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1. DEPARTMENT MISSION AND VISION

1.1 Civil, Construction and Environmental Engineering (CCEE) Department Mission

The mission of the department is to:
- provide a learning environment that promotes intellectual, social, and ethical development of civil and construction engineers
- create knowledge through research to advance the profession
- share knowledge and disseminate new discoveries through outreach and leadership in the profession
- be good citizens of the university.

1.2 CCEE Department Vision

The vision of the department is to be a world class source of civil and construction engineers, concepts, and technologies.

1.3 CCEE Goals and Activities

The primary goals of the CCEE Department are to provide quality teaching in the classrooms and laboratories and to maintain a high level of productivity in research and other scholarly activities. The CCEE Department views teaching, research, outreach, and service as synergistic and complementary activities - consistent with the land grant institution status. To fulfill the department mission, the roles and duties of the faculty are in teaching, research, outreach, and service. However, individual faculty members will make different levels of contribution to the four activities.

1.4 Governance

This Governance Document is intended to provide guidelines defining the manner in which the faculty and the CCEE-Chair in the CCEE Department are to manage the academic and administrative affairs of the department through shared governance. The CCEE-Chair will represent and manage the academic and business affairs of the department. The faculty and CCEE-chair establish departmental policies and procedures. As with the faculty, the CCEE-Chair should also be free to act in innovative and creative ways to achieve the goals of the department. If conflicts exist among the CCEE, college, and university documents, the higher-level governance document shall prevail.
2. DEPARTMENTAL EXECUTIVE OFFICER (CCEE-Chair)

2.1 General

The Departmental Executive Officer (CCEE-Chair) is the chief administrative officer of the department and an advocate for the department. The CCEE-Chair is responsible to both the faculty and the College and University administrations, and for the efficient, fair, and transparent management of departmental affairs including developing departmental goals and objectives in meeting the department mission.

2.2 Duties

The CCEE-Chair shall:

a. Administer and evaluate the instructional, research, outreach and service programs of the department
b. Prepare and administer departmental budget and present to the faculty at the start of the academic year as per Faculty Handbook (Section 2.6.3)
c. Work with the CCEE Promotion, Tenure and Review Committee (PTRC) and peer faculty on promotion and tenure reviews, and post tenure reviews
d. Conduct annual performance evaluation of each faculty and staff member and make salary recommendations
e. In consultation with representatives of the faculty, recruit new faculty
f. Set teaching loads for individual faculty and make teaching assignments in consultation with the Chair Advisory Committee
g. Appoint Assistants and Associates Chairs including the Director of Graduate Education (DOGE) to conduct the day-to-day and long term functions of the CCEE Department. The CCEE-Chair shall present the organizational chart and the responsibilities of the Assistant and Associate Chairs at the start of the academic year
h. Appoint coordinators from Focus Areas to serve on the Chair Advisory Committee and establish ad hoc committees as needed
i. Conduct fundraising activities to meet department goals
j. Prepare a departmental annual report.

2.3 Review

2.3.1 Annual Feedback

The PTRC shall develop, in consultation with the Dean, a procedure for the annual feedback for the CCEE-Chair. The purpose of the feedback is to ensure faculty-Chair interactions and to provide a means for collective, thoughtful recommendations from the faculty to the CCEE-Chair for enhancing leadership of the department in relation to the duties in Section 2.2.

The PTRC shall provide for faculty input, in writing, in developing the annual feedback. Written results will be disclosed only to the Chair and Dean of Engineering and shall be handled according to the University policy on confidential documents.

2.3.2 Review for Reappointment

The review of the CCEE-Chair shall follow the principles of the Faculty Handbook (Section 5.1.2) and the College of Engineering (COE) Governance Document criteria (Article VIII) as applied to the Department Chair in...
place of the Dean. The Evaluation Committee responsible for gathering inputs for the evaluation shall consist of the following individuals:

- Members of the PTRC
- A Professor from outside the department, having administrative experience in the college
- A CCEE P&S or merit staff member

Input shall be gathered from all CCEE faculty (tenured, tenure track, and non-tenure track), all CCEE P&S, all CCEE merit employees, and selected student leaders and may include additional items as desired by the Dean and the CCEE PTRC. A detailed report compiled and approved by the Evaluation Committee shall be provided to the Dean of Engineering, with a summary report provided to both the Dean and the faculty of the CCEE Department.

