

RULES OF THE FACULTY
OF THE
COLLEGE OF ENGINEERING
THE UNIVERSITY OF MICHIGAN

April 24, 1973

June 15, 1981

April 2, 1996

April 8, 1997

February 3, 1998

March 23, 1999

December 7, 1999

February 6, 2001

December 4, 2001

December 8, 2003

April 22, 2004

March 13, 2006

May 24, 2006

February 20, 2007

December 2, 2008

February 25, 2010

May 19, 2011

RULES HISTORY

As a matter of record, the Committee of G. W. McEwen (Chair), A. M. Kuethe, L. M. Legatski, and M. J. Sinnott prepared the first statement of Faculty Rules, which was adopted in the Faculty Meeting of May 9, 1963.

The Committee of M. J. Sinnott (Chair), D. K. Felbeck, J. A. M. Lyon, and S. S. Stanton reviewed the Rules but introduced no marked changes. Their recommendations were adopted at the Faculty Meeting of February 22, 1968.

Minor changes were adopted by the Faculty October 2, 1969.

Membership on the Nominating Committee was increased from 5 to 7 by Faculty December 5, 1972.

The Committee of J. A. M. Lyon (Chair), R. D. Hanson, A. R. Hellwarth, W. F. Hosford, and C. M. Vest recommended the rule for filling a vacancy on the Executive Committee, which was adopted by the faculty on April 24, 1973.

The Committee of A. W. Naylor (Chair), R. A. Loomis, J. R. Pearson recommended revisions which were adopted by the Faculty on February 18, 1975.

Revisions providing for SARC; changes in Art. II.B. Nominations and Art II.C. Method of Election and Appointment; and Art. I.C.2.k. providing for amendments were adopted by the Faculty on April 13, 1976.

Change in wording from “including” to “except” Art.X.B.2. Adopted Fall, 1990. October 16, 1990 Faculty Meeting Minutes.

The Committee of W. F. Hosford (Chair), R. I. Carr, and P. Roe recommended revisions regarding offering of degrees, which authorized the College awarding Master's degrees, which were accepted at the Faculty Meeting of February 9, 1993.

Over a period of four years Committees of W. F. Hosford (Chair 1992-93), R. I. Carr (Chair 1993-94), P. Roe (Chair 1994-95), E. Kannatey-Asibu (Chair 1995-96), A. Hero, and A. Waas, wrote a new statement of Faculty Rules, which was accepted by the Faculty on April 2, 1996.

The Committee of A. O. Hero (Chair), A. Waas, and L. Thompson recommended revisions to Articles I.A.2., I.B.8., III.A., III.C., VI.C., and VIII.A.3., which were accepted at the Faculty Meeting of April 8, 1997.

The Committee of A. Waas (Chair), F. Terry, Jr., and L. Thompson recommended revisions to Articles I.C.2.c., II.C., II.D., III.A., IV.A., and IV.B., which were accepted at the Faculty Meeting of February 3, 1998.

The Committee of L. Thompson (Chair), J. Halloran, and F. Terry, Jr. recommended revisions to Article X, which were accepted March 23, 1999, after being

presented at the February 16, 1999, Faculty Meeting and voted on via e-mail. The deadline for votes was March 22, 1999.

The Committee of Fred Terry, Jr. (Chair), J. Halloran, and William Schultz recommended revisions to Article VI.B.1, paragraphs 1 and 2, which were accepted at the December 7, 1999, Faculty Meeting.

The Committee of W. Schultz (Chair), J. Halloran, and M. Brake recommended revisions to Articles I.B.6, II.ABCD, V.IIB.2, and V.IIIA.2, were approved at the February 6, 2001, Faculty Meeting.

The Committee of W. Schultz (Chair), J. Jenkins, and V. Li recommended revisions to Articles III.A., III.C. and VII.B.1., which were approved at the December 4, 2001, Faculty Meeting.

The Committee of L. Bernal (Chair), S. Rand, and J. Barber recommended revisions to Article I.C.2.h., which were accepted by the faculty at the December 8, 2003, Faculty Meeting.

The Committee of L. Bernal (Chair), S. Rand, and J. Barber recommended revisions to Articles I.B. (I.B.1.-I.B.8.), Article II.B., Article II.D., Article III.A., Article V.F., Article VII.B.1., Article VIII.A.2., Article VIII.A.6., Article VIII.B., Article IX.B., Appendix I., and Appendix II., which were all approved by faculty vote on April 22, 2004.

Revisions to Article X were recommended by the Provost. The Committee of J. Barber (Chair), W. Keyserling and M. Perlin recommended the revisions which were approved by faculty vote on March 13, 2006.

The Committee of W. Keyserling and M. Perlin recommended revisions to Article I.C.2.h and Article I.C.2.i, which were approved by a faculty vote on May 11, 2006.

The Committee of W. Keyserling, M. Perlin and Phil Savage recommended revisions to Article II.C.1., Article, II.C.2., Article II.C.3., Article II.C.4., Article II.D., Article III.A., and Article III.C., which were approved by a faculty vote on February 20, 2007.

The Committee of P. Savage, C. Lastoskie and M. Solomon recommended revisions to Article I.B.2, I.B.3, Article VIII.A.2, VIII.B.4, VIII.B.5, VIII.B.6, Appendix I and adoption of I.B.7 which were approved by faculty vote on December 2, 2008.

The Committee of C. Lastoskie (Chair), M. Solomon and G. Herrin recommended revisions to Article II.B, II. C, II. C.4, IX.B, and Appendix III., which were approved by faculty vote on February 25, 2010.

The Committee of M. Solomon (Chair), G. Herrin and S. Wright recommended revisions to Article I.B.2 and Article V.C., V.G., and Appendix III., which were approved by faculty vote on March 30, 2011.

FOREWORD

The Rules of the Faculty of the College of Engineering (hereinafter referred to as the Rules and the College) implement the Bylaws of the Board of Regents (hereinafter referred to as the Bylaws and the Board) for the College. Reference in the Rules to another part of the Rules is shown as (X.X.x.x.).

Certain of the Rules are based on particular Bylaws sections, based on Bylaws dated September, 1994. In such cases the corresponding section of the Bylaws is referenced as (Bylaws x.xx), and the reference applies to all phrases in the paragraph that precede it. Although portions of such Rules may quote a Bylaw section, they may not quote the entire section. Moreover, such Rules may contain provisions particular to the College that are not alluded to in the Bylaws. The Dean's Office and Department offices have copies of the Bylaws. Segments of the Bylaws that are particularly pertinent to College governance and responsibilities as implemented in its Rules are included in an appendix to these Rules.

A chart has been provided in an appendix to illustrate membership and voting privileges of various staff groups provided for in the Bylaws, Senate Rules, and College Rules.

From time to time the Executive Committee issues or revises statements on policy matters falling within its scope of responsibilities to serve as guidelines or aids to the Executive Committee in its deliberations and decision-making. Such guidelines may also be issued by the Executive Committee for implementing the Bylaws or Rules as may be expedient for the functioning of the College. The current Executive Committee Guidelines are included in an appendix to these Rules, and the Rules direct readers to the Guidelines for further information on College policies and procedures.

TABLE OF CONTENTS

ARTICLE I.	THE COLLEGE OF ENGINEERING, ITS FACULTY, AND FACULTY MEETINGS.....	6
ARTICLE II.	ELECTIONS.....	11
ARTICLE III.	THE EXECUTIVE COMMITTEE.....	13
ARTICLE IV.	THE DEAN'S OFFICE AND CHAIR ADVISORY COMMITTEE...	14
ARTICLE V.	DEPARTMENTAL ORGANIZATION.....	15
ARTICLE VI.	CURRICULA PROGRAMS - DEGREES	17
ARTICLE VII.	COLLEGE COMMITTEES	18
ARTICLE VIII.	RULES FOR APPOINTMENT, PROMOTION, TENURE, AND TERMINATION.....	20
ARTICLE IX.	PART-TIME AND OUTSIDE EMPLOYMENT.....	23
ARTICLE X.	APPEAL PROCEDURES	24
APPENDIX I.	REPRESENTATION OF FACULTY VOTING RIGHTS IN THE COLLEGE OF ENGINEERING	41
APPENDIX II.	BYLAWS OF THE BOARD OF REGENTS (Selected Sections).....	42
APPENDIX III.	EXECUTIVE COMMITTEE GUIDELINES.....	45

ARTICLE I. THE COLLEGE OF ENGINEERING, ITS FACULTY, AND FACULTY MEETINGS

I.A. General Purpose of the College

I.A.1. The College is maintained for the purpose of serving the state and the nation, through:

- Providing instruction;
- Conducting scholarly investigations and research in those branches of knowledge that form the basis of modern culture, professional practice, and leadership in our business and industrial society, and
- Applying the knowledge of the physical, biological, social, and engineering sciences to the solution of the problems of our society. (Bylaws 6.01.)

I.A.2. The College offers undergraduate degree programs leading to Bachelor's degrees and graduate degree programs leading to Master's degrees and Doctoral degrees.

I.A.3. The Faculty of the College offers graduate degree programs leading to Master's, Professional, and Doctoral degrees through the agency of the Horace H. Rackham School of Graduate Studies.

I.B. Definitions

I.B.1. The term Professorial Staff consists of all persons holding regular appointments as professors, associate professors, and assistant professors. (Bylaws 5.01.2.)

I.B.2. The term Governing Faculty (Bylaws 5.01.3) shall include all of the following who have appointments in the College of one-half time or more:

1. Members of the Professorial Staff;
2. Research professors, research associate professors, research assistant professors, research scientists, associate research scientists and assistant research scientists who hold appointments in the College of one-half time or more (Bylaws 5.01.3); and
3. Instructors and lecturers who have been appointed in the College for at least one year; and
4. The clinical positions of Professor and Associate Professor of Engineering Practice (Bylaws 5.01.3).

I.B.3. The term Teaching Staff shall include all persons holding regular, adjunct, or visiting appointments as professors, associate professors, assistant professors, professors of engineering practice, associate professors of engineering practice, instructors, and lecturers. (Bylaws 5.01.4.)

I.B.4. The term Research Staff shall include research professors, research associate professors, research assistant professors, research scientists, associate research scientists, assistant research scientists, research investigators, engineers, engineer investigators, and other persons other than Professorial Staff whose responsibilities in research relate to those fields over which the College has responsibilities for instruction and who are responsible to the College or one of its departments for direction of work and for budgeting and allocations of resources, not including those primarily engaged in supportive services such as laboratory technicians and office personnel.

I.B.5. The word Faculty used in these Rules means Governing Faculty, the term Member (capitalized) means a member of the Governing Faculty.

I.B.6. The terms Graduate Student Instructor and Graduate Student Research Assistant shall be used to designate graduate students who participate in teaching and research, respectively, but do not possess faculty rank. (Bylaws 5.01.5.)

I.B.7. The College of Engineering's clinical positions carry the internal titles of Professor of Engineering Practice and Associate Professor Engineering Practice (Bylaws 5.23.2).

