BYLAWS OF THE FACULTY
OF THE CASE SCHOOL OF ENGINEERING
CASE WESTERN RESERVE UNIVERSITY

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Chapter 1. Organization and Constitution of the Faculty

ARTICLE I — PURPOSE

These bylaws and all amendments adopted, as hereinafter provided, shall constitute the rules governing the Faculty of the Case School of Engineering (hereinafter called the faculty) in the performance of its duties in consonance with the *Faculty Handbook* of Case Western Reserve University.

ARTICLE II — MEMBERSHIP

Section A. Privileges

Tenured, tenure-track and full-time non-tenure-track members of the university faculty with primary or joint appointment in the Case School of Engineering (hereinafter called the school) shall be voting members of the faculty; provided, however, that only tenured and tenure-track faculty may vote on matters related to faculty appointments, promotion and tenure. Special faculty and administrators in the school may attend faculty meetings, but shall not vote, hold office or serve on standing committees in the school, nor represent the school on the Faculty Senate.

Section B. *Ex officio* Members

The following university persons shall be members *ex officio* of the faculty:

a. The president
b. The provost
c. The dean of The Case School of Engineering (hereinafter called the "Dean" or "Dean of Engineering")
d. Dean of Undergraduate Studies, without a vote
e. Dean of Graduate Studies, without a vote

Section C. List of Faculty

The Dean of Engineering shall furnish a list to the secretaries of the engineering faculty and the University Faculty of all tenured/tenure-track faculty and non-tenure track faculty of the school showing ranks and voting privileges by September 1 of each year. Additions or deletions from the list shall be communicated to the secretaries of the engineering faculty and the university faculty when they occur.

ARTICLE III — OFFICERS OF THE FACULTY

The officers of the faculty shall be the Dean of Engineering and the secretary of the faculty.

Section A. Dean

Par. 1. The Dean of Engineering shall be the chief executive officer of the faculty and shall be appointed in accordance with Article VII.A of the Constitution of the University Faculty and with

the Guidelines for Selection of Deans, Part II, Section VIII, of the Policies and Procedures.

Par. 2. The Dean's duties shall include, but not necessarily be limited to, the academic, fiscal, and administrative responsibilities for the school as described below.

a. Academic. The Dean shall be responsible for: building and maintaining a faculty whose commitments and quality are consonant with the mission of the school; reviewing and approving curriculum changes as recommended by the faculty; providing leadership in undergraduate and graduate student recruitment and selection for the school; undertaking regular and systematic department reviews with the goal of improving the quality of programs and research activities; developing and sustaining both graduate and undergraduate programs of the highest quality; and representing the academic needs, ambitions and plans of the school to the university's administration, to other constituent faculties, and to outside constituencies.

b. Fiscal. The Dean shall be responsible for administering the budget of the school to meet the objectives stated in clause (a) above, and shall communicate the fiscal needs of the school to the university and other groups. The Dean shall aggressively pursue sources of income (e.g., endowments, grants, tuition income, and gifts) in order to support the objectives of the school. The Dean shall review the budget periodically with the Executive Committee and shall make an annual report of the budget and fiscal status of the school at a regular faculty meeting.

c. Administrative. The Dean shall assure the development and implementation of policies and best practices to promote effective and efficient operation of the school. Through engagement with faculty and stakeholders, the Dean shall lead development of strategic and related plans and ensure their implementation and shall promote regular and open communication of information and decisions with faculty and other school stakeholders. The Dean shall support the professional development and advancement of faculty and staff of the school, encourage high ethical and professional standards for all members of the school, shall support and encourage leadership development within the school, and shall assure that procedures and practices for evaluation of performance of faculty and staff, promotions, tenure, and leave are clearly documented and communicated. The Dean shall communicate directly with each department chairperson regarding fiscal and academic issues within the departments. The Dean shall also identify and recommend appointments of department chairpersons to the president. The Dean shall preside at meetings of the faculty when the president of the university does not preside. The Dean shall represent the faculty to the president and to other academic officers and units of the university. The Dean shall transmit with his or her recommendation to the president of the university all cases of appointment, promotion and tenure.

Par. 3. In carrying out the above duties, the Dean may appoint associate deans after consultation with the faculty.

Section B. Secretary

Par. 1. The secretary of the faculty shall be a faculty member elected at the last regular faculty meeting of the academic year. The secretary shall assume office at the conclusion of that meeting and shall serve for a term of two years and may be re-elected without limitation on the number of two-year terms (s)he may serve.

Par. 2. The secretary's duties shall include, but not necessarily be limited to:

a. Compiling, upon certification of the Dean of Engineering, a directory of members of the faculty and administrative officers of the school and their membership classification at the beginning of the fall semester of each year, and noting changes as may occur through the year.

b. Recording attendance, establishing the presence of a quorum, and keeping minutes of all meetings of the faculty.

c. Distributing copies of the directory and minutes of faculty meetings to members of the faculty and to the university archives.

d. Serving as secretary of the Executive Committee of the faculty, defined in Article VI.

e. Preparing official resolutions for actions by the faculty on appropriate occasions.

f. Maintaining files of minutes of meetings of all committees except the Committee on Appointments.

g. Transmitting to the successor, at the expiration of the secretary's term of office, all records pertaining to that term as described above.

h. Providing notices of meetings in accordance with Article IV.

i. Coordinating, and counting votes from, electronic voting.

ARTICLE IV — MEETINGS

Section A. Regular Meetings

The faculty shall hold regular meetings at least once each semester on dates established at the spring meeting of the previous year. Additional regular meetings may be called by the Executive Committee or by majority vote of the faculty at any regular meeting.

Section B. Special Meetings

The faculty shall hold special meetings when called by the Dean of Engineering or by the Executive Committee, or on a petition signed by twenty percent of the voting members of the faculty stating the purpose of the meeting.

Section C. Agenda, Notification

The agenda for all meetings shall be prepared by the Executive Committee, and shall include reports from the standing committees (for regular meetings) and the provision for the introduction of new business. The secretary shall notify, in writing (including electronically), each faculty member and the Dean's office of the agenda at least 7 days before each regular meeting and at least 5 days before each special meeting, in each case specifying the time, place and agenda of the meeting.

Section D. Conduct of Meetings

The president of the university shall preside at both regular and special meetings; provided, however, that if the president chooses not to preside, the Dean of Engineering or the Dean's designate shall preside at both regular and special meetings. Except as otherwise provided in these bylaws, the presiding officer shall conduct such meetings in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised*. The Dean shall appoint a member of the faculty to act as parliamentarian.

Section E. Quorum; Voting

Except as otherwise provided in these bylaws (including, but not limited to Article X), voting on all matters coming before the faculty for vote will be conducted either in person at the time of the meeting or electronically by secret ballot after the meeting, as determined by the Executive Committee and indicated on the meeting agenda. Thirty percent (30%) of the voting members of the faculty shall constitute a quorum at both regular and special meetings, and for in person voting, all decisions shall be made by majority vote of those present and voting, except as otherwise provided in these bylaws. In the case of electronic voting, voting will be open for three (3) business days starting at the conclusion of the meeting at which the motion to be voted upon is made. The motion is approved only if, within such three (3) day period, forty percent (40%) of the voting members of the faculty cast votes and a majority of those votes are cast in favor of the motion. If the motion does not receive the requisite votes within the three (3) business day voting period, the motion fails and expires. The presiding officer (as defined in Section D) may vote only to resolve a tie.

