

# **Bylaws of the College of Computing, Engineering, and Construction<sup>1</sup>**

## **ARTICLE I NAME**

The name of this college shall be College of Computing, Engineering, and Construction and for administrative purposes the College shall be located in the Division of Academic Affairs at the University of North Florida.

## **ARTICLE II PURPOSES**

### **SECTION 1.**

The purpose of the College shall be to administratively house the computing, engineering, and building construction management programs at the University of North Florida, promote internal and external support for programs in computing, engineering and construction as best fits the needs of the University and the region it serves, and provide overall administration, organization, and direction for the various units within the College in accord with unit operating procedures and the policies of the University.

### **SECTION 2.**

In addition to the foregoing, the College shall cooperate in the overall governance of the University, as established by the University Constitution.

### **SECTION 3.**

These bylaws are not intended to address wages, hours, or terms and conditions of employment, which are governed by the Florida collective bargaining law. Any provisions that speak to such matters are intended to function pursuant to and in compliance with appropriate collective bargaining agreements and Chapter 447, Part II, Florida Statutes.

## **ARTICLE III MEMBERSHIP**

### **SECTION 1.**

Any person, with the exception of adjunct and visiting faculty, who holds the rank of Professor, Associate Professor, Assistant Professor, Instructor, Associate Instructor, University Instructor, or Lecturer in an academic unit of the College shall be a member of the College faculty, with the right to participate in the governance and administration of the College as prescribed herein.

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<sup>1</sup> Adopted by the College Faculty, October 10, 1997;  
Revised 4/20/99; Revised 9/11/03; Revised 4/5/07; Revised 4/4/14; Revised 10/14/15; Revised 8/12/2020

## SECTION 2.

The College faculty shall be the judge of its own membership where questions of eligibility arise, except as provided in the University Constitution.

## **ARTICLE IV MEETINGS**

### SECTION 1.

The members of the College faculty shall meet at least once each term during the Academic Year. Special meetings may be called by the Dean or by the College Council. At least five working days' notice shall be provided to all members for regular meetings and at least one working days' notice, if feasible, for special meetings. Only those matters contained in the notice for a meeting may be acted upon at the meeting.

### SECTION 2.

The College faculty shall: adopt and amend standing rules and these bylaws; review and recommend an annual budget request, prepared by the Dean in consultation with the College Council; review the annual budget for the College, prepared by the Dean in consultation with the College Council upon determination of the annual budget allocation for the College by the University; elect members of standing committees with open nominations and secret ballots; adopt statements of policy and take actions appropriate to the purposes of the College; establish special committees that have been recommended for approval; and act as the final authority on all matters arising in the College, for which the authority has not been vested in some other officer or unit.

### SECTION 3.

The quorum for a meeting of the College shall be 50% of the College faculty. Proxies are not allowed for either the establishment of a quorum or for the transaction of the business of the College.

### SECTION 4.

The annual meeting of the College shall be in the Spring semester of each year. The agenda for the annual meeting shall include the election of members to the standing committees of the College and the review of the budget request for the next year if not already reviewed at an earlier meeting.

## **ARTICLE V OFFICERS**

### SECTION 1.

The principal officer of the College shall be the Dean, selected from among the tenured members of the College faculty, or externally from a pool of applicants each qualified to be a tenured member of the College faculty and resulting from a search process consistent with UNF hiring policies.

## SECTION 2.

The Dean shall act as presiding officer for College meetings. The Dean's principal duties as presiding officer are specified in the College's Parliamentary authority.

## SECTION 3.

In addition to the duties prescribed by the Parliamentary authority, the Dean shall: administer the activities of the College office; present the views of the units of the College to higher-level administrators; present the views of higher-level administrators to the units of the College; perform any and all duties required by State Law, Board of Regents and University rules, the Administrative Procedures Act, and the appropriate collective bargaining agreements; represent the College at meetings, conferences, and other occasions except as herein provided; provide leadership for College activities; develop College planning and strategies for College initiatives; keep the College membership advised concerning needs, programs, and accomplishments of the College; serve as a delegate to other College and University governance bodies as specified by College and University procedure; interpret and act on policy as necessary; arbitrate and counsel as necessary; provide advocacy for the students, the faculty, and the programs of the College; initiate the process for interviewing and hiring of new personnel; recommend faculty candidates for promotion and tenure in accord with established procedures and guidelines; prepare annual evaluations and recommendations for pay increases for College-level personnel; and be the accountable officer for the College's budget.

## SECTION 4.

In consultation with the College Council, the Dean shall: develop infrastructure for College operations; supervise College support personnel; provide on a timely basis reporting functions expected of the College by the University administration; establish ad hoc College committees as advisable for responding to College or University directive; develop and maintain College records and budgetary information as necessary for proper oversight of College operation; initiate procurements; devise and disseminate promotional materials for the College; encourage and support Advisory Councils in their activities; and ensure that their activities conform to any Office of University Advancement policies.