I.C. Faculty

I.C.1. General. The Faculty shall be in charge of the affairs of the College except as delegated to the Executive Committee. (Bylaws 5.02.) The management of the affairs of the College, subject to Regental approval, is placed in the Faculty, the Dean, and the Executive Committee. (Bylaws 6.01.) The powers, duties, and operating procedures of the Faculty shall be as follows:

I.C.1.a. The Faculty shall from time to time recommend to the Board for approval such regulations as are not included within the Bylaws and which are pertinent to the structure of the College and its major operating procedures, such as departmental organization, requirements for admission and graduation, and other educational matters, the determination of which are within the particular competence of the Faculty. All such recommendations when approved by the Board shall be recorded in the Proceedings of the Board. (Bylaws 5.03.)

Subject to the ultimate authority of the Board, the Faculty of the College is also vested with plenary powers to make rules and regulations concerning other matters such as grading regulations, class attendance, committee organization, and related internal matters. All such regulations shall be recorded in the minutes of the Faculty and filed with the Secretary of the University. (Bylaws 5.03.)

The Faculty shall provide suitable instruction for the students enrolled in the College and shall recommend to the Board the students under its jurisdiction who qualify for University degrees. The Faculty shall, subject to approval by the Board, possess such other powers as are necessary to the performance of its duties. (Bylaws 5.03.)

I.C.1.b. The Faculty shall adopt rules for its own government and procedure. In the absence of specific rules to the contrary, the rules of parliamentary procedure as described in Robert's Rules of Order shall be followed by the Faculty, by committees, and other deliberative bodies. (Bylaws 5.04.)

I.C.1.c. The Faculty shall submit its communications to the Board in writing through the Dean and the President. The Dean shall endorse faculty communications, making appropriate explanatory statements as needed. (Bylaws 5.05.)

I.C.2. Faculty Meetings

I.C.2.a. General. The Faculty shall exercise its powers and legislative authority through regular and special Faculty meetings. Among the matters over which the Faculty has authority and which it shall act on at Faculty Meetings are the following:

Policies, rules, regulations pertaining to governance, organization, and administration not otherwise delegated to the Dean or Executive Committee;

Policies relating to recruitment, appointments, promotions, tenure, leaves, and retirement of Faculty;

Courses offered for instruction, degree programs, and requirements for graduation;

Requirements for admission and rules and procedures for affecting the enrollment of students;

Reports of committees as required by the Rules or as specified by the Executive Committee; and

Policies relating to utilization of facilities and extensions of plant.

I.C.2.b. Chair. The Dean shall serve as Chair ex officio of Faculty Meetings. In the Dean's absence, the senior member of the Executive Committee shall serve as Chair pro tem ex officio (See IV.A.).

I.C.2.c. Secretary. The Secretary to the Faculty may be a Member appointed by the Executive Committee. The Dean may, with the approval of the Executive Committee, appoint a member of the Dean's staff to serve as secretary.

The Secretary shall keep a record of faculty action and distribute the minutes of all meetings and all special reports and actions of the Faculty to Members, to the Secretary of the University, to the Provost and Executive Vice President for Academic Affairs, and to others designated by the Executive Committee.

The Secretary shall compile and distribute to Members and others specified by the Executive Committee any revision in or amendment to the Rules.

I.C.2.d. Regular Meetings. Two regular Faculty Meetings shall be held each fall and winter term. The time shall be fixed by the Executive Committee.

I.C.2.e. Notice of Meetings. Written notices of regular Faculty Meetings shall be sent from the Dean's Office to all Members and to specified members of the President's Office in time to be delivered normally not less than approximately one week before the time set for the meeting.

I.C.2.f. Special Faculty Meetings. Special Faculty Meetings may be called by the Dean or by the Executive Committee. Also a special Faculty Meeting shall be called in response to a petition signed by at least twenty-five Members. The purpose of a special Faculty Meeting shall be stated in the notice.

I.C.2.g. Attendance at Faculty Meetings. Only Members and emeritus Members are entitled to attend Faculty Meetings. Any part of a Faculty Meeting can be closed to any or all guests and visitors by a majority vote. Invitations may be extended to visitors by a majority vote at a regular or special Faculty Meeting or by the Dean or Executive Committee.

I.C.2.h. Quorum. Different activities are allowed depending on the number of Members present at a College of Engineering Faculty Meeting, as follows:

- With the exception of changes to Faculty Rules, twenty or more Members constitute a quorum for transaction of business, including discussing, amending, and voting on: 1) items distributed to Members prior to the meeting, 2) motions included on the written agenda, and 3) motions introduced during the meeting.
- Thirty Members constitute a quorum for transaction of business related to changes to Faculty Rules, including discussing and amending items distributed to Members prior to the meeting. In order for a Rules change to be adopted, it must be approved by the majority of “yes” and “no” votes cast, provided that at least 30 “yes” votes are cast.
- Option for Electronic Voting: Upon the request of the lesser of ten Members or 25% of Members present at a meeting, any item requiring a faculty vote will be subsequently voted on via electronic means by all Members. If an electronic vote is taken, the following materials will be distributed to all Members within two weeks after the faculty meeting: the final version of the motion or resolution, a summary of the discussions leading to it, and any other relevant documents. A voting period of two weeks shall follow, and voting results shall be announced to Members within one week thereafter. The outcome of electronic voting will be determined by the majority of “yes” and “no” votes cast. If an electronic vote is taken on a Rules change, it must be approved by the majority of “yes” and “no” votes cast, provided that at least 30 “yes” votes are cast.
- Fewer than twenty Members: The assembly may receive reports and special orders, discuss any matter properly before them, and adjourn the meeting to another day but may not receive motions and may not authorize ballots.

I.C.2.i. Voting in Faculty Meetings. Only Members are entitled to vote at Faculty Meetings. Only items on the agenda are eligible for a vote. Unless otherwise specifically provided herein, all issues in Faculty Meetings shall be decided by a majority vote. Voting shall ordinarily be by voice, but a hand or standing vote may be ordered by the Chair in cases of doubt or may be requested by a Member. A request for a secret ballot or an electronic ballot by the lesser of ten Members or 25% of Members present will always be honored. After a motion has been passed and the Faculty Meeting adjourned, the question involved in the motion may be reopened upon written request of ten Members, with statement of reasons for reconsidering the question.

I.C.2.j. The Agenda for Faculty Meetings. An item may be placed on the written and distributed agenda for a Faculty Meeting by the Dean or the Executive Committee or by any standing or special committee when presented in writing and identified with the name of the Chair of the respective committee or by any Member when presented in writing and supported with signatures of two other Members. The Executive Committee shall be responsible for arranging the agenda.

I.C.2.j.1. A proposal to amend, repeal, or adopt a Rule or to amend, repeal, or adopt legislative policy (See I.C.2.a.) must be distributed with the agenda in writing in order to be considered at a Faculty Meeting.

I.C.2.j.2. All motions or resolutions to be included on the written agenda must be submitted to the Secretary of the Faculty early enough to permit them to be distributed to the Members approximately one week in advance of the Faculty Meeting at which they are to be considered, except as approved by the Executive Committee for Special Faculty Meetings.

I.C.2.j.3. At the Faculty Meeting, the presiding officer shall issue a call for other items to be added to the agenda. Ordinary matters may be added to the agenda by majority consent. An item that involves a motion altering the Rules or policies of the College may be introduced only on the consent of two-thirds of the Members present.

ARTICLE II. ELECTIONS

II.A. Time of Elections. The annual election for Executive Committee (See III), Senate Assembly, Faculty Rules Committee and Ombuds (See VII.B.4.) shall be associated with the first regular Faculty Meeting of the winter term.

II.B. Nominations. At least one month prior to the end of the fall term the Executive Committee shall appoint a Nominating Committee of at least seven Members including a Chair to prepare slates of candidates to be distributed with the agenda for the first regular Faculty Meeting of the winter term. In the interest of continuity, at least one member of the Nominating Committee from the previous year shall be reappointed.

The Nominating Committee shall present for faculty approval at least three times as many nominations as there are vacancies to be filled on the Executive Committee and twice as many nominations as there are vacancies to be filled on the Faculty Rules Committee, Ombuds, and Senate Assembly. Additional nominations may be made from the floor. Each nomination must have prior approval of the nominee. Persons accepting a nomination should do so with the understanding that if selected they will make themselves available for the regular meetings as scheduled.

Note: Only Members who are also members of the Senate as defined by the Regents Bylaws and the Rules of the University Senate shall be considered for nominations to Senate Assembly.

II.C. Method of Election and Appointment.

II.C.1 Election Process. The panel of nominees for the Executive Committee, members of the Senate Assembly, members of the Faculty Rules Committee and the Ombuds shall be elected by the Members using a web-based electronic ballot. On the ballot, a vote may be made for up to two nominees for each vacancy on the Executive Committee, and one vote may be made for each vacancy on the Faculty Rules Committee, Senate Assembly and Ombuds.

Notification for electronic ballots shall be sent to the electronic mail address of each Member. The Secretary shall act as the electoral officer. Web-based ballots must be entered within three weeks of notification. Ballots will be electronically authorized and counted.

II.C.2 Appointment of Executive Committee members. Following the election, the Dean will report promptly to the Faculty the names of the two nominees who received the highest number of votes.

The Dean will submit to the President a list containing the four nominees who received the highest number of votes. The list will contain the number of votes received by each nominee. From this list, the President will appoint two members of the Executive Committee who will serve three-year terms.

II.C.3. Electing members of the Rules Committee, Senate Assembly, and Ombuds. Those receiving the highest number of votes for the respective vacancies on the Faculty Rules Committee, the Senate Assembly and the Ombuds shall be considered the new members by election.

II.C.4. Replacing members of the Rules Committee, Senate Assembly, and Ombuds. In the event that any elected member of the Faculty Rules Committee, Senate Assembly, or Ombuds goes on leave or is unable to complete his/her term of service, the replacement will be appointed by the Executive Committee after consideration, in descending order, of candidates from the following groups of faculty:

- (1) Eligible faculty who have previously completed a term of service on the respective committee.
- (2) The runner(s) up for the respective vacancy in the most recent College Election, based on the number of votes received.
- (3) Eligible at-large faculty, per Appendix I, if no suitable replacement in categories (1) and (2) above is available and willing to serve, a replacement for a member on leave shall serve temporarily during the period of leave; a replacement for a member who resigns shall serve the remainder of the term.

II.D. Other Appointments. For the regulations on appointments for other officers and committees, refer as follows: Dean and Staff - Article IV; Department Chair - Article V; and College Committee - Article VII.

ARTICLE III. THE EXECUTIVE COMMITTEE

III.A. General. The Executive Committee shall consist of the Dean and six tenured Members with full Professor standing to be appointed by the Board on recommendation by the President. (Bylaws 11.17.) The appointed Members shall not simultaneously serve as members of the Dean's staff or as Department Chairs, Program Directors, Associate Chairs, or Division Chairs or as members of a Department Executive or Advisory Committee. At no time shall more than one appointed member of the College Executive Committee have their primary appointment from the same department, except in the case of the EECS Department, where no more than one member of the Executive Committee shall have their primary appointment from the same Division. The appointed members shall hold office for three years and shall not be eligible for reappointment until after a lapse of one year. The terms shall be so adjusted so that two shall expire each year. The Dean shall serve as Chair ex officio of the Committee with vote. (Bylaws 11.17.) In the Dean's absence, the senior members present shall serve as Chair pro tem ex officio on an alternating basis. (See IV.A.)