ARTICLE V — COMMITTEES

Section A. Committees of the Faculty and of the Dean

The standing committees of the faculty shall be the Executive Committee (Article VI, Section A), Committee on Appointments (Article VI, Section B), Committee on Undergraduate Studies (Article VI, Section C), Committee on Graduate Studies (Article VI, Section D), Committee on Research (Article VI, Section E), Committee on Budget (Article VI, Section F). The Committees on Undergraduate Studies, Graduate Studies, Research, and Budget report to the Executive Committee. In addition, there is a Policy Committee (Article VII), a committee of the Dean of Engineering.

Section B. Membership on Committees

Voting members of the faculty (i.e., tenured, tenure-track and non-tenure-track members) may serve on committees. No faculty member may serve at one time on more than two standing committees of the school.

Section C. Terms of Office on Committees

1. The term of office shall be three years on the Committee on Undergraduate Studies, Committee on Graduate Studies, the Committee on Research and the Committee on Budget. A member of the committee may serve no more than two consecutive terms. A year shall elapse before a member who has served two consecutive terms may again

serve on the same committee. Terms of office shall be staggered, with approximately one-third of the membership of each committee being replaced each year.

2. The term of office shall be two years on the Committee on Appointments. A member of the committee may serve no more than two consecutive terms. A year shall elapse before a member who has served two consecutive terms may again serve on the committee. Terms of office shall be overlapped, with approximately one-half of the membership of the committee being replaced each year.

3. Members who serve *ex officio* on the Executive Committee shall serve for as long as they hold the position entitling them to serve. The term of office for non-*ex officio* members of the Executive Committee shall be two years.

4. Based on the recommendation of a given committee, the Executive Committee may replace any non-contributing member of such committee.

Section D. Election of New Members and Chairs

1. Members of the Committee on Budget and the Committee on Research shall be elected by the faculty during the spring semester. The Executive Committee, after consultation with the Dean of Engineering and all department chairs, shall nominate for each of these committees twice the number of members to be elected. Additional nominations may be made from the floor for consideration by the Executive Committee, with the prior consent of the person(s) to be nominated. For each committee, the nominee(s) with the highest number of votes shall be elected as committee members.

2. During the spring semester, each department shall hold its own election by secret ballot to elect from its department one tenured faculty member who has been a member of the faculty for at least three (3) years and who is not the department chair to serve as a member of the Executive Committee. Each department shall determine its own process for nominating candidates.

3. During the spring semester, the Executive Committee shall appoint the members of the Committee on Appointments. The Executive Committee will seek from each department nominations of eligible faculty members to serve on the Committee on Appointments. The Executive Committee will appoint one member from each department to the committee from among such nominees.

4. During the spring semester, each department shall hold its own election to elect from its department one faculty member to serve as a member of the Committee on Undergraduate Studies and one faculty member to serve as a member of the Committee on Graduate Studies. Each department shall determine its own process for nominating candidates.

5. During the spring semester, the Executive Committee shall appoint, from among its elected (*i.e.*, its non-*ex officio*) members, the chairs of each committee except for the Executive Committee and the Committee on Appointments.

6. The chair of the Executive Committee shall be elected annually by the committee from among its members no later than the committee's first meeting of the academic year. The outgoing chair of the Executive Committee shall call the meeting at which the new chair will be elected. The chair of the Executive Committee shall assume office on the

date of his/her election as chair.

7. The chair of the Committee on Appointments shall be elected annually by the committee from among its members no later than the committee first meeting each academic year. A Chair Elect shall be identified and elected during the first meeting of the spring semester and selected from the new members that started their term during the preceding fall. The Dean of Engineering shall call the meeting at which the new chair will be confirmed. The Chair Elect is to be confirmed by the Committee prior to the committee's first meeting each academic year. If the Chair Elect is unable to serve, the Committee on Appointments will elect a replacement Chair during their first meeting of the academic year. The chair of the Committee on Appointments shall assume office on the date of his/her confirmation as chair.

8. New members of the standing committees and chairs of these committees, except for the chair of the Executive Committee and the chair of the Committee on Appointments, shall be announced at the last regular faculty meeting of the academic year. These persons shall assume office on July 1.

9. Chairs of each committee shall serve for one year as chairs.

Section E. Special Committees

The Executive Committee may at any time appoint a special committee to make recommendations to the Dean on any matter or matters within the jurisdiction of the faculty, provided that such matter or matters are not solely within the jurisdiction of any standing committee.

ARTICLE VI — COMPOSITION AND DUTIES OF FACULTY STANDING COMMITTEES

Section A. Executive Committee

Par. 1. The Executive Committee shall be composed of the following members, each of whom shall have a vote unless otherwise provided:

a. The faculty members elected in accordance with Article V Section D.2;

b. The secretary of the faculty, *ex officio*;

c. The Dean of Engineering, *ex officio* without a vote;

d. The immediate past chair of the Executive Committee, *ex officio* without a vote (who will serve on the Executive Committee for one year in such capacity); and

e. The faculty senator representing the school on the Executive Committee of the Faculty Senate, *ex officio* without a vote.

Par. 2. [Reserved]

Par. 3. The secretary of the faculty shall serve as secretary of the Executive Committee.

Par. 4. The Executive Committee shall hold meetings on dates to be determined by the chair who shall notify each member at least three (3) days before each meeting, specifying the time, the place and the agenda of the meeting. The Executive Committee shall meet at least once every month during the academic year

Par. 5. The duties of the Executive Committee shall be:

a. To determine immediate and long-range matters demanding faculty study and action and to transmit such matters to the faculty after due consideration by appropriate standing or ad hoc committees.

b. To determine and develop the charges for standing committees.

c. To prepare the agenda for each faculty meeting.

d. To coordinate full faculty debate of proposals for faculty action.

e. To act as the nominating committee for the faculty.

f. To review applications for sabbatical leaves, and prepare a recommendation concerning the merits of the proposal and the applicant's qualifications to undertake it (Faculty Handbook, Chapter 3, Part One, §II.A.9).

g. To serve as an advisory body to the Dean, president, and board of trustees, including, but not limited to advising the Dean concerning the selection of department chairpersons, the appointment of special committees, and other matters that the Dean may deem appropriate.

h. To perform other duties as prescribed in these Bylaws and in the Faculty Handbook.

Par. 6. In the pursuit of its duties, the Executive Committee may propose subjects for study to the appropriate standing committees, may appoint special committees, shall review committee progress, and the recommendations of all committees before their presentation to the faculty.

Par. 7. The Executive Committee shall prepare the agenda for all faculty meetings and include committee recommendations in writing together with a summary of the Executive Committee's opinion of the recommendations.

Par. 8. In its role as nominating committee, the Executive Committee shall:

a. Nominate for election at the regular Spring meeting of the faculty the secretary of the faculty (when necessary).

b. Nominate candidates to serve on standing committees in accordance with Article V Section D.

c. As needed to fill expired terms, select members of the faculty to represent the school on the Faculty Senate Committee on Undergraduate Education.

d. Prepare a slate for and supervise the election of faculty representatives for the University

Faculty Senate. The slate shall contain twice the number of names to be elected, and the election shall be held in time to transmit its results to the Faculty Senate at a time specified by the secretary of the Faculty Senate.

e. Fill any vacancies that may occur (other than by expiration of term) on standing committees of the School of Engineering or in the school's representatives to the Faculty Senate Committee on Undergraduate Education during the academic year. Each such vacancy shall be filled for the remainder of that academic year, and the remainder of the unexpired term shall be filled by the next election or appointment procedure

Par. 9. At least every five years, the Executive Committee, in consultation with the Dean of Engineering and the Policy Committee, shall consider initiating and organizing a comprehensive review of academic, research, and administrative policies of the school.

Section B. Committee on Appointments

Par. 1. The Committee on Appointments shall consist of members of the faculty with the rank of professor, with tenure and without administrative appointment, who shall be selected in accordance with Article V Section D. Each department shall have one (1) representative on the committee.

