

The University of Texas Rio Grande Valley™

College of Engineering & Computer Science

BYLAWS

VERSION 7.0

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PREAMBLE

These Bylaws provide a framework within which the faculty of the College of Engineering and Computer Science participate in the educational and decision-making processes of the College. These Bylaws are valid to the extent that they comply with policies, procedures, and processes set forth by the State of Texas, The University of Texas System Regents' Rules and Regulations (Regents' Rules), The University of Texas Rio Grande Valley (UTRGV) Handbook of Operating Procedures (HOP), and the Guidelines established by the Office of the EVPAA.

ARTICLE I: Name

This organization shall be known as the College of Engineering and Computer Science at The University of Texas Rio Grande Valley. It is comprised of the following five Departments: Computer Science, Civil Engineering, Electrical Engineering, Manufacturing and Industrial Engineering, and Mechanical Engineering, and two programs: Computer Engineering, and Engineering Technology.

ARTICLE II: Mission

The College provides a path to a better life through a comprehensive education for student-success delivered by accomplished and passionate scholars supported by professional and caring staff. We will transform the Rio Grande Valley through innovative academic programs integrated with research that has global impact.

ARTICLE III: Membership

Eligible voting members of the Faculty of the College are:

1. All professors, associate professors, and assistant professors whose teaching, administrative, and/or research assignment is 50 percent or more in the College and who do not have voting privileges in another college.
2. All lecturers who hold full-time appointments in the College and who do not have voting privileges in another college. Lecturers are not eligible to vote on motions related to faculty promotion and tenure.
3. Department Chairs, Associate Chairs, Program Directors, and Associate Dean(s) who hold an academic title defined in Regents' Rules 31001 are voting members of the general faculty.

ARTICLE IV: Organizational Structure

A. Dean

1. *Selection*

According to UTRGV HOP ADM 06-302 Appointment of Deans. The two tenured members of the college faculty and the two general faculty members of the search advisory committee will be chosen from a list determined by the College Council in consultation with the college

faculty. At least one of the selected general faculty members shall be from another college. The college's department chairs will select one department chair to serve as a member of the search advisory committee.

2. *Responsibilities*

- a. Leading strategic planning and assessment efforts;
- b. Maintaining an environment of collegiality and shared governance;
- c. Promoting the welfare of the University in concert with University vision and strategic goals;
- d. Leading fundraising and outreach efforts for the college to the community, industry, and government;
- e. Coordinating the assessment and development of academic programs within the college;
- f. Preparing and revising academic program plans for the college, as necessary;
- g. Promoting and serving as a model for teaching effectiveness, professional achievement and professional service;
- h. Overseeing all personnel matters involving academic and non-academic employees including recruiting, appointment, reappointment; termination and dismissal; faculty evaluation; tenure and promotion; and merit;
- i. Maintaining collegial and effective working relationships with faculty, assistant/associate deans, the administration, and staff in all academic and non-academic areas;
- j. Communicating effectively with relevant constituencies within the University, surrounding community and state regarding the college;
- k. Maintaining effective communication among students, faculty, chairpersons, assistant/associate deans, and staff within the college, with other college personnel, and with the administration;
- l. Serving as a liaison to relevant professional associations as well as state and national regulatory and accrediting agencies;
- m. Articulating University policy and procedures to all members of the college;
- n. Ensuring that the college policies and practices are consistent with those of the University;
- o. Articulating and advocating for the budgetary and other resource needs of the college, and overseeing the allocation and expenditure of resources;
- p. Coordinating the use of facilities assigned to the college;
- q. Overseeing that all divisions within the college comply with institutional reporting requirements;
- r. Working with department chairs and program directors in the college to encourage grant applications by faculty members in the college for outside funding for research and other special projects; and
- s. Fulfilling additional responsibilities as assigned by the Executive Vice President for Academic Affairs or President.

3. *Review*

According to UTRGV HOP ADM 06-301 Evaluation of Academic Administrators.