III.B. Duties. The Executive Committee shall assist the Dean with administrative functions and is charged with the duties of investigating and formulating educational, instructional, and research policies for consideration by the Members, and it shall act for the Faculty in matters of budgets, promotions, appointments, (Bylaws 5.06.) plant extensions, and all other financial affairs.

III.C. Vacancies. When a midterm vacancy occurs in the membership of the Executive Committee, a replacement shall be selected as follows: The Dean shall submit to the President for appointment of a replacement the names of the two most-recent past members of the executive committee who are eligible and willing to serve, or if fewer than two past members are eligible and willing, the name(s) submitted will be the eligible runners(s)-up from the most-recent Executive Committee selection, listed in order of votes received. An appointee who replaces a member on leave shall serve temporarily during the period of leave; an appointee replacing a member who resigns shall serve the remainder of the term.

The term of a member of the Executive Committee who is appointed Chair of a Department, member of the Dean's staff, or other positions excluded from simultaneous service in Article III.A., expires with the new appointment.

III.D. Procedures. The Executive Committee shall formulate rules for its own procedures (known as Executive Committee Guidelines) and acquaint the Members with them. The Executive Committee shall report at each regularly scheduled Faculty Meeting. The Executive Committee may appoint a secretary who is not a member of the Committee to record the minutes of its meetings. As required for the discharge of its functions, the Executive Committee may invite others to its meetings.

ARTICLE IV. THE DEAN'S OFFICE AND CHAIR ADVISORY COMMITTEE

IV.A. General. The Dean of the College of Engineering shall be appointed by the Board on recommendation by the President to act as executive officer of the College. (Bylaws 5.06.) The Dean shall hold the rank of tenured full Professor in the College or as otherwise designated by appropriate action of the Board.

The Dean shall be assisted by the appointed members of the Executive Committee, of which the Dean shall be Chair ex officio with vote. (Bylaws 5.06.) The Dean shall serve as Chair ex officio of the Faculty and preside at Faculty Meetings; the Dean shall serve as Chair ex officio of the Chair Advisory Committee with vote.

The Dean reports to the Provost and Executive Vice President for Academic Affairs and shall perform such other duties as may be prescribed by the Board or by the rules and regulations established by the Members.

In the event of the absence of the Dean, or the Dean's inability to act or in the event of a vacancy in the office, the senior appointed member of the Executive Committee shall serve as Chair pro tem ex officio of the Faculty and of the Executive Committee.

IV.B. The Dean's Staff. The Dean may, with the concurrence of the Executive Committee, recommend to the Regents the appointment of Members to serve as Associate Deans. The Dean may, also, with the concurrence of the Executive Committee, appoint Assistant Deans, or Assistants to the Dean. These persons assist the Dean in the administrative functions of the College.

IV.C. Chair Advisory Committee. The Chair Advisory Committee members shall include the Dean, who will preside, the Department Chairs, and Members appointed by the Dean because of special responsibilities. Others may be invited to attend meetings at the discretion of the Dean.

The Chair Advisory Committee shall provide a means of maintaining communication throughout the College, its members being responsible for relaying information disseminated at the meetings. The Committee shall review, discuss, and advise on matters that concern the interests and welfare of the College, including the recommendations of the Curriculum Committee.

The Dean may appoint a temporary Chair to preside during the Dean's absence and a secretary to record the minutes of the meeting.

ARTICLE V. DEPARTMENTAL ORGANIZATION

V.A. General. A Department in the College is maintained for the purpose of providing an opportunity and the necessary facilities for study and research in a specified field of learning (See VI.A.). It shall have a separate budget and be responsible to the Dean and the Executive Committee. (Bylaws 6.04.)

The College shall be divided into such Departments as shall from time to time be recommended by the Executive Committee with the concurrence of the Members and authorized by the Board.

Each Department shall function under a Chair and shall be organized in such a manner as to provide general participation by Members in the management of departmental affairs (See V.F.). (Bylaws 6.04.)

V.B. Appointment of Department Chairs. Chairs shall be appointed by the Board on recommendations by the President. (Bylaws 5.06.)

V.C. Selection of Chair. The Dean, in consultation with the College Executive Committee, shall initiate the process for the selection of a Department/Division Chair. The selection of the Chair of a Department/Division shall be assisted by a chair search advisory committee with membership that includes department/division faculty and a College representative. The search shall be conducted in a way to utilize effectively the best professional and personal judgments of Department Members and members of the profession at large. A chair shall hold the rank of professor or associate professor in a field of the Department's interest or in a related field. After consultation with the Executive Committee, the Dean will submit the recommendation for the chairship to the President for final approval by the Board of Regents.

V.D. Term of Chair Appointment. Appointment shall be made for a term not to exceed five years. A Chair may be reappointed for an additional term following the usual review procedures. This policy assumes neither automatic reappointment nor automatic rotation. It does imply periodic assessment of the department situation based on extensive consultation with members of the Department and the profession.

V.E. Department Staff. The appointment of an associate or assistant chair may be recommended by the Executive Committee of the College, taking into account such factors as the size of the Department, teaching loads, facilities, and other responsibilities of the Chair.

V.F. Department Committees. Each academic Department of the College will have an Executive, Advisory, or Administrative Committee elected annually, identified here as the Department Committee. The Department may, by a majority vote of the Department Faculty, establish an alternative procedure for assuring Faculty participation.

The specific name and makeup of the Department Committee may vary depending on the wishes of the Department Faculty. For continuity from year to year,

only part of the Committee membership shall be newly elected in any one year except for the initial election. The Department Chair shall serve as Chair of this Committee ex officio, with vote.

The Committee shall meet as often as it finds necessary. The major duties of this Committee are to advise the Chair on policy matters and to make recommendations regarding new faculty appointments, promotions, tenure, and termination. In order to obviate problems associated with relative rank, individual Committee members may be excluded during the consideration of promotions, tenure, and termination. On such major duties, the Chair of the Department may make recommendations to the Dean and the College Executive Committee which are contrary to the majority view of the Department Committee. However, in such cases the Chair must notify the Department Committee of the Chair's intention to make such recommendations. In all such cases, the Department Committee has the privilege of presenting its majority view directly to the Dean and the Executive Committee. The request of any member of the Department Committee for a secret ballot will always be honored.

V.G. Department Reviews. College of Engineering departments/programs shall be reviewed regularly to identify strengths, weaknesses, and opportunities for improvement. Such a review will be conducted in two stages with an internal review being followed by an external review. The Dean, in consultation with the Department faculty and the College Executive Committee, will appoint a Departmental Internal Review Committee to prepare a report on the current status and projected plans and needs of the department. This committee will solicit opinions from faculty, staff and students of the Department, gather all relevant information from both within and outside the Department and prepare a draft of its report. This draft will be submitted to each faculty member of the Department for his/her comments and recommendations. The Internal Review Committee shall prepare its final report and present it to the Dean and Executive Committee with a copy distributed to each member of the Department faculty. The internal review report will form a foundation from which an External Review Committee conducts its own evaluation of the department/program. Members of the External Committee will be selected by the Dean, in consultation with the department. The External Committee will report on its findings to the Department, Dean and Executive Committee.

ARTICLE VI. CURRICULA PROGRAMS - DEGREES

VI.A. Departmental Programs. Each degree granting Department in the College shall provide opportunities for study in a curriculum(s) or program(s) of study that leads to a bachelor's degree. Each Department of the College shall provide courses and instruction in subjects related to the qualifications of its faculty. A departmental program that specifies the requirements for a degree shall be reviewed by the Curriculum Committee (See VII.B.1.) and adopted by the Members before being submitted to the Board for approval.

VI.B. Interdisciplinary Programs may be provided according to the needs of the times. Each such program will be under the control and administration of an interdepartmental Program Committee appointed by the Executive Committee and shall be approved in the same manner as for a Department. The interdepartmental Program Committee shall provide counseling service to students and through Program Advisor(s) certify the graduation of students in the same manner as for a departmental program.

Similarly, the College may cooperate with other schools or colleges of the University to provide opportunities for interdisciplinary study that lead to specially designated degrees or a degree from each of the cooperating colleges.

VI.C. Graduate Study. The Departments of the College shall cooperate with Horace H. Rackham School of Graduate Studies to provide opportunities for graduate study and associated research leading to master's, professional, and doctor's degrees. The Departments of the College and College Interdisciplinary Programs may provide opportunities for graduate study leading to master's degrees and to doctor's degrees. The requirements for each graduate degree shall be reviewed by the Curriculum Committee (See VII.B.1.) and adopted by the Members before being submitted to the Board for approval.

VI.D. Program Adviser. A Program Adviser, or Program Advisers, shall be appointed for each undergraduate degree program offered by the College, as a representative(s) of the College, as a representative of the Department, or as a representative of the Program Committee responsible for an interdisciplinary program. Appointments are made by the Executive Committee on recommendation of the respective Department Chair or Program Committee.

A Program Adviser is responsible for academic counseling of each student who has elected the respective program and for all related matters that determine the student's eligibility for graduation. Certain responsibilities and authorities are specified in the rules and procedures as published in the College Bulletin. The Program Advisor is also responsible for supervising the course selection counseling that leads to classification of students for each term, for course substitutions, and for assignments related to curriculum and preparation of material for the College Bulletin as delegated by the Department Chair or Program Committee.

ARTICLE VII. COLLEGE COMMITTEES

VII.A. General

VII.A.1. Covered elsewhere. Provisions are made elsewhere in these Rules for: Executive Committee - Article III; Chair Advisory Committee - Article IV.C.; and Nominating Committee - Article II.B.

VII.A.2. Committees. Section B below provides for four continuing committees of the College.

The Executive Committee may, from time to time, establish other committees as necessary for the functioning of the College. All committee appointments are subject to approval by the Executive Committee. (See Executive Committee Guidelines)

VII.A.3. Student Service on Committees. When the nature of the functions or assignments of a College or departmental committee is such that participation by students would bring benefits to the College and the student body, the Members endorse the appointment of representatives of the student body. (See Executive Committee Guidelines.)

VII.B. Continuing Committees

VII.B.1. The Curriculum Committee. The Curriculum Committee shall consist of one Member representing each department in the College (with the exception of the Department of Electrical Engineering and Computer Science, which will have one Member representing each of the two divisions), one Member representing InterPro, one Member representing the Interdisciplinary Degree Program, two Members representing the Dean's staff, a Member representing Technical Communications, and two student representatives, all of whom will serve with vote. The Members representing their Departments on the Committee will be selected by their respective departments. The Dean will appoint the representative of InterPro, the representative of the Interdisciplinary Degree Program, the two representatives of the Dean's staff, the representative from Technical Communications, and the two representatives of the student body. In the event that a single individual is appointed to represent more than one unit, that individual will cast a single vote. The Committee shall select its Chair annually from the Departmental or Program representatives on the Committee.

The Curriculum Committee shall examine all educational programs of the College, graduate and undergraduate, and all proposed changes, and encourage full discussion of the proposals by the Members before they take action. The Committee, moreover, shall initiate changes by asking Departments to reexamine their programs or specific course offerings. The degree programs shall be administered by the Departments or by Program Committees. The Curriculum Committee advises, suggests, coordinates, stimulates, and in general acts for the best interests of the College. Its recommendations regarding college-wide curriculum requirements, new degree programs, and any other curricular issues the Committee determines of comparable significance shall be brought

before the Faculty for approval. The Committee will have the authority to approve by a 2/3 vote all other curriculum-related changes without a vote of the Faculty.

