

THE UNIVERSITY OF SOUTH ALABAMA  
BY-LAWS OF THE FACULTY  
OF THE  
COLLEGE OF ENGINEERING

PREAMBLE

The University of South Alabama's College of Engineering Faculty, recognizing its responsibility to participate in establishing college educational interests and policy; and in implementing educational courses and programs of study, sets forth in these By-Laws guidelines to help in discharging these responsibilities.

ARTICLE I

Name

Section 1

This organization shall be known as the University of South Alabama's College of Engineering Faculty.

ARTICLE II

Section 2

This faculty shall coordinate the educational policies of its College with those of other colleges of the University for the general welfare of the institution as a whole.

ARTICLE III

Membership

Section 1

The membership of the USA College of Engineering Faculty shall consist of: the President of the University (ex-officio); the Senior Vice President for Academic Affairs (ex-officio); the Dean and Associate Deans of the College; all persons assigned to the College who hold full-time academic appointments with the faculty rank of Professor, Associate Professor, Assistant Professor, Instructor, Research Professor, Associate Research Professor, and Assistant Research Professor; and such other persons designated by the faculty of the College.

Only members of the College faculty, excluding the ex-officio members, shall be entitled to vote.

## ARTICLE IV

### Meetings

#### Section 1

There shall be at least one regular meeting of the USA College of Engineering Faculty during each of the Fall and Spring

- C. Reading and approval of minutes of preceding meeting
- D. Announcements
- E. Reports from the departments, divisions, schools, bureaus, and institutes
- F. Reports of standing committees
- G. Reports of ad hoc committees
- H. Unfinished legislative business
- I. New legislative business
- J. Comments by the Dean, or his designated representative of the College
- K. Other business
- L. Adjournment

#### Section 8

All faculty, professional employees, and students of the USA College of Engineering may attend meetings of the College faculty except during executive sessions, at which time only members of the faculty shall attend. An executive session may be declared: (1) by the Dean, or his designated representative, by noting on the agenda that the College faculty meeting will be an executive session, or (2) by majority vote of the faculty present on motion to conduct the rest of the meeting as an executive session. Such a motion shall take precedence over any motion then on the floor.

#### Section 9

Anyone not a member of the USA College of Engineering Faculty may, at the discretion of the Chair, be granted the privilege of speaking to the faculty.

### ARTICLE V

#### Officers

#### Section 1

The Dean of the USA College of Engineering is the Chair of the USA College of Engineering Faculty, and he, or his designat

## Section 2

A secretary shall be elected annually by the faculty from among its members. This election shall be by ballot at the first meeting of the Spring Semester. The Secretary-elect shall assume office on August 15th following the election. Any vacancy in this office shall be filled by the Dean.

The secretary shall keep accurate lists of the members of this faculty; prepare, in consultation with the Dean, the agenda for meetings of the faculty; notify members of meetings; keep complete minutes of each meeting and provide each member with a copy thereof within ten (10) days following the meeting; and maintain a complete file of the minutes of the meetings of this faculty and the written reports submitted at such

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Assistant normally will be present during the College faculty meeting to support the



### Section 3

The administrative units have authority to:

- A. Establish curriculum requirements leading to the academic degrees.
- B. Establish standards of academic performance for all courses offered by the administrative units.
- C. Establish the administrative unit requirements for its students.
- D. To do any and all things necessary to transact its business as provided by the established precedents of the College.

## ARTICLE VIII

### Committees

#### Section 1

The Dean's Administrative Council for the USA College of Engineering shall consist of the Dean, the Associate Dean for Graduate Affairs and Research, the Associate Dean for Undergraduate Affairs, and the chairmen of the various departments or other administrative units of the USA College of Engineering. The Dean, or his designated representative, shall preside at all meetings of the Council.

The Council shall study those matters relating to the educational philosophy and policy of the USA College of Engineering and shall make recommendations regarding them as appropriate to this faculty, or to a committee of this faculty.

The Council shall act as an on-going advisory body to the Dean on matters affecting the internal operation of the USA College of Engineering.

#### Section 2

The following committees shall be standing co



The Dean's office shall keep an accurate list of all Standing Committee members and their terms of office. The Dean's office will initiate 6 (of)-5 (e /)4 (e)7 (tne)-4 (i)3 (d)-4 (i)3 d( )-68 (The)t





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December 3, 2021; September 12, 2024

The function of the Promotion and Tenure Committee shall be to review faculty promotion and tenure cases within the USA College of Engineering and make recommendations to t



- B. Maintain all records pertaining to the EG courses.
- C. Provide study plans and other necessary information to faculty who are teaching the course.

### Section 15

Safety Committee - The Safety Committee shall consist of one member elected from each department of the College of Engineering and the College of Engineering Technicians. The goal of the Committee is to foster a safe workplace environment for faculty, staff and students and to make recommendations to the Faculty regarding safety policy.

The functions of the Committee are:

- A. Identify and be receptive to safety concerns and issues and propose and assist with implementation of solutions and corrective actions.
- B. Make recommendations to the Faculty regarding safety and environmental regulation compliance policy.
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## ARTICLE IX

### Awards

#### Section 1

College of Engineering Excellence in Teaching Award - Each year, the University of South Alabama College of Engineering acknowledges the central role of teaching in the College by recognizing faculty for their outstanding teaching contributions.

The recipient will be presented a cash award and plaque by the **KH & ROOHJH DW WKH &** Spring Faculty Meeting.

The Policy and Procedures for this award are:

- A. Evaluation Criteria: Successful nominees should have demonstrated extraordinary accomplishments in the following:
1. Highly creative and innovative teaching and teaching methods that are considered creative and/or innovative in the **FRQWH[W RI WKH LQGLYLGXDO V ILHOG**
  2. Continual efforts to be an innovative and effective teacher
  3. Effective communication strategies and skills



The recipient will be presented a cash award and plaque by t **KH & ROOHJH DW WKH &** Spring Faculty Meeting.

The Policy and Procedures for this award are:

- A. Evaluation Criteria: Successful nominees should have demonstrated extraordinary accomplishments in the following:



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recipient is available to serve, the department faculty shall elect one of its  
members to serve on the selection committee.

Section 3

College of Engineering Outstanding Staff Award ± Each year the University of South  
Alabama College of Engineering acknowledges the critical role of our staff personnel in  
the College by recognizing a staff person for his or her outstanding contributions.

The **5HFLSLHQW ZLOO EH SUHVHQWHG D VDODU\ VXSSOH**  
Spring Awards and Recognition Luncheon.

The Policy and Procedures for this award are:

- A. Evaluation Criteria: Successful nominees should have demonstrated  
extraordinary accomplishments in the following:
  1. Dedication to the success of our engineering students
  2. Continual efforts to be helpful to all engineering students
  3. Effective communication strategies and skills
  4. Treating students as our custo80.02 :/TTO 1096to u (u)val(u)17uleusstutothe

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