

# **College of Technology, Architecture, and Applied Engineering**

## **Policies and Procedures Manual**

### **1. Table of Contents**

1.	Table of Contents.....	1
1.	Introduction .....	2
2.	College Committees.....	2
3.	College Senators.....	2
4.	General Information.....	2
	General Responsibility .....	2
	Elections .....	3
	Election Recalls .....	3
	Ad Hoc Committees .....	3
	Conducting business .....	3
	Professional Behavior .....	4
5.	Student Retention and Recruitment Policies .....	4
	Objectives .....	4
	Responsibilities .....	4
6.	College Council.....	5
7.	Undergraduate Program Council .....	6
	Committee Composition .....	6
	Dissemination of information.....	6
8.	Undergraduate Student Affairs Committee.....	6
9.	College Graduate Program Council.....	7
	Composition .....	7
	Dissemination of information.....	8
10.	Retention, Promotion, Tenure Committee (To be done later on in the semester) .....	8
	Composition .....	8
	Operational Framework .....	9
11.	College Technology Committee .....	9
12.	College Meetings .....	10
13.	Student Awards and Scholarships Committee.....	11
	Purpose .....	11
	Composition .....	11
	Responsibilities .....	11
14.	Development of Memorandums of Understanding with external organizations .....	11
	Policy Development and Changes .....	11

## **1. Introduction**

The College of Technology, Architecture and Applied Engineering (herein specified as College) establishes the policies and procedures for the governance of the College and describes methods by which the faculty and staff make recommendations on faculty development, curriculum, and other issues affecting the College. Except as otherwise noted, the term “faculty,” refers to all Bargaining Unit Faculty Members (BUFM) in the college.

## **2. College Committees**

The standing committees of the College are:

- College Council
- College Undergraduate Program Council
- College Graduate Program Council
- Undergraduate Student Affairs Committee
- Reappointment, Promotion, and Tenure Committee (RPT)
- Student Awards and Scholarship Committee
- College Technology Committee

## **3. College Senators**

The College’s faculty senators serve as representatives of the college and as such, senators are obligated to represent the college faculty’s interest and to provide feedback to faculty representatives at the College Council meeting. A report is a standing item on the council’s agenda. The senators will be called upon to report at College-wide meetings. The College Council shall administer the election of the three senators in staggered terms- with one-third elected annually.

## **4. General Information**

Committee meetings should adhere to Roberts Rules of Order unless specific policies are in place that override these rules.

### **General Responsibility**

It is expected that standing committees may establish guidelines they view as helpful in the efficient execution of their duties. These guidelines are not binding on future committees. If a standing committee formulates guidelines that it believes should be incorporated into College policy, it may submit a proposal to the College Council for inclusion on the agenda of the next College faculty meeting (see Section 12). Recommendations, findings, reports, meeting minutes, and correspondence of all standing or ad hoc committees shall be maintained by the current committee chair or person designated by the Committee and submitted to the College office. The dates of all committee scheduled meetings, agendas, and meeting minutes will be maintained by the committee and placed on a shared electronic drive.

## **Elections**

Elections to the University Committees and Faculty Senate shall be supervised by the College. Initially, all College faculty eligible for membership will be canvassed to solicit nominations, according to the requirements for each elected committee, until a slate of candidates who have explicitly agreed to serve is available. The election shall then be conducted by secret ballot. The election may be completed on-line through a survey instrument overseen by the College. If a vacancy develops on an elected committee, an election will be held to elect a replacement for the remainder of the unexpired term. The nomination and election process of Faculty Senators shall adhere with the requirements of the Academic Charter and any deliberative process will be resolved by a majority vote of the full CTAAE College Council membership.

Department/school elections shall be conducted within each department/school for college standing committees to be completed two weeks before the end of Spring term.

## **Election Recalls**

Recalls of faculty from any standing committee, Faculty Senate, or University Committee should only take place under extreme circumstances such as; failure to attend committee meetings, failure to share committee meeting information with faculty, or failure to obtain faculty input for the committee or senate, and failure to represent the majority of the faculty. In other words, the representative provides input based on the faculty-combined input, and not based on past practice or personal ideals. Committee members are representatives of college faculty and shall obtain input from the faculty. Each committee and faculty senator shall have a mechanism to obtain and document faculty input throughout the year. To recall a committee member requires a quorum of 2/3 of the faculty and a 51% majority of the quorum. All votes will be secret and can take place in a college faculty meeting after discussion. See section 12.

## **Ad Hoc Committees**

The College Council may create ad hoc committees. The committee members are responsible for the selection of a chair for each ad hoc committee and for the selection of any student members to the committees on a yearly basis.