Par. 2. The Committee on Appointments shall hold meetings on dates to be determined by the chair, who shall notify each member at least three days before each meeting, specifying the time, the place and agenda of the meeting. The chair or his or her designate shall act as secretary, record the actions of all meetings, prepare all correspondence and keep the minutes of all meetings.

Par. 3. The Committee on Appointments shall consider and make recommendations to the Dean pertaining to:

a. All matters of tenure, promotion, or appointments to the ranks of associate professor and full professor,

b. All initial tenured appointments,

c. All research professor and associate professor appointments, and

d. All emeritus faculty appointments.

In addition, it shall consider and make recommendations to the Dean pertaining to the dismissal of tenured faculty members when permitted by the *Faculty Handbook.*

Par. 4. Recommendations concerning promotion or tenure of a faculty member shall be prepared each year by the chair of each department in accord with the *Faculty Handbook* and shall be forwarded to the Dean of Engineering for transmission to the Committee on Appointments. The committee chair shall notify each department chair of the deadline for submission of recommendations at least four weeks in advance of the deadline. The committee shall prepare its recommendations concerning promotion or award of tenure of faculty members and forward the recommendations to the Dean of Engineering. If the Committee on Appointments does not support a department recommendation, or if it recommends action in the

absence of department recommendation, it shall refer its recommendation to the appropriate department chair for advice and consultation for possible reconsideration by the Committee on Appointments before it forwards its recommendations to the Dean. All recommendations, positive and negative, shall be reported to the appropriate department chair.

Par. 5. The Committee on Appointments shall recommend to the Executive Committee the approval of rules governing the procedures of the Committee on Appointments, and the approval of criteria for the recommendation of appointment, promotion, and tenure.

Par. 6. The Committee on Appointments shall review those untenured tenure-track faculty who are at the end of their third pre-tenure year. Recommendations concerning this review of a faculty member shall be prepared each year by the chair of each department in accord with the *Faculty Handbook* and shall be forwarded to the Dean of Engineering for transmission to the Committee on Appointments. The chair of the Committee on Appointments shall notify each department chair of the deadline for submission of recommendations at least four weeks in advance of the deadline. A written summary of all evaluations shall be communicated to the faculty member, the department chair, and the Dean.

Section C. Committee on Undergraduate Studies

Par. 1. The Committee on Undergraduate Studies shall consist of one faculty representative from each department of the school elected pursuant to Article V Section D, a representative from the Engineering Physics program selected by the Chair of the Department of Physics, an undergraduate engineering student representative selected by the Undergraduate Student Government, the CSE Associate Dean of Academics, *ex officio* without a vote, the Dean of Undergraduate Studies, *ex officio* without a vote, and the CSE Faculty Director of Program Evaluation and Assessment, *ex officio* without a vote.

Par. 2. The Committee on Undergraduate Studies shall hold meetings on dates to be determined by the chair, who shall notify each member, the secretary of the faculty, and the office of the Dean of Engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designee shall act as secretary, record the actions of all meetings, prepare all correspondence and keep the minutes of all meetings. At least one meeting in the fall semester and in the spring semester shall be held jointly with the Committee on Graduate Studies.

Par. 3. The Committee on Undergraduate Studies shall make recommendations to the faculty on matters pertaining to undergraduate education, including the requirements for all degree programs within the school, or undergraduate degree programs offered in conjunction with other units of the university. In addition, it shall participate with similar committees of other academic units of the university in setting general education criteria.

Par. 4. The Committee on Undergraduate Studies is authorized to:

a. Review and recommend to the Dean of Engineering the addition or deletion of engineering undergraduate courses.

b. Approve:

   i. Minor or temporary changes in established undergraduate curriculum programs,

ii. Minor modifications in courses,

iii. Changes in the engineering core course list.

c. Review and recommend to the faculty major changes in engineering curriculum programs, engineering core, and freshman/sophomore common core requirements.

d. Initiate and formulate policy that will maintain and improve the standards and quality of undergraduate education in the school.

e. As needed to fill vacancies, and in consultation with the Executive Committee, select members of the faculty to represent the school on the Faculty Senate Committee on Undergraduate Education Curriculum Subcommittee.

Par. 5. The committee shall periodically review the Cooperative Education and Binary Programs, as they pertain to the school, and make recommendations concerning their operation.

Par. 6. The committee shall promote student professional development by providing special programs on professional ethics, professional registration and professional organizations.

Section D. Committee on Graduate Studies

Par. 1. The Committee on Graduate Studies shall consist of one faculty representative from each department of the school elected in accordance with Article V Section D, and an engineering graduate student representative selected by the Graduate Student Senate.

Par. 2. The Committee on Graduate Studies shall hold meetings on dates to be determined by the chair, who shall notify each member, the secretary of the faculty, and the office of the Dean of Engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the action of all meetings, prepare all correspondence and keep the minutes of all meetings. At least one meeting in the fall semester and in the spring semester shall be held jointly with the Committee on Undergraduate Studies.

Par. 3. The Committee on Graduate Studies shall recommend to the faculty matters pertaining to graduate education, including the requirements for all graduate degree programs within the school, or graduate degree programs offered in conjunction with other units of the university. In addition, it shall be charged with participating, as appropriate, with similar committees of other academic units of the university in setting general graduate education criteria.

Par. 4. The Committee on Graduate Studies is authorized to:

a. Review and recommend to the Dean of Engineering the addition, deletion or significant modification of engineering graduate courses.

b. Review any changes in graduate and professional program requirements and make recommendations to the faculty. Certify to the Dean of Engineering that graduate and professional programs meet the minimum requirements of the

university and the school.

c. Recommend to the Dean of Engineering, for consideration and transmittal to the Dean of Graduate Studies, appropriate action to be taken on student petitions for waiver of a regulation or any other request pertaining to his or her program of study and/or duties as a graduate student.

d. Initiate and formulate policy that will maintain and improve the standards and quality of graduate education in the school.

E. Committee on Research

Par. 1. The Committee on Research shall consist of eight voting faculty members elected in accordance with Article V Section D.

Par. 2. The Committee on Research shall hold meetings on dates to be determined by the committee chair, who shall notify each member, the secretary of the faculty, and the office of the Dean of Engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designee shall act as secretary, record the actions of all meetings and prepare all correspondence.

Par. 3. The Committee on Research shall consider and recommend to the faculty matters pertaining to research (e.g. opportunities for research, the applications of research, research facilities, the organization and function of research day(s), special school-wide lectures and seminars).

Par. 4. The committee shall serve as liaison between the faculty and the research centers. Par.

5. The committee shall organize and promote undergraduate research opportunities.

Section F. Committee on Budget

Par. 1. The Committee on Budget shall consist of three voting faculty members or four voting faculty members, in alternate years, elected in accordance with Article V Section D. The members of the Committee on Budget shall have overlapped terms, with one member being replaced each year.

Par. 2. The Committee on Budget shall hold meetings on dates to be determined by the committee chair, who shall notify each member, the secretary of the faculty (Article I), and the office of the Dean of Engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designee shall act as secretary, record the actions of all meetings and prepare all correspondence.

Par. 3. Whenever there are three members of the Committee, there shall be a chair, vice chair and past chair. Whenever there are four members of the Committee, there shall be a chair, vice chair, past chair and past past chair. A newly elected member of the Committee shall (1) serve as vice chair during his/her first year on the Committee, (2) serve as chair during his/her second year on the Committee, (3) serve as past chair during his/her third year on the Committee, then (4) either (a) serve as past past chair if his/her past chair term expires in a year where a fourth Committee member is necessary, or (b) end his/her term on the Committee if his/her past chair

term expires in a year where no fourth Committee member is necessary. The past chair shall be appointed to serve for two years (the first year as past chair and the second year as past past chair) as the Case School of Engineering's representative to the Faculty Senate Budget Committee (and thus, the University Budget Committee) in accordance with the rules of the Faculty Senate Budget Committee. (A new past chair will not be appointed to serve as representative until the completion of the term of his/her predecessor. Thus, not every past chair will serve on the Faculty Senate Budget Committee.)