Appropriate groups for the comprehensive review that takes place every three years include all eligible voting members of the college faculty, all full-time staff, and a representative body of students.

B. Associate Dean(s)

The elements of this section apply only to Associate Deans holding an academic title defined in Regents' Rules 31001.

When a vacancy for an Associate Dean's position occurs or is anticipated within the college, the Dean, after consultation with the chairs and program directors, and with EVPAA approval, may appoint an interim associate dean to serve no longer than a one-year term.

1. *Selection*

A. External Search

- a. The Dean, after consultation with the EVPAA, will establish an Associate Dean's Search Committee composed of the following individuals:
 - i. Members of college faculty with tenure or tenure-track appointments, to include
 - a) The Department Chairs and Directors from each program,
 - b) The College Council Chair,
 - c) A faculty senator who will also serve as the Equity and Diversity Advocate (EDA).
 - ii. The Assistant Dean from the College.
- b. The Associate Dean Search Committee will elect its own chair and establish selection criteria for the job and forward them to the Dean and the EVPAA for review and approval.
- c. The Associate Dean Search Committee will review the submitted applications.
- d. The Associate Dean Search Committee will recommend to the Dean the candidate(s) to invite for interviews.
- e. The Dean, with the approval of the EVPAA, will invite the candidates selected for interview.
- f. The Dean will arrange the interview schedule for each invited candidate and publicly announce in writing the time, place, and agenda. The schedule shall provide for the candidate's interaction with students, faculty, staff, department chairs, and program directors.
- g. The Associate Dean Search Committee will select and prepare any instruments they intend to use in the interview process and will submit a copy of said instruments to the Dean.

- h. After the completion of the interviews, the Search Committee may recommend to the Dean that additional candidates be interviewed.
- i. The Associate Dean Search Committee shall regularly notify the Dean and the faculty in the College of the progress of the search.
- j. After completion of the interview process, the Associate Dean Search Committee will deliberate and recommend to the Dean the qualified candidates. The Dean will discuss with the full Search Committee the qualifications of each. The Dean will forward his or her recommendation to the EVPAA. If there are no recommended candidates, the search may continue, be closed, or be reopened.
- k. Upon completion of the selection process, folders of the applicants are stored in the Office of the Dean for a minimum of three years.
- l. All other applicants are notified by the Dean.

B. Internal Search

- a. For an internal search, within the college, to fill the position(s) of Associate Dean(s), an abbreviated form of this outlined process (a through l) can be established by the Dean in consultation with the Department Chairs, Program Directors, College Council Chair, and the Assistant Dean for the college. The Dean will obtain EVPAA approval on the established abbreviated process.

2. *Responsibilities*

Associate Deans are responsible to the Dean. They assist in providing leadership for the departments and programs of the college. They work with College faculty, staff, students and student organizations on matters related to academic programs. Other duties as assigned by the Dean.

3. *Review*

Following the procedures available in UTRGV HOP ADM 06-301 Evaluation of Academic Administrators. Appropriate groups for the comprehensive review that takes place every three years include all eligible voting members of the college faculty, all full-time staff, and a representative body of students.

C. Department Chairs

The department chair is a faculty member who serves as the administrative officer of his/her department, and is expected to have the mutual confidence of all the full-time faculty of his/her department, the Dean of the College, and the EVPAA of the University.

1. *Selection*

a. Guidelines for Department Chair Search Committee

Before beginning the search, the Dean will meet with the full-time faculty in that department to discuss the needs of the department, the college, and the University. Tenured faculty at the associate level or higher within the department may be eligible candidates in the search. All searches must follow an established calendar developed in consultation with the Dean in compliance with institutional hiring practices.