## **Conducting business**

The basic requirement for approval of action for a standing committee is a majority (“more than half”) of the persons entitled to vote, regardless of whether or not they are present. Committee members may designate an alternate/proxy for meetings that they cannot attend; however, any person so designated must be eligible to fill the applicable committee position. The committee may also decide to use an on-line form of voting with a specified reasonable time to respond.

For standing committees, a quorum requires for conducting business must include a majority of the voting members or their designee. For example, a committee with four (4) voting members has a quorum requirement of three (3) members present, and the approval of any motion requires three (3) affirmative votes.

A member of any standing committee, except for the Retention, Promotion, and Tenure Committee, may report any minority opinion on any committee action to the College Council for consideration. The Council consider it a potential item of business in a general college faculty meeting. Such a request must be made within five (5) working days of the committee vote.

The College Council will set, for each standing committee, a minimum frequency of meetings and will with cooperation of the standing committees, publish all meeting dates on the college-shared drive.

Additionally, each standing committee will publish its minutes and reports on an access- appropriate area of the college shared drive.

When business initiated by a department/school is to be considered, the originating department/school shall make all pertinent documentation available to the committee at least five (5) working days in advance of the meeting unless an exception is granted by the Chair of the Committee.

### **Professional Behavior**

In accordance with Article 9 Section 2.7 of the Collective Bargaining Unit all faculty members in committee meetings, or discussions with any person in the university community, are expected to behave in a professional manner. All members should be provided an opportunity to participate. Screaming, yelling, not allowing others to participate by creating an intimidating, hostile, offensive, or abusive climate that results in the fear of other members to be involved in discussions, and behaviors that limit participation in the meeting or activity should not be tolerated. Committee members may request that a faculty member be asked to leave a meeting if they are behaving in an inappropriate manner. If necessary, a secret vote of the members requesting the faculty member to leave may be called. If a member is asked to leave, the committee should inform the Dean of the behavior in writing with a brief description of the incident.

## **5. Student Retention and Recruitment Policies**

### **Objectives**

The committee shall endeavor to develop a coordinated strategic plan that will enhance and improve student recruitment and retention within the college. The plan should reinforce the goals and mission of the University.

The plan should be coordinated with the appropriate disciplines within the University and promote inclusivity. The intent is to foster quality and academic excellence by enhancing and improving the student college experience.

### **Responsibilities**

The following responsibilities of the committee include, but are not limited to

- Provide recommendations on planning strategies pertaining to college recruitment and retention policies.
- Provide a specific organizational framework for recruitment and retention related initiatives.
- Provide strategic actions that are coordinated with the appropriate college and university disciplines.
- Understand current and past relevant data and communications to provide positive outcomes with improved policies.
- Provide an annual report to the Dean.

### **Composition**

The recruitment and retention Committee shall be composed of one faculty of any rank from each department or school. An Associate Dean and Assistant Director for recruitment and outreach may be an ex-officio and non-voting member of the committee. Student representative is recommended. The

membership shall be a two-year term. A recruitment sub-committee may be formed and may be chaired by the Assistant Director of Recruitment and Outreach.

## **6. College Council**

The Council represents the voice of the College constituencies in running the College affairs.

The College Council will act in an advisory capacity to the Dean. The fundamental role of College Council is to maintain a clear communication link between the College administration and the faculty and staff. Council members should ensure they have reported meeting discussions to their department/schools, as well as conveying concerns to the College Council. The College Council creates the agenda for the College-wide meeting.

The Council shall establish its procedures to elect its Chair from the Faculty members on the council; the council's voting members select the chair by the end of the spring semester. Should the selecting of a chair become deadlocked, it shall be put to election. Appointments will take effect and the new committees will take office at the beginning of the Fall term. Council membership shall consist of two faculty representatives from each Department, one Department/school Chair or Director, one representative from administrative staff and one representative from classified staff. One student representative will serve in as ex-officio, non-voting member. The term of service shall be for a period of two years, with the Chair being elected from the membership for a term equal to his/her remaining time on the council. Terms shall be staggered to provide continuity. The Dean will attend as an ex officio, non-voting member. All members will have equal voting rights on motions before the Council.