## SECTION 5.

The Dean shall: establish linkage with external constituencies, coordinating with Advisory Councils as necessary, for purposes of College development; develop goals and planning for external support for the advancement of College programs; and actively employ the services of the Office of University Advancement to develop external support for the students, faculty, and programs of the College.

## SECTION 6.

In the Dean's absence, the Associate Dean shall assume the duties of the Dean. In the event of a vacancy in the position of Dean, the Vice-President for Academic Affairs (VPAA) shall consult with the College faculty to determine an appropriate individual to serve as Acting Dean until such time as a new Dean can be selected.

## SECTION 7.

The term of office for the Dean shall typically extend for five years. If retention is an option, the College faculty shall vote by anonymous ballot on the question of retaining the Dean consistent with the Academic Affairs policy P2.0320. Only College faculty members under paid contract will be eligible to vote, and may vote by mail if not physically at the University at the time of the balloting. The vote shall be received by the Office of the VPAA. In the event the VPAA does not concur with the wishes of the majority of the College faculty, the VPAA will meet with the College faculty and explain his or her position. Nothing in this paragraph shall limit the authority of the faculty of the College or the VPAA to conduct an anonymous retention vote by the College faculty at other points in the Dean's term of office using the procedures as specified by UNF Policy.

## SECTION 8.

Failure to execute faithfully the duties of the office constitutes cause for the Dean's removal. On receipt of a petition to consider a secret retention vote, signed by at least 50% of the College faculty excluding the Dean, the VPAA shall schedule a meeting of the College faculty without the Dean to determine if such a vote shall be taken. Petitions to consider such a vote may be submitted only during the academic year and no more than two such petitions may occur during an academic year.

## SECTION 9.

When a vacancy occurs in the Office of Dean, the VPAA shall convene the College faculty, who shall elect the faculty representatives to a search committee which will assist in the selection of a successor. Each academic unit in the College will have no less than one representative for every six full-time regular faculty members under contract (visiting faculty are excluded). In consultation with the College faculty, the VPAA shall add a representative from the College's student population, a Dean, and one representative from the College's advisory councils. Additional representatives may be added to ensure that the University's constituencies are equitably represented, so long as the College faculty representatives remain in the majority. The VPAA shall appoint a committee chair from among the representatives.

After consideration of the requirements of the position to be filled and the qualifications of the candidates, the search committee shall recommend to the VPAA an unranked list of candidates and shall meet with the VPAA for the purpose of sharing the committee's rationale. The VPAA shall recommend to the President a candidate from this list for appointment to the position. In the event that the VPAA or the President does not concur with the recommendations of the committee, they shall meet with the College faculty to explain their position.

## SECTION 10.

A senior College staff member from the Dean's office (or other person appointed by the Dean) shall serve as recording secretary for College meetings, and shall make a report of each College meeting; files of College records and minutes shall be maintained in the Dean's office and made available to College members upon request in accord with established University policy and procedure. The Dean's office shall make physical arrangements for College meetings and so notify College members and shall assist the Dean, College committees, and College members in coordinating their work on behalf of the College.

## SECTION 11.

At the direction of the VPAA, or with the concurrence of the VPAA and the College Council, additional College officers may be designated by the Dean. Such positions may include, but are not limited to, associate or assistant deans, program directors, development officers, technical systems administrators, and center directors as necessary for the effective operation of the College. A position with qualifications that include a regular faculty appointment will have a specified term of office and will normally be filled by the Dean from a list of candidates recommended by an internal search committee organized by the College Council in consultation with the College faculty. (As amended January 1998)

## **ARTICLE VI** **COLLEGE COUNCIL**

### SECTION 1.

The purpose of the College Council shall be to provide guidance and advice to the Dean as necessary for the effective conduct of the business of the College.

### SECTION 2.

Each degree granting unit of the College shall be represented on the College Council by its director. Units with more than five College members shall, in accord with unit bylaws, select an additional representative to the Council to serve for a two year term. The remaining membership of the College Council shall consist of those College officers the Dean so designates. The Dean shall conduct Council meetings.

### SECTION 3.

The Council shall meet on a regular basis or as needed by its membership and shall generally meet prior to any general meeting of the College to advise the Dean on the agenda.

### SECTION 4.

The Council shall: represent the College faculty and unit interests as circumstances require; articulate as appropriate goals and objectives for the College in accord with unit goals and objectives; recommend College policy and operational procedures to the Dean and the College faculty; if feasible, consider the annual College budget request as prepared by the Dean prior to its presentation to the College faculty; advise on the College budget upon determination of the annual budget allocation for the College by the University; periodically review with the Dean any general reallocation of College funds; recommend structural modifications and utilization of space allocated to the College and initiate consultation with affected College members; monitor activity of standing committees.