When a vacancy in the position of Department Chair is anticipated, the full-time department faculty shall recommend to the Dean a Department Search Committee or function as a Committee of the Whole in the consultation search process. The Search Committee shall consist of at least three full-time department faculty members. In the event fewer than three faculty are eligible for the committee, the Dean may appoint other full-time faculty from closely related disciplines to the committee. The Search Committee will elect its own chair. The current department chair and any internal candidates may not serve as members of the committee.

b. Appointment and Reappointment Procedures

Department faculty need to be involved in the selection process, which includes engaging with the dean on the needs and expectations of the department. The full-time department faculty members, including any not serving on the search committee, shall vote on all final candidates using ballots that allow for multiple selections. The chair of the search committee must provide to the full-time department faculty curriculum vitas of the final candidates. To be recommended, a candidate(s) must receive the vote of a majority of the department's full-time faculty members. Internal candidates applying for the Department Chair position are not eligible to vote. The Search Committee shall conduct the balloting process and report the results of the department's vote regarding the candidates to the entire full-time department faculty.

The Search Committee chair will forward the voting results to the Dean along with the committee's written recommendation for department chair and any supporting rationale.

Should the Dean and the full-time department faculty fail to agree on the recommended candidates for Department Chair, the Dean shall submit a rationale for his or her position in writing to the Search Committee. The Dean will then reconvene the Search Committee to recommend an additional candidate(s). Failing agreement on an alternate selection(s) or approval of recommended candidate(s), the EVPAA, after a joint meeting with the full-time department faculty and the Dean, will select an interim Chair.

2. *Responsibilities*

According to UTRGV HOP ADM 06-303 Appointment, Evaluation, Role and Responsibilities of School Directors and Department Chairs.

3. *Review*

- a. Procedures for Department Chair evaluation are stated in UTRGV HOP ADM 06-303 D.6, including both regular annual evaluation and in-depth review.
- b. A Chair must have an in-depth review every three years at minimum. It is the Dean's responsibility to initiate this evaluation process at the appropriate time. Additionally, an in-depth review may also be initiated in one of these methods:
 - i. The Dean may initiate an in-depth review at any time.
 - ii. The department faculty may initiate an in-depth review by a majority vote of the full-time department faculty. The department chair is not eligible to participate in the voting. The vote shall be by secret ballot at a called department faculty meeting.

4. *Procedures for In-Depth Review*

- i. The Department review committee will be composed of the entire full-time department faculty, excluding the Department Chair, and will elect its own chair.
- ii. The Dean and the full-time department faculty, excluding the Department Chair, shall meet to establish the procedure and timeline for the evaluation process, and transmit them to the EVPAA.
- iii. The Department review committee shall follow the established guidelines/template provided by the Office of the EVPAA for review of department chairs. The committee chair will oversee the administration of the review process.
- iv. The committee will generate both a formal rating (exceeds expectations, meets expectations, does not meet expectations, unsatisfactory) and a formal recommendation, to be determined by majority of the committee, on whether to retain or remove the Chair. Voting on whether to re-appoint or remove the Department Chair shall be cast by secret ballots using the double envelope method. The committee chair and a Dean's designee shall collect all cast ballots from the Dean's office, and then count and tally the ballots within one business day from the ballot closing date.
- v. The committee chair shall prepare a summary of the completed reviews and the committee recommendation. This summary report will be submitted to the Department Chair, Dean, and EVPAA, and distributed to the committee. The Department Chair may submit a written response to the committee's recommendation to the Dean and EVPAA within ten business days from receiving the committee's recommendation.
- vi. The committee chair will provide the Dean with all data (evaluations, comments, etc.) used to prepare the report. The committee chair will also provide anonymous tabulations of collected data, excluding written comments, to the committee and the Department Chair.
- vii. The Dean will conduct a separate and independent evaluation. Included in this evaluation should be an evaluation of strengths and areas in need of improvement, a

formal rating (exceeds expectations, meets expectations, does not meet expectations, unsatisfactory) and a formal recommendation to retain or remove the Chair. Copies of this recommendation should be provided to the Department Chair, the Department Review Committee, and the EVPAA. The Department Chair may submit a written response to the Dean's recommendation to the EVPAA within ten business days from receiving the Dean's recommendation.