Par. 4. The duties of the Committee on Budget shall be as follows:

a. Consider and make recommendations to the faculty on matters pertaining to budget.

b. Review the budget submission for the upcoming academic year and advise the Executive Committee and the administration of the Case School of Engineering (including the department chairs, the Dean and the budget office) on the adherence to budget priorities and the attainment of budgetary goals.

c. Advise the faculty on the financial feasibility of the school's current and planned education programs, activities, and facilities, and their effect on the operating budget, capital requirements, and financial health of the Case School of Engineering.

d. Advise the faculty on budgetary questions as they affect current and planned educational programs, activities, and facilities.

e. Conduct a review of second quarter and fiscal year end budget operations.

f. Review and provide advice to the Dean of Engineering and the Associate Dean Finance and Operations on financial implications of new initiatives presented to the school for consideration.

g. Review business operations of centers, clusters, and programs receiving financial support to provide recommendations on continuation or discontinuation. Such review shall occur every five years, and more often as needed (as determined by the committee or the Associate Dean Finance and Operations).

Par. 5. The committee shall periodically review the Cooperative Education and Binary Programs, as they pertain to the school, and make recommendations concerning their operation.

Par. 6. The committee shall promote student professional development by providing special programs on professional ethics, professional registration and professional organizations.

ARTICLE VII —
THE POLICY COMMITTEE: COMPOSITION AND DUTIES

Par. 1. The Policy Committee shall consist of all department chairs, the chair of the Executive Committee, the Dean of Engineering (who shall chair the committee), and any associate deans of the school.

Par. 2. This committee shall set administrative policy for the school. Primary responsibility for educational policy will rest with the Executive Committee, Committee on Undergraduate Studies, Committee on Graduate Studies and the faculty.

Par. 3. Other duties of the Policy Committee shall include the following:

a. Develop and coordinate graduate and undergraduate recruiting programs.

b. Organize programs for faculty development and promote an active faculty awards program.

c. Promote a program for the involvement of the Alumni and other interested friends in the school.

ARTICLE VIII — REPRESENTATION IN UNIVERSITY GOVERNANCE

The faculty shall be represented in university governance by the Dean of Engineering and by faculty members as they shall from time to time be selected to serve on university governing bodies.

Section A. Representative Bodies

Vacancies in the faculty delegation to the respective organizations and committees shall be filled by the Executive Committee or, if the Executive Committee prefers, by elections supervised by the Executive Committee. If elections are required, they shall be carried out as follows: first, each department shall fill any vacancies that have occurred in its delegation; second, the Executive Committee shall prepare a slate for and conduct the election of the remaining members- at-large.

Section B. University Faculty Senate

Par. 1. The Faculty delegation to the University Faculty Senate shall be constituted in accordance with the *Faculty Handbook*.

Par. 2. Vacancies in the faculty delegation to the senate shall be filled by an election supervised by the Executive Committee in accordance with these bylaws.

ARTICLE IX — DEPARTMENTS

The tenured and tenure-track faculty of the school shall be grouped by departments, which will administer all degree programs. Non-tenure track and special faculty will be appointed in the departments or in the Division of Education and Student Programs.

Section A. Department Chairs

Par. 1. Each department shall have a chair, appointed by the president on the recommendation of the Dean of Engineering after consultation with the faculty members of the department. The chair shall report to the Dean of Engineering. The chair of the department shall serve for an initial appointment not to exceed five years and shall be eligible for reappointment to successive terms, each of which shall not exceed five years. The Dean of Engineering in consultation with the faculty shall review the performance of the department chairs no later than one year prior to the end of the appointment and no later than the third year of the appointment.

Par. 2. The chair shall be the executive officer of the department and shall assume leadership in matters of department policy, including appointments, promotions, instruction, research and administration in accord with the *Faculty Handbook*. The chair shall be responsible for the preparation of the department's budget subject to the approval of the Dean of Engineering and shall represent the department to other departments and to the officers of the administration. The chair shall convene all department meetings. The chair shall also, as necessary, appoint committees, delegate duties, and prepare teaching schedules after consultation with the faculty members of the department. The chair shall be the hiring officer for all non-academic personnel assigned to the department. The chair shall maintain records and conduct correspondence.

Section B. Departmental Meetings

The department faculty shall hold at least two meetings each semester during the academic year to assist the department chair in the duties listed in Section A and other matters of departmental policy and procedure.

Section C. The Division of Education and Student Programs

Par. 1. The mission of the Division of Education and Student Programs is to support - through teaching and educational research - the Case School of Engineering educational programs, student programs, and outreach activities at all academic levels: K-12, undergraduate, graduate, and continuing education.

Par. 2. An associate dean will serve as director of the division. An Advisory Board, consisting of one tenured or tenure-track faculty elected by each department, will meet bi- monthly to advise the director and will review the operation of the division annually. Members of the Advisory Board shall serve for a term of two years and may be re-elected without limitation on the number of two-year terms (s)he may serve. The Advisory Board's duties shall include:

a. In conjunction with the director of the division recommend to the Dean of Engineering the appointment or promotion of non-tenure track and special faculty to be based in the division. Following such recommendation, the appointment process will be the same as that used for non-tenure track or special faculty based in departments.

b. In conjunction with the director of the division, review non-tenure track and special faculty in the same manner used for non-tenure track and special faculty based in departments.

c. Provide consultation to the Dean on the appointment of an associate dean as director of the division.

Par. 3. Faculty in the division may teach courses that are not discipline specific, but major and minor curricula are under the control of the departments. Faculty in the division may teach courses required by the degree programs (including engineering core courses) with the permission and under the supervision of the chairs of those departments. This would require a secondary appointment in the department housing that discipline. Faculty in the division may serve as academic advisors with the permission of the departments.

Section D. The Department of Biomedical Engineering

The Department of Biomedical Engineering is currently unique among the departments. Created by action of the Board of Trustees in 1968, it is a single department jointly based in the School of Engineering and the School of Medicine. The department chair will designate each faculty member, at the time of initial appointment, as being principally based in the School of Medicine or the School of Engineering. The principal designation will determine which School's pre-tenure period and which School's process and qualifications and standards for appointment, promotion, and award of tenure shall govern the appointment. In other respects, faculty in the department shall enjoy the rights and privileges and duties and responsibilities of faculty in both Schools.

ARTICLE X — AMENDMENT

Par. 1. Any member of the faculty may submit a proposed amendment to these bylaws to the Executive Committee. The Executive Committee shall place it on the agenda of a regular or special meeting of the faculty. At least 14 days before the meeting at which it is to be discussed, the Executive Committee shall submit the proposal in writing to the faculty with arguments in support of and in opposition to the amendment as well as the Executive Committee's opinion of the proposal.

Par. 2. During discussion of proposed amendments at the faculty meeting, changes voted to be non-substantive in the proposed amendments may be made by majority vote of those present. A copy of any proposed amendment and a summary of the discussion will be sent to the faculty within one week of the faculty meeting, followed by electronic polling of the voting faculty. A majority of the eligible faculty must vote on the proposed amendment. Approval shall require an affirmative vote by three-fifths of those faculty members voting. At least two weeks shall be allowed between the solicitation of votes and the determination of results.

