CONSTITUTION AND BYLAWS

RULES OF ORDER

AND

STANDING RULES

FOR THE

COLLEGE OF ENGINEERING

AT

THE PENNSYLVANIA STATE UNIVERSITY

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PREAMBLE

The Faculty of the College of Engineering, recognizing its responsibility to participate in governance of the College, including the establishment of College educational policy and the implementation of educational programs, sets forth in this document the definition of those responsibilities and guidelines for discharging them.

By approval of this document the Faculty accepts these responsibilities and agrees to exercise them.
ARTICLE I

FUNCTIONS OF THE FACULTY

SECTION 1
Within the framework established by the University Board of Trustees, the President, the University Senate, and the Graduate School, the College has the responsibility to establish instructional, research, and continuing education programs and to implement these in ways which will develop and maintain the engineering competence of the students at the undergraduate, graduate, and postgraduate levels. To attain these goals, certain functions within this framework are recognized to be in the province of the Faculty collectively, while other functions are in the province of individual faculty members, faculty groups, and/or committees. Included among these former functions are the following:

1.1 Legislative Function
a. The Faculty of the College has the legislative authority to establish guidelines on matters that pertain to the educational interests of the College as a whole. Among these are:
   (1) educational policy
   (2) courses and programs of study
   (3) academic admission requirements
   (4) graduation requirements
   (5) criteria for college honors
   (6) research policy.

b. The Faculty of a department has the legislative authority to establish additional guidelines on matters pertaining to the educational program within its department, with due regard for the effect of its actions on courses and curricula in other departments or units of the University.

1.2 Advisory and Consultative Function
The Faculty has the responsibility to act as an advisory and consultative body, both through its corporate whole, the Faculty Council, or any of its standing and special committees, to the Dean of the College, on matters concerning the College, such as:

a. establishment, reorganization, or discontinuation of organization units and areas of instruction or research

b. policies concerning the planning of physical facilities when these may affect the attainment of the educational objectives of the College

c. policies and administration of the library

d. policies affecting College and University development and utilization of resources
e. matters pertaining to the general welfare of the College and University
f. overall educational and research policy and planning
g. University calendar
h. faculty affairs
i. student affairs
j. general University admissions policy as it relates to College admission practices
k. other appropriate matters

1.3 Forensic Function
The Faculty has the responsibility to create, exchange and discuss ideas on the aims and objectives of the College and the means of meeting these objectives.

1.4 Operational Function
Each faculty member has the responsibility to perform the duties of teaching, research, advising, continuing education, and service consistent with his/her appointment.

SECTION 2
The Faculty may delegate or retract at any time any portion of its legislative authority.

SECTION 3
In the event of a question of legislative jurisdiction, the power of decision shall rest with the Dean of the College, subject to the counsel of the President of the University and the University Faculty Senate at such times when the question relates directly to matters within the province of the Senate.

ARTICLE II
MEMBERSHIP OF THE FACULTY

SECTION 1
The College Faculty consists of all persons who are not candidates for degrees at Penn State, who hold full time academic appointments in the University with a portion of this appointment in the College of Engineering, as Professor, Senior Scientist, Associate Professor, Senior Research Associate, Assistant Professor, Research Associate, Instructor, Research Assistant and such other persons, including the Engineering Librarian, as have been granted faculty status by the Dean upon request of a unit of the College or University.
SECTION 2
For voting purposes, faculty members with joint appointments shall be considered as members of their home budget department. Faculty members not having a home budget with a department in the College will be assigned to a department by the Dean for this purpose.

SECTION 3
Faculty at non-University Park locations who do not have appointments in the College of Engineering but regularly teach engineering or engineering technology courses administered by the College of Engineering shall, at the discretion of the Dean, be extended membership in the College Faculty and may participate in Engineering Faculty Council through membership on the Engineering Technology Committee.

ARTICLE III
OFFICERS

SECTION 1
By virtue of the office, the Dean of the College of Engineering is the Chair of the Faculty of the College of Engineering.

SECTION 2
By virtue of the office, the Chair of the Faculty Council is the Vice-Chair of the Faculty of the College of Engineering.

SECTION 3
By virtue of the office, the Secretary of the Faculty Council is the Secretary of the Faculty of the College of Engineering.

SECTION 4
Duties of officers:
4.1 The Dean, as Chair of the Faculty, shall normally preside at meetings of the College Faculty.