D. Program Directors

1. *Selection*

Program Directors will be selected by the Dean in consultation with the faculty teaching in the program.

2. *Responsibilities*

The Program Director serves as the chief representative of the program.

E. Academic Units

The College of Engineering and Computer Science consists of five departments and two programs. Each academic unit (department/program) is responsible for ensuring that the policies and mission of its unit are aligned with the policies and mission of the College.

1. *Departments*

The departments within the College are:

- Civil Engineering
- Computer Science
- Electrical Engineering
- Manufacturing and Industrial Engineering
- Mechanical Engineering

2. *Programs*

The programs within the College are:

- Computer Engineering
- Engineering Technology

F. College Executive Council

1. *Membership*

The College Executive Council is chaired by the Dean and includes Associate Deans, Assistant Dean, Department Chairs, Program Directors, and the Chair of the College Council.

2. *Functions*

The duties of the College Executive Council include providing advice and counsel to the Dean on issues including, but not limited to, budget and resource allocation, academic

programs, and other issues as deemed appropriate by the Dean or the Executive Council; disseminating information about College concerns to the faculty; bringing faculty concerns to the Dean and Executive Council; suggesting items for the agenda of the College Council and other duties as assigned by the Dean.

3. *Meetings*

Meetings will be called monthly or more frequently during the regular semesters by the Dean and special meetings will be called by the Dean or at the request of a majority of the College Executive Council.

G. College Council

1. *Membership and Terms*

- a. The College Council is comprised of two members from each department, and an *ex-officio* non-voting member selected by the College Council from senators within the college.
- b. Each department will elect its council representatives.
- c. College council members serve for a three-year term.
- d. Each Council member can only serve two consecutive full terms. An individual is ineligible to serve on the College Council for one academic year, following the conclusion of his/her second consecutive term. For continuity, the *ex-officio* member may serve multiple one-year terms if the College Council deems that necessary and/or beneficial.
- e. Should a college council member become unable to serve the remainder of his/her term for any reason, a faculty member from the same department will be elected to fill the vacancy for the remainder of the unexpired term.

2. *Functions*

The College Council provides a liaison for faculty and other college administrative units, including Dean, Executive Council, and college committees; ensures that college policies and procedures are in compliance with all appropriate rules and regulations; and carries out other duties delineated in these Bylaws, in the HOP, and in University and College documents.

3. *Officers*

Officers are Chair, Chair-Elect, and Secretary, who are elected by Council members. Each of the officers serves a one-year term. Chair-elect serves a two-year term beginning as chair-elect and serving as chair the following year.

4. *Meetings*

Meetings will be held at least once each fall and spring semester and called by the Chair of the College Council. Special meetings will be called by the Chair or at the request of a majority of the College Council. General meetings of the College Council are open to interested parties.

5. *Reporting*

The secretary prepares the minutes of the meeting, which includes a list of members present and other invited or interested parties. Minutes are posted on the college web site.

ARTICLE V: Committees

A. The Standing Committees

The standing committees of the College shall be:

1. *Faculty Tenure and Promotion Committee*

a. Membership

- i. Membership and membership eligibility requirements are established in UTRGV HOP ADM 06-505 E.2.b.ii.
- ii. The committee will be responsible for electing a chair and a vice-chair and establishing its own operating procedures, with the provision that such procedures are in compliance with these Bylaws and the HOP.
- iii. The chair will serve a one-year term. The vice-chair shall serve in the capacity of chair when the chair cannot serve.
- iv. The committee membership, chair, and vice chair should be in place no later than October 1st of each year.

b. Functions

The functions of the faculty tenure and promotion committee are delineated in UTRGV HOP ADM 06-505 E.2.b.

2. *Laboratory Safety and Loss Prevention Committee*

a. Membership

- i. Membership will consist of one representative of each department or program in the college which owns or utilizes laboratory spaces in the college's facilities.
- ii. The Dean must approve the members of this committee.
- iii. The committee will be responsible for electing a chair and a vice-chair and establishing its own operating procedures, with the provision that such procedures are in compliance with these Bylaws and the UTRGV HOP.

