

**DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING
UNIVERSITY OF DELAWARE
(Approved May 16, 2003)**

CONSTITUTION

PREAMBLE

We, the members of the Faculty of the Department of Civil and Environmental Engineering in the College of Engineering at the University of Delaware, concerned with continual improvement of academic standards and dedicated to the achievement of academic excellence, are convinced that those directly involved in instructional and research activities also must play an active role in administrative and academic affairs relating to the Civil and Environmental Engineering Department (hereinafter, "the Department"). Therefore, being aware that a regular authorized and representative agency of the Department must serve this function if academic excellence is to be achieved, maintained and improved, we hereby formalize these bylaws to establish and constitute the official channel of faculty opinion in all matters which bear upon the academic program.

ARTICLE I. GENERAL POWERS

A. All matters relating to the educational and administrative affairs of the Department, and consistent with the University Charter, the Trustee Bylaws, the University Faculty Senate Bylaws and Regulations, the Constitution of the Faculty of the University of Delaware, the Bylaws of the College of Engineering, and the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors, heretofore and hereafter adopted or established, are committed to the Department's Faculty for the purposes of governing the Department.

B. The Department's Faculty exercises control over all civil and environmental engineering degree programs and curricula. The Faculty shall – (1) provide for the establishment and deletion of curricula and courses; (2) formulate educational and academic standards; (3) recommend to the College for appropriate action the educational and academic policies relating to the administration of university services (e.g., university library, computing center, etc.) as they pertain to the Department; and (4) adopt regulations governing its own procedures.

C. The Department Faculty is responsible for the nature and the quality of the Department's instructional, research, and service programs.

ARTICLE II. MEMBERSHIP OF FACULTY

A. Faculty. The Departmental Faculty shall consist of the Full Professors, Associate Professors, Assistant Professors and full-time Instructors in the Department; Faculty with Joint Appointments; Faculty with Secondary Appointments; Faculty with Adjunct Appointments; Lecturers; Visiting Faculty and Emeritus Faculty. A faculty member on temporary leave shall retain faculty status. The letter of appointment will establish the classification of each faculty member.

B. Voting Faculty. Voting membership is restricted to those members from the previous list of faculty who hold full-time tenured or tenure-track positions and have full or joint (salary-based) appointments in the Department.. Emeritus faculty may not vote.

C. Secondary and Adjunct Appointments. Secondary and Adjunct Appointments are appointments made in a spirit of mutual benefit and to formalize a connection between the appointee and the Department with the purposes of (1) encouraging scholarly collaboration, and/or (2) exchanging educational experiences. Appointments are for a fixed period, are renewable, and any appointee must be nominated by a Voting Faculty member of the Department. Criteria for making a nomination would include: (1) teaching, (2) research, and/or (3) service with the level of appointment (Assistant, Associate or Full) commensurate to the individual's resume. Secondary Appointments are offered to individuals with full-time appointments in other units at the University of Delaware; Adjunct and Research-Affiliated Appointments are offered to other individuals – by University definition, individuals with Adjunct Appointments do not receive monetary compensation for that affiliation. Appointments are confirmed as a normal item of business at a regular faculty meeting.

D. Lecturers and Visiting Faculty. Lecturers are appointed by the Chairperson to fill specific teaching needs of the Department. Visiting Faculty are appointed by the Chairperson upon recommendation of a Voting Faculty member of the Department. These appointments are made on a semester basis.

E. The duties of a member of the faculty of the department include the following:

1. The teaching of each assigned course within the faculty member's general competence.
2. Conducting research and/or other scholarly pursuits related to the field of appointment and satisfying the conditions that the work can be conducted openly and has a reasonable chance of leading to results publishable in professional media.
3. Advising, encouraging and challenging undergraduate and graduate students. For all undergraduate and graduate program aspects that require faculty advisement, a Voting Faculty member of the Department must be the primary advisor or a primary co-advisor.
4. Participating in the duties of departmental, college and university committees.
5. Actively participating at professional meetings, symposia, and seminars; keeping the departmental chairperson informed of these activities.
6. Seeking sponsorship for research and/or other scholarly pursuits.
7. Improving personal knowledge and capabilities in the chosen professional area of specialty.
8. Pursuing all activities in a manner that aids the other faculty and students in their progress toward reasonable goals.