Specific responsibilities of the College Council include, but are not limited to the following:

- Establish, review, and revise the college policies
- Serve in an advisory capacity to the Dean.
- Meet at least monthly during the academic year.
- Maintain a record of the official activities of the College Council and of the college wide meetings.
- Prepare an agenda for, and announce the College-wide meetings, arranging at least one general College wide meeting per term during the academic year.
- Conduct the election for representatives to the university senate in accordance with the Academic Charter.
- Establish the membership for all nonelected committees (ad hoc). Charge each committee to select a chair from among those elected. The ad-hoc committee shall name a recording secretary who will receive and preserve the records of activities.
- Establish and conduct the Dean's evaluation process. Executive summary of the results will be available for the college faculty and staff.
- Review the fiscal affairs of the college at least once each year.
- Administer the election of the three senators in staggered terms- with one-third elected annually

The College's faculty senators serve as representatives of the college and as such, senators are obligated to represent the college faculty's interest and to provide feedback to faculty representatives at the College Council meeting. The faculty senate report shall be a standing item on the council's agenda. The senators will be called upon to report at College-wide meetings.

## **7. Undergraduate Program Council**

The College Undergraduate Program Council (UPC) will review proposals for undergraduate courses, workshops, instruction, and curricula and will establish and implement procedures to monitor programs and degree standards. Once approved at this level, recommendations will be forwarded to the Dean for final approval. Regulations and procedures established by this Council will be consistent with University Council (UC) policies. The committee shall meet bi-monthly as appropriate. The specific responsibilities of the Committee are as follows:

- Evaluate and make recommendations on departmental actions involving all aspects of undergraduate programs and all undergraduate curriculum modifications requiring consideration by UC.
- Establish, review, and modify all aspects of college-level undergraduate academic policies applying to students including, but not limited to, admission standards, academic standards, academic advising
- Establish, review, and modify all aspects of college-level undergraduate curricular policies including, but not limited to, course offerings, designations, and delivery modes.

The UPC may offer recommendations on curriculum content however, the final decision lies with the College Dean. The UPC cannot vote to keep new programs or changes from moving forward. Members of the UPC are obligated to report the actions of the UPC in department meetings.

### **Committee Composition**

Membership will consist of an Assistant/Associate Dean (ex-officio, non-voting) and one faculty representative from each undergraduate program and at least one member from the college advising staff. One of the UPC faculty members should also represent the College on the University Council. Unless a faculty member volunteers for this position, a faculty member will be elected by the members of the Undergraduate Program Council. This member will serve as chair this Council. Terms of service will be for a period of two years; the terms for members, (not chair) will be staggered to provide continuity.

### **Dissemination of information**

The UPC Chair is responsible to post the meeting minutes, meeting agenda, and meeting dates on the college's shared drive that is accessible to all.

CTAAE members will serve as representatives of their respective department/schools and report UPC activities in department/school meetings.

## **8. Undergraduate Student Affairs Committee**

The purpose of this standing committee is to handle any topics related to Undergraduate Student appeals, including the areas of

- Suspension and Dismissal Appeals/Petitions (<https://www.bgsu.edu/catalog/academic-policies/unsatisfactory-academic-progress.html>)
- Appeals for Grade Changes (as the step in the university identified-process, <https://www.bgsu.edu/catalog/academic-policies/grading-policies.html>)
  - Students have a right to appeal decisions on grades. If the matter is not resolved at the department/school level, the student may request a hearing before the College Undergraduate Student Affairs Committee. However, the sole responsibility and authority for determining grades rests with the faculty member who assigned the grade. This appeals procedure also may be

used if a student believes an opportunity should be provided to make up work missed during absence from classes.

- Academic Honesty Violation Appeals (as advisory to the Dean)  
<https://www.bgsu.edu/content/dam/BGSU/dean-of-students/Conduct/Academic-Code-of-Conduct-Chapter.pdf>
  - Following the University policy procedures, when the College Dean is involved in a decision of a violation or not, this committee will provide input/advice on the appeal, but would not have any final decision.

The composition of this committee shall include:

- Associate Dean of Undergraduate Studies (non-voting)
- Professional Advisors (non-voting)
- One full-time faculty from each department (voting)
  - Each faculty member will serve on a 2-year term, identified at the beginning of Fall semester. The committee meets regularly after Fall, Spring, and Summer semesters, after grades are issued.

All academic policies can be accessed by <https://www.bgsu.edu/catalog/academic-policies.html>

## **9. College Graduate Program Council**

The College Graduate Program Council (GPC) will review department- or school-approved proposals for graduate courses, workshops, instruction and curricula. GPC will consider and develop policy and matters of concern to graduate students and members of the graduate faculty. GPC will establish and implement procedures to monitor programs and degree standards. GPC forward its recommendations to the Dean for his or her review. Regulations and procedures established by this Council will be consistent with University Graduate Council policies.