2.4 Associate and Assistant Chair(s)

The department Associate and Assistant Chair(s) will assist the CCEE-Chair with the administrative and academic operations of the department. The Associate Chair(s) will represent the department in the absence of the CCEE-Chair and will provide complementary oversight of the administrative and academic affairs of the department as delegated by the CCEE-Chair. The Assistant Chair(s) will assist the CCEE-Chair in directing and providing oversight of the undergraduate programs in civil engineering and construction engineering. The Director of Graduate Education (DOGE) will direct the CCEE graduate program which includes working with the COE Associate Dean for Research, graduate recruiting students recruiting, and administering admission and documentations of the program.

2.5 Department Organization

The organizational structure of the department is as follows:

![Organizational Structure Diagram]

Chair
Advisory Committee
3. THE FACULTY AND STAFF

3.1 General

The faculty and staff shall conduct the business of educating the students associated with the CCEE Department in an orderly and efficient manner.

The faculty shall establish and modify the academic requirements and standards in both undergraduate and graduate curricula to meet the mission of the department. To facilitate department operations, faculty shall be grouped/organized into major Focus Areas with common technical and research themes in civil engineering. Major Focus Areas include Structural Engineering, Geotechnical/Geomaterials, Transportation Engineering, Environmental Engineering/Water Resources, and Construction Engineering. Faculty members should establish membership in a particular Focus Area in consultation with the CCEE-Chair in accordance with the individual Position Responsibility Statements. A faculty member can establish membership in more than one Focus Area. Focus Areas are intended to facilitate collaboration among faculty members with different expertise and to build synergy within the department.

To improve communication and provide liaison, the CCEE-Chair shall appoint a coordinator from each Focus Area to serve on the Chair Advisory Committee for a three-year term. Each Focus Area shall select and provide two nominees for the coordinator position and the CCEE-Chair, in consultation with the faculty in the Focus Area, appoint one the nominees as the coordinator. The coordinators will advise the CCEE-Chair on teaching, research, committee and alumni issues. They are responsible for the direction of the Focus Areas, and they will be the catalyst for activities in their area. Since there is an academic degree program in Construction Engineering, the Focus Area coordinator in Construction Engineering will also be known as the “Professor-in-charge” and will assist the CCEE-Chair in administering the Construction Engineering undergraduate program, administering Construction Engineering Foundation budgets and liaising with the Construction Engineering Advisory Council and alumni.

3.2 Faculty and Staff Membership

The faculty and staff of the CCEE Department will consist of the following:

a. Regular faculty appointments
   All tenured or tenure-track faculty in the ranks of assistant professor, associate professor, professor, university professor, and distinguished professor are classed as regular members of the faculty and shall have the privilege of voting on and participating in all issues pertaining to academic matters and other departmental activities. The only restrictions on participation and voting by certain members of the faculty on regular appointments are promotion and tenure considerations.

   Non-tenure track faculty (NTE) and non-tenure track research (NTER) faculty with a minimum of a three-year appointment are considered regular members of the faculty. NTE and NTER have the privilege of voting on and participating in all issues pertaining to academic matters and departmental activities except for promotion and tenure considerations and serving on graduate students committee unless granted by the Graduate College.

b. Other faculty appointments
   All persons holding emeritus, temporary, visiting, collaborator, courtesy, adjunct or affiliate faculty status are
considered non-voting members of the faculty. These non-voting faculty have the privilege of attending and participating in all faculty activities pertaining to academic and departmental matters with the exception of promotion and tenure considerations.

c. Professional and scientific staff
   All departmental employees holding professional and scientific (P & S) appointments may attend and participate in all faculty activities and discussions relating to the areas of their appointment within the department. P & S employees may not vote on matters of departmental business.

d. Merit employees
   Departmental employees holding merit system appointments may be invited to attend and participate in meetings of the faculty but may not vote on matters of departmental business.

3.3 Faculty Meetings

3.3.1 General

There shall be at least two meetings of the CCEE faculty each semester of the academic year and any number of other meetings as may be required to properly conduct the business of the department. All meetings are to be called by the CCEE-Chair with a minimum of five working days notice, unless unusual circumstances warrant otherwise. The notice shall include a listing of agenda item(s) to be discussed.