ARTICLE III. MEMBERSHIP OF PROFESSIONAL STAFF

A. Professional Staff.

1. The Assistant to the Chairperson of the Department shall provide general administrative assistance to the Chairperson on all matters relating to the instructional program as well as the research activities of the Department; including, but not limited to, scheduling of classes, facility and facility operations, and proposal preparation/submittal including interactions with the University Research Office.

2. The Facilities Coordinator of the Department shall report to the Assistant to the Chairperson and provide for safe and proper utilization of the physical plant used by the Department.

ARTICLE IV. AMMENDMENTS

This Constitution can be changed only through mail balloting, by a two-thirds vote of the total voting membership of Department Faculty. Petitions for such changes must be presented for discussion at a faculty meeting preceding the balloting by two weeks or more.

BY-LAWS

ARTICLE I. ORGANIZATION AND PROCEDURES

- A. Presider. The Chairperson of the Department shall preside over Department Faculty meetings.
- B. Meetings. The Department Faculty shall meet at least once a semester at times determined by the Chairperson. Under normal circumstances, the Department Faculty shall meet monthly during the Fall and Spring Semesters. Special meetings of the Faculty may be called by the Chairperson, or by written petition of 15 percent of the voting membership of the Department Faculty presented to the Chairperson, or by a majority vote at a regular or special faculty meeting. The Chairperson shall establish dates for regular meetings and distribute the list to faculty members within three weeks after the start of the academic year. Written notice of special faculty meetings shall be given to the Faculty at least forty-eight (48) hours (not including Saturdays, Sundays or official University holidays) in advance of such meetings, preferably with one week's notice.
- C. Agenda. The agenda for the faculty meeting shall be established by the Chairperson. Other items can be added by a written petition to the Chairperson of 15 percent of the voting membership of the Department Faculty. The agenda for each faculty meeting must be distributed to the Faculty at least forty-eight (48) hours (not including Saturdays, Sundays or official University holidays) before the meeting, but preferably one week in advance. Under new business, resolutions introduced from the floor shall be entertained. Any resolution, which is introduced from the floor and is not part of an agenda item, will be placed on the agenda of the next meeting, at which time action can be taken. A resolution concerning death of a person associated with the Department can be acted upon at the meeting at which it is introduced. The Chairperson shall decide the items of business that are to be discussed only among the Voting Faculty members of the Department.
- D. Minutes of Meetings. Under the direction of the Chairperson, a record of each faculty meeting shall be prepared and distributed to each faculty member within two weeks of the meeting reported. Any prior pertinent actions will be reported to the Faculty prior to a subsequent meeting. A permanent record of faculty minutes shall be filed in the Chairperson's Office.
- E. Quorum. One-third of the Voting Faculty members of the Department not on leave shall constitute a quorum. The Faculty shall abide by its own rules of procedure, but in cases where it has adopted no explicit rules, or where applicability or interpretation of rules is in doubt, Robert's Rules of Order – Newly Revised shall govern. A Parliamentarian may be appointed by the Chairperson to assure conformity.
- F. Conduct of Business. The first part of the agenda will consist of old business, which will be disposed by majority vote of those present. Any resolution received by the Faculty at least one week prior to the meeting will be considered old business. The second part of the agenda will consist of new business. New business included in the agenda will require a two-thirds vote of those present for disposition.
- G. Items Requiring a Vote of the Faculty. The following items must be discussed in a regular or special faculty meeting, and brought to a vote by the entire Department faculty: creation or elimination of programs, changes in names of the Department or any of its degree programs, and resolutions or motions which have effect upon the University, Colleges or Departments of the University other than the College of Engineering or its Departments.

The proposed action will be considered to have been recommended by the faculty if it has the support of a majority of the voting members of the Department present at the meeting. The tally should be noted clearly in any related proposals going from the Department to the College.

ARTICLE II. OFFICERS

A. Chairperson of the Department

1. The Chairperson of the Department, shall have general administrative authority over department affairs, exercise leadership in the formulation of policies, introduce educational ideas and proposals, and stimulate discussions leading to improvement of the educational programs of the Department. Responsibilities shall include

both strengthening the Department and its programs plus interpreting and defending those programs to the College and to the University community.

