

**Charter
Department of Civil & Environmental Engineering**

As Amended 24 March 2015

1. Approving and Amending the Charter and Department Voting

1.a.1. Voting Members

Voting members are defined as all faculty members holding the rank of professor, associate professor, assistant professor, professor of practice, lecturer, senior lecturer, or principal lecturer with at least a 50% appointment or more in the Department. Academic issues and strategic planning require a vote of the voting members. Votes must occur at a faculty meeting with a quorum of the voting members. A *quorum* consists of greater than 50% of the voting members.

Staff includes the regular professional and clerical members of the Department. Staff and research faculty may vote on non-academic issues as determined by the Department Chair. [Note: Subsequently, Department Chair will often be abbreviated as Chair.] Staff and research faculty also will be surveyed for evaluation of the Chair, but will not vote on reappointment of the Chair. Faculty who transfer into administrative positions within the University will be considered Departmental faculty if they continue to actively participate in the Department, as evidenced by teaching at least one course per year, advising Department graduate students, or serving on Department committees. Research faculty members with official appointments are welcome to participate in faculty meetings and discussions but may not participate in any faculty vote, except as noted above. Post-doctoral researchers, visiting scholars, and students are not included in any Department governance.

1.a.2. Amendment of the Charter

Amendments initiated by a faculty member or a Department committee are discussed and voted on by the voting members. The proposed amendment changes shall be clearly articulated in the form of a motion and distributed to the voting members. The voting members will be given at least 30 days to evaluate the motion prior to it being discussed and voted upon at a faculty meeting. At least a quorum of the voting members must be present at the faculty meeting where the amendment is discussed. Approval of an amendment requires a two-thirds majority of the voting members. Voting members that are unable to attend the meeting where voting will occur may vote in absentia by providing their decision in writing to the Chair before the vote takes place.

1.b.1. Updating Charter to Assure Compliance

The promotion, tenure and policy (PT&P) committee will be responsible for reviewing the charter annually in September and proposing amendments, if necessary, to update the charter and ensure compliance with University policies.

1.b.2. Conflict with University Policies

In the event that these precepts are in conflict with University policies and procedures, the University policies and procedures shall take precedence.

2. Duties and Responsibilities of the Department Chair

2.a.1. Unit Governance – Chair Responsibilities

Governance of this Department is the responsibility of the Department Chair in consultation with the faculty. Department Chair duties include:

- Overseeing day-to-day operations including administration, budgeting, and scheduling of Department activities
- Determining faculty and staff raises, faculty teaching assignments, approving sponsored research projects, professional staff work assignments, and all Department expenses
- Determining committee assignments
- Raising funds, recruiting, and conducting public and alumni relations
- Providing ultimate authority in all Department personnel recommendations such as hiring, admitting students to Department graduate programs, and disciplinary actions
- Managing Department office and laboratory space
- Consulting with faculty in matters concerning the future directions of the Department and critical budgetary decisions
- Conducting faculty meetings
- Providing an annual report to the Department on budget issues including general funds, research funds, and discretionary resources

This list may not be inclusive. The Chair shall be responsible for other aspects of unit governance as necessary. The Chair has the primary responsibility for operating the Department in an efficient manner. Except where explicitly stated otherwise in this document, votes made by the faculty and decisions made by committee are advisory to the Chair. If the Chair makes a decision contrary to the opinion of a majority of the voting faculty, as expressed in a vote, the reason(s) for that decision must be explained verbally in a Department meeting or in writing. In the event that any of the committees described in this charter do not perform their functions, the Chair may temporarily execute those functions as required. During the academic year, the Chair will normally conduct regular meetings with the faculty.

2.a.2. Evaluation of Teaching

Teaching will be evaluated in accordance with Board of Control policy. Teaching evaluation will consist of student evaluations (50% maximum) and other methods approved by the faculty.

2.a.3. Compensation

Salaries, wages and distribution of merit pay are the responsibility of the Chair.

2.a.4. Workload

The Chair, in consultation with the faculty and staff, determines workload, including teaching, research, committee work, and other University and Department responsibilities.

2.b.1. Unit Governance – Department Committees

Standing Committees - The Department will have the following standing committees: promotion, tenure and policy committee; budget committee; curriculum and assessment committee; graduate and research committee; industry and alumni contact committee; laboratory, safety, and the chemical hygiene committee. The Department Chair is not eligible for membership on any standing committee except as an ex-officio member. Faculty members generally should not serve on more than two standing committees at a time.