- iv. The chair will serve a three-year term. The vice-chair shall serve in the capacity of chair when the chair cannot serve.
- v. The committee membership, chair, and vice chair should be in place no later than October 1st of each year.

b. Functions

- i. Review operations of engineering laboratories and provide recommendations to the Dean to ensure safe operation and minimize loss of equipment.
- ii. Provide strategic planning guidance for requirements for safe operation of facilities.
- iii. Provide an independent safety review of new equipment or facilities prior to installation or activation.

B. Special Committees

Special committees may be created, as the need arises, by the Dean and the College Council. The membership, functions, and duration of these committees shall be established at the time of their creation. Once the assigned duties have been completed, a special committee automatically dissolves, unless the Dean assigns additional duties to the committee. The **College Annual Review Committee** will be formed as a special committee to review appeals as needed.

1. *Membership*

- a. Every effort will be made by the College to ensure that each special committee is composed of at least one representative from each department in the college, unless otherwise stated in these Bylaws or the HOP.
- b. Special committee members will be elected by the faculty of their departments.
- c. The Dean must approve the members of special committees. Each member can only serve two consecutive full terms. An individual is ineligible to serve on the committee for one academic year following the conclusion of his/her second consecutive term.
- d. Should a member become unable to serve the remainder of his/her term for any reason, a faculty member from the same department will be elected to fill the vacancy for the remainder of the unexpired term.
- e. Each committee will be responsible for electing a chair and a vice-chair and establishing its own operating procedures, with the provision that such procedures are in compliance with these Bylaws and the HOP. The chair and vice-chair cannot be from the same department.
- f. The chair will serve a one-year term. The vice-chair shall serve in the capacity of chair when the chair cannot serve.

2. *Reporting*

The chair of each special committee oversees the preparation of an annual report summarizing action(s) taken by the committee, which is distributed to all committee members, the College Council, and the Dean.

ARTICLE VI: Policies and Procedures

College policies and procedures are established through a joint process involving college administrators, councils, and, as appropriate, standing and special committees. New adopted policies and procedures will be added under this Article. Proposing new policies and procedures and revisions to existing policies and procedures shall follow guidelines delineated in Article VIII, and their adoption shall follow guidelines delineated in Article VIII.

1. Faculty Duties and Responsibilities

According to UTRGV HOP ADM 06-106 “Faculty Rights and Responsibilities.”

2. Procedures for Drafting and Proposing Department Tenure and Promotion Performance Criteria

1. *Definition*

For the purpose of this section, an eligible faculty is any faculty member in the college who is tenured or on tenure-track.

2. *Procedures*

The following procedures shall be followed to ensure the maximum feasible participation of faculty in the drafting and proposing of statements of performance criteria for tenure and promotion. All affected college eligible faculty must have an opportunity to work on developing criteria.

a. Drafting the Department Criteria

Each department is responsible for developing a formal statement of basic performance criteria/requirements for tenure and promotion as specified in ADM-06-505. The department chair shall convene a special elected committee composed of eligible faculty in the department to work on the criteria. The elected department committee must be composed of at least three faculty members, two of whom must be tenured and will solicit feedback from all eligible department faculty members. The department chair shall not be a member of the committee.

b. Vote of the Faculty on the Proposed Department Criteria

The department criteria shall be submitted to all eligible faculty in the department. Voting will be by secret ballot. Approval of the department faculty shall be by a simple majority of the votes cast.

- c. Administration Approval
Department criteria must be approved by the college tenure and promotion committee, the Dean, and the EVPAA.
- d. Implementation and Routine Examination of Criteria
 - i. When new or revised criteria are adopted and approved, a faculty submitting his/her application for tenure or promotion within the subsequent two years will be evaluated based on the old criteria unless he/she chooses to comply with the changes and states that choice in writing to the Department chair (UTRGV HOP ADM-06-505).
 - ii. If criteria are proposed but not accepted, they shall be referred back to the Department. That referral shall include a meeting with the relevant administrator or a written statement specifying reasons for non-approval.
 - iii. Criteria should be examined in accord with UTRGV HOP ADM-06-505.