The Dean's Office shall provide a clerical service, maintain the necessary records for the Committee, and take the necessary action to publish the changes in the College Bulletin and to notify other units in the University.

VII.B.2. The Committee on Scholastic Standing. The Committee shall consist of Members appointed by the Executive Committee for three-year terms so arranged that effective rotation is accomplished. The Chair shall be appointed by the Executive Committee. The Committee on Scholastic Standing shall study problems related to scholastic performance and recommend for Faculty approval criteria for defining scholastic deficiencies and for reinstating students whose further enrollment has been withheld according to the Rules of the College. It shall hear appeals of students whose enrollment has been withheld because of scholastic deficiencies, determine which students shall be reinstated, and authorize their reinstatement, and in special cases may remove students from probation.

VII.B.3. The Faculty Committee on Discipline. The rules and procedures that relate to the general standards of conduct for Engineering students and the Honor Code of the College appear in the annual College Bulletin and in the Honor Code Booklet. The organization, functions, and responsibilities of the Student Honor Council are also outlined in the Honor Code Booklet.

The Honor Council serves to make an investigation and recommendation on any reported case of violations of the Honor Code and any case of student misconduct or dishonesty which falls within the jurisdiction of the College as covered under General Standards of Conduct for Engineering Students in the College Bulletin.

The Faculty Committee on Discipline shall have the authority vested in the Members to review each case of violation of the Honor Code, of misconduct or of dishonesty and the recommendations of the Honor Council pertaining thereto, and to impose an appropriate penalty.

The Committee shall consist of Members appointed by the Executive Committee for four-year terms so arranged that effective rotation is accomplished, and a member of the Dean's staff ex officio. The Chair shall be appointed by the Executive Committee.

VII.B.4. The Faculty Rules Committee. The Faculty Rules Committee shall review, advise, and recommend rules, regulations, policies, and procedures pertaining to College governance, organization, and administration. The Faculty Rules Committee shall consist of three Members elected for three-year terms in accordance with the procedures covered in Article II and so arranged that the term of one member expires each year. The Chair of the Committee will be the member serving a third year.

ARTICLE VIII. RULES FOR APPOINTMENT, PROMOTION, TENURE, AND TERMINATION

VIII.A. Appointment, Tenure, Promotion, and Resignation of the Staff

VIII.A.1. Tenured Faculty. Members of the tenured Professorial Staff shall be appointed by the Board on recommendation by the Chair of the Department concerned, the Executive Committee, and by the President. (Bylaws 5.08.1.) (See Executive Committee Guidelines)

VIII.A.2. Nontenured Teaching and Research Staff. All nontenured members of the Teaching Staff, including adjunct and visiting professors, lecturers, and instructors shall be appointed by the President on recommendation by the Chair of the Department concerned and the Associate Dean for Academic Affairs. Research Investigator, Assistant Research Scientist and Associate Research Scientist Staff shall be appointed by the President on recommendation by the Chair of the Department concerned and the Associate Dean for Research. Research Professor, Research Associate Professor, Research Assistant Professor, Research Scientist, Professor of Engineering Practice, and Associate Professor of Engineering Practice shall be appointed by the President on recommendation by the Chair of the Department concerned and the Executive Committee of the College. Appointments of Professors and Associate Professors of Engineering Practice shall be for a term of up to five years, as in each case specifically designated in the terms of the appointment. Nontenured Professorial Staff shall be appointed for terms of one, two, or three years, as is in each case specifically designated in the terms of the appointment. Whenever such term of appointment is not specified, it shall be for one year only. Other teaching appointments shall be for not more than one year except that in the case of instructors of proven ability the appointments may be for two-year terms. (Bylaws 5.08.2; Bylaws 5.23.2)

VIII.A.3. Graduate Student Assistants. Appointments of Graduate Student Instructors, Graduate Student Research Assistants, and Graduate Student Staff Assistants shall be subject to approval by the President through the Academic Appointments Office upon the recommendation of the Chair of the Department concerned and the Dean or the Dean's designated staff member.

VIII.A.4. Other Staff. Unless specifically provided otherwise by the Bylaws, all other members of the staff shall be appointed by the President, on recommendation by the appropriate administrative officer for the fiscal year only. (Bylaws 5.08.3.)

VIII.A.5. Promotions. All promotions to tenured teaching positions shall be made by the Board on recommendations by the Chair of the Department concerned, the Executive Committee of the College, and the President. All promotions to nontenured Teaching Staff and Research Staff shall be made by the President on recommendation by the Chair of the Department concerned and the Executive Committee and shall be reported to the Board in the same manner as original appointments in this class. All such changes for other members of the staff shall be made by the President on recommendation by the appropriate administrative officer or agency. (Bylaws 5.08.4.)

VIII.A.6. Appointments Dependent on Outside Funding. In addition to provisions of the Bylaws (Bylaws 5.08.), and subject to the Bylaws, the support of a tenured Member of the College in whole or in part by grants or contracts of limited duration given to the University by outside agencies shall have no adverse affect on the Member's tenure.

VIII.A.7. Guidelines on Appointments. The Executive Committee has the responsibility for establishing, and revising when necessary, guidelines on appointments that will serve to implement the University rules on appointments, tenure, and promotion within the College. (See Executive Committee Guidelines)

VIII.B. Procedures in Cases of Dismissal, Demotion, or Terminal Appointment. These procedures are fully described in the Bylaws 5.09. In applying these procedures "The executive authority of the administrative unit" means the "Executive Committee of the College of Engineering" for all Members.

To supplement these Bylaws appeal procedures, the following termination and notice of non-reappointment procedures are given:

All term appointments are considered terminal upon the completion of the specified term and conditions of the appointment. However, except as noted in X.B.4. below, it is the intent of the University to notify individuals who are not to be reappointed in accordance with the following guidelines:

VIII.B.1. Individuals holding Teaching Staff term appointments for more than two years with the University will be notified of non-reappointment no later than the first two weeks of the fall academic term preceding the expiration of the current appointment. This section will apply not only where the individual has had a single term appointment for more than two years, but also where the individual has multiple term appointments of shorter duration which aggregate more than two years of service with the University. If the term appointment terminates during the academic year, notice should be given no later than a date which would be two full academic terms in advance of the termination date.

VIII.B.2. Individuals holding Teaching Staff term appointments of one to two years with the University with appointments expiring at the end of the winter academic term will be notified of non-reappointment no later than December 15 of that academic year. In cases of appointment terminating at other times, notice of non-reappointment will be given no later than the beginning of the last term covered by the appointee's current appointment.

VIII.B.3. Appointees with Teaching Staff term appointments for less than one year of University service will be notified of non-reappointment no later than three months preceding the expiration date of the current appointment.

VIII.B.4. Individuals who have held Professor of Engineering Practice appointments for more than two academic or fiscal years expiring at the end of Term II will be notified of non-reappointment no later than September 15 of that academic year. If the appointment expires at a time other than the end of Term II, notice will be given no later than a date which would provide nine (9) months advance notice of the termination date. This section will apply not only where the individual has had a single term appointment for more than two years, but

also where he or she has had continuous multiple terms appointments of shorter duration which aggregate to more than two years of service with the University.

Individuals holding Professor of Engineering Practice appointments from one to two academic or fiscal years, expiring at the end of Term II, will be notified of non-reappointment no later than December 15 of that academic year. In cases of appointment terminating at other times, notice will be given no later than a date which would provide five (5) months advance notice of the termination date.

Appointees with Professor of Engineering Practice appointments for less than one academic or fiscal year will be notified of non-reappointment no later than three months preceding the expiration date of the current appointment.

VIII.B.5. Term appointments to such positions as visiting professor (all ranks), adjunct professor (all ranks), lecturer, and teaching fellow are considered to be terminal and no notice of non-reappointment is required.

VIII.B.6. Notice of non-reappointment will be explicitly stated in writing from the appropriate Department Chair or the Dean.

ARTICLE IX. PART-TIME AND OUTSIDE EMPLOYMENT

IX.A. Part-Time Service. The normal full-time University appointment is 100%, and only in exceptional cases should the University appointment from all sources be less than 80%.

IX.B. Implementation of Regents' Bylaws Concerning Outside Employment. (Bylaws 5.12.)

The College encourages and promotes interaction with industry in a wide variety of activities and is committed to the principle that such active involvement is in the best interests of both the University and industry. These interactions include continuing engineering education, industry-sponsored research, consulting, and having qualified persons from industry serve as adjunct professors in the College.

Each person who wishes to be involved in a teaching capacity in this education-industry interaction should have a major and primary commitment to either industry or the University.

A person whose primary commitment is to the University may serve industry or government as a consultant, or in some similar capacity; it is assumed that such services do not interfere with the performance of University duties (See Executive Committee Guidelines currently in effect regarding limitations set on such activities by the Executive Committee).

A qualified person otherwise employed, who is interested in teaching and is qualified through education and professional experience, may be invited to serve the University as an adjunct professor. These appointments are made for terms of up to three years and the person's major commitment remains with industry (See Executive Committee Guidelines).

A Member who wishes to participate in industry or self-employment, in a government function, or in a research institute may be given a one-year leave of absence or a reduced (less than 80%) appointment for one year. In order for such a leave to be granted the request must indicate justification on the basis of professional development, ultimate educational or research benefits to the University, or benefits to the community, state, or nation. All leaves are to be granted only at the convenience of the College and the Department concerned. Leaves for the purpose described may be renewed under special circumstances.

ARTICLE X. APPEAL PROCEDURES

Appeal procedures for members of the faculty or research staff of the College of Engineering are described herein. Such a member who has a grievance will hereafter be referred to as the grievant.

The appeal procedures outlined below are available to instructional staff members, both regular and supplemental, and primary research staff, qualifying as faculty members under Regental Bylaw 5 (revised March, 1998): “The term faculty shall include members of the teaching and research staff together with the executive officers, the directors of various teaching, research, and library units, research scientists, curators, and persons with similar duties.”

These procedures are available, under the conditions specified below, to faculty members of the academic units (defined as the schools, colleges, research units or related units), hereinafter referred to as “faculty”, who have disputes or complaints concerning the way decisions have been made about any aspect of their employment.

It is the intent of these appeal procedures to provide a prompt and humane review of academic unit or departmental action so that, if mistakes have been made, they may be corrected, or alternatively, if the action taken was proper, it may be better understood by the person affected. It is intended that informal consultation will resolve most problems, and that these appeal procedures will apply only when informal methods have failed.

These procedures are not the proper forum to address issues that arise between faculty members, or groups of faculty members, or between faculty members of one academic unit in regard to treatment by another academic unit or by administrators of another academic unit. The SACUA Faculty Hearing Committee, although infrequently used, was created by the Senate Assembly in 1987 to address complaints of this nature.