The Dean of the College also has the responsibility:

a. to ensure that the educational objectives of the College are achieved in an optimum manner consistent with the available financial support

b. after consultation with and consideration of the advice of Faculty Council, to formulate and recommend to the President for approval the department and unit structure of the College; and

c. to interpret all legislation of the Faculty subject to later clarification by the Faculty or Faculty Council.
4.2 The Faculty Council Chair, as Vice-Chair of the Faculty, shall work with the Dean and his/her staff to prepare the agenda and shall serve as Parliamentarian for Faculty meetings.

4.3 The Secretary shall prepare, reproduce, and distribute notes, agenda, and minutes of the individual Faculty meetings, and shall publish and distribute the current membership of Faculty Council, all standing committees, standing subcommittees, and special committees of the College in the Fall of each year.

ARTICLE IV

MEETINGS

SECTION 1
Regular meetings of the Faculty shall be held at least two times annually at times and places designated by the Dean in consultation with the Faculty Council. The choice of meeting times and places shall include appropriate consideration of participation by College of Engineering faculty not located at University Park.

SECTION 2
The Dean and/or Faculty Council may call special meetings of the Faculty.

SECTION 3
A quorum for the transaction of business shall consist of at least fifty (50) members.

ARTICLE V

FACULTY COUNCIL

The Faculty Council shall function on behalf of the Faculty with duties, composition and organization as follows:

SECTION 1
Duties:
1.1 The Faculty Council shall initiate, prepare, investigate and coordinate College activities within the responsibility of the Faculty, except those otherwise assigned to standing or special committees, and advise the Dean, appropriate staff officers, and faculty of the College of such matters; it shall also act on matters
1.2 It shall be a duty of the Faculty Council to consider all recommendations made for new majors, for the introduction of new courses and the dropping of old ones, to study the majors and offerings of the College with reference to the needs of the students and of the Commonwealth and Nation, and to make recommendations on these matters to the Dean of the College of Engineering.

1.3 The Faculty Council shall designate from its membership the official College of Engineering representatives to other Colleges.

SECTION 2
Composition:
2.1 The Faculty Council shall consist of:

a. The Dean of the College of Engineering (ex-officio);

b. Faculty members, one to be elected by each academic department and independent degree-granting program (not residing within an academic department) within the College. Academic departments that administer multiple undergraduate degree-granting programs in distinct academic areas may, if they so choose, instead elect one member from each such program. An exception shall be the Division of Engineering Design and Graphics and non-University Park Engineering/Engineering Technology programs which shall elect three faculty members, two of whom shall be from members of the Engineering Technology Committee and one shall be from the Division of Engineering Design and Graphics.

c. The immediate past Chair of the Faculty Council.

d. One representative of the Engineering Senators Caucus who is a College of Engineering faculty member serving on the University Faculty Senate.

e. One representative of the Graduate Council Caucus who is a College of Engineering faculty member serving on the University Graduate Council.

f. One engineering graduate student selected annually by the Engineering Graduate Student Council; and

g. Two engineering undergraduate students selected annually by the Engineering Undergraduate Council.
2.2 All Faculty Council members shall have voting privileges.

SECTION 3
Officers:
3.1 The Faculty Council shall annually designate from among its membership a Vice-chair (Chair-elect) and Secretary at its final regularly-scheduled meeting of the academic year. The Vice-chair will automatically advance to chair at the beginning of the academic year following his or her term of service as Vice-chair.

3.2 The Chair shall be the presiding officer of the Faculty Council and shall be responsible for scheduling all Faculty Council meetings and establishing the agenda for such meetings in consultation with the Dean’s Office. The Chair may also serve as the presiding officer at Faculty meetings when so determined in consultation with the Dean.

3.3 The Vice-chair shall be responsible for coordinating the activities of the standing committees, encouraging the timely completion of committee tasks, and, in consultation with committee chairs, determining those activities which should be brought before the Faculty Council. The Vice-chair shall also preside at Faculty Council meetings in the absence of the Chair.

3.4 The Immediate Past Chair shall serve as chair of the General Planning Committee of Faculty Council.

3.5 The Secretary shall keep the official roll and prepare and publish minutes of the Faculty Council meetings with assistance from the Dean’s Office.

SECTION 4
Term:
4.1 The term of service for each elected member shall be three years. No member may serve for more than one full term consecutively with the exception of the Vice-chair who shall be allowed to serve (an) additional year(s) to complete his or her service as chair-elect and immediate past chair. A faculty member who initially becomes a member of the Council to complete the term of someone else may serve for one more term consecutively, provided that he/she does not serve more than five (5) years consecutively. Terms of service will be staggered so that approximately one-third of the members are replaced each year. The Dean in consultation with Faculty Council will establish the election schedule and notify department heads when an election is to take place. Elections will occur each March with results reported by the Departments to the Dean’s Office by March 31st. Newly-elected members will begin their term at the final meeting of the academic year in which they are elected.