ARTICLE XI — FACULTY HANDBOOK

These By-laws shall be subject to the provisions of the Case Western Reserve University Faculty Handbook (the "Faculty Handbook"), as may be amended from time to time. In the event of any conflict between these By-laws and the Faculty Handbook, the Faculty Handbook shall control.

Chapter 2. Policies and Procedures for Faculty Appointments

The process of hiring a new faculty member involves a rigorous evaluation of the candidate to determine whether past performance demonstrates a pattern and level of excellence that predicts future success in research, teaching and service at the school. After the initial appointment, all faculty members are required to complete annual activity reports and will receive annual evaluations focusing on the activities and accomplishments that contribute to what is valued in the performance of faculty of the school. An intensive third-year review is conducted for untenured faculty. The school will provide faculty with copies of the procedures used for the annual review, the three-year review and consideration for promotion or tenure.

ARTICLE I — POLICIES & STANDARDS FOR APPOINTMENT, REAPPOINTMENT, PROMOTION & TENURE

Section A. Qualifications

The evaluation of a faculty member in the Case School of Engineering for appointment, promotion, or award of tenure is governed by the policies and procedures set forth in the Case Western Reserve University *Faculty Handbook*. Chapter 3, Part One, §I.F.1 (Qualifications and Standards for Appointments, Reappointments, Promotions and Tenure) of the *Handbook* states:

The qualifications for faculty appointment and reappointment include the following, as appropriate to the type of appointment:

(1) An expert knowledge of his or her academic field and a commitment to continuing development of this competence.

(2) A dedication to effective teaching.

(3) A commitment to a continuing program of research or other advanced creative activity, including production of art or artistic performance, or, where more appropriate to the particular academic context, professional service activities.

(4) A willingness to assume a fair share of university administrative and service tasks.

The standards for appointing faculty of various categories and ranks and for awarding promotion and tenure in the Case School of Engineering are predicated on these four qualifications, as described in the following sections.

Section B. Standards for Faculty Appointments

Par. 1. In the Case School of Engineering, faculty appointments may be made by category and rank as indicated in Table I.

TABLE I. Faculty of the Case School of Engineering by category, type, and rank

		Senior	Assistant	Associate	
Category & type	Instructor	Instructor	Professor	Professor	Professor
Tenured/Tenure-Track			√	√	√
Non-Tenure-Track	√	√	√	√	√
Special:					
Research Faculty			√	√	√
Adjunct Faculty	√	√	√	√	√
Visiting Faculty	√	√	√	√	√
Secondary* Appointment	√	√	√	√	√
Lecturer					

*) Rank of secondary appointment may not be higher than that of the primary appointment.

Par. 2. Chapter 3, Part One, §I.F.2 of the *Handbook* states:

Faculty appointments with tenure or without tenure but leading to consideration for tenure should be based on evidence that the candidate can and will continue to satisfy all of the [four abovementioned] *qualifications. Faculty appointments on the non-tenure track should be based on evidence that the candidate can and will continue to satisfy item (1) and two of items (2), (3), and (4) of the foregoing qualifications. Special faculty appointments should be based on evidence that the candidate can and will continue to satisfy item (1) and one of items (2), (3), and (4) of the foregoing qualifications.*

Par. 3. For all faculty appointments and promotions in the Case School of Engineering, external letters of reference from experts in the field comprise a major source of evidence of the candidate's expert knowledge in the field. Course evaluations and letters of reference from former students should be used, whenever possible and when appropriate to the appointment being considered, for evidence of dedication to effective teaching. Additional standards by which qualifications (1) through (4) will be evaluated as appropriate to the rank and category under consideration with respect to the appointment, reappointment, and promotion of faculty are described in this section.

Par. 4. ***Visiting faculty*** belong to the category of special faculty and can be appointed at the ranks of instructor, senior instructor, assistant professor, associate professor, and professor. The standards for appointment, reappointment, and promotion of visiting faculty will be evaluated as listed in Table II for special faculty at the corresponding ranks, or as described below for lecturers, instructors, and senior instructors.

Par. 5. ***Lecturers*** belong to the category of special faculty. As the primary role of lecturers is teaching, only qualifications (1) and (2) apply to the standards for their appointment and reappointment, and will be evaluated per the following standards:

Earned master's degree in a field of engineering or related science, or an earned bachelor's degree in a field of engineering or related science with substantial professional engineering experience. A person with exceptional qualifications may be considered for appointment to the rank of Lecturer without a degree (1)

Evidence of pedagogical abilities relevant to engineering education (2)

Par. 6. The rank of ***instructor*** can be used for non-tenure track faculty, adjunct faculty, visiting faculty, and faculty with secondary appointments. Qualifications (1) and (2) apply to the standards for the appointment and reappointment for all instructors and will be evaluated per the following standards:

Earned master's degree in field of engineering or related science (1)

Evidence of pedagogical abilities relevant to engineering education (2).

In addition, for non-tenure track faculty with the rank of instructor, qualification (4) applies to the standards for their appointment and reappointment and will be evaluated per the following standard:

Willingness to assume service and administrative tasks at the levels of the department, school, or university (4)

Par. 7. The rank of ***senior instructor*** can be used for non-tenure track faculty, adjunct faculty, visiting faculty, and faculty with secondary appointments. Qualifications 1 and 2 apply to the standards for the appointment and reappointment for all senior instructors and will be evaluated per the following standards:

Earned master's degree in field of engineering or related science (1)

Demonstrated major role in teaching (2)

In addition, for non-tenure track faculty with the rank of senior instructor, qualification (4) applies to the standards for their appointment and reappointment and will be evaluated per the following standard:

Significant participation in service and administrative tasks at the levels of the department, school, or university (4)

Par. 8. With regard to their appointment and reappointment at the ranks of ***assistant professor, associate professor,*** and ***professor***, Table II lists standards by which qualifications (1) through (4) will be evaluated for tenured, tenure-track, non-tenure track, and special faculty. In the case of appointment at the rank of Research Professor or Adjunct Professor, the requirement of a Ph.D. or other terminal degree may be waived for a person with exceptional qualifications.

Par. 9. In the Case School of Engineering, appointments at the level of assistant professor will focus on the candidate's *potential* for meeting the requirements for the ranks of associate professor and professor. Appointments at the level of associate professor will be based on the candidate's *performance*. Appointments at the level of professor will be based on the candidate's demonstrated *leadership*. These criteria are described more fully in Table II. For initial appointments to individuals whose professional experience has been primarily in non-academic settings, evidence of skills that are comparable to those needed for academic teaching, advising, mentoring, and service may be taken into consideration for the purpose of determining the appropriate rank of the appointment.

TABLE IIa

Tenure Track *(Qualifications (1)-(4) apply)*	**Non-Tenure Track & Special** (where rank is applicable) *(Qualification (1) applies to all. At least two of qualifications (2), (3), & (4) apply to non-tenure track; at least one applies to special)*
ASSISTANT PROFESSOR	**ASSISTANT PROFESSOR**
Earned doctorate in a field of engineering or related science (1)	Earned doctorate in a field of engineering or related science (1)
Promise for achieving recognition in a field of engineering (1)	
Potential for effective teaching (2)	Potential for effective teaching (2)
Clear plan for a program of research and evidence of excellence and productivity in research (3)	Evidence of high quality and productivity in research (3)
Willingness to assume university service and administrative tasks (4)	Willingness to assume university service and administrative tasks (4)