Informal Procedures

Role of Ombuds

A member or members of the tenured faculty will be elected by the academic unit faculty to serve a two-year term as Ombuds. The academic unit Ombuds exists to assist in the resolution of disputes. On request the Ombuds will provide information about grievance procedures. The Dean may, in addition, direct the department or the College Executive Committee to reconsider a dispute if the Dean thinks a mistake in evaluative judgment may have occurred. No action by the Ombuds or the Dean, however, will deny a grievant continuing access to the prescribed appeal procedures.

Role of Consultation and Conciliation Services

The Consultation and Conciliation Service provides a neutral, informal, and private avenue for University faculty to discuss work related conflicts, explore non-adversarial problem-solving, and resolve disputes. Continuation with this Service is voluntary on behalf of all parties to a dispute. No action by the Consultation and Conciliation Service will deny a grievant continuing access to the prescribed appeal procedures.

Formal Procedures

General Principles

Full and truthful participation. These procedures are designed to provide a fair internal mechanism for resolving disputes of faculty members. The success of these procedures depends upon the willingness of all members of the University community to participate when asked and to participate truthfully.

Uniform treatment throughout the University. All academic units were encouraged to adopt the procedures outlined in this document, amended as necessary to conform to unique features of an academic unit.

Confidentiality. As an internal review related to individual employment-related problems, all aspects of the review under these procedures are intended to be confidential. All parties and participants will hold these matters in confidence, to the extent permitted by law.

Respondents. When the grievance involves a decision made by a group of persons (e.g., a department or committee), there will still normally be only one respondent. The respondent will be the person who has the current ultimate authority to make decisions in that matter in the group (e.g., the current chair or the Dean or Director; the person whose signature authorizes a decision). Individuals may be named respondents only for issues in which they are alleged to have had direct involvement or responsibility.

X.A. Overview. The grievant must first be able to discuss informally and privately any grievance relating broadly to employment with those who made the decision that gave rise to the complaint. This should be done in accordance with Section X.C. If the matter is not so resolved, the grievant then has access to the formal procedure outlined below.

The first formal stage, which follows failure to resolve a dispute informally, is a review before a board comprised of four tenured members of the College faculty including, if appropriate, one or more members of the research staff, and chaired by a tenured faculty member from outside the College. The Vice President for Academic Affairs shall select by lot the outside, "cognate" chair from a panel. Individuals will be appointed to the panel by the Vice President following consultation with SACUA. Within the limitations detailed in X.B.2., below, the grievant then has the opportunity to challenge all aspects of any decision affecting his/her employment. The board must write a summary of the facts and its findings. The summary and the board's recommendation will be sent to the grievant, to those who made the disputed decision, to the Dean, and, if appropriate, to the Executive Committee of the College and the department chair.

Next, the grievant has the opportunity to present his/her case to an appeal board that will limit its review to the procedural propriety of the initial board review. The appeal board will be a standing committee of the College faculty and, if appropriate, members of the research staff.

After the review and appeal, the grievant may petition the Dean for relief. If still dissatisfied, the grievant may then petition the Vice President for Academic Affairs, who may take whatever further action he deems appropriate or may allow the decision to stand.

X.B. Access to the Grievance Procedure

X.B.1. Eligible grievants. These procedures are available to personnel of the academic unit qualifying as faculty members under Regental Bylaw 5 (revised March, 1998).

X.B.2. Grievable matters. These procedures are available when there is a charge that the school or department has reached a decision concerning any aspect of an eligible grievant's employment, including in particular discrimination and violations of academic freedom, that is illegal or manifestly unfair. The College is, and departments are, expected to rely consistently on decision-making procedures that are fair and commonly known.

Grievances brought pursuant to this document may challenge all aspects of the decision making process, except judgments about professional competence, which shall remain the province of a grievant's academic units of appointment.

These procedures shall be available only in the context of matters of concern to a specific individual; challenges to the College or University policy should be handled through normal governance and/or administrative processes.

These procedures are not available for claims that are patently frivolous or without merit.

X.C. Preliminary Review

X.C.1. A grievant must first try to resolve a dispute by discussing it informally with the person (or persons) who made or affirmed the disputed decision or who, within the relevant academic unit or units, has the authority to provide redress. The college Ombuds who exists, among other reasons, to provide information about grievance procedures will, on request and with the consent of all parties concerned, attempt to resolve disputes at this level.

The grievant should read the grievance policy of the College and must explore resolution through the Consultation and Conciliation Services in the Human Resources and Affirmative Action Office.

X.C.2. Efforts to resolve a dispute informally may continue despite the commencement of formal review under Section X.D. below.

X.C.3. Definition of Roles and Responsibilities

Grievant. The grievant agrees to abide by all procedures outlined in this document, to participate in good faith, and to respect the confidentiality of the process.

Respondent. The respondent agrees to abide by all procedures outlined in this document, to participate in good faith, and to respect the confidentiality of the process.

Grievance Review Board (GRB). The GRB is a committee of faculty whose composition is described in X.D.3. The GRB's first role is to decide whether a case is grievable (See X.D.4.a.), and if so, it hears the case in a fair and timely manner according to the procedures outlined in Section X.D.

Director of Academic Human Resources (DAHR) is the Provost's representative in this process. The DAHR maintains the confidential files, ensures that any documents used in the hearings and procedures are available to both respondent and grievant, notifies in writing all relevant parties of failure to meet subscribed deadlines and seeks compliance. If one party repeatedly fails to meet deadlines, or if the DAHR in consultation with the Faculty Grievance Monitor (FGM) (defined in the next paragraph) decides that there are undue delays, and they believe no further attempts on their part will be productive, they will notify the Provost in writing.

The FGM is a tenured member of the instructional faculty who is appointed annually by SACUA to monitor all grievances. He/she receives a copy of the Faculty Grievance Application Form (FGAF), and monitors timing of deadlines at each step of the process listed below. If the FGM identifies unacceptable delays, then he/she notifies the DAHR in writing. The FGM will not be actively involved in the process, but will collect the data listed under date of filing a final written appeal (below).

The DAHR will provide written notification to the Executive Assistant to SACUA, for use by the FGM (described above), of the following:

- date of establishment of GRB
- date of decision by GRB to proceed or not to proceed with a review
- letter notifying the grievant and respondent of the first day of the hearing
- dates of meetings, and extensions, if granted
- date that the GRB issues a provisional recommendation to the grievant and respondent
- date that the GRB issues a final decision
- date of Dean's or Director's response to GRB decision
- notice of any appeals and whether the appeal is procedural or substantive
- date of establishment of Appeal Board
- if a procedural appeal, then date of action of Appeal Board

- date of Dean's or Director's response to Appeal Board decision
- if a substantive appeal, then date of response by Dean or Director
- date of filing a final written appeal, if made.

In order to allow for the independent monitoring of the adequacy of the process by the FGM and with the concurrence of the grievant (as noted on the FGAF), the DAHR will promptly provide copies of the following documents to the Executive Assistant to SACUA, for confidential use by the FGM:

- GRB final decision
- Dean's or Director's response to GRB decision
- Procedural appeal decision
- Dean's or Director's response to procedural appeal decision
- Substantive appeal decision
- Dean's or Director's response to substantive appeal decision
- Final decision.

These documents will be used solely by the FGM for the purpose of creating an independent institutional memory of the process and assessing the adequacy and performance of the process across all academic units and over time.

X.D. Formal Review

X.D.1. Grievant's request. The request must be submitted to the Dean or Director and DAHR with a copy to the SACUA FGM in writing on the Faculty Grievance Application Form (FGAF).

Level of Forum. While the grievant may have the option of having a grievance heard within the department, if departmental rules provide for this, the procedures in this document pertain to grievances handled at the College level.

Timing of request. Within 180 calendar days of the date the grievant first knew or could reasonably have been expected to know, on the basis of documentation, of the decision or event that gave rise to the grievance, the grievant must request the formation of a formal review board, by filing a FGAF. In extraordinary cases, a GRB may extend the deadline for initiating a formal review.

X.D.2. Action by the College. Upon receipt of a FGAF for a formal GRB, the Dean or Director must notify the grievant and the respondent and the DAHR in writing within ten Rules of the Faculty of the College of Engineering (Revised May, 2011)

working days and initiate the process to designate the academic unit members for the Board, (as provided for under section X.D.3.b. below). Within ten working days of receipt of the grievant's request, the Dean or Director also notifies the Provost or designee that a cognate member is required.

X.D.3. Composition of the review board.

X.D.3.a. A cognate member of the tenured instructional faculty (Regents' Bylaw 5), from outside the College, shall chair the GRB. Within 20 working days of notification by a Dean or Director of the need for a chair, the chair shall be selected by lot by the Provost or designee from a list of at least 20 individuals, drawn from the University faculty. Individuals shall be appointed to the list of potential chairs by the Provost following consultation with SACUA regarding nominees.

X.D.3.b. Two members of the GRB shall be chosen from among the faculty of the College. The College shall formulate written rules for establishing a list of potential grievance review panel members, taking into consideration the composition of its faculty in the different tracks (e.g., instructional, clinical, primary research scientist). In the case of a grievance brought by a librarian, the GRB panel shall be chosen from a list of faculty established in accordance with written rules promulgated by the University Library.

Within ten working days of receipt of the notice of a pending grievance from the Dean or Director, the grievant and respondent shall each nominate five members (or fewer if the number of College faculty members is quite low, as specified in their written grievance reviewer panel rules) from the list of potential panel members, and each shall within a further ten calendar days of receipt of the other's slate of nominees select one of the other party's nominees plus two ranked alternates.

X.D.3.c. At the request of a member of the GRB, that member may be excused from serving on the GRB by the remaining members. Members are expected to request to be excused if they have a family or significant personal or especially close professional association with one of the parties, or if they believe they cannot render an impartial and fair judgment. Excused members will be replaced.

Once the Board is established, it shall meet within 15 working days. If ten working days have passed after the request for a formal GRB and the Dean or Director has not: a) notified the grievant and respondent that the GRB has been established; b) has not set in motion the process of designating the College members of the GRB; or c) has not notified the Provost that a cognate member is required, then the grievant may submit the request for a formal GRB to the Provost. The Provost must then notify, in writing, the respondent and the Dean or Director of the grievant's request and inform all parties, in writing, of the steps taken to set in motion a similar process of designating the College members for the GRB within ten working days of receipt of the FGAF.

X.D.4. Review board's decision to review the case.

The GRB, the grievant, the respondent, or the Dean or Director may initiate in writing a one-time review of the issues to be considered, in order to focus the process and make it more efficient. Such communications must be directed only to the DAHR or Rules of the Faculty of the College of Engineering (Revised May, 2011)

designee, and may be made at any time in the hearing process, but just once. Communications from the grievant, respondent or the Dean or Director may not be shared with the GRB until the other party has had ten working days to respond in writing. During those ten working days, the GRB shall only be informed that correspondence regarding focus or limitation of issues is taking place, without otherwise revealing the substance of the communication. If facts or other issues remain in dispute and are not resolved in this exchange of correspondence, the GRB shall initiate hearings.