4.2 If any member misses half or more of the meetings in any school year, his/her position becomes vacant immediately. The position will be filled in the same
manner by which that member was selected.

4.3 In the event a member whose term is expiring is elected Chair of Faculty Council or will be serving an additional year as Past Chair, the normal procedure of electing a new department or program representative will be followed.

ARTICLE VI
COMMITTEES

SECTION 1
The Faculty and Faculty Council shall determine its committee structure and composition. The Chair and majority of members of each committee shall be faculty members of the College. Committees may include faculty members of other colleges and non-faculty members, students and friends of the College of Engineering.

SECTION 2
2.1 There shall be four standing committees of the Faculty Council appointed annually by the Faculty Council and Dean of the College of Engineering:

a. Undergraduate Studies
This committee will be responsible for reviewing, evaluating, and recommending action on all undergraduate course and curriculum proposals submitted by departments in the College. The committee may also consider and recommend action on other matters pertaining to the undergraduate program in the College, whether such matters are referred to the committee or the committee initiates the consideration.

b. Graduate Studies and Research
This committee will be responsible for reviewing, evaluating, and recommending action on all graduate course and curriculum proposals submitted by departments in the College. The committee may also consider and recommend action on other matters pertaining to the graduate program and research in the College, whether such matters are referred to the committee or the committee initiates the consideration.

c. Engineering Technology
This committee will be responsible for reviewing, evaluating, and recommending action on all engineering technology degree programs and curriculum proposals submitted by non-University Park Engineering/Engineering Technology programs. The committee may also consider and recommend action on other matters pertaining to the engineering technology degree programs and engineering courses offered
at non-University Park locations, whether such matters are referred to the committee or the committee initiates the consideration.

d. **General Planning**

This committee will be responsible for faculty input into the long-range planning of the College of Engineering, including: (1) identifying timely and pertinent issues which warrant consideration by the Faculty and Faculty Council, (2) assisting the Faculty Council Chair in the development of an annual agenda for faculty Council activities, and (3) input to the development of a College-wide strategic plan.

2.2 The committees on Undergraduate Studies and Graduate Studies and Research will each consist of seven voting members, including one student. The Faculty Council will appoint the Chair, a student, and two additional members. The Dean will appoint three members, including an associate dean as ex-officio member. At least two members appointed by the Faculty Council and two members appointed by the Dean must be faculty members from the College of Engineering. The Chair must be a member of the Faculty Council. The Dean of the College of Earth and Mineral Sciences will be invited to appoint a non-voting member to the Undergraduate Studies and Graduate Studies and Research committees. The College of Engineering representatives to the University Faculty Senate Committee on Curricular Affairs and the Graduate Council Subcommittee on the Review of the New and Revised Program and Course Proposals will also serve as non-voting members of the Undergraduate Studies Committee and the Graduate Studies and Research Committee, respectively. The General Planning Committee will consist of the Immediate Past Chair, Chair, Vice-Chair and Secretary of the Faculty Council and the Chairs of the Undergraduate Studies, Graduate Studies and Research and Engineering Technology Committees. The Immediate Past Chair of the Faculty Council will serve as the Chair of the General Planning Committee.

2.3 The membership of the committee on Engineering Technology will be determined by the faculty who teach engineering technology or engineering courses at non-University Park locations. This committee shall consist of at least one representative from each non-University Park College which teaches engineering technology or engineering courses offered by the College of Engineering. The Chair will be a faculty member on the Faculty Council. The Director of Outreach and Commonwealth Programs will be an ex-officio member of this committee.

2.4 Decisions of the committees are only advisory to the Faculty Council. However, decisions of the Engineering Technology committee which receive two-thirds majority vote from the total membership of the committee are automatically forwarded by the Faculty Council to the Dean of Engineering, along with the recommended action of the Faculty Council.
SECTION 3
There will be one standing committee of the Faculty for promotion and tenure matters: the College of Engineering Promotion and Tenure Review Committee. The membership of this committee and the criteria for promotion and tenure decisions will be determined by the Faculty, in accordance with University Policy HR-23 and the Administrative Guidelines for HR-23, and are defined in Article II of the Standing Rules.

SECTION 4
There will be a standing committee of the Faculty for sabbatical leave matters. The rules for membership of this committee will be determined by the Faculty, and are defined in Article III of the Standing Rules. This committee will review, evaluate, and recommend, to the Dean, action on all sabbatical leave applications from faculty members in the College, in accordance with University Policy PS-17.

