

## **School of Science and Engineering SSE Council By-Laws**

### **Article I – Purpose**

#### *Section A*

The SSE Council shall serve as an advisory body to the Dean and as a means by which the views of the faculty of the School of Science and Engineering (SSE) may be determined and communicated to the administration of the SSE, Faculty Senate, and the University. It shall serve as a body through which the faculty may participate in the formulation of school policy.

#### *Section B*

This Council and its committees have responsibility for representing the faculty of the SSE and making recommendations on various issues. Formal debate by the SSE Council on issues does not normally take place in the SSE Council until the appropriate committee has studied the issue and a committee proposal is brought to the SSE Council. Any motion of SSE Council can be approved by a faculty vote, rather than through the SSE Council itself, if one-third of the voting members of the SSE Council elect to invoke a Faculty Assembly vote. The Faculty Assembly vote should occur within two weeks of the SSE Council invoking a faculty wide vote and can be completely electronic.

#### *Section C*

SSE Council recommendations, except amendments to these bylaws, will have legislative effect after approval by the Dean and, when appropriate, other parties such as the Provost, President, and Board of Trustees. If the Dean is not in agreement with a recommendation of the SSE Council, the Dean shall consult with the Executive Committee of the SSE Council before making a final decision. Amendments to the Bylaws require ratification by the faculty of the SSE before being sent to the Dean and Provost for their approval.

### **Article II – Membership**

#### *Section A*

The regular voting members of the SSE Council shall consist of the following:

- One elected full-time faculty member from each academic department that is not currently serving as department chair.
- Three additional full-time faculty, who are not serving as department chairs, who are elected at large to serve as President, Vice-President, and Secretary
- Two full-time faculty members elected by the Faculty Assembly.

*Ex officio* non-voting members shall be:

- the Dean of the School of Science and Engineering
- the Associate and Assistant Deans
- the Chairs of all standing committees will serve as *ex officio* members unless they are elected to serve on the SSE Council.

- the current SSE representatives on the Faculty Senate
- the previous President of the SSE Council

*Section B*

The Council shall have three Officers: President, Vice-President who is President-Elect, and a Secretary, who shall serve terms of two years beginning July 1. The Officers shall be elected by a secret ballot of all regular full-time faculty. The term for the Officers is two years, but the person serving as Vice-President will serve as President the following term. After concluding a term as President the faculty member will continue to sit on the SSE Council and Executive Committee as an *ex-officio* member for two years.

*Section C*

Departmental representatives on the SSE Council shall be elected by their respective departmental faculties, and the term of office shall be two years. The representatives may not be Department Chairs, but all full-time faculty, including Chairs, are eligible to vote in their departmental election of representatives to the SSE Council. The election in each department will be by secret ballot and will be completed by April 1 for terms that begin the following academic year. Departmental representatives may succeed themselves; however, they may serve no more than two consecutive terms. Following two years off the SSE Council a faculty member that previously fulfilled the two-term limit is eligible to serve on the SSE Council.

*Section D*

In the case a member of the SSE Council, or standing committees, appointed by the department steps down during the year, the department is to nominate a replacement candidate to finish the term. If an elected representative of the SSE Council or Elected Committees steps down, an election to replace the representative will be held within 45 days of the resignation.

**Article III: Duties of Officers**

*Section A*

The President of the SSE Council presides at the meetings of the SSE Council, chairs the Executive Committee of the SSE Council, coordinates the work of the committees, and reports on the actions of the SSE Council at meetings of the Faculty Assembly. The President also represents the SSE Council on University bodies as requested. The President (or their substitute) should also attend meetings of the Faculty Senate whenever practicable.

*Section B*

The Vice-President presides at meetings of the SSE Council and Executive Committee in the absence of the President. The Vice-President also performs other duties of the President (such as attending the Senate) when the president is unable to do so, or as delegated to the Vice-President through mutual agreement with the President. The Vice-President oversees faculty elections with assistance from the SSE Dean's office.