3. Faculty Tenure

According to UTRGV HOP ADM 06-505 Faculty Tenure and Promotion, and departmental tenure and promotion documents and criteria.

4. Faculty Promotion

According to UTRGV HOP ADM 06-505 Faculty Tenure and Promotion, and departmental tenure and promotion documents and criteria.

5. Post-Tenure Faculty Review

According to UTRGV HOP ADM 06-504 Post-Tenure Review, and departmental post-tenure review documents and criteria. In addition, the following guidelines should be considered:

- I. Materials submitted by the faculty member will include the results of all annual evaluations during the review period.
- II. Reviews will give due consideration to the amount of time devoted to each of the areas of teaching, professional achievement/research, and service.
- III. If the department Review Committee, Chair, or Dean concludes that the faculty member “Does not meet expectations” or is “Unsatisfactory” in any category, the faculty member will be asked to provide further evidence of contributions or activity in the areas of concern.
- IV. If the department Chair or Dean disagrees with the department Review Committee, he or she shall prepare a separate statement that indicates the different rating category, and clearly articulate the basis for disagreement with the department committee evaluation.
- V. If the Dean's decision is “Does not meet expectations” or “Unsatisfactory” in overall, the affected faculty member may request that a College Committee review his/her case. The College Tenure and Promotion Committee will serve as the College Review Committee.

6. Faculty Annual Evaluation

According to UTRGV HOP ADM 06-502 Annual Faculty Evaluation, and departmental Annual Faculty Evaluation documents and criteria. In addition, the following guidelines should be considered:

- I. Faculty work plan policies and procedures will be established by the department.
- II. The work plan for tenure-track faculty members will reflect the faculty members' longer term Professional Growth Plan. Tenured faculty members provide work plans that specify expected activities in each of the three areas.
- III. All levels of review will use the Department Annual Evaluation Criteria.
- IV. Department evaluation criteria will provide differential performance expectations commensurate with the weighting of activities in each area (teaching, research, service) specified in the faculty work plan.
- V. When Chair, Dean, or Appeals Committee rating disagrees with the department review committee rating, an explanation for the differing rating will be provided.
- VI. When the department Annual Evaluation and Chair Annual Evaluation ratings agree and there is no appeal, the Dean's rating will be the same as the department Committee and Chair.

7. Faculty Workload

The College will adopt the guidelines and policies outlined in UTRGV HOP ADM 06-501 Faculty Workload.

8. Policy and Procedures for Approval of Revised College Strategic Plan and Mission Statement

1. *Policy*

The policy of the College of Engineering and Computer Science is to revise and approve the College Strategic Plan and Mission Statement to correspond to the University's Strategic Plan and Mission Statement by means of a broad range of input from all the College stakeholders.

2. *Procedures*

- a. A College Strategic Planning Committee (CSPC) will be formed to review the current college strategic plan and mission statement prior to the commencement of a major college planning cycle; whenever significant changes in the college operating environment occur; whenever the University strategic plan and mission statement are revised; or at least once every five years.
- b. The Dean will appoint the members of the CSPC with at least one representative from each department and program within the college, who will be elected by the department's/program's faculty members, and a student representative.

- c. If revisions are deemed necessary, the CSPC shall begin the revision process by drafting a college strategic plan and a revised statement.
- d. The CSPC will present the proposed revised college strategic plan and mission statement to the college community by electronic or other means to elicit broad feedback. The responses will be considered when the CSPC revises its draft.
- e. The final draft of the college strategic plan and the revised mission statement will be submitted to the college full-time faculty for a vote.
- f. When the vote of the college full-time faculty endorses the proposed revision, the CSPC will recommend the proposed revision to the Dean for approval.