SECTION 5
5.1 There will be a standing committee of the Faculty, called the Engineering Senators Caucus, composed of Engineering faculty members who are members of the University Faculty Senate.

5.2 The Chair of the Caucus will be the Senate Council representative from the College. The procedures for election of Engineering Faculty Senators will be determined by the Faculty, in accordance with the By-Laws of the University Faculty Senate. These procedures are defined in Article IV of the Standing Rules.

5.3 The Engineering Senators Caucus will meet prior to each meeting of the University Faculty Senate to consider issues on the Senate agenda, and at such other times as required to consider issues appropriate for Senate activity. The Caucus will advise, consult with, and seek guidance from the Faculty, Faculty Council, and the Dean on Senate matters when appropriate. Each Senator, and therefore the Caucus, must represent the best interests of both the College and the University in the conduct of Senate business.

5.4 The Senate Caucus shall report on its activities and those of the Senate of concern to the Faculty at each regularly-scheduled faculty meeting.

SECTION 6
6.1 There will be a standing committee of the Faculty, called the Engineering Graduate Council Caucus, composed of graduate faculty members from the College of Engineering who are elected members of the Graduate Council of the University.
6.2 The procedures for election of Engineering Graduate Council members will be determined by the Graduate Faculty members of the Faculty in accordance with the "Articles of Authority, Standing Rules, and Bylaws of the University Graduate Council". These procedures are defined in Article V of the Standing Rules.

6.3 The Engineering Graduate Council Caucus will meet prior to each meeting of the Graduate Council to consider issues on the Council agenda, and at such other times as required to consider issues appropriate for Council activity. The Committee will advise, consult with, and seek guidance from the Faculty, Faculty Council, and the Dean on Council matters when appropriate. Each Council member, and therefore the Caucus, must represent the best interests of both the College and the University in the conduct of Council business.

6.4 The Engineering Graduate Council Caucus shall report on its activities and those of the Graduate Council of concern to the Faculty at each regularly-scheduled faculty meeting.

SECTION 7
There will be a standing committee of the Faculty for nominations for University Faculty Senators, Graduate Council members, and Ombudsman. This committee shall be composed of five members, including the Vice-Chair of the Faculty Council, the Faculty Senate Caucus representative to the Faculty Council, the Graduate Council Caucus representative to the Faculty Council, and two other members selected by the Dean. This committee shall be responsible for preparing a slate of nominations in accordance with the Standing Rules and respective rules of the body or office for which candidates are nominated, and shall oversee the election process, including the tally of votes. The secretary of the College of Engineering shall serve as a member ex-officio of this committee.

SECTION 8
The Dean, or the Faculty Council may create special committees of the Faculty to study and recommend action to the Faculty.

SECTION 9
9.1 A faculty member chosen to serve on a committee has the responsibility to act as an individual on this committee in a manner he/she thinks is in the best interest of the College and the University.

9.2 The Chair of a committee has the responsibility to insure that its tasks are accomplished.

ARTICLE VII

OMBUDSMAN
SECTION 1
An ombudsman and alternate ombudsman will be selected in accordance with procedures established by the Faculty. These procedures are defined in Article VI of the Standing Rules.

SECTION 2
The responsibilities and functions of the ombudsman are defined in University Policy PS-76. The alternate ombudsman will serve for the ombudsman in those cases where the ombudsman is not available or has a potential conflict of interest.

ARTICLE VIII
DELEGATION OF AUTHORITY

SECTION 1
Authority for legislative, advisory and consultative, or forensic functions as defined in Article I, Section 1 of the Constitution and Bylaws may be delegated in whole or in part to the Dean or appropriately organized bodies of the Faculty upon recommendation of the Faculty Council and approval by the Faculty in accordance with Article IX of the Constitution and By-Laws. Such delegations shall be specified in succeeding Sections of this Article.

SECTION 2
Any motion of the Faculty to delegate [or retract] its authority (see Constitution Article I, Section 2) shall be directed to the Secretary in writing before consideration.

SECTION 3
The College of Engineering Faculty delegates its authority in matters of student scholastic action and student petitions to the Dean of the College of Engineering who may exercise this authority by whatever means the Dean deems appropriate.

ARTICLE IX
AMENDMENTS

Amendments to the Constitution and Bylaws may be adopted by the Faculty provided they are:

a. presented in writing to the faculty at a regular or special meeting,

b. discussed at a subsequent regular or special meeting,

c. approved in mail ballot by two-thirds of those who vote, provided the number of ballots cast is no less than the number constituting a quorum, and

d. consistent with directives of the University Board of Trustees, President, University Senate, and Graduate School.
RULES OF ORDER

ARTICLE I
RESPONSIBILITY FOR RULES OF ORDER

The Faculty shall establish and follow its rules of order.

