COLLEGE OF
Engineering, Architecture
&Technology

CEAT Faculty Advisory Council Bylaws	Policies and Procedures CEAT-G-001 Effective Date: 10/13/15

Preamble

1.01 The basic functions of a university are to advance, evaluate, preserve, and transmit knowledge and to foster creative capabilities. These functions are performed by a community faculty, students, and administrators, who are free to exercise independent judgment in fulfilling their educational responsibilities.

1.02 The most effective system of governance is one in which faculty and administration both recognize and respect their mutual interest and concern for the successful operation of the university and the colleges. These interests and concerns require a participatory system of shared governance in which faculty and administration regularly and openly consult with each other on matters of importance to the welfare of all in the College.

Article I

Name & Purpose

2.01 **Name.** The name of this organization is the Oklahoma State University College of Engineering, Architecture, and Technology Faculty Advisory Council, hereafter CEAT FAC.

2.02 **Purpose.** The CEAT FAC is to represent the faculty of the College and provide advice to the CEAT Executive Committee relating to the improvement of the performance of the college by review and improvement of college policy, procedures, and guidelines, college- and university-wide faculty issues and concerns, such as, but not limited to Reappointment, Promotion, and Tenure (RPT), Annual and Cumulative Performance Reviews, Multi-unit Academic issues and Services, College Awards and Honors, and annual budget planning as well as provide counsel to CEAT administration on other issues as they arise. CEAT FAC is to, upon request, review and advise College administration, individual academic and service units and faculty in assuring procedure development and execution to be within University and College faculty policies and guidelines and on disputes on any issue not specifically addressed by University or College review procedures.

It is empowered to act for the faculty and is responsible to and reports to the faculty in a timely manner. The faculty retains the authority to review (amend or rescind) CEAT FAC actions.

Article II

Vision & Mission

3.01 **Vision.** The vision for the CEAT FAC is rooted in the realization that shared governance and effective collaboration rests upon full, open, and timely access to, and exchange of, information and ideas involving the operation of the College. The CEAT FAC is the mechanism by which all academic units can participate in this process and the representative council assures that the views and concerns of each unit's faculty are voiced during these necessary exchanges in an efficient, effective, and timely manner.

3.02 **Mission.** The CEAT FAC mission is to assist in the improvement of the College's teaching, research, and outreach/service by serving as a mechanism that represents and provides the faculty voices in College decision-making and provides a bi-directional conduit through which information is exchanged.

3.03 **Duties.** The duties of CEAT FAC include, but are not limited to:

i. Facilitate meaningful faculty participation in college governance by soliciting faculty opinions and views on a regular basis and conveying these opinions and views to CEAT administration for a free and unlimited exchange of ideas.
ii. Ensure that faculty in the college are fully informed about important issues regarding the governance and operation of the college, particularly those pertaining to, but not limited to, overall planning, budgeting, and administration.
iii. Act as an independent body representing faculty to the Dean and Executive Committee on matters related to College-wide issues, such as, but not limited to, annual evaluation processes, RPT processes, cumulative reviews, common curricula, student services, facility modification and construction, faculty awards and recognitions, consistency of …, appointments to open CEAT positions, endowed chairs, …
iv. Review College and unit plans, and procedures after substantive University policy changes for compliance and make improvement recommendations to the units through the unit's representative.
v. Oversee the operation of the College-wide RPT committee and core curriculum.

Article III

Structure and Membership

4.01 **Structure.** The council is comprised of elected members, one member from each CEAT academic unit (referred here after as Schools): Architecture, Biosystems & Agricultural Engineering, Chemical Engineering, Civil & Environmental Engineering, Electrical & Computer Engineering, Engineering

Technology, Industrial Engineering & Management, Material Science & Engineering, and Mechanical & Aerospace Engineering.

4.02 **Membership Eligibility.** All members of the CEAT FAC shall be elected by the faculty of the academic unit he/she will represent. CEAT FAC members must be a tenured faculty member in his/her respective department holding no more than a 30% administrative appointment.

4.03 **Election of Members.** Unit representatives will be elected by the faculty of the unit as follows:

i. Outgoing CEAT FAC members will solicit nominees from faculty within the respective unit. Self-nominations are allowed and encouraged. All nominated individuals meeting the requirements stated in Section III.1 shall be placed on the ballot for School representative to the CEAT FAC.

ii. Elections shall be conducted by the unit's approved procedure.

4.04 **Terms of Members.** Initially, all CEAT FAC members will be elected and begin terms simultaneously. Following the initial year of the Council, the members of the committee shall ensure that one-third of the committee complete their term on an annual basis and CEAT FAC members shall serve three-year terms following election by their unit. The three-year rotation of members shall be as follows

First year: Architecture, Biosystems & Agricultural Engineering, Chemical Engineering
Second year: Civil & Environmental Engineering, Electrical & Computer Engineering, Engineering Technology,
Third year: Industrial Engineering & Management, Material Science & Engineering, and Mechanical & Aerospace Engineering

4.05 A faculty member cannot be elected to the CEAT FAC for more than two (2) consecutive three-year terms; completion of a term during which he/she replaced a resigning CEAT FAC member shall not reduce his/her eligibility to serve two (2) consecutive three-year terms. Representatives shall serve until his/her replacement is duly elected by the unit.

4.05 **Vacancy.** When vacancies occur, the unit shall elect a member to complete the term of the member who is no longer able to serve.

Article IV

Officers

5.01 **Officers.** The CEAT FAC leadership will consist of a chair, and a vice-chair. The vice-chair will replace the chair in the subsequent year, and a new vice-chair will be elected. A recording secretary will be appointed by the dean of the College of Engineering from the staff of the college, but will not be classified as a member of the council.