*Section C*

The Secretary is responsible for taking minutes at meetings of the SSE Council and the Executive Committee, distributing the agenda and minutes, receiving issues from the faculty to

be brought before the Executive Committee, maintaining accurate records of the Council, and facilitating the posting, with assistance from the Dean's office, of all council and committee reports and minutes on the SSE Council website.

#### **Article IV: Meetings**

##### *Section A*

The SSE Council shall meet at least once a month during the academic year to handle administrative business, hear reports, and deliberate on policy recommendations. A faculty assembly should be held at least once per year to discuss strategic initiatives and pertinent issues of the school.

##### *Section B*

Special meetings may be called when requested by two out of the three Officers of the SSE Council, requested by the Dean, or called by a written petition to the President signed by one-third of the regular voting members of the SSE Council.

##### *Section C*

All meetings of the SSE Council are open to SSE faculty and staff of Saint Louis University. Following the formal agenda, each meeting will provide for a limited period of questions from the Council members and guests. The SSE Council can have a closed-door session, which excludes *ex officio* members and guests, by a two-thirds vote of the SSE Council.

##### *Section D*

College representatives on the Faculty Senate will regularly attend SSE Council meetings as *ex officio* members to provide input as to activities of the Senate and carry business to the Senate from the Council. Issues of concern to the SSE which are being discussed in the Senate should be brought to the Executive Committee by the College representatives as quickly as possible to determine whether they deserve Council attention.

##### *Section E*

The agenda for each SSE Council meeting is determined by the Executive Committee as described below and should be made available to all faculty in the college, as hardcopy or electronic versions, at least two days prior to the meeting.

##### *Section F*

A quorum shall consist of sixty percent of the regular voting members.

##### *Section G*

The President of the SSE Council shall conduct its meetings. If deemed necessary by the Executive Committee, the President shall, acting on the advice of the SSE Council, appoint a parliamentarian. Meetings shall be conducted according to Robert's Rules of Order Newly Revised.

## **Article V: Committees**

### *Section A: Executive Committee*

The membership of the Executive Committee will be the President of the SSE Council who shall chair the Executive Committee, the Dean who is an *ex officio* non-voting member, the Vice-President and Secretary of the SSE Council, and the Chairs of the standing committees, who are *ex officio* non-voting members.

The Executive Committee will serve as the coordinating body for the SSE Council and its committees. Any member of the university community wishing to address an issue to the SSE Council shall communicate the issue to the Executive Committee through its Secretary. The Executive Committee will decide whether the issue should be referred to a Council committee for a recommendation, placed immediately on the SSE Council agenda, or dealt with in some other manner. The Executive Committee sets the agenda for SSE Council meetings. A simple majority vote of the Executive Committee is sufficient to place an item on the agenda. Items may also be placed on the agenda by a petition signed by the majority of the SSE Council or a petition signed by one-third of the faculty. The Executive Committee also oversees the composition of the Standing and Elected Committees and will make a good faith effort to ensure the committees are representative of the diverse stakeholders of Saint Louis University and free from conflicts of interest.

### *Section B: Standing Committees*

The standing committees will have a representative from each department. The departmental representatives on the standing committees shall be elected by their respective departmental faculties, and the term of office shall be two years. Department members elected to sit on the SSE Council are to serve on one of the standing committees. All full-time faculty, including Chairs and Associate Chairs, are eligible to serve on the standing committees. The election in each department will be by secret ballot and will be completed by April 1 for terms that begin the following academic year. The Departments of Aerospace and Mechanical Engineering, Aviation, Chemistry, and Earth and Atmospheric Sciences will elect committee members in even years and all other departments in odd years.

For each committee, the Chair for the following academic year shall be selected by the committee. Each committee may determine its own procedures for selecting a chair from among its members, provided that the chair is elected for a one-year term, that any current member of the committee (including the current Chair) may be elected, and that no person may serve more than two consecutive years as Chair of the same standing committee. In the event that a committee is unable to determine a Chair from within its members, the Executive Committee shall determine a process for selection of Chair, subject to the approval of the SSE Council.