ARTICLE II
PARLIAMENTARY RULES

The rules contained in the current edition of Robert's Rules of Order shall be followed in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws or special Rules of Order of the Faculty.

ARTICLE III
RECONSIDERATION OF FACULTY ACTION

The Dean may return for reconsideration any action of the Faculty or Faculty Council which, in the Dean's judgment, is not in the best interest of the College or was passed without adequate deliberation. To exercise this right, the Dean shall (1) inform the Faculty or Faculty Council of his decision within fourteen calendar days of passage, and (2) convene a meeting of the Faculty or Faculty Council to reconsider the matter within thirty (30) calendar days after passage. If the thirty-day period extends beyond the last class day of the semester in which the Faculty or Faculty Council action was taken, the meeting must be convened in the first week of the succeeding academic semester, excluding Summer sessions. No action shall take effect while being reconsidered under the provisions of this section. Furthermore, on reconsideration of the same action it shall be implemented if approved by two-thirds (2/3) of the Faculty by letter ballot or Faculty Council as appropriate.

ARTICLE IV
PETITIONS

The Dean shall convene the Faculty within fourteen (14) calendar days of receipt of a written petition of at least twenty-five (25) members of the Faculty to consider proposals of the petitioners stated in writing.
ARTICLE V

REFERENDA

A referendum of the Faculty shall be conducted by the Secretary when called for by the Dean or upon the written petition of no fewer than fifty members of the Faculty.

ARTICLE VI

AMENDMENTS

Amendments to the Rules of Order may be adopted by a two-thirds vote of the Faculty present at any meeting provided they have been presented either at a prior meeting or in writing as a part of the agenda for the meeting at which they are to be considered.
STANDING RULES

ARTICLE I

MEETINGS

SECTION 1
The order of business at meetings of the Faculty shall be determined by the Chair of the Faculty and shall include the following:
   a. Minutes of the preceding meeting
   b. Communications
   c. Report of the Faculty Council
   d. Reports of Standing Committees
   e. Reports of Special Committees
   f. Unfinished Legislative Business
   g. New Legislative Business
   h. Forensic Business
   i. Comments for the good of the order

SECTION 2
An agenda shall be distributed to each faculty member at least five (5) days before the Faculty meeting to which the agenda pertains.

SECTION 3
3.1 New legislative business may be introduced by any faculty member by addressing his/her written proposal to the Dean or the Chair of the Faculty Council at least ten (10) days before the Faculty meeting at which he/she wishes the proposal to be considered. The faculty member's name shall be placed on the agenda together with the proposal.

3.2 To introduce new legislative business that is not on the agenda requires the unanimous consent of the faculty members present.

SECTION 4
4.1 Forensic business provides an opportunity for any faculty member to discuss any matter that he/she believes has significance to the College. Notice of intent to introduce forensic business is to be submitted to the Dean ten days before the faculty meeting to permit appropriate scheduling of time.

4.2 To introduce new forensic business that is not on the agenda requires the consent of two-thirds of the faculty members present.

4.3 Any motions that arise during forensic business shall be laid on the table until the next regular meeting unless the Dean or Faculty Council calls a special
meeting of the Faculty to consider these items before the next regular meeting.

SECTION 5
The Chair shall have the authority to place a time limit of not less than two minutes on the remarks of any speaker.

SECTION 6
Anyone not a member of the College of Engineering Faculty may, at the discretion of the Chair, be granted the privilege of speaking to the Faculty.

SECTION 7
Any member of the University Faculty and any student of the College of Engineering shall have the privilege of attending College of Engineering Faculty meetings except during Executive Sessions. An Executive Session may be declared: (1) by the Chair by noting on the Agenda that the Faculty meeting will be an Executive Session, or (2) by majority vote of the Faculty present on a motion to conduct a portion of the meeting as an Executive Session. Such a motion shall take precedence over any motion then on the floor. Only members of the College of Engineering Faculty as defined in Article II of the Constitution and Bylaws may participate in an Executive Session.