TABLE IIb

Tenured & Tenure Track *(Qualifications 1-4 apply)*	**Non-Tenure Track & Special** *(Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)*
ASSOCIATE PROFESSOR	**ASSOCIATE PROFESSOR**
Achieving this rank requires continued fulfillment of all criteria at the assistant professor level, with the addition of the following:	*Achieving this rank requires continued fulfillment of the applicable criteria (per the terms of appointment) at the assistant professor level, with the addition of the following:*
Achieved recognition as an expert in a field of engineering (1)	Achieved recognition as an expert in a field of engineering (1)
Demonstrated excellence in teaching, academic advising, and student development as evidenced by course evaluations, student testimonials, course or curricular development, or other contributions to engineering education (2)	Demonstrated excellence in teaching as evidenced by course evaluations, student testimonials, course or curricular development, or other contributions to engineering education (2)
Established research program leading to significant contributions to a field of engineering as evidenced by professional presentations, monographs, reports, papers, articles, book chapters or books, activities in workshops, institutes, seminars, advisory panels, etc. (3)	Demonstrated capability of establishing and guiding an externally funded research program (3)
Effectiveness in mentoring undergraduate and graduate students in research as evidenced by directing undergraduate student projects and serving as primary research advisor for M.S. and Ph.D. students (3)	For faculty who serve as primary research advisors: effectiveness in mentoring undergraduate and graduate students in research (3)
Participation in university service and administrative roles, such as committee membership, interdisciplinary proposals developed, and university leadership positions (4)	Participation in university service and administrative roles as evidenced by committee membership, interdisciplinary proposals developed, and university leadership positions (4)

TABLE IIc

Tenured & Tenure Track *(Qualifications 1-4 apply)*	**Non-Tenure Track & Special** *(Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)*
PROFESSOR	**PROFESSOR**
Achieving this rank requires continued fulfillment of all criteria at the associate professor level, with the addition of the following:	*Achieving this rank requires continued fulfillment of the applicable criteria (per the terms of appointment) at the associate professor level, with the addition of the following:*
Recognized leadership in a specific area of engineering (1)	Recognized leadership in a specific area of engineering (1)
Consistent record of excellence in teaching, program development, and mentoring of students (2)	Consistent record of excellence in teaching, program development, and mentoring of students (2)
Develop, sustain and lead a nationally and internationally recognized research program (3)	Demonstrated capability of establishing and guiding a nationally/internationally recognized research program (3)
Continued development of young researchers as evidenced, for example, by a number of students having graduated with Ph.D. degrees (3)	
Major role and recognized leadership in key school, university, and professional committees or initiatives, *e.g.* serving as committee chairperson or other advanced positions of service, preparation of concept or position papers, administrative leadership activities and accomplishments (4)	Major role and recognized leadership in key professional committees or initiatives, *e.g.* by assuming positions within the university, preparation of concept or position papers, administrative leadership activities and accomplishments (4)

Section C. Standards for Tenure

Par. 1. In the Case School of Engineering (CSE), tenured and tenure-track faculty are valued for their contributions to society through excellence in education; student development, engagement, and partnership; leadership in research; service to the profession; support of the institution through service and visibility; and professionalism through collegiality, mentorship, and ethical practice.

Par. 2. Chapter 3, Part One, §I.F.3 (Qualifications and Standards for Appointments, Reappointments, Promotion and Tenure) of the *Faculty Handbook* states:

In general, criteria for awarding tenure shall include, at a minimum, a documented national or international reputation for sustained scholarship, as appropriate to faculty rank and discipline.

§I.F.7 states:

Tenure is awarded to a faculty member only when the University foresees for him or her a continuing fulfillment of the [four] *qualifications presented above.*

In the Case School of Engineering, appointments of new faculty with tenure at the ranks of Associate Professor or Professor will also require evidence of excellence in teaching ability.

Par. 3. The award of tenure is based primarily on assessment of a candidate's documented past contributions and potential for future growth in the areas of teaching, research, and professional service. In this research-intensive university, excellence in research and potential for leadership are expected. In addition, University faculty are distinguished by their strong contributions to the teaching mission of the University. However, it is recognized that the level and significance of the contributions in the separate areas will differ from individual to individual. In all cases, however, an award of tenure will only be made to faculty whose overall accomplishments and potential for continued professional growth are judged to be significant, and competitive at the national and international levels.

Par. 4. Examples of measures indicating past success and future potential include, but are not limited to:

- Evidence of effective teaching, advising, and mentoring of students
- Development of new courses and innovative teaching methods
- Evidence of external impact on engineering education
- Publications in peer-reviewed journals of record
- Peer-reviewed publications in archival meeting proceedings
- Citations to published articles
- Organization of national and international symposia
- Invited lectures before external organizations
- National and international honors and awards for research, teaching, and professional service
- Principal investigator status on externally funded research grants and contracts
- Development of collaborative research efforts
- Departmental and university service
- Service in national and international professional organizations

Section D. Tenure Policies

Par. 1. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure no later than six years after the date of initial appointment, *i.e.*, in the sixth year.

Par. 2. Service at other institutions may be taken into consideration in establishing the length of a faculty member's pre-tenure period. Such consideration must be made a written part of the initial appointment.

Par. 3. Under exceptional circumstances, an extension of the pre-tenure period may be made as provided in the *Faculty Handbook*.

Par. 4. If tenure has not been awarded by the end of the pre-tenure period, the normal procedure shall be that the faculty member is given a one-year terminal appointment.

Par. 5. Renewable faculty term appointments may be made beyond the end of the pre-tenure period upon mutual agreement of the department chair, the Dean of Engineering, and the faculty member. Such appointments shall be conditional on at least the following two items:

a. The appointment will not lead to tenure consideration.

b. The appointment is contingent upon full support from non-university resources.

Par. 6. Tenure for faculty in the Case School of Engineering resides at the level of the constituent faculty, not in individual departments.

ARTICLE II — NON-TENURE TRACK FACULTY

Section A. Policies

Par. 1. DEFINITION, RANKS, AND QUALIFICATIONS. Non-tenure track faculty members are those persons holding full-time academic appointments at the ranks of professor, associate professor, assistant professor, senior instructor and instructor whose obligations to the University include two of the three obligations of the tenured/tenure track faculty, *i.e.* 1) teaching, 2) research and scholarship or 3) service to the University community. The appropriate rank is based on the individual's qualifications and experience relative to tenured/tenure track faculty at similar ranks, as set forth in Article I, "Policies & Standards for Appointment, Reappointment, Promotion & Tenure." Non-tenure track faculty are covered by the provisions of the *Faculty Handbook*, unless specifically excluded.

Par. 2. PURPOSE. The appointment of a non-tenure track faculty member is intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

a. The appointment of a non-tenure track faculty member must be initiated by and based in a department of the School or in the Division of Education and Student Programs. The appointment of a non-tenure track faculty member

requires approval by a majority of the tenured/tenure track faculty of the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division. At no time shall the total number of non-tenure track faculty members exceed 25% of the total voting faculty of the school.

b. The proposed rank of a non-tenure track faculty member requires approval by a majority of the tenured/tenure track faculty of equal rank or higher within the department, or, if the appointment is in the Division of Education and Student Programs, within the advisory board and the director of the division.

c. The Committee on Appointments shall review and forward to the Dean of Engineering a recommendation on new non-tenure track faculty appointments at the rank of Associate Professor or Full Professor. The appointment of a non-tenure track faculty member shall be evaluated based on the candidate's competence in two of the three areas of obligation listed above.

d. The Dean of Engineering shall review all non-tenure track faculty appointments. If the Dean approves the appointment, the Dean shall forward the recommendation to the provost.

e. Non-tenure track appointments shall normally be made for a term of one to three years and may be renewed. Regardless of when the appointment begins, every non-tenure track appointment term shall have an end date of June 30th.

f. All offers of appointment shall be issued by the office of the Dean of Engineering.

g. A non-tenure track faculty member's compensation must be arranged prior to the beginning of the appointment and approved by the department chair, or if the appointment is in the Division of Education and Student Programs, by the director of the division, and the Dean of Engineering. The annual salary of a full-time non-tenure track faculty member shall remunerate service for an academic year of approximately nine months or for a longer period.