9. Faculty Grievance Procedures

According to UTRGV HOP ADM 06-111 Faculty Grievances.

ARTICLE VII: Meetings

The Dean shall convene a College faculty meeting at least once each fall and spring semester. Additional meetings may also be called by the Dean or Dean's designee, by petition to the Dean signed by at least one-third of the full-time Faculty, or by petition to the Dean signed by a majority of the voting membership of the College Council. Material for the agenda may be suggested by members of the faculty. The Dean will distribute the agenda to the faculty at least two days before the meeting. The Dean or the Dean's designee shall chair all meetings. The College Council secretary shall serve as the secretary of the college faculty meetings.

A. Quorum and Voting.

A quorum is required for college faculty meetings in which the vote of the faculty is solicited on agenda business items. A quorum is defined to be a simple majority of the faculty who are eligible voting members as defined in Article III. Faculty members who are on leave of absence do not count as part of the voting membership with respect to determining the number for a quorum.

Voting on motions, other than the adoption of the new Bylaws or the amendments to the Bylaws, is normally by voice vote, unless otherwise stated in these Bylaws. However, a faculty member in attendance may ask for a show of hands or a secret ballot. If voting is conducted by secret ballots, then the College Council secretary shall receive all ballots cast by the eligible faculty, and then the ballots shall be counted and tallied by the College Council secretary and the College Council Chair or his/her designee, and shall report the result of the vote to the Faculty and the Dean.

B. Parliamentary Procedure

Except as otherwise provided herein, or by unanimous consent of the members, the procedures governing the College and its Standing Committees shall be in accordance with the rules contained in the latest edition of Robert's Rules of Order. The current edition of Robert's Rules

of Order Newly Revised shall be the authority for any procedure not specifically covered in these bylaws, special rules of order, or policies of the College. The Faculty as a Whole, the College Council representatives, Committee officers and members, the Dean, the Associate and Assistant Dean(s) and all who participate agree to abide by these rules at all duly constituted meetings of the College.

ARTICLE VIII: Amendments to the Bylaws

Amendments

1. Amendments of these Bylaws require a favorable vote of two-thirds of the votes cast by secret ballots by the eligible Faculty using the double envelope method. If voting is conducted by secret ballots, then the College Council secretary shall receive all ballots cast by the eligible faculty, and then the ballots shall be counted and tallied by the College Council secretary and the College Council chair or his/her designee, and shall report the result of the vote to the Faculty and the Dean.
2. Proposed amendments to the Bylaws may come from the Dean, the College Council, any College Committee, or a petition signed by at least one-third of the eligible Faculty.
3. Proposed amendments of the Bylaws shall be submitted in writing to the College Council at least 45 days prior to a scheduled college faculty meeting, where the proposed amendments are to be discussed and voted on.
4. The College Council with assistance from the Dean's Office will distribute copies of the proposed amendments to the Faculty at least 15 days prior to the meeting where the amendments are to be discussed and voted on.
5. The College Council is authorized to make changes only to reflect approved name changes of academic units.
6. Amendments of the Bylaws shall become effective one full academic year after adoption by two-thirds of the votes cast by the eligible faculty and after approval by the Dean and the Executive Vice President for Academic Affairs.

PROVISOS

Initial terms of the members of the first college council shall be staggered as follows: one third of the members will serve a one-year term, one third of the members will serve a two-year term, and the remaining third will serve a three-year term. A lottery drawing will be used to assign the initial terms.

The college council formed for the purpose of establishing the first Bylaws of the college is dissolved upon election of the first college council to operate under the new adopted Bylaws.

Elections of the first college council members shall be held upon the adoption of the new Bylaws and their terms shall begin upon their elections. Subsequent elections of new council members shall be held in the spring semester and new members' terms shall begin September 1st.

The first Bylaws shall become effective upon adoption requiring two-thirds of the votes cast by secret ballots by the eligible faculty and after approval by the Dean and the Executive Vice President for Academic Affairs.