Promotion Tenure & Policy (PT&P) Committee – This committee reviews and recommends on issues related to faculty reappointment, promotion, tenure, sabbaticals, and furloughs. The Committee also reviews visiting scholar applications. The committee considers fundamental policy not addressed by other standing committees. This committee will be responsible for initiating the evaluation of the Chair and for maintaining the questionnaire used in that evaluation.

The PT&P committee shall consist of five (5) tenured faculty members with the rank of associate professor or professor. At least three (3) of the members must have the rank of professor. The committee members will be elected by the voting faculty from a slate of candidates consisting of all associate professors and professors except those who are already on the committee, are to serve on the college of engineering promotion and tenure committee, or whose election would cause them to exceed the limit of two consecutive elected terms. Each committee vacancy will be filled by the candidate receiving the majority vote in a separate Roman ballot election*. Vacancies caused by the end of an elected term will be filled by a member elected to a three (3) year term. Vacancies caused by a member leaving the committee before the end of an elected term will be filled by a member elected to complete that term only. A faculty member may serve no more than two (2) consecutive elected terms, including partial terms. The PT&P committee shall elect its chair each year.

The Department representative on the College of Engineering Promotion and Tenure Committee shall hold the rank of professor. The representative may not be a voting member of the Department PT&P committee, but shall serve in an ex-officio capacity. The Chair in consultation with the voting faculty will provide a nomination of the Department representative to the Dean of engineering.

Budget Committee - This committee reviews and makes recommendations on major financial issues. These include: assisting the Department Chair in making the budget plan for the subsequent year, approving major deviations or major revisions in the approved budget, and advising on the method used by the Chair to allocate faculty salary increases.

*A Roman ballot election begins with the voting faculty casting a single vote for one of the eligible candidates. The ballots are tallied, the candidate with the fewest votes is eliminated and another ballot taken considering only the remaining candidates. This procedure is continued until a candidate receives a majority of the votes cast.

The budget committee shall consist of three (3) faculty members elected by the voting faculty. The budget committee shall elect its chair each year. The Committee chair may not be an untenured faculty member. Each committee vacancy will be filled by the candidate receiving the majority vote in a separate Roman ballot election*. At most, one (1) of the elected faculty may be untenured. Vacancies caused by the end of an elected term will be filled by a member elected to a three (3) year term. Vacancies caused by a member leaving the Committee before the end of an elected term will be filled by a member elected to complete that term only. A faculty member may serve no more than two (2) consecutive terms, including partial terms. The Chair shall be an ex-officio member of the budget committee.

Other Standing Committees - The remaining standing committees, described below, shall consist of three (3) to five (5) members, except where stated otherwise. The Department Chair will appoint the members of standing committees and also will appoint each committee chair. To the extent practicable, the Chair will balance committee membership with respect to specialty areas within the Department.

Curriculum and Assessment Committee - This committee reviews and makes recommendations on undergraduate and graduate courses, curricula, and academic specialty programs affecting the Department. The Committee also addresses policy related to these issues. This committee assesses the BSCE and BSENVF degree programs and is responsible for managing the ABET self-study preparations. At least one member must be a representative of the civil engineering program and at least one must be a representative of the environmental engineering program. This committee shall include the Department academic advisor as a voting member. The curriculum and assessment committee will interact with the graduate and research committee on issues related to graduate curricula and assessment of graduate programs.

Graduate and Research Committee - The committee reviews and ensures graduate program quality and makes recommendations on policy related to graduate students and graduate programs. This committee recruits and tracks applications for graduate programs. It rates applicants for Department fellowships and assistantships and makes recommendations to the Chair. At least one member must be a representative of the civil engineering program and at least one must be a representative of the environmental engineering program.

Industry and Alumni Contact Committee - This committee serves as a liaison between the Department and our industrial and professional clients. The committee facilitates the effective operation of the professional advisory committee. It also facilitates gifts to the Department from alumni and friends, and works with the Chair to identify and nominate candidates for election to the academy.

Laboratory, Safety, and Chemical Hygiene Committee – This committee will review Department safety and chemical hygiene policies to ensure that the Department meets University safety and chemical hygiene policies. In addition, the committee will make recommendations for required safety training for all Department personnel. The committee will also oversee annual safety inspections, annual safety reports, and support the enforcement of safety policies. The committee will also review laboratory fees and make recommendations to the Chair for updating laboratory fees. The committee should consist of four (4) faculty members and three (3) staff members. No more than two faculty members on the Committee may be from the same

Department area. The staff members should represent the civil engineering and environmental engineering labs. Staff members will have full voting rights on all issues.