Replacements of committee members who cannot complete their term should be timed to preserve this staggered structure (e.g. if a member elected to serve a term from 2022-2024 (even years) must leave after one year, the replacement should be only for the second year (2023-2024), with a new election occurring for the next “even” slot (2024-2026). Standing committees shall meet as needed to complete necessary business in a timely manner.

Recommendations of the standing committees are brought to the SSE Council in the form of a motion so that the proposal can be fully discussed and acted upon by the Council.

In the case of a tied vote in the committee, the recommendation will be passed on to the SSE Council. Except where noted, all recommendations of Standing Committees must go to the SSE Council for approval.

#### *Faculty Development Committee*

The Faculty Development Committee shall provide recommendations involving college policy and faculty development. These items include, but are not limited to college-wide awards, teaching/research support, and annual review policies. The committee also has oversight on the administrative use of teaching resources. The Dean of Research, and one member appointed from the Science and Engineering Research Council are non-voting *ex-officio* members of the Faculty Development Committee.

#### *Rank & Tenure Committee*

The Rank & Tenure Committee is responsible for the three-year evaluation of assistant professors, the tenure and promotion decision from assistant to associate, the promotion decision from associate to full professor, non-tenure track promotions, emeritus appointments, and sabbatical recommendations. The Rank & Tenure Committee is composed of faculty members with the rank of tenured full professor from each of the departments and two non-tenure track faculty elected by a college-wide vote to assist in non-tenure track promotion decisions. The non-tenure track faculty are to recuse themselves from deliberations and voting for tenure track promotions.

In the absence of an eligible full professor willing to serve on the committee from a department, an associate professor may serve on the committee. An associate professor serving on the committee may present the case from their home department but is ineligible to participate in votes and deliberation regarding applications for full professor. During the deliberative process, additional questions may arise and the committee can engage the non-voting departmental representative for clarifications. Any faculty member who is going up for promotion during the academic year is ineligible to serve on the committee.

Each spring, the existing Rank & Tenure Committee elects one of its current members to chair the committee during the next academic year. The Chair of the Rank & Tenure Committee is an *ex-officio* non-voting member of the SSE Council and the Executive Committee. When necessary, the Rank & Tenure committee reviews college and departmental policies and procedures relative to rank, tenure, and sabbaticals. In matters relative to these policies and procedures, the committee makes recommendations to the SSE Council.

The committee does not report to the SSE Council on its recommendations relative to rank, tenure, and sabbaticals. The Dean does not attend meetings at which rank and tenure cases are evaluated. The Dean may only attend Rank & Tenure meetings based on the invitation of the committee.

It is customary for the College representative to the University Committee on Academic Rank and Tenure (UCART) to attend all meetings of the School Rank & Tenure Committee. The UCART representative acts as an *ex officio* member of the committee.

#### *Curriculum Committee*

The Curriculum Committee is concerned with the development, improvement, and quality control of education initiated in the departments and programs of the SSE. The Curriculum Committee shall consider proposals for additions, alterations, or deletions in academic courses, programs, and graduation requirements of the SSE, and is the primary vehicle within the SSE for curricula coordination and review. The committee reviews and establishes administrative procedures and college-wide standards of the academic programs. The Assistant/Associate Dean of Undergraduate Education and Assistant/Associate Dean of Graduate Education are non-voting *ex-officio* members of the Curriculum Committee.

The Curriculum Committee has the option to work as one large body or to break into separate Undergraduate and Graduate Committees which would have the appropriate Assistant/Associate Dean as an *ex-officio* member. In the case the committee decides to work as separate Graduate and Undergraduate committees, the committee members must allocate the elected faculty so that there is a minimum of three voting members on each committee.

#### *Section C: Elected Committees*

The Elected Committees consist of a small group of faculty that are elected via a college-wide vote held in conjunction with the election of the executive committee of the SSE Council. For each committee, the Chair for the following academic year shall be selected by the committee. Each committee may determine its own procedures for selecting a chair from among its members, provided that the chair is elected for a one-year term, that any current member of the committee (including the current Chair) may be elected, and that no person may serve more than two consecutive years as Chair.