X.D.4.a. The first meeting shall begin with an executive session of the three members of the GRB, at which the GRB will decide whether the grievant's complaint is grievable within the scope of Section B above. The GRB may also suspend formal review for up to 30 working days while the grievant and respondent, with the assistance of the chair of the GRB, pursue alternative resolution of the complaint pursuant to Section C, above, or while a review as outlined in Section X.D.4. takes place. In addition, the GRB may dismiss the grievance without hearings or review of evidence if, on the basis of the FGAF, additional grievance materials, the responses and other evidence before the GRB, with all questions of fact assumed in the grievant's favor and all such evidence viewed in the light most favorable to the grievant, there is no basis for deciding the grievance in favor of the grievant.

X.D.4.b. Within ten working days of its first meeting, the GRB must advise the grievant, the respondent, and the Dean or Director in writing whether it will proceed with the review. If it decides the complaint is not grievable, it must state its reasons. If it decides to proceed, it shall specify in writing where and when the review will be held and the issues it will consider, along with the reasons for declining to consider any issues raised by the grievant. The GRB shall then confirm that the grievant and the respondent have been furnished a copy of this document.

X.D.5. Parties' rights. For formal review boards, the grievant and the respondent shall have the following rights:

X.D.5.a. To have access to all relevant evidence except confidential evaluations and evidence that would infringe upon the privacy interests of third parties (see Section X.D.11., below).

X.D.5.b. To appear and present their cases, including evidence and witnesses, to the GRB.

X.D.5.c. To question all witnesses who testify before the GRB. Anyone called to testify or otherwise participate is expected to comply, and to state truthfully and completely all information known first-hand to them that is requested by any of the participants during a grievance review session.

X.D.5.d. Anyone called to testify or otherwise participate is expected to comply, and to state truthfully and completely all information known first-hand to them that is requested by any of the participants during a grievance review session.

X.D.5.e. To be accompanied before the GRB by advisors, who may be attorneys. Except for advising their clients, the advisors may not participate at the review.

The GRB may request legal advice, to be provided by the Office of the Vice President and General Counsel. The Office of the Vice President and General Counsel assumes responsibility for ensuring that the attorney who advises a GRB can and will provide unbiased legal advice and be free of any conflict of interest.

X.D.6. The grievance review sessions shall be private, attended only by members of the GRB, and the Director of Academic Human Resources or designee. Witnesses will attend only during the period of their testimony. Legal counsel, if requested by the GRB, and advisors of principal parties may attend. The GRB chair, grievant, respondent, the DAHR or designee, and all members of the GRB shall attend all sessions of the GRB at which evidence is taken or arguments heard. The GRB members shall not discuss the case or evidence presented except at a regular GRB session.

The GRB chair may invite appropriate observers or others having a substantial interest in the outcome of the case, upon mutual consent of the grievant and respondent. All proceedings will be confidential.

X.D.7. Those portions of the review at which testimony is taken shall be recorded verbatim, which recording may be by voice tape recorder, etc. Both grievant and respondent may also record the testimony.

X.D.8. As a general rule any evidence or testimony attributed to a witness must be personally presented by the witness. Under no circumstances will evidence be considered that is presented outside a GRB hearing. Because of the informal nature of the hearing process under these procedures, both the grievant and respondent should be given as much latitude as possible in presenting their cases. However, in weighing evidence and testimony the GRB should give greater weight to documents and first-hand knowledge as opposed to second-hand or hearsay testimony. The GRB shall abide by generally accepted rules of confidentiality, collegiality, and privilege. Unduly repetitious or irrelevant evidence may be excluded. The chair of the GRB shall decide what evidence will be heard or excluded.

X.D.9. The GRB may consult with the DAHR or designee at any time concerning questions of procedure.

X.D.10. The GRB shall be permitted to call its own witnesses and request documents.

In reviewing the grievance, the GRB may address specific instances where there appears to be a violation of academic freedom, or discriminatory, illegal or manifestly unfair conduct, even if the grieved action appears to be in conformance with existing unit or University policies.

X.D.11. The grievant, the respondent, and the GRB may not have direct access to confidential department or college files. However, anyone of them may request – and the department or college shall permit – the chair of the GRB to examine relevant confidential files in their entirety and to provide the GRB with summary of their contents

as they relate to the grievance, giving due consideration to protecting confidential aspects of the material. In instances where the GRB chair believes it is critical for the GRB, grievant or respondent to examine a confidential document in its entirety, the GRB chair should consult with legal counsel and may provide the document only when it has been determined that to do so is legally permissible.

X.D.12. After the review at which testimony is taken and arguments are heard from the grievant, respondent, and witnesses, the further deliberations and discussions of the GRB shall be private and confidential and shall not be recorded. In its report and any accompanying exhibits chosen by the GRB to substantiate its report, the GRB shall delete such portions of any record, as needed, to protect the interest of third parties or the confidentiality of evaluations. Such deletions must be noted in the report.

The GRB shall deliver only to the grievant and to the respondent a provisional decision within 15 working days after completion of testimony. At the same time, the Dean or Director will be notified of the delivery. The provisional decision shall include a written summary of the testimony, a statement of factual findings, and, if appropriate, a recommended remedy. Decisions of the GRB shall be made by a majority vote. The reasons for a dissenting vote must be stated in a minority opinion. The grievant and the respondent shall have ten working days after receipt of the provisional decision to submit a written response to the GRB. The content of the provisional decision shall remain confidential and may not be shared at any time with any other parties except those defined in X.D.6., and the formal advisors of the grievant and respondent defined in X.D.5.e.

X.D.13. The GRB shall consider any responses to the provisional decision and shall deliver its final decision within ten working days after receipt of those responses. The final decision shall include a written summary of the testimony, a statement of factual findings, and, if appropriate, a recommended remedy. Decisions shall be made by a majority vote of the GRB. The reasons for a dissenting vote must be stated in a minority opinion. This confidential advisory decision and recommendation shall be presented by the GRB only to the grievant, the respondent, the Dean or Director, the DAHR and, if appropriate, the Review Committee of the College and/or the department chair.

X.E. Decision-Maker Response.

If the respondent or the grievant believes that the review was not conducted in accordance with Section X.D., above, the respondent or the grievant should notify the Dean or Director immediately so that the Dean or Director can take this information into consideration before responding pursuant to X.F. below. If the Dean is a respondent, the grievant or respondent should additionally notify the Review Committee.

In cases where the Dean is not a respondent, the Dean shall respond in writing explaining the reasons for accepting or rejecting the GRB recommendation within ten working days of receiving the recommendation from the GRB.

In cases where the Dean is a respondent, within ten working days of receiving the GRB recommendation, the Dean shall ask the Provost to designate as a Review Committee the College of Engineering Executive Committee. In cases where both the Rules of the Faculty of the College of Engineering (Revised May, 2011)

Dean and the Executive Committee are respondents, the Dean shall ask the Provost to designate as a Review Committee the College of Engineering Rules Committee. The Review Committee shall review the GRB decision and advise the Provost, in writing within ten working days, as to whether he/she should accept or reject the GRB decision. If the grievant and/or respondent are members of the Review Committee, they will recuse themselves from this review. Within ten days after receiving the recommendation of the Review Committee, the Provost shall respond in writing the reasons for accepting or rejecting the recommendations of the GRB and Review Committee and inform the Dean.

Whether the Dean is a respondent or not, the recommendation of the GRB will represent the thorough consideration of all the facts and circumstances, and thus their recommendation should be rejected only after very careful consideration.

The response of the Dean or Director or Provost and/or Review Committee shall go to the grievant, the respondent, the GRB, the Provost, the DAHR, and, if appropriate, the Executive Committee of the college or department chair if they were provided with the final recommendation of the GRB. If the Dean's or Director's response has not been delivered within the allotted time, the FGM shall consult with the DAHR, and if the Dean's or Director's response is not immediately forthcoming, the DAHR and FGM shall report this to the Provost (or President in cases where the Dean is a respondent) who shall have the Dean or (or Provost in cases where the Dean is a respondent) Director respond within five working days.

X.F. Formal Appeal.

X.F.1. Party's request. If either the grievant or the respondent, or the Dean or Director, believes the GRB's review was not conducted in accordance with Section X.D., above, any one of them may request a review by an Appeal Board. If the Dean is not a respondent, the request must be submitted in writing to and/or by the Dean or Director within 30 working days of the final decision of the GRB.

If the Dean is a respondent, the request for appeal shall be submitted to the Provost, and the Provost shall fulfill the responsibilities assigned to the Dean in Sections X.F.2 through X.F.6. The written appeal must include the nature of the complaint, the facts supporting it, and the remedy sought.

X.F.2. Appeals Process. Within 30 working days of receipt of the request, the Dean or Director shall appoint as an Appeal Board any standing committee of faculty members, including the Executive Committee, or an ad hoc committee of faculty members or faculty members and administrators. If the grievant and/or respondent are members of the designated Appeal Board, the Board shall be reconstituted to exclude them during consideration of the appeal. At the same time, the Dean or Director shall notify the grievant, the respondent, the members of the GRB, the DAHR, and, if appropriate, the Executive Committee of the College in writing of the reasons for appeal.

X.F.3. Action by the Appeal Board. Upon receipt of an appeal the Appeal Board must meet within ten working days of its establishment by the Dean or Director.

X.F.4. Appeal Board Review. The Appeal Board shall consider the record of the formal review and written or oral statements submitted by the grievant and the respondent.

X.F.5. Scope. The appellate review shall be limited to determining whether proper procedures were followed in the original review. If proper procedures were followed, the Appeal Board must so indicate, and the original GRB findings stand.

Alternatively, cases may be returned to the original GRB or to a newly constituted GRB if specified procedural errors were substantial or if new and significant evidence became available that could not have reasonably been discovered before or during the original review. No other actions are within the province of an Appeal Board.

X.F.6. Appeal Board Decision. The Appeal Board shall deliver its confidential decision within 30 working days of its first meeting. The decision shall be written and include a statement of factual findings. The reasons for a dissenting vote must be stated in a minority opinion. This advisory decision and recommendation shall be presented to the grievant, the respondent, the Dean or Director, the GRB, the DAHR and, if appropriate, the Review Committee of the College and/or the department chair.

The Dean or Director must respond in writing to this Appeal Board decision within 14 working days from its receipt, explaining the reasons for accepting or rejecting its recommendations to all parties listed immediately above.

X.G. Substantive Appeal.

X.G.1. Party's Request. In the event the grievant or respondent believes that there has been a substantial inequity in decisions, the grievant or the respondent may petition for redress. If the Dean is not a respondent, the petition must be submitted in writing to the Dean or Director by the grievant or the respondent within 30 working days of the date of receipt of the decision that is being appealed. If the Dean is a respondent, the petition shall be submitted to the Provost, and the Provost shall fulfill the responsibilities assigned to the Dean in Sections X.G.2 through X.G.3.

X.G.2. Scope. The Dean or Director may make further inquiry, seek advice from the unit's Executive Committee or other appropriate standing committee, allow the decisions to stand, return the matter to the original GRB (which shall be for the last time) or duly establish a new GRB (for a single review), which must be established using general procedures as outlined in X.D.

X.G.3. Action by the Dean or Director. The Dean or Director must respond in writing to the petition within 30 working days of receiving it, stating the action to be taken and the reasons for it, and must supply on the same date a copy of the response to the members of the GRB, grievant, respondent and the DAHR.

X.H. Final Appeal.