2. The Chairperson shall have the authority to make budgetary recommendations to the Dean of the College of Engineering, and shall consult with the Department Faculty concerning budgetary matters that affect the Department as a whole.

3. The Chairperson may appoint a committee to advise on any matters of concern to the Department.

B. The Departmental Chairperson is responsible for the following (from College of Engineering Bylaws):

1. Recommendations for new appointments, reappointments, and promotions within the department to the Dean of Engineering, after consultation with faculty members in the department.

2. An awareness of the professional and scholarly activities of faculty members in the department.

3. General supervision of the work of staff and students employed by the department.

4. Formulation, control of quality and improvement of educational programs, assistance to graduating students with career placement. The faculty should be consulted concerning these tasks and to assist with these tasks.

5. Review of performance of faculty and staff, assignment of workloads consistent with contracts existing between the University and the AAUP.

6. Preparation of departmental budgets, and supervision of the expenditure of departmental funds in cooperation with other members of the department.

7. The formulation and execution of departmental policies in cooperation with the other members of the department and the execution of the policies of the University and the College of Engineering insofar as they affect the department.

8. Supervision and performance review on a continuing basis of directors of research centers and any administrative assistants or associates in the department.

9. Allocation of office and research space.

C. In addition to those duties from the College of Engineering Bylaws, the Chairperson is also responsible for:

1. Initiating and actively participating in fund-raising activities inside and outside of the University that benefit the Department and are in alignment with University and College development plans.

2. Special attention should be paid to identifying collaborative and/or interdisciplinary research opportunities.

3. Promoting the Department by publicizing Department achievements.

ARTICLE III. FACULTY COMMITTEES

A. General Function. The functions of the Faculty Committees are to investigate, advise and recommend in those areas assigned and delineated below.

B. Standing Committees.

1. Formation or Deletion. Standing committees can be formed or deleted by majority vote of the entire Department Faculty (by mail ballot).

2. Eligibility. Each member of the Voting Faculty shall be eligible for membership on standing committees with the power to vote. The Chairperson is an ex-officio member of all committees except the Promotion and Tenure Committee. No faculty member should serve concurrently on more than two (2) standing committees of the Department Faculty. Members are appointed by the Chairperson.

3. Presider. Presiders of the standing committees shall be appointed by the Chairperson. If the committee has been in existence for more than one academic year, the presider is usually appointed from those who have served on the committee for at least one academic year.

4. Terms of Office. The terms of office of members of standing committees shall be for the academic year and are appointed annually. Terms of office begin on the first day of the academic year following their appointment through the spring semester (and into the summer – if there is business), except when a vacancy arises.

5. Filling of Vacancies. The Chairperson will make appointments to fill unexpired terms when vacancies arise.

6. Procedures of Standing Committees.

a. Informal procedures shall govern all committee meetings, but a written record of any major actions and a brief summary of any pertinent deliberations shall be submitted to the Chairperson by the appointed presider.

b. Each committee shall meet at least once in the fall semester and once in the spring semester and make a report of its activities to the Chairperson at least once each year.

C. Composition and Function of Faculty Standing Committees.

1. Undergraduate Education Committee.

a. Composition: At least one faculty member from each discipline (environmental, geotechnical, oceans, structures, transportation). At least two students selected by this committee from the student leaders, shall serve in an advisory capacity.

b. Presider: Chosen by the Chairperson, this individual serves as the Department's representative on the College Educational Activities Committee, as the Department's Undergraduate Advisor, and is responsible for making transfer admission decisions following the guideline that the student is in good academic standing.

c. Function.

(1) Reviews additions or deletions of courses and changes in undergraduate course descriptions appearing in any University Catalog prior to submittal to the College.

(2) Reviews all changes in the undergraduate curriculum involving the number, composition or prerequisites of required courses, or any changes that alter the total hours for graduation. The committee recommends approval or rejection of each of the changes to the Department Faculty prior to submittal to the College.

(3) Reviews effectiveness of departmental courses and programs for accreditation purposes.

(4) Recommends new or revised educational programs.

(5) Contacts departmental faculty to determine course transfer and/or allowable substitutions for program requirements including courses appropriate for the technical elective requirement.

(6) Coordinates the Department's undergraduate advising activities.