#### *Academic Honesty Committee*

The Academic Honesty Committee shall be composed of four members elected at large from the SSE faculty. No regular reports from this committee are required to be made to the SSE Council. If this committee believes a modification of the SSE policy or procedure regarding Academic Honesty is necessary, this recommendation is made to the SSE Council.

The Academic Honesty Committee shall ensure that students and faculty understand their rights and responsibilities regarding academic honesty as outlined within the College's Policy on Academic Honesty; disseminate information on ways to promote academic honesty; review and propose revisions to the Policy on Academic Honesty; maintain confidentiality on matters before the Committee; and when called upon to resolve a case of alleged academic dishonesty, conduct a prompt, thorough, and confidential investigation, adjudicate fairly and impartially, and prescribe appropriate sanctions when necessary.

### *Computing and Classroom Technology Committee*

The Computing and Classroom Technology Committee shall be composed of four members elected at large from the SSE faculty. No regular reports from this committee are required to be made to the SSE Council. The committee is charged with assessing college computation and technological needs for both research and teaching. The committee also reviews services provided by ITS and makes recommendations to the SSE Council to ensure high-quality technology for both the teaching and research missions of the college. In addition, the Computing and Classroom Technology will consult with the Science and Engineering Research Council and other relevant university committees as requested.

### *Diversity, Equity and Inclusion Committee*

The Diversity, Equity, and Inclusion Committee shall be composed of four members elected at large from the SSE faculty. This committee is charged with helping to create a supportive working environment for faculty and staff of all backgrounds and demographic characteristics. The Chief Diversity Officer of the SSE will serve as an *ex officio* member of the committee.

### *Section D: University Committees and Faculty Senators*

The election of Faculty Senators and other University Committees shall be elected via a college-wide vote held in conjunction with the election of the executive committee of the SSE Council.

### *Section E: Ad-Hoc Committees*

The SSE Council is empowered to create ad hoc committees as deemed necessary. Membership of ad-hoc committees may be by appointment by the President, the Executive Committee, or by ballot. The President will give ad-hoc committees a clear charge and will appoint the Chairperson. Ad-hoc committees are expected to provide progress reports at SSE Council meetings and a final report of their efforts at the penultimate meeting of the academic year to both the Executive Committee and SSE Council bodies. Examples of issues that may require the appointment of an ad-hoc committee include new degree and certificate programs across multiple departments, undergraduate and graduate student recruitment efforts, and college strategic planning.

In addition, the Dean may appoint ad-hoc committees to address strategic needs of the SSE (e.g curriculum revision of degree programs that cross multiple departments, strategic planning, and other issues). These committees are expected to provide progress reports at SSE Council meetings.

### **Article VI: Minutes**

Official minutes of the SSE Council shall be kept and archived and copies should be distributed electronically or in hard copy to all members of the SSE Council and all other full-time faculty in the SSE. The minutes should include summaries of all committee reports. Minutes from SSE Council meetings are to be posted on the SSE Council website, with assistance from the Dean's office.

## **Article VII: Amendments**

### *Section A*

Proposed amendments to these procedures of the SSE Council of the SSE should be submitted to the Executive Committee in writing, and in the exact form for consideration at least 30 days prior to the next regularly scheduled meeting of the SSE Council, all proposed amendments received since the previous meeting are to be considered. A statement of the proposed amendment(s) will be mailed to members of the SSE Council at least two weeks prior to the next regularly scheduled meeting of the SSE Council. If a proposed amendment is to be considered at a special meeting, the statement of the proposed amendment must be distributed at least two weeks prior to such a meeting. If the amendment receives the approval of the SSE Council it will be sent to the faculty for ratification.

### *Section B*

Amendments will be ratified by a simple majority vote of all full-time faculty of the SSE who cast votes. Voting will be by secret ballot coordinated through the Office of the Dean. Such amendments become effective as of the following academic year.

## **Article VIII: Voting and Surveys**

Votes for elections, amendments to bylaws, and any other SSE Council business, and surveys conducted by the SSE Council, may be administered through paper copy or electronic ballots through the Office of the Dean.