The GPC serves as an advisory committee to the Dean where additional duties can include:

- a. Advise the dean with regard to the goals and directions of graduate education;
- b. Review proposals for the establishment, modification, or discontinuance of graduate programs and graduate courses;
- c. Mediates and where possible helps to resolve disputes between faculty and graduate students over grades or other academic evaluations. According to the Graduate Appeal Policy, the appeal procedures starts with the students explaining to (the course instructor) the ground for appeal, and if the situation is not satisfactorily resolved, student appeal the issue to the department chair/director. If the chair cannot resolve the situation satisfactorily, student can appeal the issue to the Dean who may seek the advice of the GPC.
- d. GPC will assist with coordination between College departments or other colleges for any joint programs, such as the Masters of Technology Management program.

### **Composition**

Membership will consist of an Associate Dean (ex-officio, non-voting), one faculty representative with graduate faculty status from each department, and one graduate student representative. Three of the GPC faculty members must also represent the College on the University Graduate Program Council. A faculty member elected by the members of the GPC will chair this Council. Terms of service will be for a period

of two years; the terms will be staggered to provide continuity. The term of the graduate student representative will be for a period of one year, rotating among the programs, if possible.

### **Dissemination of information**

- CTAAE GPC members serve as representatives of their respective departments.
- GPC members communicate key discussion points in respective department meetings
- Approved meeting minutes to be posted on the College website
- Upcoming meeting date and discussion items (agendas) to be posted on the College website

### **10. Retention, Promotion, Tenure Committee (To be done later in the next semester)**

The Committee represents the aspiration of the College to achieve outstanding faculty members of superior ability and performance in teaching, research, and service. The purpose of the College Level Review Committee is to provide objective and independent advice to the Dean on the aptness of faculty aspiring for reappointment, tenure, and promotion. This policy identifies the committee's responsibilities, structure and representation, and operational guidelines.

The specific responsibilities of the Committee are as follows:

- Review the submitted Promotion and Tenure applications according to applicable policies and criteria and provides recommendations to the Dean according to the CBA, the university charter, and college policies.
- Advise the Dean on appointment of Associate Professors and Professors connected with the hiring process
- Advise the Dean on promotion to Associate Professor and Professor
- Advise the Dean on tenure applications
- Advise the Dean on promotion to Lecturer and Senior Lecturer
- Advise the Dean on reappointments for Instructor, Lecturer, Senior Lecturer, and Assistant Professors in connection with the Enhanced Performance Review (EPR); Annual Performance Review (APR) of the faculty is not subject to the advisement process.

### **Composition**

The college wide pool consists of up to four but no less than two faculty members from each department/school of highest tenure track and non tenure track rank, excluding Assistant Professors and Instructors. Members of the Retention, Promotion, and Tenure Committee are elected by eligible faculty of their departments. The term of appointment is two years. Appointments will take effect and the new committees will take office at the beginning of the Fall term.

- Pool members are nominated by their respective departments. Accepted nominations are forwarded by departmental chairs to the College Council.
- The names received from departments are vetted by the Council before the entire pool roster is transmitted to the Dean by April 1 before the Fall term in which their service would begin.
- The College Review Committee consists of four members, one from each department; it must include at least 2 TTF and 1 NTTF

- All TTF and NTTF who are at or above the candidate's rank are eligible members for the Committee.
- For NTTF reviews, at least one of the Committee members must be an NTTF, when possible.
- Discipline: Members of the participating committee need not be from the same discipline or department of the candidate.
- The review committee may not have members who serve on the RTP committee for the same application.
- The review committee elects a chair that liaises with the Dean.

### **Operational Framework**

The college follows the following annual deadlines:

- March 15: the Council receives the names of accepted nominations for the College wide pool from each department.
- April 1: the Council assembles and transmits the entire pool roster to the Dean.
- May 1: the Dean selects the CRC members for the following year.

The committee should observe the following guidelines in its review procedures for making objective recommendations on reappointment, tenure, and promotions.

- The advice of college wide review committee to the Dean is consistent with the policies of the academic unit, the College, and the University on Reappointment, Tenure, and Promotion.
- The Committee utilizes the candidate's dossier and all review process documents to support its deliberations.
- The Committee may counsel the departmental chair to secure clarification on factual aspects needed for deliberations.
- Votes are taken anonymously using written ballot.
- Before the recommendation is forwarded to the next level, the faculty member shall be informed in writing of the recommendation at each stage of the evaluation process.
- Recommendations are based on majority vote and will be transmitted by the Committee Chair to the Dean. In case the votes are divided, a count will be made clarifying the positive and the negative votes as well as any abstentions; the vote count will be reported to the Dean.
- The Committee recommendations reflect objective disposition and are corroborated by rational explanations.
- An evaluative written report incorporating the recommendations is transmitted by the Committee Chair to the Dean.

