



College of Engineering and Physical Sciences Bylaws

I. PURPOSE

The Bylaws of the College of Engineering and Physical Sciences are established by provision of UW Regulation 2-411 (Academic Organization).

II. MISSION

The College of Engineering and Physical Sciences (CEPS) will provide programs of education and research capitalizing on areas of distinction important to Wyoming and the nation, competitive with the nation's best programs, and ensuring strong demand for the college's graduates, expertise, and research products.

III. DEFINITIONS:

A. PERSONNEL

Personnel within the college include academic personnel and staff. Academic personnel are defined and governed by UW Regulations 2-1 and 2-7. Staff are defined and governed by UW Regulation 5-3.

B. STUDENTS

Students are those enrolled in degree programs and taking courses to earn a degree in any of the disciplines offered by the College.

IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS

In accordance with UW Regulation 2-411, college bylaws "must be approved by 2/3 of a Faculty quorum within the school, division or department, where a quorum is defined as 50% of the Faculty within the school, division or department."

The senators of the University Faculty Senate are elected at the department level in accordance with Faculty Senate bylaws.

The election process for the CEPS representation in the “University Standing Advisory Committees” (as defined in Faculty Senate bylaws) and in the “Standing Committees of the Faculty Senate” (as defined in Faculty Senate bylaws) will be overseen by the Faculty Council (defined in Subsection VII.b).

The election procedures and membership in the CEPS Standing Committees are provided in section VII.

The College will also have a set of Standard Administrative Policies and Procedures (SAPPs) that outline operational rules and procedures, details of policy implementation, responsibility, and accountability. The SAPPs can be proposed by any committee listed in section VII or by college and department administrators and shall be approved by the Dean after receiving appropriate review and input from affected parties including the Faculty Council.

V. ORGANIZATION AND GOVERNANCE

A. Personnel

1. Dean

The College shall be headed by a dean appointed in accordance with UW Regs. 1-1 and 2-8. In accordance with UW Reg. 2-8, the appointment of the dean normally shall involve significant faculty participation. The dean shall be responsible for all matters relating to the educational, research, service, and administrative affairs of the college. The dean will also encourage and promote an academic setting in which excellence in teaching, scholarship, and service is recognized and rewarded. The dean shall preside at meetings of the college academic personnel, administer the college budget in consultation with the Leadership Council, and recommend appointments and promotions for academic personnel and staff of the college. In extraordinary circumstances, the college academic personnel may request a comprehensive performance review of the dean by the Provost. Such a request must be supported by two-thirds of all voting academic personnel in a vote administered by the Faculty Council.

2. Assistant and Associate Deans

Associate deans and assistant deans are recommended by the dean to the provost in accordance with UW Reg. 2-411. These individuals shall perform functions assigned by the dean. The dean shall prepare the position description, the desired and mandatory qualifications for these positions, disseminate said description to the entire CEPS academic personnel, and allow faculty to apply for them. The dean shall then determine finalists based on the qualifications of those who apply and conduct interviews with the finalists before making recommendations to the provost. The dean shall conduct annual performance reviews of the associate and assistant deans

and shall request input from college academic personnel and staff to help inform those reviews.

3. Department Heads

The department head serves as the chief administrative officer of a department and reports to the dean of the College. After soliciting nominations and feedback from all personnel in the department, and interviewing potential candidates, the dean shall recommend appointment of a department head to the provost. Department heads shall have general responsibility for the instructional, research, service, budget, administrative operations, and policies of their departments, in consultation with the members of the department's academic personnel. Department heads shall regularly update department personnel on issues relevant to the department including the budget. Department bylaws may identify additional duties and responsibilities for department heads. The dean shall conduct annual performance reviews of department heads and shall request input from department academic personnel and staff to help inform those reviews. In extraordinary circumstances, the department academic personnel may request a comprehensive performance review of the department head by the dean. Such a request must be supported by two-thirds of all voting academic personnel in a vote administered by the Faculty Council.

B. Academic Departments

Academic personnel in the academic departments in the College are authorized to conduct instruction, conduct research relevant to their discipline, establish degree requirements, participate in professional service, and engage in entrepreneurial activities and economic development.

Department operations not discussed in this document will be governed by bylaws or procedures developed within individual departments. It is the responsibility of each department and its department head to document its procedures and make them readily available to the department personnel.

Questions of autonomy and jurisdiction between departments in the college shall be decided by the dean.