(7) Coordinates with the College on all undergraduate recruitment events.

(8) Coordinates with the College on all undergraduate honors and awards.

d. Actions: Actions taken under the authority delegated to the committee by items c.(1)-(7) shall be decided by a majority vote of committee members – votes may be handled by electronic communication.

2. Graduate Education Committee.

a. Composition: At least one faculty member from each discipline (environmental, geotechnical, oceans, structures, transportation).

b. Presider: Chosen by the Chairperson.

c. Function.

(1) Reviews additions or deletions of courses and changes in graduate course descriptions appearing in any University Catalog prior to submittal to the College.

(2) Reviews all changes in the graduate curriculum involving the number, composition or prerequisites of required courses, or any changes that alter the total hours for graduation. The committee recommends approval or rejection of each of the changes to the Department Faculty prior to submittal to the College.

(3) Coordinates all graduate recruitment activities and events.

(4) Coordinates the Department's graduate mentoring activities.

(5) Coordinates with the College on all graduate honors and awards.

d. Actions: Actions taken under the authority delegated to the committee by items c.(1)-(4) shall be decided by a majority vote of committee members – votes may be handled by electronic communication.

3. Department Promotion and Tenure Committee

a. General Policies. It is the purpose of this document to establish procedures and criteria for initial appointments of faculty, evaluation of career development of Assistant Professors, and promotion and tenure in the Department of Civil and Environmental Engineering (herein called Department). The procedures contained herein are designed to ensure fairness and govern the operation of the Departmental Promotion and Tenure Committee (herein called Departmental P&T Committee).

The Department will follow the College Policies for Promotion and Tenure of the College of Engineering and the University Guidelines for Faculty Promotion and Tenure. The purpose of this document is to provide the specific criteria and policies of the Department. A copy of this document will be provided to each new faculty member.

b. Department P&T Committee Membership and Recommendations. For evaluation of candidates for appointment at the rank of Assistant Professor or Associate Professor, the Departmental P&T Committee will consist of all Departmental faculty of the rank of Associate Professor or Professor except for the Chairperson of the Department. For evaluation of candidates for appointment at the rank of Professor, the Departmental P&T Committee will consist of all Departmental faculty of the rank of Professor except for the Chairperson of the Department. The Departmental P&T Committee will provide its recommendation to the faculty of the Department. No copy is provided to the candidate.

For evaluation of career development of Assistant Professors, the Departmental P&T Committee will consist of all Departmental faculty of the rank of Associate Professor or Professor except for the Chairperson of the Department. The Departmental P&T Committee will provide its recommendation to the Chairperson of the Department. A copy of the recommendation is provided to the faculty member being reviewed.

For evaluation of candidates for promotion to the rank of Associate Professor or for tenure as an Associate Professor, the Departmental P&T Committee will consist of all Departmental faculty of the rank of Associate Professor or Professor except those excluded by the College Policies for Promotion and Tenure of the College of Engineering or the University Guidelines for Faculty Promotion and Tenure. For evaluation of candidates for promotion to the rank of Professor, the Departmental P&T Committee will consist of all Departmental faculty of the rank of Professor except those excluded by the College Policies for Promotion and Tenure of the College of Engineering or the University Guidelines for Faculty Promotion and Tenure. The Departmental P&T Committee will provide its recommendation to the Chairperson of the Department. A copy of the recommendation is provided to the faculty member being reviewed.

Meetings of the Departmental P&T Committee are closed to all persons not members of the Departmental P&T Committee. The Chairperson of the Departmental P&T Committee, who is selected from the Faculty of the Department of the rank of Professor, is nominated by the Chairperson of the Department and approved by secret ballot of the Faculty of the Department prior to the first faculty meeting of the academic year. If the nominee is not approved by a majority of the faculty, a faculty meeting will be held within three days for the purpose of permitting additional nominations to be made by the faculty. Voting will be by secret ballot. The Chairperson of the Department is not a member of the committee and may not cast a ballot in the selection of the Chairperson of the

Departmental P&T Committee. The recommendations made by the Departmental P&T Committee are made to the Chairperson of the Department or to the Faculty of the Department, dependent on the action under consideration.

c. Schedule for Promotion and Tenure Deadlines relevant to the promotion and tenure process are:

- 15 March: Candidate gives his / her chairperson written notice of his / her intention to apply for promotion. Candidate supplies a list of no more than 5 potential peer evaluators, a curriculum vita or biographical statement describing each potential evaluator's credentials, and a statement of the relationship of each potential evaluator's relationship to the candidate. Candidate supplies copies of a brief resume and selected publications to be provided to the evaluators. Departmental P&T Committee begins the process of soliciting peer evaluations.
- 1 April: Departmental P&T Committee transmits to the candidate a list of all potential evaluators, including all evaluators recommended by the candidate.
- 4 April: Candidate informs Departmental P&T Committee if there are potential evaluators who may be non-suitable and provides written reasons.
- 1 September: Dossier to Departmental P&T Committee and Chairperson.
- 1 October: Departmental P&T Committee recommendation to the Chairperson.
- 15 October: Chairperson's recommendation to the College Committee and the Dean.

The rest of the deadlines are given in the University Guidelines for Faculty Promotion and Tenure.

d. Criteria.

I. Assistant Professor: Candidates for Assistant Professor are expected to exhibit promise in the three areas of research, teaching and service.

II. Associate Professor: Candidates for Associate Professor are required to demonstrate excellence in research and a proven commitment to excellence in teaching. High quality performance is expected in all other endeavors. The candidate must have initiated an independent, productive program of high quality research, documented by rigorous peer review. Such productivity might be demonstrated in many ways, but would normally include publications in refereed journals of recognized high quality, receipt of research support from granting and contracting agencies respected by the engineering profession, and advisement of graduate research. For promotion, the dossier must include evaluations of the candidate's accomplishments in teaching; whenever possible such evaluations should cover the time span since the candidate's previous appointment. Meaningful service to the profession and university community is expected of all candidates.

III. Professor: Candidates for Professor are required to demonstrate a fully developed, highly productive program of research. Demonstration of such a program would normally include a substantial record of publications in refereed journals of high quality and a sustained record of external funding from granting agencies that are highly respected by the engineering profession. Especially noteworthy are publications with M.S. and Ph.D. advisees. Authorship of a leading engineering text or reference work and awards of excellence are also manifestations of productivity. Continued growth in educational activity is expected of the candidate for Professor. Evidence of such growth would include evaluations since the last promotion or appointment. Service to the engineering profession and University at all levels will be considered as an important component in promotion to Professor which cannot be neglected relative to teaching and research.

e. Promotion Dossiers. It is the individual's responsibility to present the best case for promotion since he or she is most clearly involved in the outcome. It is extremely important that the dossier be well organized and carefully prepared because superfluous or confusing information may obscure more than it enhances one's qualifications and achievements.

All dossiers should be organized under the following headings in this order. However, this list should not be interpreted to exclude the incorporation of additional, important material. Additional information is provided in the University Guidelines for Faculty Promotion and Tenure.

- I. Introductory Material
 - 1. Contents and Guidelines

Recommendation for Promotion Form

Table of Contents

A copy of Policies for Faculty Appointment, Evaluation, Promotion and Tenure of the Department of Civil and Environmental Engineering

A copy of College Policies for Promotion and Tenure of the College of Engineering

2. Application for Promotion Form

Candidate's letter requesting promotion

A curriculum vitae

Optional candidate's statement

3. Provision for Internal Recommendations

Departmental P&T Committee's recommendation

Departmental Chairperson's recommendation

College of Engineering Committee on Promotion and Tenure's recommendation

Dean of Engineering's recommendation

University Committee on Promotion and Tenure's recommendation

Any appeal and rebuttal materials

4. External Recommendations

Letters of evaluation from peer reviewers together with supporting materials. The letters will be numbered sequentially for reference. A description of the qualifications of each peer reviewer and the relationship of the reviewer to the candidate will be given.

Optional candidate's statement

II. Evidential Materials

1. Teaching

a) Statement of area of competence

b) List of courses taught

c) New courses and/or major course revisions

d) Peer evaluations

e) Student evaluations, tabulated and summarized. If samples of student comments are provided, the means for their selection should be indicated.

f) Testimonials from former and current undergraduate and graduate students. The means for their selection should be indicated.

g) Recognition, awards, letters of commendations, etc.