### **11. College Technology Committee**

The Technology Committee serves as an advisory body to the Dean on issues dealing with the acquisition and usage of technology in the College. The committee will make recommendations regarding:

- Allocations of technology resources involving hardware and software.
- Strategic planning for technology needs and resources, which involves suggesting technical solutions and priorities for teaching and research.

- Support the college by searching for funding opportunities from foundations, state, and national opportunities.

Membership consists of one faculty from each department and one department chair/director, the Assistant Director of Laboratories and Facilities. The committee can seek student input. Each representative has one vote.

## **12. College Meetings**

The functions of College meetings include:

- Discussing and making recommendations on issues of interest to the faculty, staff and students;
- Making recommendations to the appropriate College / University committees,
- Informing the faculty and staff of items of interest occurring in the College and the University.
- Providing a platform for communication between Administration and Faculty

College meetings shall be held twice a year, the week prior to the start of the Fall semester as required by the University and once during the Spring semester. An agenda will be made available to all full-time College faculty and staff no fewer than ten (10) business days prior to the meeting. The Fall meeting may also serve as the College opening meeting required for all faculty and staff.

The chair of the College Council shall be the chair of the College meetings and shall facilitate the meetings based on the established agenda.

A quorum for conducting scheduled business in a general college meeting is simply a majority (“more than half, 51 %”) of the Bargaining Unit Faculty Members voting that are present at the time of the vote. An affirmative vote requires at least two-thirds of the voting members present. That is, of the 51% or more of the faculty present, two-thirds of those must vote affirmative.

The College Council or the Dean may schedule a special College meeting for urgent matters concerning college faculty, staff, or students. A quorum for conducting these meetings will follow the same rules as College faculty meetings, a majority (“more than half, 51 %”) of the Bargaining Unit Faculty Members voting that are present at the time of the vote. An affirmative vote requires at least two-thirds of the voting members present.

Suspending the rules to vote on new business or to vote on unscheduled items in a general College meeting requires the same quorum as required for conducting business in special college meetings. The College meetings will use Roberts Rules of Order to conduct the meetings.

At the request of any member of the body, a secret ballot will be performed.

The College Council shall:

- Work with the Dean to schedule College meetings.
- Ensure that all faculty and staff are notified of the occurrence of a general or special meeting no fewer than ten (10) business days prior to the meeting
- Solicit agenda items from faculty and staff when appropriate.
- Collaborate with the Dean to set the agenda for College meetings.

- Make College meeting minutes available to faculty and staff on the College Shared Drive.

Items may be placed on the agenda by:

- The Dean
- Any standing College committee,
- By petition of the faculty with 10% of the college faculty

## **13. Student Awards and Scholarships Committee**

### **Purpose**

The Committee reviews and ranks applications for various awards and scholarships available to students in the College. The Committee follows the established criteria by the donors as established through the Foundation, provides input to the selection of recipients for student awards and scholarships, and cooperates with the College and University-level offices that involve in student awards and scholarships.

### **Composition**

The Scholarship Awards Committee shall be composed of one faculty of any rank from each department. A College Associated Dean will be an ex-officio and non-voting member of the committee. In the cases of conflict of interest, the involved members must excuse themselves by either not commenting or not voting on the affected cases; or alternatively, upon other members' request and voted by the Committee, temporary members may be appointed in their place.

The members shall be elected from the College. The election shall be conducted by the College Election Committee. The membership shall be in two-year term. The term shall be staggered among half of the members.

The chair of the Committee shall be elected each year by the end of spring semester for a one-year term of the following academic year.

### **Responsibilities**

1. To establish application requirements, selection standards, and objective evaluation methods for the annual scholarship competition;
2. To review the submitted applications and selects recipients using an objective, blinded process;
3. To recommend scholarship recipients and identify runners-up;
4. To ensure the criteria and selection procedures already specified in particular scholarships and awards be followed and carried out.

## **14. Development of Memorandums of Understanding with external organizations**

### **Policy Development and Changes**

Policies will be developed by College Council in consultation with the Dean. Suggested changes should be submitted to the College Council. Changes to these policies may be also be requested for discussion by petition to add to the general faculty meeting or via a special faculty meeting.

Approval of policy changes require voting at the general faculty meeting. Changes to policies are subject to the approval of the Dean and the Vice-President for Academic Affairs.

#### Conformance with University Charter and Collective Bargaining Agreement

The University Academic Charter and Collective Bargaining Agreement will pre-empt any other policy and procedure documents to the extent that they are inconsistent with the provisions therein.