## ARTICLE VII OTHER COMMITTEES

### SECTION 1.

The College shall have standing committees as specified in these bylaws to address College purposes. Standing committees other than those specified may be added, deleted, or altered only through amendment to these bylaws. Committees with a limited term of existence may be formed to address special needs not covered by the purview of any standing committee or combination thereof as recommended by the Dean or the College Council or as deemed necessary by the College faculty. Except as noted in these bylaws, standing committees shall elect their own chairs and inform the College membership of their meetings, which shall be open in accord with Florida statute. Candidates to be student members of committees shall be identified by the academic advisors and shall be appointed to one-year terms by the Dean.

### SECTION 2.

The standing committees shall be:

1. Curriculum Committee
2. Technical Support Services Committee
3. Faculty Awards Committee

### SECTION 3.

The elected members of standing committees shall serve for staggered 2-year terms and be elected by the College faculty at the annual meeting of the College. Committee membership shall be as follows:

1. Curriculum Committee: The chair of each unit curriculum committee (or equivalent), the College representative to the University Academic Programs Committee (APC), one academic advisor (elected) and a faculty member (elected) representing a different degree program within the College from that of the APC member. (As amended January 1998)
2. Technical Support Services Committee: The chairs of each unit technical support services committee (or equivalent), the College Systems Administrator, and two faculty members representing different degree programs within the College (elected), one student.
3. Faculty Awards Committee: Each unit within the College shall elect one Faculty member and one Faculty alternate to the Committee. The alternate shall serve in the event that the Faculty member is nominated for one of the awards being evaluated by the Committee.

### SECTION 4.

All standing committees shall address proposals and actions concerning their areas of responsibility whenever they feel that such proposals and actions are needed and appropriate. Specific standing committee duties and responsibilities shall include the following:

1. The Curriculum Committee shall review and recommend to the College faculty policies regarding degree requirements, academic programs and priorities, and program evaluation. Changes to the College's curricular offerings shall be reviewed and approved by the Committee for consistency with College and University operations. Upon approval of the Curriculum Committee, the unit initiating the change will assume the responsibility of assuring that materials are forwarded as specified by University policy and that a record be provided for the College files.

2. The Technical Support Services Committee shall review and recommend to the College faculty policies regarding equipment and systems acquisition and utilization, priorities for major equipment and system acquisitions, laboratory operations and maintenance, and instruction and research equipment upgrade and maintenance.
3. The Faculty Awards Committee shall review the nominees from the College for the annual Faculty Association awards for Outstanding Undergraduate Teaching Award, and Outstanding Graduate Teaching Award. Should the Faculty Association add additional awards which require review by the College, College nominees shall be reviewed and recommended by this Committee.

#### SECTION 5.

All standing committees may form subcommittees. Any subcommittee may include non-committee members from the University community. Subcommittees shall have at least one member from the parent committee and this member shall be the chair. Subcommittee activities and recommendations are to be reported to the parent committee for action.

#### SECTION 7.

Each special committee formed shall have a written charge subject to review by the College Council which includes its organization, responsibilities, term of existence, and method of meeting and reporting. No special committee charge may subsume or be subsumed by charges to any standing committee of the College, as interpreted by the College Council.

#### SECTION 8.

Committee members who fail to execute faithfully the duties of their position may be removed by consensus of the committee. A vacancy in any committee position may be filled by appointment decided upon by the College Council, or by election as determined by the Council.

### **ARTICLE VIII NOMINATIONS AND ELECTIONS**

#### SECTION 1.

The College Council shall seek a list of candidates for committee vacancies at the annual meeting of the College. Additional nominations shall be taken from the floor at the annual meeting, if necessary.

#### SECTION 2.

Election shall be by secret ballot of those present, to be counted by the College Council. Alternatively, election may be held electronically. All elections must be decided by majority vote of those casting votes, with runoff elections conducted as necessary during the course of the annual meeting.

**ARTICLE IX**  
**AUTHORITY**

SECTION 1.

The College shall be governed by these bylaws and such other standing rules as the College sees fit to adopt as established by approval of the Office of the Vice-President for Academic Affairs.

SECTION 2.

The parliamentary authority for the College shall be the latest edition of *Cannon's Concise Guide to Rules of Order*.

**ARTICLE X**  
**AMENDMENTS**

SECTION 1.

These bylaws may be amended by written ballot of the College faculty by two-thirds of the votes cast.

SECTION 2.

Proposed bylaw amendments shall be received in writing by the College Council at least 30 days prior to the meeting at which they are to be considered. The Council shall make editorial changes as it determines are needed and as are agreed to by the sponsor. The Council shall consult with the sponsor as necessary regarding the substance of any amendment that may be in violation of established University policy.

SECTION 3.

Proposed bylaw amendments shall be presented to the College membership in writing at least one week prior to the meeting at which they are to be considered. The College Council shall also provide its recommendation, which may be any of approval, rejection, or no position. The vote shall occur within one week following the meeting, with all College faculty members given the opportunity to vote.

SECTION 4.

Unless otherwise provided for, the amendment shall take effect immediately upon adoption. The bylaws as amended shall be reviewed as specified in the University Constitution and filed with the Secretary of the Faculty Association.