5.02 **Eligibility.** All members of the CEAT FAC who have completed at least one year of their term of office are eligible to stand for election to an officer position.

5.03 **Election.** CEAT FAC leadership will be elected by the council from current committee membership. Nomination of candidates for leadership shall be by self or other CEAT FAC members. Officers will be elected by ballot at the first fall meeting (usually in August) of the CEAT FAC by a majority of ballots cast for that office.

5.04 **Terms.** The term of office for all CEAT FAC officers is one year and their terms will commence upon election.

5.05 **Vacancy.** When vacancies occur, CEAT FAC shall elect a member to complete the term of the officer who is no longer able to serve.

Article V

Duties of Officers

6.01 **Chair.** The responsibilities of the CEAT FAC Chair will include, but not be limited to:

i. Schedule date, time, and location of CEAT FAC meetings.
ii. Set, in conjunction with the CEAT Dean, the agenda for all meetings and provide timely notification to members of the agenda, date, time, and location of meetings.
iii. Communicate faculty concerns and CEAT committee activities to CEAT administration.
iv. Preside at CEAT FAC meetings; vote only in the case of a tie..
v. Organize CEAT FAC committees and appoint committee membership.
vi. Attend CEAT Executive Council Meetings.
viii. Oversee and appoint ad hoc members to the College-wide RPT Committee.
viv. Perform all other such duties as normally pertain to this office.

6.02 **Vice Chair.** The responsibilities of the CEAT FAC Vice-Chair will include, but not be limited to:

i. Assume the responsibilities of the Chair if, for any reason, the Chair is unable to do so.
ii. Review and approve draft minutes of CEAT FAC meeting prepared by staff before distribution to CEAT FAC members
iii. Assure that minutes of CEAT FAC meetings are distributed to all CEAT faculty.
iv. Succeed the Chair upon expiration of his/her term of office or fill any vacancy that occurs in the Chair office.
v. Chair all Standing Committees of CEAT FAC.

6.03 **Members.** The responsibilities of the CEAT FAC Members will include, but not be limited to:

i. Attend all meetings of CEAT FAC or arrange for a substitute; if any member's attendance (a substitute counts as attending) is 50% or less, the Chair of the CEAT FAC will contact the individual, and, if necessary, the Unit Head and request a replacement or compliance.
ii. Solicit and obtain input on issues of concern to unit faculty members on a regular basis.
iii. Bring all matters raised by CEAT faculty before the CEAT FAC for consideration.
iv. Disseminate information from CEAT FAC to their unit's faculty.
v. Coordinate CEAT FAC voting activities within their unit.

Article VI

Meetings

7.01 **Meetings.** Regular meetings of CEAT FAC will be held monthly throughout the year.

7.02 **Special Meetings.** Special meetings may be called by the Chair.

7.03 **Quorum.** A quorum shall consist of a majority of the membership.

7.04 **Parliamentary Authority.** Robert's Rules of Orders shall govern the meetings of CEAT FAC in all cases where they are applicable and in which they are not inconsistent with these by-laws.

7.05 **Specific Procedures.**

i. Pre-Meeting
   a. No later than one week prior to a regular Faculty Advisory Council meeting, the Chair and Dean will coordinate and email a proposed agenda to all Faculty Advisory Council members.
ii. Post Meeting

a. Within one week following any Faculty Advisory Council meeting, the Chair, Vice Chair, and Secretary will coordinate draft minutes.
b. The Secretary will email the draft minutes to Faculty Advisory Council members.
c. Once minutes are approved at a subsequent meeting, the minutes will be posted on the Faculty Advisory Council website.
d. Faculty Advisory Council members are responsible for informing their school/department/unit members concerning events at the Faculty Advisory Council meeting.

iii. Requests to CEAT FAC from faculty members or administration.
   a. The CEAT FAC shall vote to accept or reject the request.
   b. A request for information can be rejected for the following reasons:
      i. the request is unclear, in which case the committee chair will ask the requester to clarify any ambiguities and resubmit the request;
      ii. the committee's workload is currently too great to perform the task in the requested time frame, in which case the chair will return the request and suggest a date for re-submittal;
      iii. the task falls outside the scope or sphere of interest of the committee, in which case the chair will ask the requester either to submit the request to another committee, or (if the task falls within the scope of more than one committee) divide the task between the committees; or
      iv. the committee does not have the resources or the authority to complete the task, in which case the chair will explain which parts of the task cannot be completed, and the requesting body may resubmit a modified request.

Article VII

Amendments

8.01 **Initiation.** An amendment may be requested by any member of the CEAT faculty through their unit's CEAT FAC member or direct request to the CEAT FAC Chair. Proposed amendments must receive 2/3 majority vote in the affirmative from the CEAT FAC council to be placed on a ballot for CEAT faculty approval.

8.02 **Notice.** All faculty in CEAT will receive notice of the proposed amendment and have a minimum of ten (10) working days to cast their vote on the proposed amendment.

8.03 **Approval.** The by-laws shall be amended when a proposed amendment receives two-thirds (2/3) of the votes cast in the affirmative by the CEAT faculty.

Article VIII

Retention and Disposal of CEAT FAC Files

9.01 **Definition and Principles:** All records and files created or received by the FAC are defined as the official records of the CEAT FAC.

i. Records and files created or received by the chairpersons of FAC committees are defined as FAC committee files and are therefore excluded from the provisions of these rules.
ii. The maintenance of official FAC records and files shall be in accordance with general Oklahoma State University rules.
iii. For records or files created or received by June 30, the period of maintenance shall commence on the following first of July.

Date approved by the CEAT Dean and CEAT Executive Council: 12/10/15

Date approved by Provost: