Appendix A to these Bylaws). After election of the committee, the Department Chair appoints one member as the P&T committee Chair. The committee chair shall have served at least one (1) year on the committee, unless no members meet this requirement.

A minimum of three (3) faculty are appointed to the committee.

10.5 Post Tenure Review Committee(s)

The committee is formed by annual election specified in the Department's Promotion and Tenure Guidelines (included as Appendix A to these Bylaws).

10.6 NTTF Review Committee(s)

The committee is formed by annual election specified in the Department's Promotion and Tenure Guidelines (included as Appendix A to these Bylaws).

10.7 Undergraduate Admission Committee

The committee reviews all applications and makes admission decisions for the upper division program. The committee shall consist of the Department Chair, an undergraduate advisor, and one other faculty member.

10.8 Graduate Admission Committee

The committee shall review and make admission decisions for all applicants to the MS and PhD graduate programs. MENG admission are reviewed only for eligibility. All applicants that are accepted to the MS or PhD programs should be forwarded to all faculty in the discipline for consideration of Graduate Research Assistantships. The committee chair shall coordinate the review of the applications. The committee may request of the Department Chair approval to offer Graduate Teaching Assistantships to outstanding candidates. The committee chair shall report a summary of the results of the admissions decisions to the faculty in the Spring term.

A minimum of four (4) faculty are appointed to the committee, one from each of the CEE disciplines.

11 FACULTY SEARCH

11.1 Search Committee

When CEE has the opportunity to hire for a tenure-track, tenured position, or non-tenure track position the Department Chair will appoint a search committee consisting of at least three (3) faculty. Faculty from outside CEE are eligible though a majority of the committee must be CEE faculty. For non-tenure track searches, at least one member of the committee shall be a current non-tenure track faculty (unless no NTTF are appointed in CEE, then an NTTF from another unit will be selected). The Department Chair shall appoint the search committee chair, typically in the core discipline of the search.

Search committee members shall participate in any training, briefing or meeting as required by MCECS or University policy prior to beginning search activities. Search committees will work the appropriate offices as required (e.g. Human Resources or the Office of Global Diversity & Inclusion).

The search committee, in consultation with the Department Chair and the other members of the faculty, will develop the position description. The committee will help publicize the position, screen applications, solicit input about preferred finalists, and analyze the strengths and weaknesses of candidates. The search chair will help schedule and lead meetings of the committee, communicate with candidates, help arrange campus visits for finalists, solicit input from all constituents (including graduate and undergraduate students) following campus visits, and lead the committee's deliberations.

11.2 Procedures for Selection of Preferred Candidate

- a) The search committee chair shall present a summary (either in person or in writing) of the search recommendations to the Department Chair. The search committee will identify the preferred candidate(s) to the Chair.
- b) If the Chair does not agree with the committee's preferred candidate, the Department Chair may ask the committee to reconsider.
- c) The Department Chair will present the recommendation of the Chair and the search committee for hiring to the MCECS Dean. The final hiring authority is the Provost.
- d) After approval from the Dean, the Department Chair will present and negotiate the offer to the selected candidate unless the Dean requests to negotiate directly.
- e) If the negotiations with the primary candidate are not successful, the Department Chair will consult with the MCECS Dean and the search committee before pursuing subsequent action.

12 WORK-LIFE BALANCE

12.1 Work-Life Balance

CEE Faculty believe that supporting flexibility enables our faculty to meet the increasing demands of the workplace and to meet their personal and family responsibilities.

12.2 Academic Professional Workload and Work-Life Balance

Academic professionals that are overtime exempt are expected to work approximately 2080 hours (which is approximately 40 hours per week) per year. Overtime exempt academic professionals have no expectation of receiving additional salary for hours that exceed this number. The amount of work may cycle with time of year, specific assignments, and/or other situational demands. In the event an overtime-exempt academic professional's workload is unusually high for some period of time the academic professional will be provided sufficient flexibility in order to balance out the academic professional's work commitment. The Department Chair and academic professional shall work together to determine when and how such adjustments will be made. This is not intended as an hour-for-hour adjustment, but rather as a mechanism to provide flexibility in an overtime-exempt Academic Professional's work schedule in keeping with work-life balance ideals. It is not necessary for exempt employees to maintain complex records of hours worked.

13 RATIFICATION, DISTRIBUTION AND AMENDMENT OF BYLAWS

13.1 Procedure for Ratification, Amendment or Revision of Bylaws

These Bylaws, amendments or revisions must be presented in writing to all CEE faculty members at least five (5) days prior to a scheduled faculty meeting. The proposed changes (additions or deletions) must be clearly marked.

Appendix A and B, included in these Bylaws for reference, are separate governing documents and not considered "Bylaws" and thus are not part of the vote.

After discussion at the faculty meeting, an electronic ballot will be distributed to voting faculty. A two-thirds majority vote is required for approval of amendments or ratification.

When substantive changes (i.e. not grammatical or minor rewording that does not change the meaning of the original text) are requested by the MCECS Dean or the Office of Academic Affairs in subsequent reviews following the initial faculty vote of approval, the revisions must be voted on by the faculty.

13.2 Amendments and Changes to Departmental Bylaws and Departmental Employment Conditions

Modification of policies and procedures require notification to and approval by OAA. Notice of intent to modify a policy or procedure must be provided prior to adoption.

Changes to these Bylaws and all other governance documents do not become effective until the date approved by OAA. The approval date is listed on the signature page.

13.3 Distribution of Bylaws

A current copy of this governance document shall be posted on the department shared website at all times.

13.4 Schedule of Review

CEE endeavors to review these Bylaws every two years.

APPENDIX A: GUIDELINES FOR PROMOTION AND TENURE

APPENDIX B: CEE ADVISORY COUNCIL (CEEAC) BYLAWS