BYLAWS FOR THE
ENGINEERING AND TECHNOLOGY DEPARTMENT
COLLEGE OF TECHNOLOGY, ENGINEERING AND MANAGEMENT

ARTICLE I
MISSION STATEMENT

1.0 The mission of the UW-Stout Engineering and Technology Department is to prepare graduates to excel in technology based industries by constantly improving and developing relevant programs/curricula and by enhancing theoretical instruction through extensive laboratory experiences.

ARTICLE II
VOTING MEMBERS OF DEPARTMENT

2.0 For purposes of approving department actions and business, other than Executive Committee actions, the following persons are voting members of the Engineering and Technology Department:

2.0.1 Department chair.

2.0.2 Faculty and academic staff on indefinite or rolling horizon contracts teaching at least one course in the Engineering and Technology Department at the time of voting.

2.0.3 Faculty who are on leave and who taught at least one course in the Engineering and Technology Department the previous year.

2.0.4 Persons teaching courses in the Engineering and Technology Department who are voting members in another unit (department) are not voting members in the Engineering and Technology Department.

ARTICLE III
DEPARTMENT MEETINGS

3.0 There will be regularly scheduled meetings of the department held during the academic year at a time and a place agreed upon by the eligible voting members. Meetings will be conducted according to Robert’s Rules of Orders.

3.1 All department matters, other than personnel and policies, must be approved by a simple majority of the votes cast. A quorum of eligible voting members must be present to conduct department votes. A quorum is defined as a simple majority. Decisions relating to policy and personnel must be approved by a two-thirds majority of the eligible voting members. An abstention will be counted as a vote. A department member may vote in absentia by delivering his/her vote, in writing,
to the department chairperson before the vote is taken.

3.2 Special meetings may be called by a simple majority of department members or at the discretion of the department chairperson. A minimum of one working day notice must be given.

ARTICLE IV

SELECTION OF DEPARTMENT CHAIRPERSON

4.0 The personnel committee is responsible for initiating and carrying out the Department Chairperson selection procedure.

4.1 Applicants will provide a written outline of major goals, problems and opportunities for the department as identified by the applicant, and be available for an interview by the personnel committee on these topics.

4.2 The voting members of the Engineering and Technology Department shall recommend to the Dean of College of Technology, Engineering and Management their choice of the Department Chairperson whenever a vacancy exists.

4.3 The recommendations for the Chairperson shall be determined by written ballot by those voting members of the Engineering and Technology Department who will be members of the department at the time that the new chairperson takes office. The voting will be by a written ballot. A department member not on campus at the time of voting (leave of absence, sabbatical, sick leave, etc.) shall be accorded the privilege of voting. All absentee ballots will be mailed and must be returned within a deadline period determined by the personnel committee. The recommendation for department chairperson shall be by a simple majority of votes cast.

4.3.1 If no person receives a majority of the votes cast, the chairperson to be recommended shall be elected by a majority of the votes cast in a second balloting between the two candidates with the highest number of votes. In case of a tie vote on ballot two, the issue shall be resolved by the Dean of College of Technology, Engineering and Management.

4.3.2 Although the final decision rests with the Chancellor, the Department recommendation should weigh heavily in the final decision.

4.3.3 The term of the department Chairperson shall be three years. At the end of each term the department shall, using the prescribed voting method, vote for a chairperson.

4.3.4 The department may at any time recommend removal of the Department Chairperson by a two-thirds majority of eligible voting members.
ARTICLE V

DEPARTMENT COMMITTEES

5.0 Personnel Committee

5.0.1 The Personnel Committee functions as a screening committee on issues of probationary faculty and teaching staff renewal, promotions, tenure, post-tenure faculty performance evaluation, and other relevant personnel issues. The committee makes recommendations to the Executive Committee on all policies and procedures of the University, University System, and Department are to be followed.

5.0.2 At the first department meeting of the academic year, the voting department members will establish the personnel committee composed of tenured voting members.

5.0.3 The committee will be composed of three members, each serving three years, with one new member elected each year.

5.0.4 The longest serving member of the committee will become its chair. The chairperson and the second person of longest service on the committee will be the representatives on the all-college promotion committee. A member cannot serve on the college promotion committee when the agenda includes items where he/she is personally involved.

5.0.5 Other committee members will be elected by department members as needed to fill vacancies.

5.1 Executive Committee

The Executive Committee shall be comprised of all tenured Engineering and Technology Department faculty. The Department Chairperson shall serve as chair of this committee. The Executive Committee has final decision on renewal, promotion, tenure, and post-tenure faculty performance evaluations. The Personnel Committee shall provide a recommendation on all these to the Executive Committee.

5.1.1 Candidates applying for promotion may not be members of the Executive Committee at the time of their promotion action.

5.1.2 During tenure performance evaluation action, the tenured member in focus may not be a member of the Executive Committee.

5.2 Capital Expense Committee

This process is defined in Department Budget, article 10.2.

5.3 Ad Hoc Committees
Ad hoc committees appointed by the Department Chairperson will be utilized to prepare policy statements and recommendations on areas of concern. All policies must be submitted to the voting department members for approval or modification. Where possible, each committee shall have representation from each academic rank in the department. Each committee should have a chair who shall be responsible for convening committee meetings. The committee chairperson shall be elected by the members serving on the committee.