The CCEE-Chair must call a faculty meeting listing agenda item(s) within ten working days of receiving a written request signed by at least five members of the faculty or by the chair of a standing or Ad Hoc committee. Items not on the agenda for any meeting cannot be brought to a binding faculty vote at that meeting.

All faculty meetings must be chaired by the CCEE-Chair or an alternate designated by the CCEE-Chair. All faculty meetings and meetings of department committees shall follow the latest edition of Roberts Rules of Order.

Minutes of faculty meetings will be taken by a member of the faculty or a staff appointed by the CCEE-Chair. All minutes must be approved at a subsequent faculty meeting with a copy retained in the permanent files of the department and a second copy posted in a prominent place within the department to be viewed by all faculty members.

3.3.2 Quorum

At least 50 per cent of the faculty on regular appointments (excluding those on leave of absence or on remote professional development leave at a given time) must be present to constitute a quorum for a faculty meeting. A quorum must be present at meetings where binding votes are taken.

3.3.3 Voting Procedures

Only members of the CCEE faculty on regular appointments, as defined in Section 3.2, may vote on official matters in the department. Faculty members must be present at the time votes are taken to be counted towards an issue at question; except faculty members who cannot attend a faculty meeting due to a departmental assigned activity such as an assigned class, a scheduled paper to be given at a regularly scheduled conference,
or jury duty, or a similar responsibility that falls within our recognized assignments which is pre-approved by the CCEE-Chair. The affected faculty may delegate another faculty member their proxy for the duration of the meeting. Such proxies must be in writing and must be presented to the chair of the meeting before it commences. In general, proxies should be discouraged since the input of the discussion at the meeting is important to making an informed decision.

All votes will be by voice or by raised hand except for votes on promotion and tenure which shall be by secret written ballot. Any member of the faculty (including the presiding officer) may make a motion that a vote be by secret, written ballot and the faculty shall vote on that motion for a written ballot during the meeting. The motion for a written ballot shall state the conditions under which the written ballot is to be conducted. All matters shall be decided by a simple majority of voting faculty, except those motions as prescribed differently in Roberts Rules of Order.

Voting procedures for Governance Document Amendments are contained in Section 9.

3.4 Faculty Recruitment and Appointment

3.4.1 Faculty Recruitment

The search for new regular faculty, NTE, NTER, and temporary faculty in the CCEE Department should originate from the CCEE-Chair or a Focus Area. To begin the search process, the CCEE-Chair will appoint a search committee to prepare the job description and advertisement and to select the most qualified person. The search committee will include at least four members, two of which must be from the Focus Area other than the one for which the new faculty member is to be hired. A search committee is not necessary for a temporary appointment of one year or less.

To achieve departmental targets for employment of women and under-represented groups, special efforts shall be made to contact qualified persons in these categories to fill open positions on the CCEE faculty.

The recruitment process shall follow the University Procedures for hiring (Faculty Handbook Section 3.0) and shall include soliciting letter of references, phone interviews, if needed, on-campus interviews with a seminar presentation, and inputs from CCEE faculty members. The search committee shall forward a recommendation to the CCEE-Chair which should include a proposed rank and tenure status.

If the recommendation is to offer a candidate the rank of associate or full professor, with or without tenure, the promotion and tenure criteria at these ranks and policies of the department must be followed. The PTRC shall review the proposed appointments and, if appointment with tenure is considered, the PTRC shall present this appointment to the appropriate faculty rank (peer group) for CCEE faculty vote before the CCEE-chair offers employment at these ranks. For hiring or appointment of faculty with administrative duties, the above procedures for promotion and tenure are applicable (see Faculty Handbook Section 5.2.1.2 for further guidance).

3.4.2 Short-term Appointments

Temporary Lecturers may be engaged on a one-time emergency one-semester appointment without full hiring review. Temporary Lecturers may be rehired for subsequent semesters as part of a normal (non-emergency) search and hiring process for such positions.
3.4.3 Adjunct Appointments

The procedures for appointments to Adjunct positions shall follow the Faculty Handbook (Section 3.3.2). In addition, changes to these appointments (such as promotion, etc.) shall be reviewed by the PTRC, with recommendations forwarded to the CCEE-Chair. The PTRC shall act as the screening/reviewing committee for these appointments on behalf of the CCEE faculty.

