

University of Virginia
School of Engineering and Applied Science (SEAS)
BY-LAWS

ARTICLE I. Membership

- Section 1: The Faculty of Engineering and Applied Science shall include members of the tenured and tenure-track faculty, the research faculty and the general faculty.
- Section 2: The tenured and tenure-track faculty is composed of all faculty members who hold primary appointments with tenure or in tenure probationary status (rank of assistant professor and above) in the School of Engineering and Applied Science. The tenured faculty also includes any University Professors with significant involvement in the affairs of the School of Engineering and Applied Science.
- Section 3: The research faculty is composed of all faculty members who hold appointments of Research Professor (rank of assistant professor and above) in the School of Engineering and Applied Science.
- Section 4: The general faculty is composed of all faculty members who hold appointment to the General Faculty (rank of assistant professor and above) in the School of Engineering and Applied Science.
- Section 5: Ex officio members include:
a. the President of the University, and
b. the Provost of the University.
Ex officio members do not have voting privileges in the decisions of the Faculty.
- Section 6: All members of the faculty as defined in Sections 2, 3 and 4 have the right to vote in Faculty meetings, subject in the case of Sections 3 and 4 to the recommendation of the at- and above-rank tenured faculty of their respective departments, renewable in conjunction with any periodic reviews of their positions.

ARTICLE II. Duties of the Faculty

Collectively, the faculty is committed to creating and maintaining programs and activities of teaching and research of the highest caliber. Moreover, as teachers in a professional school, the faculty is dedicated to preparing engineers and scientists to be leaders. Finally, the faculty is responsible for creating and maintaining the academic freedom of the School, which is fundamental to the pursuit of knowledge. To fulfill these common goals, it is the responsibility of the Faculty to:

- a. Review and approve all new graduate and undergraduate academic programs and significant changes in existing programs. This means that the Faculty shall approve the creation of, and any significant changes in, all degree requirements, curricula, and individual courses, and give advice concerning programs.
- b. Review any proposal to eliminate programs or significantly reduce programs with a view to future elimination to determine whether the merits of any such proposal have been adequately considered.
- c. Participate in discussions concerning the organization of the School into academic departments, divisions, and other administrative units as appropriate;
- d. Participate in the process of selection of the Dean of the School of Engineering and Applied Science and departmental chairs;
- e. Uphold the appointment, tenure and promotion processes based on peer review. In the School of Engineering and Applied Science, peer review means that candidates for promotion and tenure are reviewed and recommended by their disciplinary peers at the departmental or divisional level and then by a School-wide committee; and
- f. Work closely with the Dean's Office in representing the School to the general public.

ARTICLE III. Faculty Council

Section 1: To help carry out its collective duties and to represent the Faculty in the affairs of the School and the University, the Faculty shall elect a Faculty Council.

The Faculty Council shall be composed of the SEAS members of the University Faculty Senate, and shall be elected by secret ballot as vacancies arise.

The Council shall elect a Chair from its members.

Meetings shall be called by the Chair or at least four members of the Council.

The Council shall meet as often as deemed necessary, with no less than one meeting every other month.

Section 2: The Council shall:

- a. Consult with and advise the Dean and the Department Chairs on any matters concerning the School, including long-range-planning;

- b. Communicate the sentiments, wishes, and concerns of the Faculty, either collectively or individually, to the administrative officers of the School;
- c. Report periodically to the Faculty on problems which require its attention;
- d. Recommend to the Dean the creation of committees to carry out the duties listed in Article II or investigate specific issues or problems; and
- e. Be available to provide the Dean with counsel in the appointment of Associate and Assistant Deans.

Section 3: Action taken by the council shall be reported to the Faculty at the following regular Faculty meeting.

ARTICLE IV. Meetings

Section 1: Normally, monthly meetings of the Faculty will be called by the Dean or the Dean's designated representative during the academic year. Notice of the meeting, the agenda for the meeting, and the minutes of any previous meeting shall normally be circulated seven days in advance.

Section 2: The Dean or the Dean's designated representative shall preside over meetings of the Faculty.

Section 3: A quorum for a Faculty meeting shall consist of one-half of the Faculty, as defined in Article 1, Section 1.

Section 4: Minutes of every faculty meeting shall be taken and kept on file.

ARTICLE V. Amendments

Amendments to the Bylaws may be made at any regular or special meeting of the Faculty, provided due notice of the proposed change has been distributed to the members of the Faculty at least seven days in advance of the meeting at which the amendment will be considered. The affirmative vote of a majority of the Faculty shall be required for the adoption of an amendment. Votes may be cast by sending notice to arrive at the Chair of the Faculty Council two working days prior to the meeting.