VI. MEETINGS

The dean shall announce and conduct at least one meeting each fall and spring semester to update college academic personnel and staff on issues relevant to the college including the budget. In addition, the dean shall call and conduct meetings with a Leadership Council (defined below) as necessary for effective functioning of the college.

VII. STANDING COMMITTEES

The following standing committees and councils shall be established.

A. Leadership Council

The council shall consist of the dean, associate and assistant deans, department heads, director of business operations, the chair of the Faculty Council, one elected staff representative, and others whom the dean may designate as appropriate. The dean shall announce the list of the Leadership Council members to the academic personnel and staff. The Council will meet on a regular basis as specified by the dean.

Leadership Council duties include:

- Provide a venue for the open exchange of information (including the college budget), ideas, concerns, and opinions between the department heads and dean's office representatives.
- Promote good relations and cooperation within the college with the purpose of creating cohesive culture.
- Provide a forum for the discussion and formulation of long-term planning for the college.
- Provide a mechanism for the timely dissemination of information to academic personnel and staff within the college.

B. Faculty Council

The Faculty Council shall consist of representatives of the academic personnel of the college. Each academic department will elect one tenured representative who will serve a three-year term. Faculty nominated for this committee should have an academic record that indicates that they meet or exceed expectations in all job description categories. The members of the Faculty Council will elect a chair who serves a two-year term and who will be a member of the Leadership Council.

Faculty Council duties include:

- Consideration of matters of relevance to the college such as academic policies and practices and budget allocation
- Soliciting candidates for University Standing Committees and supervising all elections that are pertinent to the academic personnel.
- Addressing matters presented to it for consideration by any member of the academic personnel of the college.
- Conducting the review of the bylaws including feedback from academic personnel and staff.

C. Reappointment, Tenure, and Promotion Committee

The Reappointment, Tenure, and Promotion Committee shall review all candidates for reappointment, fixed-term rolling contracts, promotion, and tenure in the college and report their recommendations to the dean in writing.

The committee shall consist of one tenured faculty member from each academic department. The dean, or his/her representative, will be an ex-officio member without vote. Elected members shall serve staggered three-year terms. Members can be re-elected for non-consecutive terms. A member serving as a replacement may be elected to a subsequent full term. Associate or assistant deans and department heads may not serve as members on the committee. Members of the University Reappointment, Tenure, and Promotion Committee may not serve on the college committee. If a member of the committee or their spouse is being considered for promotion, a replacement must serve for them during that year.

Two non-tenure track faculty having rolling contracts will be elected by a group of their peers (i.e., the group of non-tenure track faculty with rolling contracts) to participate in committee discussions only for cases that pertain to other non-tenure track faculty. The non-tenure track faculty representatives will serve staggered three-year terms and may not be re-elected for consecutive full terms if other eligible candidates are available. A non-tenure track faculty serving as a replacement may be elected to a subsequent full term. Non-tenure track committee members may participate and vote only on non-tenure track faculty cases.

D. Academic Programs Committee

The Academic Programs Committee oversees the educational programs in the college. Membership shall consist of the associate dean for undergraduate education and one academic personnel member from each academic department within the CEPS and members will serve staggered 3-year terms. One ex officio member from the CEPS Advising Office shall be included. Undergraduate program coordinators typically represent their departments on the committee.

Duties of the Committee are to:

- Represent the college academic personnel in making recommendations to the dean on matters regarding curricular affairs.
- Review proposals for new degree, minor, and certificate programs.
- Review and make recommendations to the dean and to the University Course Review Committee regarding departmental requests for additions, deletions, and changes in their course offerings by reviewing all Course Action Request Forms that are generated within the CEPS. The committee shall publish a clear timeline with deadlines for course submission to be approved in time for a future semester.
- Provide college representation to the University Course Review Committee.
- Assist in assuring minimal overlap of material covered in various course offerings

and duplications of facilities required.

- Assist in fulfillment of the educational objectives of the college and the university.
- Provide oversight of college-wide and program-level outcomes-based assessment and accreditation processes.
- Serve as a forum for sharing best practices in curricular development, innovation, and assessment.
- Coordinate assessment activities that are applicable within more than one department in the college or involve academic programs outside the college.
- Coordinate offerings with the two-year colleges in Wyoming, and consider any other matters related to program articulation.

E. Graduate Studies and Research Committee

The committee shall consist of one representative from the academic personnel, normally the graduate coordinator, from each department in the college, an associate or assistant dean, all college representatives to the University Graduate Council, and one graduate student from each department selected by the dean from a list of candidates solicited by the departments. The committee shall meet at least once per semester.