Ad hoc Committees - It will be necessary at times to develop ad hoc committees to perform relatively short-term tasks, e.g., ABET committee. Ad hoc committees normally should not be in existence for more than two years. If the task is likely to take longer than that, it should be delegated to a standing committee. The Chair may appoint ad hoc committees with three (3) to five (5) members, including staff where applicable, depending on the purpose of the committee. The Chair may not be a voting member of an ad hoc committee. The Chair will appoint each ad hoc committee chair. The Chair may convene the first meeting of the committee in order to present the committee with its charge.

3. Interim, Reappointment, Tenure and Promotion Procedures and Guidelines

3.a.1. Procedures - The University has an established promotion, tenure, and reappointment policy. This section outlines procedures specific to the Department of Civil and Environmental Engineering.

At the beginning of each fall semester, the Chair will provide the faculty with the schedule of submittals determined by the Chair to conform to College and University deadlines.

Reappointment and Tenure - All non-tenured, tenure-track faculty members complete and submit an F-Form and CV every year to the Chair. Tenure-track faculty are appointed for two years at a time.

During the first, third, and fifth years in a tenure-track appointment, the faculty member undergoes an interim review. After reviewing a faculty member's F-Form and CV, one or more members of the PT&P committee will meet with the untenured tenure-track faculty member to review his/her progress toward tenure and promotion. The PT&P committee will prepare a progress evaluation on each case for the Chair with a copy to the faculty member. In addition the committee will vote on whether the next year should be the faculty member's terminal year or not and provide the Chair with a recommendation. The recommendation includes the committee vote and signatures of all committee members.

During the second and fourth years in a tenure-track appointment, the faculty member undergoes a major review. After reviewing a faculty member's F-Form and CV, one or more members of the PT&P committee will meet with the untenured tenure-track faculty member to review his/her progress toward tenure and promotion. The PT&P committee will prepare a progress evaluation on each case for the Chair with a copy to the faculty member. In addition the committee will vote on the reappointment of the faculty member and provide the Chair with a recommendation. The recommendation includes the committee vote and signatures of all committee members.

The sixth year review is the mandatory tenure review. Upon submission of the CV and selected papers by the candidate, the PT&P Committee will review the submitted materials before submission to external reviewers. Feedback will be given to the faculty member who may resubmit their CV and selected papers to the Chair. All promotion/tenure candidates submit a

list of at least six external evaluators to the Chair. The Chair will solicit six external evaluators from the committee and/or the faculty. Using these lists the Chair will contact six (three from each list) of the individuals provided to see if they are willing to serve as an external evaluator. The Chair will continue to solicit evaluators to ensure that the University minimum of three letters is obtained. The Chair shall ensure that at least one evaluator from each of the lists provides an evaluation. Candidates submit their F-Form for review by the committee. The committee will review the F-Form and feedback will be provided to the candidate. The F-Form is then included in the promotion binder and submitted by the candidate to the Chair. After the letters are received and included in the promotion binder, the committee reviews the promotion binder, discusses the material submitted, conducts a vote and prepares its recommendation to the Chair. The recommendation includes the committee vote and signatures of all committee members. The recommendation is included in the promotion binder and given to the Chair at least one week before it is due to the Dean's office.

Promotion to Professor - An Associate Professor must apply for promotion by submitting a complete F-Form and CV to the Chair. The faculty member is advised to confer with the Chair prior to this submission. The Department procedure is the same as that described in Reappointment and Tenure.

Early Tenure – Faculty candidates considering early tenure should follow University policy. The faculty member is advised to confer with the Chair prior to this submission. The Department procedure is the same as that described in Reappointment and Tenure.

3.b.1 Criteria - The University has established certain criteria for the various academic ranks. This Charter clarifies the relative significance to be given to various factors in making Department recommendations on tenure, promotion, and reappointments.

Reappointment and Interim Review - The underlying criterion for this category is “likelihood of achieving tenure”. Evaluation of scholarly performance in the first year will be based largely on submissions, both for research proposals and publications. The new assistant professor should have or at least be seeking graduate students to work with them on the research program they are embarking on. In the following years, it is imperative that the faculty member be on a trajectory toward tenure (see below), and be advised of his/her situation annually by both the PT&P Committee and the Department Chair.

Promotion from Assistant to Associate Professor with Tenure - The underlying criterion for this category is “sufficient promise of long term performance” and “significant progress toward becoming nationally known by his/her peers”. The factors to be considered include research (as defined below), instructional quality (including supervision of student research), professional service to the University, and professional service to the academic and research communities. The primary emphasis shall be on the first two criteria, research and instructional quality, weighted equally. Professional service may be considered as well, and certain service that enhances research or instruction in a demonstrable and tangible fashion should be included as a part of these two factors.