Par. 4. EVALUATION AND PROMOTION

a. Non-tenure track faculty shall be evaluated annually by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division in a manner similar to that used for tenured/tenure track faculty.

b. The annual evaluation and recommendation for salary shall be forwarded by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division to the Dean of Engineering.

c. A department's recommendation for promotion shall be made by the department chair after a vote of the tenured/tenure-track department faculty of equal or higher rank, or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote of the members of the advisory board of equal or higher rank. For promotion above the

assistant professor rank, this recommendation is then forwarded to the Committee on Appointments. After review, the Committee on Appointments shall forward its recommendation to the Dean of Engineering. After review, the Dean of Engineering shall add his or her recommendation and forward all recommendations to the Provost.

Par. 5. TERMINATION

a. A decision not to reappoint a non-tenure track faculty member beyond his or her current appointment term shall be communicated to him or her in writing by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, with a copy sent to the Dean of Engineering in accordance with the schedule in the *Faculty Handbook*, Chapter 3, Part One, §I.K.

b. Failure of the University, *i.e.* the department chair, director of the Division of Education and Student Programs, or the Dean of Engineering, to provide notice of the intention not to reappoint a non-tenure track faculty member according to the schedule in the *Faculty Handbook*, Chapter 3, Part One, §I.K. shall entitle the non-tenure track faculty member to an additional one-year reappointment.

c. For purposes of this section, an academic year appointment shall be considered to expire on June 30.

d. In addition to insufficient academic credentials or performance or grave misconduct or neglect of academic responsibility, the causes for which a term appointment may not be renewed are changes in academic programs, financial constraints, tenured/non-tenured faculty ratios, or other reasons.

e. If requested by the faculty member, the University, *i.e.* the chair, the director of the Division of Education and Student Programs, or the Dean, shall provide written explanation for the non-renewal of a term appointment.

f. An appointment may be terminated during the current term, without the notice set out in Par. 6.a., for just cause, as set out in Chapter 3, Part One, §I.E.3 of the *Faculty Handbook*.

Par. 6. RIGHTS AND RESPONSIBILITIES

a. As permitted by the *Faculty Handbook*, non-tenure track faculty members shall be entitled to vote on all matters coming before the University faculty.

b. Non-tenure track faculty members may attend meetings of the Engineering faculty, but (per the bylaws of the School) are not entitled to vote on matters related to appointments, promotions and tenure.

c. The two of the three areas (teaching, research and service) for which the non-tenure track faculty has obligations must be determined at time of appointment. A change of the two areas must be approved by the chair and shall require reappointment.

d. Non-tenure track faculty members can engage in academic advising of students or any other University service functions, contingent on the approval of the department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division.

e. Non-tenure track faculty members may serve as thesis advisors of graduate students and may be voting members of thesis committees.

f. Non-tenure track faculty members may submit external research proposals serving as the principal or co-principal investigator, subject to University policies.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment and reappointment, together with other supporting documentation as detailed in the School's appointment procedures.

Par. 2. Departmental recommendations shall be made by the chair after a vote by the eligible members of the department, including those on leave of absence or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote by the eligible members of the advisory board.

Par. 3. Departments must prepare and submit the appropriate affirmative action paperwork, prior to recommending a new appointment.

Par. 4. Annual performance reviews shall be completed for all incumbents using the school Faculty Activity Report, prior to processing the annual faculty reappointment form.

Par.5. Non-tenure track faculty members shall receive an appointment letter upon their initial appointment. Subsequent reappointments may be made using the faculty appointment form.

ARTICLE III — RESEARCH FACULTY

Section A. Policies

Par. 1. CATEGORY. Research Faculty are members of the faculty of the school under the category of special faculty members. Special faculty are covered by the provisions of the *Faculty Handbook* except where provisions of the *Faculty Handbook* exclude application of a provision to special faculty.

Par. 2. PURPOSE. The appointment of a research faculty member is intended to add expertise to the School in its research endeavors.

Par. 3. APPOINTMENTS

a. The appointment of a research faculty member must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. The appointment of a research faculty member requires approval

by a majority of the tenured/tenure track faculty of the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.

b. The proposed rank of a research faculty member requires approval by a majority of the tenured/tenure track faculty of equal rank or higher within the department, or if the appointment is in the Division of Education and Student Programs, within the advisory board and the director of the division.

c. The Committee on Appointments shall review and forward to the Dean of Engineering a recommendation on new research faculty appointments at the rank of Associate Professor or Full Professor. The appointment of a research faculty member shall be evaluated based on the candidate's research competence.

d. The Dean of Engineering shall have final approval of all research faculty appointments.

e. All offers of appointment for research faculty shall be issued by the office of the Dean of Engineering.

f. Research faculty member appointments shall be made for a specific period of time, not to exceed one year, and may be renewed.

g. A research faculty member's compensation is contingent on the availability of external support. Financial compensation for a research faculty member must be arranged prior to the beginning of the appointment and approved by the department chair, or if the appointment is in the Division of Education and Student Programs by the director of the division, and the Dean of Engineering.

Par. 4. QUALIFICATIONS

a. A research faculty member shall be appointed as Research Professor, Research Associate Professor, or Research Assistant Professor and shall have research experience and qualifications comparable to those of tenured/tenure track faculty at the corresponding ranks, as set forth in Article I, "Policies and Standards for Appointment, Reappointment, Promotion & Tenure."

b. A Research Professor shall have completed the Ph.D. (or other terminal degree), have recognized leadership and a consistent record of excellence in a specific area of engineering, and show a commitment to the continuing development of his or her research competencies. A Research Professor shall also have a commitment to a continuing contribution to the academic objectives of the program, the School, and the University.

c. A Research Associate Professor shall have completed the Ph.D. (or other terminal degree), achieved recognition as an expert in a field of engineering, conducted research or other relevant experience leading to significant contributions to a field of engineering, and demonstrate clear promise of meeting the standards for promotion to the rank of Research Professor.

d. A Research Assistant Professor shall have completed the Ph.D. (or other terminal degree), have demonstrated a) excellence and productivity in research, including the ability to generate outside funding, b) the ability to mentor graduate students, and c) clear promise of meeting the standards for promotion to the rank of Research Associate Professor.

Par. 5. EVALUATION AND PROMOTION

a. Research faculty members shall be evaluated annually by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, in a manner similar to that used for tenured/tenure track faculty.

b. The annual evaluation and recommendation for salary shall be forwarded by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, to the Dean of Engineering.

c. A department's recommendation for promotion shall be made by the department chair after a vote of the tenured/tenure track department faculty of equal or higher rank, or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote of the members of the advisory board or equal or higher rank. For promotion above the assistant professor rank, this recommendation is then forwarded to the Committee on Appointments. After review, the Committee on Appointments shall forward its recommendation to the Dean of Engineering. The Dean of Engineering shall make the ultimate decision regarding all promotions.

Par. 6. TERMINATION

a. If reappointment is not made, employment shall terminate at the end of the current appointment term. If possible, the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, shall notify the research faculty member in advance of the current appointment end date that reappointment shall not be made.

b. Research faculty appointments may be terminated prior to the end of the current appointment term (1) for just cause using the same definition which applies to the University faculty in the *Faculty Handbook*, Chapter 3, Part One, §I.E.3.; (2) for failure to meet the performance standards applicable to the research faculty member's current rank; or (3) lack of funds to support the appointment.

c. As referenced in Par. 3.g., a research faculty member's compensation is contingent upon the availability of external support. It is the responsibility of the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, to notify the appointee, the office of the Dean of Engineering and the Office of Human Resources in a timely manner if a research faculty member's compensation must be terminated due to lack of funds.

d. Research faculty members shall not be entitled to severance pay.