ARTICLE II

SECTION 1 COLLEGE OF ENGINEERING PROMOTION AND TENURE COMMITTEE
1.1 The College of Engineering Promotion and Tenure Review Committee will consist of seven regular members, each with a two-year term and will not have more than one member from any single department or program. Five of the committee members will be elected directly by all the University Park faculty members having tenure or tenure-track appointments in the college. These five will serve staggered terms, with three members elected one year and two members elected in the following year. Two of the committee members will be appointed by the Dean. The appointed members will also serve staggered terms, with the Dean making one new appointment each year. In any year in which faculty from the Division of Engineering Design and Graphics will be reviewed the committee will include one additional member. The additional member of the committee will serve a one year term. The Dean, in consultation with the Division Head, will select the additional member. In any year in which non-University park faculty will be reviewed the committee will be expanded to nine members. The two additional members of the committee will serve a one year term. The Dean, in consultation with the Director of Outreach and Commonwealth Programs, will select the two additional members from a pool consisting of all tenured College of
Engineering faculty who are at non-University Park locations.

11.2 The seven regular members will all come from a pool of eligible candidates. This pool of candidates will be made up of one tenured full professor from each eligible department and independent degree-granting program (not residing within an academic department), who has been elected by the tenured/tenure-track faculty of that department/program. The eligible departments/programs include all the departments and the independent degree granting programs represented on the Engineering Faculty Council, excluding (i) the Agricultural and Biological Engineering Department and (ii) the departments/programs with which the continuing committee members are affiliated. Although the process of creating the pool of candidates recognizes the organization of the college into departments/programs, the committee members will not serve as representatives of any individual department/program but of the entire college faculty.

1.3 The faculty members who will form the pool of candidates will be elected by the tenured and tenure-track faculty members in each of the eligible departments/programs, in elections held annually in March. The College of Engineering Promotion and Tenure Review Committee members will be elected from the pool of candidates by all the faculty members having tenure or tenure-track appointments (excluding those from Agricultural and Biological Engineering Department) in the college. These elections will be held in April and each faculty member will vote for three candidates in one year and two in the other year. The elections to create the pool of candidates and the elections for the College of Engineering Promotion and Tenure Review Committee will both be conducted through mail balloting to ensure maximal participation of faculty.

11.4 The Dean’s appointments will be made following the college-wide elections. The College of Engineering faculty members recognize the importance of regular participation by all departments-programs in the promotion and tenure review process at the College level. The Dean will take this into consideration in making the Dean’s appointments.

1.5 If an elected committee member is unable to serve the full term of two years, the candidate who received the largest number of votes in the most recent college-wide election (among those not elected or appointed) will be asked to complete that term.

1.6 Emeriti Professors, and Heads of Departments, and Campus Administrators are not eligible to serve on the committee.

SECTION 2 - TERM OF OFFICE
The term of office for each regular member of the review committees shall be two years. The term of office of an alternate member shall be one year. No regular member shall serve more than two successive terms on the committee. If a regular member is unable to complete his/her term on the committee, his/her unexpired term shall be served by
the appropriate alternate member.

SECTION 3 - MISCELLANEOUS
3.1 The Chair of each committee shall be elected by the regular members of that committee.

3.2 It is preferred that no faculty member serve on more than one level (department, college, university) of the Promotion and Tenure Review Committee. Each committee member shall have the right to participate fully in the discussion and voting for every faculty member whose case comes before the Promotion and Tenure Committee on which he/she is serving, with the exception that the committee members will completely abstain from participating in discussions and voting for a particular candidate at more than one level of the review process.

3.3 Research ranks shall be treated as the equivalent academic ranks.

3.4 To deal with questions that concern dissemination of factual information, the College of Engineering Promotion and Tenure Review Committee is strongly encouraged to consult with both the Chair of the Department Promotion and Tenure Review Committee and The Department Head, for specific cases.

3.5 In order to vote, committee members should participate in and hear the discussion of all other committee members, i.e., they should not vote in absentia. If for example, a member is out of town or otherwise not physically present, he/she should participate in the discussion by a conference call if he/she is to vote. (R. Secor to College Executive Committee and Committee Chairs on September 22, 1997.)

3.6 A statement of evaluation from a second administrator when a candidate is on a joint appointment is available to the department committee as part of its review and should appear in the dossier just before the department committee statement. (R. Secor to College Executive Committee and Committee Chairs on September 22, 1997.)

Additional Note (not part of the Standing Rules):

For the first year (1995-96), the elections will be held for all five elected members of the University Park Committee. Three of them (receiving the largest number of votes) will serve the regular two-year term while the other two will hold a one-year term. For the first year (1995-96), the Dean will appoint two members of the University Park Committee, with one of them appointed for a one-year term while the other for the regular two-year term.
ARTICLE III

PROCEDURE FOR SELECTION OF SABBATICAL LEAVE REVIEW COMMITTEE

SECTION 1
The review committee shall be established for review of proposals from College of Engineering faculty members, regardless of campus location.