Duties of the Committee are to:

- Act for the faculty of the college in making recommendations to the dean on matters regarding policies and programs related to graduate studies and research.
- Provide the college with a point of contact for the University Graduate Council.
- Assist in assuring minimal overlap of material covered in various course offerings and duplication of facilities.
- Assist in stimulating interdisciplinary research and graduate programs.
- Serve as a forum for sharing best practices in graduate teaching, curriculum assessment, and graduate student recruitment.

F. Student Appeals

Student appeals of Academic Dishonesty charges will be conducted in accordance with UW Regulation 2-114. Student appeals of grades will be conducted in accordance with the college's Grade Appeal Policy and Procedures that were developed pursuant to UW Regulation 2-121.

The College maintains two pools of individuals who will conduct hearings required for both types of appeals. These are:

1. Hearing Officer Pool: A pool of three or more tenured faculty members who represent at least two different Departments of the College. Members of the Hearing Officer Pool are appointed by the dean. They shall serve four-year terms and may serve consecutive terms. Members of the Hearing Officer Pool shall serve as Hearing Officers for all appeals hearings

and shall receive periodic training in conducting appeals hearing to ensure that such hearings are conducted equitably and consistently.

2. Student Appeals Pool: A pool of at least ten faculty members from the college, at least one from each department, and at least ten students from the college, at least one from each department. The faculty members shall be nominated by their department and appointed by the dean to serve three-year terms in the pool. The students shall be at least junior-standing and may include graduate students. The students shall be nominated by either their representative student organizations or the College Appeals Coordinator and appointed by the dean to serve a one-year term in the pool. Faculty and students may serve consecutive terms. Faculty and students will be selected from the pool to serve as members of Hearing Committees that hear appeals. The composition of each Hearing Committee shall be as indicated in UW 2-114 for Academic Dishonesty hearings and as described in the college's Grade Appeal Policy and Procedures for grade appeal hearings.

G. Safety Advisory Committee

The safety advisory committee shall consist of the Departmental Safety Coordinators and the College Safety Coordinator.

Duties of the Committee are to:

- Review and share safety best practices of the departments
- Identify opportunities to improve safety practices in conjunction with the university safety office.
- Develop and maintain a document detailing Safety Policies and Procedures for the College that will be posted on the college website.

H. Ad Hoc Committees

The dean may establish ad hoc committees to address specific issues within the College. The ad hoc committee functions shall not usurp the functions, duties, or responsibilities of any standing committee. The dean may appoint committee members, may request that college personnel elect members, or some combination. The dean shall define the duties and responsibilities of each ad hoc committee and shall appoint the chairperson from the identified committee membership. Ad hoc committee charters will normally expire one year after establishment.

VIII. CURRICULUM OF THE COLLEGE

Academic personnel in each department are responsible for determining their curricula and maintaining accreditation (where applicable). All new or modified courses will require a Course Action Request Form be considered and approved by the College's Academic Program Committee (described above), and then by the University-level Course Committee (for USP courses also the USP Committee). Department academic personnel are also

responsible for assuring that assessment and improvement plans developed through ABET self-studies and other accreditation documentation are consistent with their curricular and program needs.

IX. OTHER AMENDMENT OF THE BYLAWS

CEPS Bylaws must be reviewed every three (3) years but may be reviewed or amended more frequently. Amendments may be proposed by academic personnel in the College by submitting the proposed amendments to the Faculty Council. Faculty Council shall evaluate all amendments to the bylaws and conduct the required three-year reviews. Faculty Council will then provide the dean with its recommendations. The dean will review the recommendations and prepare a final version of the bylaws to present to the College academic personnel for their vote.

CEPS Bylaws or amendments thereof that have been reviewed by Faculty Council and the dean must be approved by a vote of the academic personnel as described in Paragraph IV of these bylaws. The dean will then send the College-approved bylaws to the Provost and Executive Vice President of Academic Affairs for their review and approval. The existing bylaws will remain in effect until the revised bylaws have been approved by the Provost and Executive Vice President of Academic Affairs.

X. CONFLICT BETWEEN COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES

University of Wyoming Regulations and Standard Administrative Policies and Procedures (SAPP) take precedence over College and Academic Unit Bylaws.

HISTORY:

Accepted by Faculty Vote 5/27/20, Approved by Provost 7/22/20

Revision Draft 2 (2/14/22)

Revisions approved by Faculty Vote 5/20/22

Revision Draft 3 (11/17/22)

Revisions approved by Faculty Vote 3/2/23, Approved by Provost 3/27/23