Par. 7. RIGHTS AND RESPONSIBILITIES

a. A research faculty member does not have the teaching responsibilities required of a tenured/tenure track faculty member.

b. A research faculty member may serve as a guest lecturer, but cannot be the instructor of record for regular undergraduate or graduate courses. With the approval of the department chair (or the director of the Division of Education and Student Programs if the appointment is in this division) and the Dean of Engineering, a research faculty member may supervise independent study courses or teach advanced-level graduate seminar courses.

c. A research faculty member is expected to submit external proposals, serving as the principal investigator, and is expected to build a funded research program capable of supporting the research faculty member's salary, research, and graduate students.

d. A research faculty member cannot engage in academic advising of students or any other University service functions on a regular basis.

e. A research faculty member is expected to serve as research advisor for graduate students. A research faculty member can be a voting member of thesis committees. However, the student's academic advisor must be a tenured or tenure track faculty member.

f. A research faculty member may be invited to meetings of the tenured/tenure track faculty, but shall not have the privilege of voting.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment and reappointment of research faculty, together with other supporting documentation as detailed in the School's appointment procedures. The office of the Dean of Engineering will not routinely check the availability of funding for a research faculty appointment. It is assumed that in signing the paperwork, the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, is certifying that sufficient funding is available.

Par. 2. Departments must prepare and submit the appropriate affirmative action paperwork, prior to recommending a new appointment.

Par. 3. Annual performance reviews shall be completed for all incumbents using the school Faculty Activity Report, prior to processing the annual faculty reappointment form.

Par. 4. Research faculty members shall receive an appointment letter, including the term of the appointment, upon their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent reappointments may be made using the faculty appointment form.

ARTICLE IV — SECONDARY APPOINTMENTS

Section A. Policies

Par. 1. ELIGIBILITY. Faculty with secondary appointments must have a primary faculty appointment in another department in the University and thus are members of the faculty of the University and also the school, depending on the location of their primary appointment. As such, faculty with secondary appointments are governed by the *Faculty Handbook*.

Par. 2. PURPOSE. Faculty with secondary appointments are intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

a. Secondary appointments may be made at the ranks of Instructor, Senior Instructor, Assistant Professor, Associate Professor, and Professor, based on criteria described in Article I, "Policies and Standards for Appointment, Reappointment, Promotion & Tenure." Secondary appointments are designated for persons who hold primary faculty appointments within the University. No faculty member may hold a secondary appointment at a rank higher than the rank of the primary appointment. Secondary appointments are considered to be part-time. Compensation may or may not be involved. If compensation is to be made, a transfer of funds between departments or schools may be arranged. There is no additional compensation paid directly to the individual.

b. Secondary appointments must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. Secondary appointments require approval by a majority of the tenured/tenure track faculty of equal or higher rank within a department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division. Secondary appointments also require the approval of the chair and dean (if another school) of the primary department or school.

c. The Dean of Engineering shall review and make final decisions regarding all secondary appointments of faculty within the school.

d. The Dean of Engineering shall review and recommend to the Provost all secondary appointments for faculty whose primary appointments are in another school.

e. All offers of appointment shall come from the office of the Dean of Engineering.

f. Secondary appointments shall be made for a specific period of time, not greater than one fiscal year. Re-appointments may be issued on an annual basis, subject to the approval of the secondary department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and director of the division, and the Dean of Engineering, and the Provost if required under Par. 3.d.

Par. 4. TERMINATION

a. If reappointment of a secondary appointment is not made, the secondary appointment shall terminate at the end of the current appointment term.

b. When a faculty member vacates a primary appointment, the secondary appointment shall terminate at the same time.

Par. 7. RIGHTS AND RESPONSIBILITIES

a. Faculty with secondary appointments may teach, contingent on the approval of the secondary department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division, the Dean of Engineering, and the primary department chair.

b. Faculty with secondary appointments may engage in academic advising or any other functions of the school.

c. Faculty with secondary appointments may serve as thesis advisors of graduate students and may be voting members of thesis committees.

d. Faculty with secondary appointments may submit external research proposals serving as principal or co-principal investigators, subject to University policies. It is expected that faculty with secondary appointments will submit proposals through the department or school where they hold their primary appointment.

e. Faculty members holding only secondary appointments in the school may be invited to meetings of the regular faculty, but shall not have the privilege of voting.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment or for each occasion when approval is sought for a faculty member with a secondary appointment to teach, together with other supporting documentation as detailed in the School's appointment procedures.

Par. 2. Faculty with secondary appointments shall receive an appointment letter with their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent re-appointments may be made using the faculty appointment form.

ARTICLE V — ADJUNCT FACULTY APPOINTMENTS

Section A. Policies

Par. 1. CATEGORY. Adjunct faculty are members of the University faculty of the School under the category of special faculty members. Special faculty members are covered by the provisions of the *Faculty Handbook* except where provisions of the *Faculty Handbook* exclude application of a provision to special faculty.

Par. 2. PURPOSE. The appointment of Adjunct faculty is intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

a. Adjunct faculty may be appointed at the ranks of Adjunct Instructor, Adjunct Senior Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. The appropriate rank is based on the individual's qualifications and experience relative to tenured/tenure track faculty at similar ranks, as described in Article I, "Policies and Standards for Appointment, Reappointment, Promotion & Tenure." The title is used for individuals who hold primary staff or administrative positions within the University or for individuals whose primary appointments are held outside the University. Adjunct faculty appointments are considered part-time (less than 50% time) and do not normally provide compensation to the appointee unless the appointee serves as a guest lecturer or teaches undergraduate or graduate courses with approval of the Dean of Engineering. Compensation for such activities shall be determined by the department chair and the Dean of Engineering, and shall be commensurate with the responsibilities.

b. The appointment of an adjunct faculty member must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. The appointment of an adjunct faculty member requires approval by a majority of the tenured/tenure track faculty of equal or higher rank within the department requesting the appointment, or if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.

c. The Dean of Engineering shall review and make final decisions regarding all adjunct appointments.

d. All offers of appointment shall come from the office of the Dean of Engineering.

e. Adjunct appointments shall be made for a specific period of time, not greater than one fiscal year. If recommended by the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division, and the Dean of Engineering, reappointments may be issued on an annual basis.

Par. 4. TERMINATION

a. If reappointment is not made, the appointment shall terminate at the end of the current appointment term.

b. Adjunct faculty appointments may be terminated prior to the end of the current appointment term for (1) just cause using the same definition which applies to University faculty in the *Faculty Handbook*, Chapter 3, Part One, §I.E.3; (2) for failure to meet the standards applicable to the appointment; or (3) for lack of funding to support the appointment.

c. Adjunct faculty are not entitled to severance pay.

Par. 5. RIGHTS AND RESPONSIBILITIES

a. Adjunct faculty may teach, contingent on the approval of the department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division, and the Dean of Engineering.

b. Adjunct faculty cannot engage in academic advising of students or any other University service functions on a regular basis.

c. Adjunct faculty may serve as thesis advisors of graduate students and may be voting members of thesis committees.

d. An adjunct faculty member may not serve as principal or co-principal investigator on externally funded research proposals, but may serve as a consultant when the principal investigator is a faculty member of the department.

e. Adjunct faculty members may be invited to meetings of the tenured/tenure track faculty, but shall not have the privilege of voting.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV, together with other supporting documentation as detailed in the School's appointment procedures, for each new appointment or for each occasion when approval is sought for an adjunct faculty member to teach.

Par. 2. Adjunct faculty members shall receive an appointment letter with their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent re-appointments may be made using the faculty appointment form.