After exhausting College grievance procedures and considering any consistent pattern to the prior decisions and appeals, if the grievant or respondent believes that there has been a substantial inequity, that person may petition by a single final written appeal

to the Provost within 15 working days of the Dean's or Director's written response to the appeal. The Provost may direct further inquiry, allow the decision to stand, or take other appropriate action. The Provost's recommendations will be approved by the President.

X.I. Extension of Deadlines for Events Listed in X.C.3. In extraordinary cases, or if the parties are attempting an informal resolution of the matter, the DAHR in concurrence with the FGM may grant a reasonable extension of any of the deadlines established in X.C.3. when any of the parties, the GRB, or the Dean or Director requests the extension and adequately substantiates the need for it. As a general rule, extensions shall not be granted purely for convenience in scheduling.

Grievance Application Notes

It is the intention of these procedures to provide a prompt and humane review of disputes arising from actions affecting employment conditions, so that if mistakes have been made, they may be corrected, or alternatively, if action taken was proper, it may be better understood by the person affected. It is intended that less formal consultation will resolve most problems, and that these appeal procedures will apply only when less formal methods have failed. If at all possible, one should avoid requesting a GRB just before the summer, because of the difficulty of getting all necessary parties together during the summer period; however, if that is not possible, one should act as promptly as possible at any time, realizing the likelihood that meetings will have to be continued on a timely basis later during a regular academic unit term.

In disputes involving principally office or research space, salary equity, etc., disputants are encouraged to explore mediation through an ombudsperson or the University's Conciliation and Consultation Service, Academic Human Resources Office. For disputes that principally involve charges of harassment or discrimination, etc., other forums within the University may be more appropriate for the resolution of those issues, and disputants are encouraged to contact the Academic Human Resources Office for advice on the most appropriate venue. The same dispute may not be appealed simultaneously through more than one formal venue within the University. However, issues remaining unresolved after completing one venue may be appealed through another, without loss of entitlement to access based on the 180-day limitation, if the initial appeal to any formal venue (other than ombudsperson or Conciliation and Consultation Service) was within those time limits.

When a grievance involves a decision or recommendation made by a group of persons (e.g., a department or a committee), there still normally will be only one respondent. The respondent will be the person who has the current ultimate responsibility and authority to make decisions in that matter in the group (i.e., the current department chair or Dean or Director; the person whose signature authorizes a decision). Other persons with first hand knowledge of importance to the dispute may be identified and called to testify by the disputants or the GRB in the course of the taking of testimony by the GRB.

Suggested resources for preparation of grievances, most of which are or will be available on-line:

AAUP Policy Documents and Reports (Red Book), American Association of University Professors, most recent edition, available from the Library, the local AAUP Chapter, the national office in Washington, D.C., and from the SACUA Office.

Faculty Handbook, most recent edition, available from the Library, the Provost's Office, or the SACUA Office, and on-line.

Office of Academic Human Resources.

Regent's Bylaws, most recent edition, available from the Library, the Provost's Office, the Office of the Secretary of the University, or the SACUA Office, and on-line.

SACUA (Senate Advisory Committee on University Affairs) Office and officers, including the Faculty Legal Services Advisory Council, the Academic Affairs Advisory Committee, and the Civil Liberties Committee; U-M, Ann Arbor, AAUP Chapter officers or Executive Secretary; or your college ombudsperson; see on-line for further information.

Standard Practice Guide, most recent edition, available from the Library, the Provost's Office, the SACUA Office and on-line.

FORM TO WITHDRAW INITIATED FACULTY GRIEVANCE

Date:

Name (please print or type):

Rank:

School, College, or Academic Unit:

Action(s) Disputed Regarding Aspects of Your Employment:

Date of Written Notification of Action (s) Disputed:

Respondent Designated in Disputed Action(s):

Resolution of Dispute(s) Requested:

Did You File The Dispute(s) In Another Forum (such as might occur with Sexual Assault or Sexual Harassment)? If so, what agency(ies)?

This form should be filed with your Dean or Director and the other offices indicated below as soon as possible after you decide to withdraw this grievance you have initiated. Filing this form will have no effect on your employment status, neither prolonging nor shortening it. Be sure to read carefully and thoroughly any appended instructions and information, and please keep a copy of this Withdrawal Form.

Signature of Grievant:

Cc: Dean or Director
SACUA Faculty Grievance Monitor, 6048 Fleming 1340

FACULTY GRIEVANCE APPLICATION FORM

Date:

Name (please print or type):

Rank:

School, College, or Academic Unit:

Action(s) Disputed Regarding Aspects of Your Employment:

Date of Written Notification of Action(s) Disputed:

Respondent Designated in Disputed Action(s):

Resolution of Dispute(s) Requested:

Are you Filing the Dispute(s) in Another Forum (such as might occur with Sexual Assault or Sexual Harassment)? If so, what agency(ies)?

This form must be filed with your Dean or Director, with copies to the offices indicated below, within 180 days of the date written notification of the action(s) you dispute was received, or reasonably could be assumed to have been received, by you. The process is available to all regular and supplemental instructional and primary research staff qualifying as faculty members under Regents' Bylaw 5. Your signature below indicates that you have read the faculty grievance policy of your academic unit (available at the Dean's or Director's or the SACUA Office) and understand it, and that you will explore (or have explored) resolution of these disputed matters through your academic unit ombudsperson and through the University's Faculty Consultation and Conciliation Service, Academic Human Resources Office, even though requesting formal meetings with the Grievance Review Board (GRB) which now will be established. You need have no more written exposition of your circumstances in dispute to initiate your grievance than is possible on this brief form, but you will need as extensive documentation as you wish by the time your GRB first meets formally. Note that the first meeting of the GRB will be without either grievant or respondent present and will deal with grievability of the issues, technical matters of procedure, establishing meeting times, etc. Neither further Rules of the Faculty of the College of Engineering (Revised May, 2011)

University of Michigan

communications not known in advance by you, nor counsel or representatives of you or the respondent, will be present at that initial meeting. Filing this form will have no effect on your employment status, neither prolonging nor shortening it. Be sure to read carefully and thoroughly all of the appended instructions and information, as well as your academic unit faculty grievance policy; and please keep a copy of this application.

Signature of Grievant

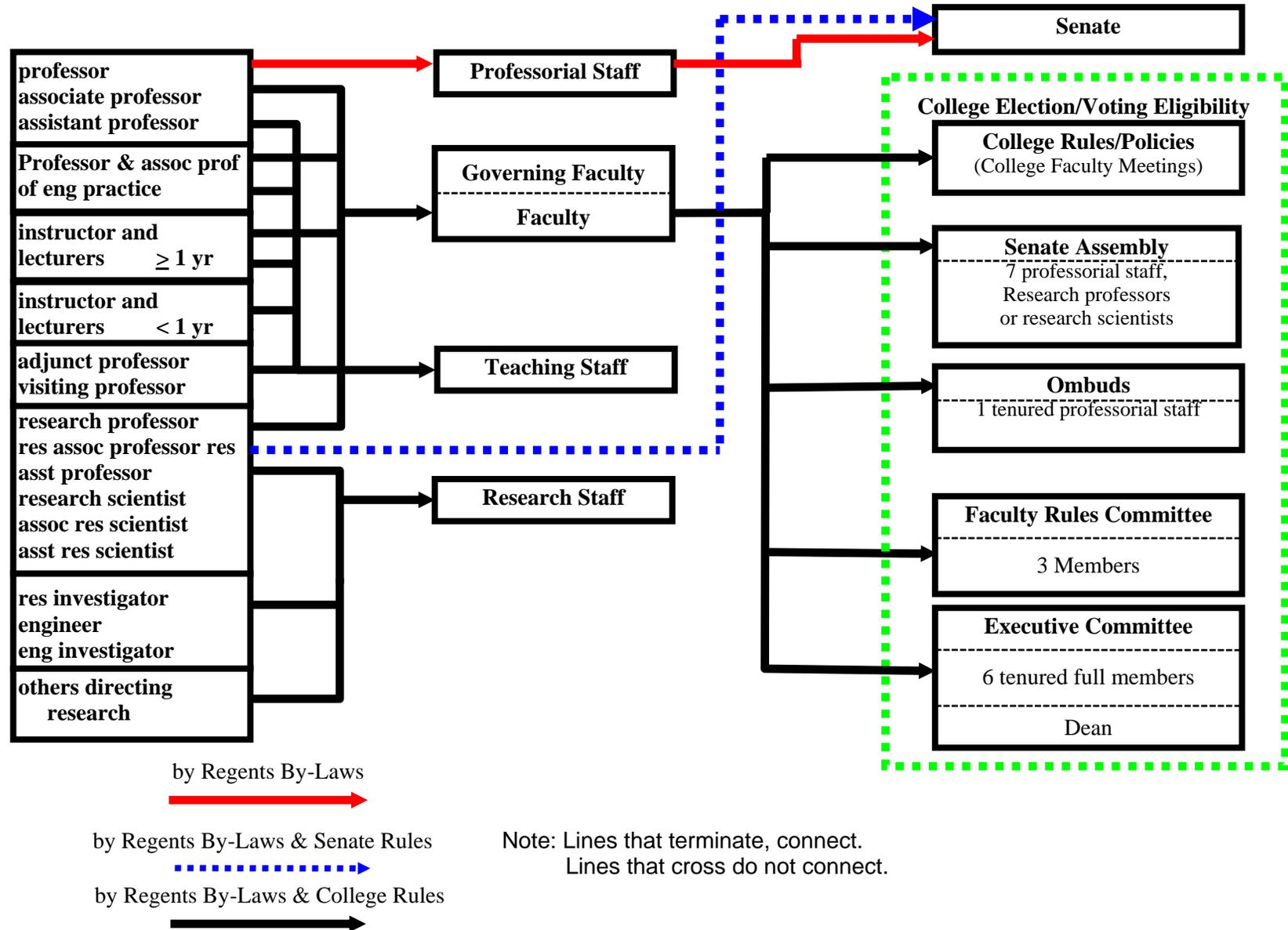
With your concurrence, this procedure requires the transmittal of copies of the GRB final decision, the Dean's or Director's response to the GRB decision, the procedural appeal decision, the Dean's or Director's response to the procedural appeal decision, the substantive appeal decision, the Dean's or Director's response to the substantive appeal decision, and the final decision to the Executive Assistant to SACUA for the confidential use by the Faculty Grievance Monitor (FGM). These items are used solely by the FGM for the purpose of creating an independent institutional memory of the process and assessing the adequacy and performance of the process across all academic units and over time.

I concur that the above documents shall be provided to the FGM.

Signature of Grievant

Cc: SACUA Faculty Grievance Monitor, 6048 Fleming 1340
Director of Academic Human Resources, 2005 Wolverine Tower 1281

APPENDIX I. REPRESENTATION OF FACULTY VOTING RIGHTS IN THE COLLEGE OF ENGINEERING



APPENDIX II. BYLAWS OF THE BOARD OF REGENTS (Selected Sections)

Sec. 4.01. The University Senate

The University Senate shall consist of all members of the professorial staff, the executive officers of the University, the deans of the schools and colleges, (and) such members of the research and library staff as may be designated in accordance with standards and procedures approved by the Senate Assembly...