SECTION 2
2.1 The regular membership of the review committee shall consist of five (5) faculty members, one (1) from the School of Engineering Technology and Commonwealth Engineering and four (4) from other than the School of Engineering Technology and Commonwealth Engineering.

2.2 The regular members and alternates shall be tenured associate professors and/or professors.

2.3 Research ranks shall be treated as the equivalent professorial ranks.

SECTION 3
The five (5) regular members and the two (2) alternates shall be appointed by the Dean from lists of faculty elected by the Departments and independent degree-granting programs. The list for the School of Engineering Technology and Commonwealth Engineering shall be the same list as used for the Promotion and Tenure Committee. The list for other than the School of Engineering Technology and Commonwealth Engineering shall be composed of one (1) faculty member from each of the academic departments and independent degree-granting programs and one (1) faculty member from the Great Valley Graduate Center.

SECTION 4
4.1 The term of office for each regular member shall be two (2) years. The term of office for an alternate member shall be one (1) year. No regular member shall serve more than two successive terms. The terms shall be staggered, approximately half of the committee memberships being appointed each year. If a regular faculty member retires from the committee his/her unexpired term shall be served by the appropriate alternate member.

4.2 No more than one member from any department may serve on the committee at a given time.

SECTION 5
The chairman of the committee shall be elected by the regular members of the committee.
SECTION 6
Each committee member shall have the right to participate fully in the discussion and voting on every proposal that comes before the committee.

ARTICLE IV

PROCEDURE FOR NOMINATION AND ELECTION OF SENATORS

SECTION 1
Eligibility:
1.1 To be eligible, a faculty member must have been a member of the teaching or research staff of the College of Engineering or the Applied Research Laboratory for at least three years and must be a member of the College of Engineering voting unit.

1.2 In accordance with Article 2, Section 1 of the Senate Constitution, all persons holding full-time appointments in professorial and librarian ranks and full-time instructors and assistant librarians who are not candidates for degrees at Penn State are eligible to serve as a senator.

1.3 Consideration shall be given to the candidates' willingness and availability to attend senate meetings and serve as a member of senate committees.

SECTION 2
2.1 The standing nominating committee of the College of Engineering Faculty shall be responsible for nominating candidates for senator.

2.2 Duties of the Nominating Committee:

a. The nominating committee shall prepare annually a slate of two times as many names as are to be elected.
   
   (1) Those nominated must satisfy the eligibility requirements outlined in Section 1 above.
   
   (2) Nominating committee members shall contact other members of the faculty for proposed nominees prior to the committee meeting.

b. The list of nominees shall be included in the agenda of the faculty meeting immediately preceding the election and shall be mailed to the faculty at least one week prior to the faculty meeting in question.

c. Following the report of the nominating committee at the faculty meeting, opportunity to make additional nominations from the floor shall be given.
SECTION 3
Nomination by Petition:
Nominations can be made by a petition containing two signatures (other than the nominees) and presented to the Secretary of the College of Engineering in which Senatorial nominations are made before the meeting of the College of Engineering faculty. The Nominating Committee will make its usual nominations but when the nominations are listed, there will be no indication as to the source of the nomination.

SECTION 4
Balloting:
4.1 One-fourth of the total number (as nearly as practical) of the senators shall be elected annually for a four-year term. Those receiving the highest number of votes on the first ballot shall be declared elected.

4.2 Each candidate will be given the opportunity to include a statement of 250 words or less of his policy which shall be circulated along with the ballot and the usual biographical material.

4.3 A ballot shall be declared void if fewer than one less the number of senators to be elected or more than the number of senators to be elected are selected.

4.4 In the event that a tie exists which prevents the election of the correct number of senators, such ties shall be solved by having the teller draw names.

4.5 The election of senators shall be by secret mail ballot by all eligible voting personnel. Eligibility of electors shall be insured by use of a double-envelope system of balloting with verification signature on the outside envelope.

4.6 Ten days from the date of mailing shall be allowed for the return of the ballots.

4.7 Ballots shall be returned to the Dean of the College of Engineering. The members of the nominating committee, who are not candidates, shall serve as tellers.

4.8 The Dean shall notify the candidates immediately following the election and announce the results of the election, including the tally of votes, at the faculty meeting following the election.

4.9 The Dean’s Office shall also report the results of the election to the Senate Office.

4.10 The eligibility of members to receive ballots shall be determined by the Dean’s Office in accordance with Senate regulations.

SECTION 5
Replacement of Senators:
In the event that any senator cannot complete his or her term, the replacement will be the non-elected candidate who received the most votes in the preceding election.