3.5 Position Responsibility Statement (PRS)

Each faculty (tenure and non-tenure track) member will have a defined performance assignment determined by the CCEE-chair in the areas of teaching, research, outreach, and service activities as defined in their Position Responsibility Statement (PRS). This PRS shall be in accordance with the requirements of the current edition of the Faculty Handbook.

Disagreements related to the PRS should be referred to the PRS Mediation Panel as outlined in Section 5.1.1.5.1 of the Faculty Handbook. This panel will consist of one tenured faculty member selected by the faculty member involved in the disagreement and one tenured faculty member selected by the CCEE-chair. The third elected tenured faculty member of the PRS Mediation Panel as outlined in Section 5.1.1.5.1 will be the PTRC Chair or a PTRC committee member as appointed by the PTRC.

3.6 Annual review

3.6.1 Annual Review of Faculty and Assignment of Duties

The CCEE-Chair will conduct annual reviews of the faculty and will provide a list of material to be furnished by each individual faculty including the evaluation matrix for faculty self assessment. Faculty shall provide in writing a self assessment of his/her annual performance to the CCEE-Chair. The CCEE-Chair will meet with each faculty and provide a written evaluation along with the following year’s expectations.

The Position Responsibility Statement (PRS) should be revised if a change in duties is agreed upon. Teaching load and department duties will be assigned by the CCEE-Chair in consultation with the faculty member and in accordance with the PRS. If the CCEE-Chair and faculty member cannot agree on the annual evaluation or workload assignments, the PTRC may serve as a mediator. Mediation for PRS disagreement is outlined in Section 3.5.

The CCEE-Chair will provide the criteria for evaluation, assignment of workload and duties, and recommendations for salary adjustments to the faculty. Good practices include evaluation matrices, ranking in comparison to peers in CCEE (such as research expenditures, papers, students graduated, teaching evaluation, etc), or performance metrics.

3.6.2 Evaluation of teaching assistants

Procedures to evaluate teaching assistants shall follow that the procedures as outlined in Faculty Handbook Section 5.6.
4. Departmental Committees

4.1 Departmental Committee Formation

The purpose of departmental committees is to provide an organizational framework for department personnel to collectively conduct activities vital to the functions of the department. Committee membership may include any persons budgeted in the department and may include students or others from within or outside the department or university. The CCEE-Chair shall initiate the actions to empanel both standing and ad hoc committees.

4.2 Standing Committees

Standing committees shall include the Promotion Tenure and Review Committee (PTRC), the Curriculum Committee, Safety and Health Committee, and the Faculty Awards Committee. When possible, the composition of these committees should reflect the broad diversity of Focus Areas within the department. Except for the Promotion Tenure and Review Committee’s responsibilities which are described in Section 5, the definition of the responsibilities of the committees is the responsibility of the CCEE-Chair with the advice from the Chair Advisory committee. Actions by the Curriculum Committee generally require the approval of the faculty. Actions of the Faculty Awards Committee generally follow guidelines approved by the faculty and contained in Section 7.

4.3 Ad Hoc Committees

Establishing ad hoc committees, assigning their responsibilities, naming committee members, and terminating committees is the responsibility of the CCEE-Chair. Ad hoc committees in the department are established to conduct departmental business that falls outside the responsibilities of the department standing committees. In addition any member of the faculty may propose formation of an ad hoc committee with required membership by a motion and subsequent vote at a departmental meeting. An ad hoc committee automatically dissolves after the completion of its assigned responsibilities.

Examples of typical ad hoc committees are as follows:

- Space and Equipment Committee
- Computer Committee
- Special Events Committee
5. PROMOTION, TENURE AND REVIEW (PTR) COMMITTEE

5.1 Membership and Election

The PTR Committee (PTRC) shall consist of three tenured professors, two tenured associate professors and one assistant professor. The professors will serve for three-year terms, and the associate professors and the assistant professor for two-year terms. Two of the three full professors and two of the associate professors will be elected by the faculty. One full professor will be appointed by the CCEE-Chair. This appointed person will also serve as the department representative to the COE Promotion and Tenure committee. The assistant professor will be elected by tenure eligible assistant professors and will be a non-voting member. Typically, one new professor and one new associate professor will be elected each year. Elections are to be conducted under the direction of the incumbent PTRC and its incoming chair and are to occur in the second half of the spring semester. The two newly elected members will commence serving on the PTRC at the start of the next academic year. The chair of the PTRC shall be one of the two professors elected by the faculty. If a vacancy occurs prior to the completion of a term, the chair of the committee shall call a special election to fill the vacancy. If a vacancy occurs with a member having less than one full year remaining in his/her term, the committee may elect not to fill the vacancy until the election of the next academic year. The CCEE-Chair, Associate Chairs, or Assistant Chairs, while holding these positions, shall not serve on PTRC.