Promotion from Associate to Full Professor - The underlying criterion for this category is “sufficient evidence of scholarly achievements and professional recognition” and “achievement

of national/international recognition by his/her professional peers". This criterion requires continuing performance in teaching, as described above, and an increase in both research and service. There should be a continuing output of publications, including a significant number of journal publications, and a well-funded research program supporting graduate students. In addition, a successful candidate will have national or international recognition evidenced by leadership service in professional society activities, conferences, journals, etc. Exceptional achievements such as research awards, teaching awards, and patents will receive significant weight.

Criteria for Evaluation of Research, Teaching, and Service

Research: A faculty member is expected to have a record of continued research throughout his/her career. This activity can be shown by the following:

- a) Research funding as a principal and/or co-principal investigator;
- b) Publication of research papers in refereed journals and conference proceedings, including some as first author or second author if the first author is your graduate student;
- c) Presentation of research results at national and international conferences; and
- d) Successful guidance of report and/or thesis M.S. and Ph.D. students in achieving their degrees.

Teaching: A successful candidate will demonstrate teaching activity that, as a minimum, can be ranked as effective and competent, based on the Department's teaching evaluation policy.

Service: A successful candidate will demonstrate professional service within and outside the University.

4. Hiring of Tenure-Track/Non-Tenure-Track Faculty and Professional Staff

Following the necessary approvals, the Department Chair will form an ad hoc search committee. The search committee, in consultation with the Department chair, will perform the search. The search will begin with the advertising of the open position in appropriate national and regional publications. The applications received will then be reviewed and ranked. The top two or three candidates will be interviewed by as many Department faculty members as is appropriate for the position. The search committee, with input from the faculty, will recommend a candidate. The Chair will perform the necessary negotiations with the candidate and deal with the University administration to obtain final approval to offer the candidate the position.

5. Sabbatical Leave Recommendations

A faculty member who wishes to take a sabbatical must apply for the sabbatical using the procedures described in the faculty handbook. Departmental approval will be obtained through the Department Chair, in consultation with the PT&P committee. Faculty members on sabbatical shall be replaced on committees for the duration of their sabbatical only. The Chair will appoint replacements except for the PT&P committee and the budget committee for which the replacement will be decided through an election by the voting faculty in accordance with

procedures described above.

6. Emeritus/Emerita Recommendations

The PT&P committee shall make recommendations to the chair for faculty who are eligible for emeritus/emmerita status. Upon approval by the Chair, the recommendation will be sent to the President.

7. Grievance Procedure

Because most faculty complaints can be resolved informally through collegial communications, faculty members should communicate with the chair in the spirit of problem solving. If this does not lead to a mutually satisfactory outcome, the faculty member may pursue the issue further through the following procedure.

The grievance will be filed with the Dean, who will forward copies to the Chair. The Chair will then request that an ad hoc grievance committee be formed. The Chair will pass the written grievance to the grievance committee for resolution.

The grievance committee will be comprised of three (3) faculty members of the Department elected by the Department faculty by secret ballot. A representative from human resources will also serve on the committee, consistent with University Senate policy. The grievance committee chair will be chosen by the committee. The Department Chair is not eligible for membership on this committee. The committee will then evaluate the complaint and recommend a resolution to the Chair. This committee will act in accordance with the current faculty grievance policy and procedures as adopted by the Senate.

8. Individual Responsibilities

The faculty of the Department of Civil and Environmental Engineering are expected to be leaders in many ways. They are expected to be technical leaders, finding and developing new ways to solve problems in their fields. They are expected to be innovative teachers, leading students to new knowledge and methods of discovery. They are also expected to participate in leading inter-institutional activities, whether through responsibilities in professional societies or directly with other organizations. The demands placed on each faculty member in attempting to meet these expectations, and in obtaining the funding necessary to meet them, are great. They fall on all faculty members alike, and yet the Department governance activities described in the preceding sections of this charter must still be met. As a result, all faculty members are expected to participate in matters of Department governance. With increasing rank comes increasing responsibility for such activities, and it is expected that the higher-ranking members of the Department will assume higher degrees of activity within the various committees. The Department members should strive to distribute various committee assignments among the faculty in a fair and equitable manner, recognizing that faculty interests and abilities should be fitted with Department needs to maintain a well functioning group of satisfied professionals.

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