Sec. 5.01. Definitions (revised October 2003)

As used in these bylaws:

1. The term faculty shall include members of the teaching and research staff together with the executive officers, the directors of various teaching, research, and library units, research associates, curators, and persons with similar duties.
2. The term professorial staff shall include professors, associate professors, and assistant professors.
3. The term governing faculty, when used in connection with a school or college, shall include those members of the school or college who are professors, associate professors, (and) assistant professors...The governing faculty shall include instructors and lecturers who hold appointments of one-half time or more; provided, however, that such instructors and lecturers may vote at faculty meetings only if they have held appointments for one or more years and are authorized to vote by a majority of the professorial staff of the appropriate school or college. The governing faculty may include clinical professors, clinical associate professors, clinical assistant professors, research scientists, associate research scientists, assistant research scientists, research investigators, research professors, research associate professors, and research assistant professors when authorized by, and in accordance with, the policies and bylaws of the appropriate school or college.
4. The term teaching staff shall include professors, associate professors, assistant professors, instructors, lecturers, and teaching fellows.
5. The terms teaching fellow, teaching associate, teaching assistant, student assistant, research assistant, technical assistant, and assistant shall be used to designate junior appointees who participate in the process of teaching and research but do not possess faculty rank. Students in these classifications shall have student status.
6. The term *university year*, as used in connection with appointments of members of the faculty and other personnel, contains any two terms in the calendar, as defined for the year in question. Faculty members are expected to participate in the orientation, registration, and commencement.

Sec. 5.02. Governing Bodies in Schools and Colleges (revised January 1993)

In each school, college, or degree granting division of the University...the governing faculty shall be in charge of the affairs of the school, college, or division, except as delegated to the executive committee...

Sec. 5.03. Powers and Duties of the Governing Faculties

The faculty of each school and college shall from time to time recommend to the Board for approval such regulations as are not included within these Bylaws and which are pertinent to its structure and major operating procedures, such as departmental organization, requirements for admission and graduation, and other educational matters, the determination of which is within the peculiar competence of the faculties of the several schools and colleges. All such recommendations when approved by the Board shall be recorded in the Proceedings of the Board of Regents.

Subject to the ultimate authority of the Board, the faculty of each school and college is also vested with plenary powers to make rules and regulations concerning other matters such as grading regulations, class attendance, committee organization and related internal matters. All such regulations shall be recorded in the minute books of the adopting authority and filed with the secretary of the University.

Each faculty shall provide suitable instruction for the students enrolled in its school or college. Each faculty shall recommend to the Board students under its jurisdiction who qualify for University degrees. It shall, subject to the Board, possess such other powers as are necessary to the performance of its duties.

Sec. 5.04. Faculty Procedure

Each faculty shall adopt rules for its own government and procedure and shall appoint a secretary, define the secretary's duties, and keep a record of faculty action.

In the absence of specific rules to the contrary, the rules of parliamentary procedure as described in Robert's Rules of Order shall be followed by school and college faculties, committees, boards, and other deliberative bodies.

Sec. 5.05. Faculty Communications to the Board

Each faculty shall submit its communications to the Board in writing through its dean...and through the president of the University. Each dean shall endorse faculty communications, making appropriate explanatory statements as needed.

Sec. 5.06. The Deans and Executive Committees

The dean or director, or administrative head of a school, college, or department of instruction or research shall be appointed by the Board on recommendation by the president to act as executive officer of the school, college, or department.

If an executive committee has been created by the Board for the school, college, or department, the dean, director, or head shall be assisted by the executive committee of which he or she shall be ex officio the chair. The executive committee in addition to assisting with administrative functions shall be charged with the duties of investigating and formulating educational and instructional policies for consideration by the faculty and shall act for the faculty in matters of budgets, promotions, and appointments.

Sec. 6.01. General Purpose

The schools and colleges are maintained for the purpose of serving the state and the nation through (1) providing instruction; (2) conducting scholarly investigations and research in those branches of knowledge that form the basis of modern culture, professional practice, and leadership in our business and industrial society; and (3) applying this knowledge to the solution of the problems of our society.

The management of the affairs of the schools and colleges, subject to Regental approval, is placed in the governing faculties, the deans, and the executive committees.

Sec. 11.17. The College of Engineering Executive Committee

The executive committee shall consist of the dean and six members of the faculty to be appointed by the Board on recommendation by the president. The appointed members shall hold office for three years and shall not be eligible for reappointment until after the lapse of one year. The terms shall be so adjusted that two shall expire each year. The dean shall chair the committee.

APPENDIX III. EXECUTIVE COMMITTEE GUIDELINES

Subject: College or Department Committees. (See VII.A.2.)

General guidelines for the appointment and administration of committees are:

Members of continuing committees shall be appointed for definite terms of office.

Selection of committee members shall take into account a distribution among departments and ranks.

Appointments shall take into account other responsibilities and services of the appointee, with assurance of availability for the service required by the Committee.

Ex officio members shall have the right of vote.

Each standing committee shall report periodically to the Faculty (at least annually) and other committees as necessary for the performance of their assignments.

In order that any business may be considered official at the meeting of any committee, a quorum must consist of a majority of the faculty members of the committee.

A majority vote of members of any committee present at a meeting is necessary for action.

Subject: Students Serving on College or Department Committees. (See VII.A.3.)

General guidelines for organizing and operating Committees on which students serve as members are:

Committee composition and operation are to be developed by the current faculty members of the Committee in cooperation with student representatives appointed by the Engineering Council. Experience has shown that the work of committees is accomplished largely by consensus. Any question not settled by a consensus may be referred to the Executive or Department Committee for decision.

Student members shall be recommended by Engineering Council on the basis that they are qualified to serve objectively as representatives of student opinion, and in any situation in which the student members have the right to vote on a committee their appointment shall be approved by the Executive Committee. Similar procedures may be developed by each department for student service on departmental committees.

Any student appointed to serve on a committee must have completed at least one term and be in good scholastic standing according to the Rules of the College. In the interest of keeping a student's schedule within reasonable bounds, he/she shall not serve on more than one committee at a time.

A student serving on a committee shall keep the Chair informed of his/her address and be given due notice of meetings and agenda.

In no case shall failure of appointed students to attend or participate in a meeting act to annul the decisions of the committee.

Revision of these Guidelines shall be approved by Engineering Council.

Subject: Appointments, Promotions, and Tenure. (Reference VIII.A.)

Guidelines on appointments and/or promotions relating to the three ranks of Assistant Professor, Associate Professor, and Professor, to Distinguished University Professor, and to Adjunct Professor are as follows:

Assistant Professor:

The new appointee to the faculty who has recently completed his/her doctorate and has limited professional experience will be appointed as Assistant Professor. A typical initial appointment period will be for three years. During this period he/she will be given guidance and assistance, in both teaching and research, by his/her department chair and his/her colleagues, with a view toward the development of his/her full potential as a faculty member.

Even though the time a faculty member serves as an Assistant Professor is a period in which a careful evaluation is made of his/her performance, every precaution should be taken to insure that only outstanding prospects are appointed at this level.

Only those Assistant Professors who prove to be truly outstanding will be promoted to Associate Professor. When a department is convinced that an Assistant Professor has demonstrated sufficient accomplishment and ability through his/her teaching, research, and service, it may recommend a promotion and will submit suitable documentation to the Executive Committee to assist it in making a decision.

Promotion to Associate Professor does not automatically grant tenure. The tenure decision may accompany a promotion but the decision on tenure will be taken independently of the promotion request. It is the policy of the Executive Committee that an Assistant Professor who is not recommended for tenure at the end of his/her sixth year of service will at that time be given a written notice to that effect and will be given a one year terminal appointment.

Associate Professor:

Appointment to the rank of Associate Professor is given only to persons of established professional stature who have demonstrated scholarly or creative ability, established a strong base of research and are superior in teaching ability.

The appointment as Associate Professor does not automatically carry indeterminate tenure. As described below, the tenure decision in the College is a separate decision from appointment or promotion but may be made concurrent with them.

Professor:

Promotion or appointment to the rank of Professor is based on a record of accomplishments and contributions in teaching, research, and service such as to qualify one as a national and international leader in his/her field. The appointment to Professor is formal recognition that the individual has generated professional momentum which will reflect itself in the strength of the College for the balance of his/her active career.

His/her contributions and judgment will continue to determine the pattern of engineering education deemed to be responsive to the needs of the future.

Promotions to this rank would normally be from previously tenured faculty. New appointments from outside the existing faculty normally will be without tenure and as with the other grades the tenure status will be determined independently.

Distinguished University Professor:

A faculty member in the grade of professor may be appointed as "Distinguished University Professor." Such appointment shall be in recognition of distinguished achievement and reputation in the appointive field of scholarly interest as a member of the faculty of the University. A distinguished university professorship shall be held by the appointee during the period of his/her active service as a member of the faculty of the

University, with the understanding that upon the termination of active service the position and the title shall be vacated. Each appointee shall be entitled "Distinguished University Professor," to which title shall be attached the name of a person of distinction in the same general field of interest, preferably a person formerly associated with the University. Appointment to distinguished university professorships shall not modify the status of appointees as members of the respective faculties.

Adjunct Professor:

Persons whose primary employment responsibilities lie outside the University may be appointed as adjunct professor, associate professor, or assistant professor in order to supplement the instructional program of a department, provided the appointee has the major share of the teaching responsibility for at least one course a year.

The standards of appointment shall be the same as for the respective professorial grades.

Appointment as an adjunct faculty member is for a term of up to three years without tenure and not subject to staff benefits.

The foregoing guidelines do not preclude the appointment or promotion of a candidate without a doctor's degree but otherwise qualified.

Guidelines on tenure are as follows:

The maximum time a faculty member, other than adjunct, can hold non-tenured appointments at instructor and/or professorial ranks combined is seven years. A faculty member who has served six years and is not recommended for tenure by the Executive Committee at that time will be given a one year terminal appointment. Since tenure depends in part on faculty requirements, no assurance of the granting of tenure can be given even to those whose performance is satisfactory.

Each year the Executive Committee gives specific attention to the total number of tenured positions in the College in order to insure adequate flexibility and fiscal responsibility. The current high tenured position of the College has prompted the Executive Committee to make the following policy decision:

The Executive Committee will in general not consider appointments to tenure at any rank until the full six years of University of Michigan service have been completed.

Departments are to prepare recommendations for tenure in the same manner as they do recommendations for promotion. Specific consideration will be given by the department and the Executive Committee to:

- The need for faculty members within the specific area of expertise of the faculty member under consideration;
- The number of faculty members who hold tenured positions in the department and the College at that time; and
- The qualifications of the faculty member considering his/her total record of accomplishment in teaching, research, and service.

In summary, appointments, promotions, and the granting of tenure are not automatic nor do they simply depend on length of service. All such actions must be

recommended and made on the basis of demonstrated merit. It is assumed that, as members of the staff mature in experience, they will become more effective teachers, researchers, and scholars. To that extent the qualifications for appointment, promotion, and tenure will be progressively more exacting at each successive rank.

Subject: Outside Employment (Reference IX.B.)

A faculty member holding a 100% appointment is limited to outside consulting to not more than four days per month on the average or thirty-six days during the University year. Such privileges are increased normally by about one day per month for each 5% reduction in appointment level. Only in most exceptional cases should this fractional appointment be less than 80% on a continuing basis.