5.2 Duties

5.2.1 Promotion and Tenure

In consultation with the CCEE-Chair, the PTRC may make contact with faculty members eligible for promotion and/or tenure early in the promotion period. Individual faculty members not contacted by PTRC may also nominate themselves for promotion and/or tenure. Individual faculty members being considered for promotion or tenure shall be responsible for providing documentation of their performance, achievements and peer recognition as required by the Faculty Handbook and the Office of the Provost. Procedures for promotion and tenure are listed in Section 5.3.

5.2.2 Preliminary Review of Probationary Faculty

Probationary faculty members are typically reviewed by their departments in the third year of their appointments. The CCEE-Chair, working jointly with the PTR Committee, shall determine the faculty members to be reviewed for that year. The PTR Committee shall review the affected faculty and the review given to the CCEE-Chair be shared (along with the CCEE-Chair’s input) with the faculty member. The review shall be consistent with the annual faculty reviews and the PRS of the faculty member and the purpose of the review is to provide constructive, developmental feedback to probationary faculty regarding progress in meeting departmental criteria for promotion and/or tenure. This review also informs the decision to reappoint during the probationary period. Further guidance is provided in the Faculty Handbook (section 5.1.1.3).

5.2.3 Post Tenure Review

Following tenure each faculty member shall be reviewed at least every seven years. The CCEE-Chair, working jointly with the PTR Committee, shall determine the faculty members to be reviewed for that year.
The purpose of the review is to provide constructive and developmental feedback to the faculty member on their progress and performance in the areas of teaching, research, extension, and service activities consistent with their Position Responsibility Statement (PRS) over the review period.

The PTR Committee will prepare a report to the CCEE-Chair documenting the results of the review and recommendations for performance enhancement, expectations and a suggested plan for improvement, if appropriate. The CCEE-Chair and the faculty member will review the report and mutually agree on a time-based improvement plan and subsequent progress review. The CCEE-Chair will forward a copy of the PTR Committee’s report and the mutually agreed upon improvement plan to the Dean. Further guidance is provided in the Faculty Handbook (Section 5.3.5).

5.2.4. Faculty and Staff Disputes/Grievances

Faculty members and staff who believe they have been treated unfairly by any other person in the CCEE Department and who feel that they have a legitimate grievance (as defined in the Faculty Handbook or, in the case of a staff, appropriate university regulations) may follow the procedures outlined below.

As a first step in the process, the faculty member or staff should meet with the person that is the subject of dispute/grievance to explain the alleged treatment. If it is agreed that some other person(s) could help to resolve the alleged treatment, then this third party may be called in to assist in resolving the matter, providing all parties agree.

In the event that relief does not arise in the first step, the grievant faculty member or staff should take the dispute/grievance in writing to the PTRC. The PTRC will appoint a committee member to hear the dispute/grievance and may call any member of the CCEE faculty or staff to assist in resolving the dispute/grievance. If the faculty member or staff does not obtain acceptable resolution and wishes to pursue the matter further, the grievance procedure outlined in the Faculty Handbook or appropriate university regulations should be followed.

5.3 Promotion and/or Tenure Review and Procedures

The criteria for promotion and tenure adopted by the College of Engineering and the Faculty Handbook shall be used as minimum standards for the selection of faculty members to be recommended for promotion and/or tenure by the CCEE Department. Additional criteria include the use of position responsibility statements, evaluation matrices, performance metrics, citizenship as defined in the Faculty Handbook, and high ethical standards complying with the principles of the Code of Ethics for engineers as promulgated by the National Society of Professional Engineers.

Participation on the PTRC or in subsequent promotion and tenure reviews and voting will include only those faculty who are equal or higher in rank to those being reviewed. If a formal grievance exists between a PTRC member and the candidate being reviewed, that committee member will not participate in the vote.