**ARTICLE V**

**PROCEDURE FOR NOMINATION AND ELECTION OF GRADUATE COUNCIL MEMBERS**

**SECTION 1**
The standing Nominating committee of the College of Engineering Faculty will submit names at a Faculty Meeting where additional nominations may be made from the floor.

**SECTION 2**
**Balloting:**
2.1 Typed ballots listing all nominees and the number on which to vote will be distributed to all eligible voters in the College of Engineering.

2.2 All ballots shall be returned directly to the Dean’s Office.

2.3 Those nominees with the highest number of votes will be the council members until the quota is filled, then those with the next highest number of votes will be alternates until that quota is filled.

2.4 The Dean shall notify the candidates immediately following the election and announce the results of the election, including the tally of votes, at the faculty meeting following the election.

2.5 The Dean’s Office will report the results of the election to the Dean of the Graduate School.

**SECTION 3**
**Replacement of Graduate Council Members:**
In the event that any Graduate Council Member cannot complete his or her term, the replacement will be the non-elected candidate who received the most votes in the preceding election.

**ARTICLE VI**

**PROCEDURES FOR ELECTION OF OMBUDSMAN**

**SECTION 1**
1.1 The Ombudsman Unit for the College of Engineering (University Park) shall consist of the faculty members at University Park in the College of Engineering and the faculty members in the Applied Research Laboratory. (The term faculty member shall mean all persons who are not candidates for degrees at Penn State,
who hold full-time, part-time, visiting, or adjunct academic appointments, and who fall into one of the following categories: those holding professorial or research titles, those who are instructors, and those other academic employees who are members of the Graduate Faculty but who do not fall into either of the above categories.)

1.2 Voting privileges for the selection of the Ombudsman are extended only to members of the Ombudsman Unit.

1.3 All members of the Ombudsman Unit holding continuing full-time appointments except members of the University Faculty Rights and Responsibilities Committee, are eligible to serve as Ombudsman.

SECTION 2

2.1 The functions of the Ombudsman shall be:

a. Clarification of misunderstandings;

b. Advising faculty and administrators as to appropriate courses of action;

c. Assisting in the informal resolution of differences;

d. Assuring that appropriate department, college and/or campus procedures are exhausted before referring the case to higher levels;

e. Informing the University Provost's Office and appropriate college or campus officials if a matter cannot be resolved at the lower level and the case is to be referred to the Committee on Faculty Rights and Responsibilities.

2.2 The Ombudsman shall not:

a. Hold hearings;

b. Exceed the role of conciliator and advisor;

c. Substitute his or her judgment for that of appropriate administrative and/or faculty bodies;

d. Serve as counsel for either party to a complaint before the hearing board.

SECTION 3

3.1 The Ombudsman Election will be held during the Spring semester preceding July
1 when the elected Ombudsman is to assume his duties.

3.2 The Nominating Committee of the College of Engineering Faculty will present the names of its nominees in writing as a part of the agenda for the Spring meeting of the Ombudsman Unit. At this meeting, nominations will be accepted from the floor. At the time of his nomination, each nominee must express his willingness to serve if elected.

3.3 All nominees will be requested to provide a summary of their qualifications to the members of the Ombudsman Unit at least two weeks before the Ombudsman Election.

3.4 Election will be by secret paper ballot with each eligible voter receiving a ballot.

3.5 The individual receiving the highest number of votes will be declared the winner of the election. (In the event more than one individual receives the highest number of votes, the tie shall be broken by a vote of the Faculty Council.) The individual who receives the second highest number of votes will be declared the Alternate Ombudsman.

3.6 The Dean shall notify the candidates immediately following the election and announce the results of the election, including the tally of votes, at the faculty meeting following the election.

SECTION 4
4.1 The term of office for the elected ombudsman will extend for a period of three years, commencing July 1 following his or her election and ending on June 30 three years later.

4.2 If an Ombudsman is unable to complete his or her term of office for any reason, the Alternate Ombudsman will immediately assume the duties of the Ombudsman and shall complete the term.

4.3 Should a conflict of interest arise in a particular situation, the Ombudsman shall ask the Alternate Ombudsman to serve as Ombudsman in that particular situation.

ARTICLE VII

SUSPENSION OF STANDING RULES

The Standing Rules may be suspended at any meeting by a majority vote of those present, assuming a quorum.
The Standing Rules may be amended by a two-thirds vote of those present at any meeting, assuming a quorum. If notice of the proposed amendment was given at a previous meeting, the Standing Rules may be amended by a majority vote of those present, assuming a quorum.