2. Research

a) Statement of areas of research interest

b) Specific research activities (For joint projects, the contribution of each investigator should be indicated.)

sponsored

unsponsored

M.S. and Ph.D. theses directed, completed and in progress.

c) Pending research projects

d) Publications and reports

Refereed journal articles

Patents

Books/chapters

Non-refereed publications

Research project reports

Research conference presentations

Lectures at other institutions

e) Awards and prizes

3. Service

a) Department of Civil and Environmental Engineering

- b) College of Engineering
- c) University
- d) Professional organizations
- e) Governmental agencies
- f) Consulting
 - non-remunerative
 - remunerative

f. Procedures. The Departmental P&T Committee will prepare a list of potential peer evaluators which will contain all persons recommended by the candidate. This list will be provided to the candidate. The candidate may comment, in writing within one week, regarding potential evaluators. The final choice of person from whom letters of recommendation will be solicited is the responsibility of the Departmental P&T Committee. The final list will contain fewer names than the list provided to the candidate and the names of those from whom letters of recommendation were requested will remain confidential.

Voting for all recommendations will be by secret ballot. Ballots will have provision for voting for or against the recommendation and for abstention.

g. Department Chairperson's Action for Promotion and Tenure. The Department Chairperson shall review the dossier and shall either endorse or recommend against the promotion in a written notification to the candidate and the Departmental P&T Committee. The Chairperson shall forward the dossier and statements of action on them to the Dean of the College of Engineering and to the College of Engineering Promotion and Tenure Committee.

h. Appeals. Candidates for promotion and tenure and Assistant Professors whose career development has been evaluated may appeal the recommendation of the decision of the Departmental P&T Committee. The appeal must be in writing to the Departmental P&T Committee no later than five days following the receipt of the committee's action. A copy of the appeal is submitted to the Department Chairperson. The Departmental P&T Committee will schedule hearings which will be convened by the Chairperson of the Departmental P&T Committee. Evidence in support of the appeal must be submitted to the committee at least 24 hours prior to the hearing.

Appeal of the decision of the Chairperson regarding promotion and tenure recommendation must be made in writing no later than five days following receipt of the Chairperson's decision. Evidence in support of the appeal must be submitted to the Chairperson prior to a personal meeting.

i. Confidential Letters. Confidential letters relevant to the promotion and tenure review process are placed in the candidate's dossier by the Departmental P&T Committee.

j. Revision. The Policies for Faculty Appointment, Evaluation, Promotion and Tenure of the Department of Civil and Environmental Engineering may be revised by a majority vote of the tenure track faculty of the Department. The proposed revisions must be provided to all tenure track faculty of the Department no less than two weeks prior to a vote. The vote will be by mail ballot.

The revised Policies for Faculty Appointment, Evaluation, Promotion and Tenure of the Department of Civil and Environmental Engineering become effective upon their approval by the College of Engineering and the University Committees on Promotion and Tenure.

4. Facilities & Safety Committee.

a. Composition: At least two faculty member active in courses that have laboratories and the Department's Facilities Coordinator.

b. President: Chosen by the Chairperson, this individual serves as the faculty liaison between the Department and the University Safety and Facilities groups.

c. Function. Reviews labs and the facilities under the guidance of the University Safety and Facilities groups to guarantee a safe learning environment and to address other facility-related concerns.

ARTICLE IV. SPECIAL COMMITTEES

A. Ad Hoc Committees. Ad Hoc Committees of the Faculty may be created by the Chairperson's initiative or following the majority vote of the Voting Faculty at a duly constituted meeting. Presiders of such committees shall be responsible for providing a written report to the Faculty no later than June 1 of each year, or if the Ad Hoc Committee is terminated within the academic year, a terminal report shall be distributed within thirty (30) days of the committee's termination.

ARTICLE V. AMENDMENTS AND EFFECTIVE DATE

A. This Constitution can be changed only through mail balloting, by a two-thirds vote of the total voting membership of the Department Faculty. Petitions for such changes must be presented for discussion at a faculty meeting preceding the balloting by two weeks or more.

B. Nothing in these Bylaws shall be understood to give the Department any powers which contravene the rights of the University Faculty. These Bylaws shall take effect on the first day of the month after their adoption.