At the start of the Fall semester, the CCEE-Chair will announce in writing to all faculty concerning the P and T review for the academic year and faculty wishing to be considered for P and T should notify the CCEE-Chair in writing. The CCEE-Chair and the PTRC will establish deadlines for the completion of the candidate’s documentation and the date(s) for the faculty P and T meeting. If a faculty member, during his/her probationary year, decides to postpone the tenure review, the faculty member shall inform the CCEE-chair in writing the
reasons for postponement.

All candidates shall submit the necessary and supporting documentations as specified by the university, for review by the PTRC and the CCEE-chair. After reviewing the documents, the PTRC may decide particular candidates may not meet the Department, College or University criteria for promotion and tenure. In such cases, the chair of the PTRC will meet with the candidates and CCEE-Chair to explain the reasons for not moving forward with the promotion and/or tenure review. A candidate may decide to withdraw from the review process or if the candidate still wishes to be considered, then the PTRC will complete its review and submit a review report to the faculty peer group.

Voting faculty members will be given two weeks to review the documents and submit any information or comments/questions in writing pertinent to the cases to the PTRC. The PTRC shall then conduct an evaluation of the credentials of the candidate(s) and provide an evaluation/review report(s)) of whether the candidate(s) has met the expectations for a faculty at the proposed rank(s) as listed in Section 5.2.3 of the Faculty Handbook. The evaluation/review report and all supporting documentations will be available for all voting faculty of the appropriate faculty peer groups to view at least one week prior to faculty P and T meeting called to vote on the candidates.

The CCEE-Chair may serve as a source of information on any candidate during the review process but will not participate in the voting process. The CCEE-Chair shall share the results of the external letters that were submitted. The solicitation of the external letters shall comply with the Faculty Handbook.

The PTRC members shall vote with the voting faculty at the faculty P and T meeting. The vote of the PTRC and the vote of the faculty peer group shall be recorded as one single vote and forwarded as the faculty vote for the department. The PTRC Chair or a designated PTRC committee member shall chair the faculty meeting for P & T decisions. Voting shall be by written ballot.

The PTRC will review the candidate’s final documents for accuracy and submit their evaluation/review report and a summary of the department vote to the department chair. The CCEE-Chair shall make an independent determination of the promotion and/or tenure cases and forward his/her recommendation(s) along with the compiled candidates’ documentations to the Dean of Engineering. Notification procedures by the CCEE-Chair to the candidates are outlined in Section 5.2.4.2.5 of the Faculty Handbook.
6. CURRICULUM COMMITTEES

6.1 General

Each of the two undergraduate programs (Civil Engineering and Construction Engineering) offered by the CCEE Department require a curriculum committee to implement departmental courses and curricular matters, and to carry out the actions required by the College and the University.

6.2 Membership

The Construction Engineering (ConE) Curriculum Committee shall compose of three faculty members and two undergraduate students (one voting and one non-voting) from the ConE program. Student members will be selected by the vote of the ConE students as part of an AGC Student Chapter business meeting at the end of each semester (fall and spring only). The student member’s term shall be for two consecutive semesters, with the first semester acting as a non-voting member and the second semester with full voting rights. Faculty for the Con E Curriculum Committee will be elected by voting faculty of the ConE Focus Area. Faculty appointments will be for a three-year term. Two additional members are: the chairperson of the CE curriculum committee and an associate or assistant chair. Both are voting members.

The Civil Engineering (CE) Curriculum Committee shall compose of one faculty member from each Focus Area within the CE program, and two undergraduate students (one voting and one non-voting) from the CE program. Faculty for the Civil Engineering Curriculum Committees will be nominated by their Focus Areas and elected by voting faculty of the CE program. Faculty appointments will be for a three-year term. Two additional members are: the chairperson of the Con E curriculum committee and an associate or assistant chair. Both are voting members.

The incoming chairs of both committees will initiate the election of new committee members. Student members will be nominated by their respective student chapter organizations during regular meetings.

6.3 Duties

The duties of the CE and ConE Curriculum Committees are as follows:

a. Execute a continuous improvement process to review and make changes to the curriculum on an annual basis and for ABET review
b. Present proposed curriculum changes at faculty meetings and obtain necessary approvals
c. The curriculum committees may approve, on behalf of the faculty, and in consultation with the CCEE-Chair, implementation of new interdepartmental programs where the level of participation of CCEE is limited to accepting students in CCEE courses, where such courses are electives in the new programs. The committees will inform the faculty of such decisions in writing
d. Prepare and submit biannual undergraduate catalog and catalog materials to the Engineering College Curriculum Committee
e. Review and decide on student petitions for curricular modifications
f. Develop undergraduate student guides presenting curriculum and policies affecting student programs and academic status.
g. Address student grade appeals and student grievances as outlined in the University Student Handbook.
7. FACULTY AWARDS COMMITTEE

7.1 General

The Faculty Awards Committee serves as the initiating body for faculty awards. The Faculty Awards Committee will make recommendations to the CCEE-Chair for all faculty awards, including department, college, and university awards. For awards that are internal to the department, the Committee will nominate no fewer than two candidates for each award to the CCEE-Chair. For awards that are external to the department, the Committee should normally nominate only a single candidate but should confer with the CCEE-Chair on the rationale for the selection.

7.2 Membership

The Faculty Awards Committee will consist of one member from each Focus Area, plus the Chair of the PTRC, whose responsibility is to furnish the requisite information on faculty activities, productivity and performance in teaching, research, extension and professional service necessary to identify and justify faculty award nominations. The Committee will elect its own chair and appoint a secretary. Members of the committee will be elected by the voting faculty and will serve for a two-year term. The incoming chair will initiate the election of new committee members.

7.3 Responsibilities

The Committee is responsible for making recommendations to the CCEE-Chair on the various honors and awards (ISU internal awards, and external awards) offered by the department, the college, the university, or the profession to the faculty; staff; and both graduate and undergraduate students. The Committee shall meet at least once each semester to consider nominations awards whose due dates fall in the next semester. Nominations may be submitted at any time by any member of the faculty, staff, or student and should be addressed to the Committee chair who will consolidate the nominations prior to each scheduled meeting. The Committee secretary has the following responsibilities:

- Assemble and update the list of awards and honors for which nominations will be sought.
- Publish announcements and requests for nominations as required.
- Assemble the appropriate paperwork for each nomination and disseminate it to the committee at each meeting.
- Work with the CCEE-Chair to publicize the results of each committee meeting as appropriate.
8. SAFETY AND HEALTH COMMITTEE

8.1 General

The safety and health of departmental faculty and staff, students and visitors are of importance. The committee on Safety and Health is an advisory body that reports to the CCEE-Chair on issues related to safety and health of individuals who are involved with any departmental function or activity.

8.2 Membership

Membership on the committee shall consist of the departmental chemical hygiene officer, Focus Area laboratory supervisors, an elected faculty representative, and the assistant or associate chair. Members are appointed by the CCEE-Chair except for the faculty representative who will be elected by the voting faculty for a three-year term. To establish an efficient committee structure, the length of appointment to the committee for the chemical hygiene officer and the laboratory supervisors is not limited. The CCEE-Chair can replace any appointed member of the committee in order to maintain a properly functioning committee.

8.3 Duties

a. Advise the CCEE-Chair on all matters regarding safety and health of any individual involved in a departmental function or activity.

b. Coordinate the implementation within the department of university policies regarding safety and health matters.

c. Disseminate information on safety and health matters within the department as needed.

d. Review and respond to any safety and health matter regarding departmental facilities that is brought to its attention by any individual.
9. AMENDMENTS

Proposed amendments to this governance document may be proposed in writing by at least five members of the voting faculty of the CCEE Department or by the CCEE-Chair. Proposed amendments by the voting faculty must be submitted to the Chair of the PTRC or CCEE-Chair. Proposed amendments by the CCEE-Chair must be submitted to the Chair of the PTRC. All proposed amendments must be submitted no later than the first day of March each year. The CCEE-chair or the Chair of the PTRC will distribute the proposed amendments to all members of the CCEE faculty at least two weeks prior to a faculty meeting. Quorum for faculty meetings is stated in Section 3.3.2. After the faculty meeting, a written ballot will be distributed to all voting faculty members. At least five working days will be allowed for the return of ballots. Ballots will be collected and tallied by the PTRC. Proposed amendments must receive at least a 60 percent affirmative vote of voting faculty. Amendments will take effect the first day of the next academic year, unless stated otherwise.

To ensure that this Governance Document remains current, the PTRC shall annually review this document to determine if it is in conflict with University or College of Engineering governance document or procedures and the Faculty Handbook. If conflicts are found, the PTRC shall propose amendments to this document to reconcile those differences.