ARTICLE VI
GUIDELINES FOR RECRUITMENT AND HIRING

6.0 Recruiting

A separate search and screen committee shall be created for each department position opening. This committee shall be composed of a representative group of department faculty. The Department Chairperson shall determine the membership of a Search and Screen Committee. The committee shall have a chair, elected by the members serving on the committee.

The search and screen committee, with input from the Department Chairperson and all voting members of the department, is responsible for developing a position description for all department position openings. The position description will be approved by the voting members of the department prior to posting.

6.1 Hiring

6.1.1 The Department Chairperson or designee shall receive all applications for departmental positions and will act as the chief point of contact for communicating with the applicants.

6.1.2 The Position Search and Screen Committee will make recommendations to the Department Chairperson regarding which applicants shall be invited for interview.

6.1.3 During the on-campus interview process, job applicants should meet and talk with as many department members as are available.

6.1.4 At the close of the search, the Position Search and Screen Committee shall provide a prioritized list of qualified candidates for the position to the Department Chairperson.

6.1.5 All University of Wisconsin System search and screen guidelines must be followed by the Position Search and Screen Committee and the Department Chairperson.
ARTICLE VII

GUIDELINES FOR PERSONNEL DECISIONS

7.0 In accord with University of Wisconsin guidelines, faculty members responsibilities will include the tripartite of teaching, research and service.

The Engineering and Technology Department definition of scholarship is given in Appendix A. That document will accompany the department’s recommendations of candidates for tenure and promotion.

The Engineering and Technology Department approved performance evaluation instruments are given in Appendix B.

7.1 Tenured Faculty Performance Evaluation

7.1.1 The Engineering and Technology Department will follow U.W.System Post-Tenure Review Policies, as approved by the Faculty Senate and the Chancellor.

7.1.2 All tenured faculty shall develop individual performance objectives. The Engineering and Technology Department requires these performance objectives be reviewed once every five (5) years. More frequent reviews may take place at the request of the faculty member, the personnel committee or the department chair.

7.1.3 Performance evaluations will be based on current job descriptions and degree of accomplishment of the faculty member’s individual performance objectives according to the annual timeline in the Faculty Handbook. The Department Chairperson shall initiate and supervise all performance evaluation processes within the constraints and guidelines of the University evaluation system.

The department chair (or designee) will complete a classroom observation evaluation for each evaluation period.

All faculty members will administer student evaluations in every class, every semester.

Supervisory evaluation, self evaluation, peer evaluation, classroom observation, and student evaluation will be considered in the final performance evaluation. Evaluation instruments and procedures used shall be approved by voting department members.

7.1.4 The Personnel Committee shall review all tenured faculty performance evaluations. In the event of a “Below Average” rating, the Personnel Committee shall make recommendations for improvement, corrective action, or possible disciplinary action to the Executive Committee. Actions to address low tenured faculty performance evaluation ratings requires a
two-thirds (2/3) vote of the Executive Committee.

7.2 Promotions

The personnel committee shall bring to all tenured faculty in the department, who are not candidates for promotion, recommendations for promotion. All members of the Executive Committee will have access to the promotion applications. The committee shall make recommendations using mutually agreed upon procedures.

7.3 Faculty Status

Recommendations for granting Academic Staff members Faculty status at the University level requires a two-thirds (2/3) affirmative vote of the Executive Committee members in the department.

7.4 Performance Evaluation and Renewal of Probationary Faculty and Academic Staff on indefinite or rolling horizon contracts

7.4.1 Evaluations. All performance evaluations will be based on current job descriptions using criteria agreed upon by department members according to College of Technology, Engineering and Management and University policy. The Department Chairperson shall initiate and supervise all performance evaluation processes within the constraints and guidelines of the University evaluation system. Supervisory evaluation, self evaluation, peer evaluation, classroom observation, and student evaluation will be considered in the final performance evaluation. Evaluation instruments and procedures used shall be approved by department members.

All probationary faculty will administer student evaluations in every class, every semester.

All probationary faculty will be assigned a mentor by the department chair. This mentor will submit a peer evaluation of the faculty member for each evaluation period. In addition, the probationary faculty member will request two additional peer evaluations (preferably from peers in the subject area) for each evaluation period.

The department chair (or designee) will complete a classroom observation evaluation for each evaluation period.

7.4.2 The decision making process shall follow the personnel rules of the University of Wisconsin System and UW-Stout included in Chapter 3 of the Faculty Handbook. The evaluation criteria described in the above section of these bylaws shall be followed. The procedure shall be initiated by the department chair. The personnel committee shall review all evaluation instruments and criteria and set an optional time to meet with the probationary faculty member. The personnel committee may request
additional information from the person, or from other sources. The personnel committee shall submit a recommendation regarding renewal to the Executive Committee of the department. In the event of a below rating on an evaluation instrument, the Personnel Committee may make recommendations for improvement and/or additional evaluations to the Executive Committee. Renewal requires a two-thirds (2/3) vote of the Executive Committee.

ARTICLE VIII

STAFF ASSIGNMENTS

8.0 Specific teaching assignments should be made on the basis of ability and willingness to teach a course, but ultimate responsibility of teaching assignments resides with the Department Chair. To aid in this respect:

8.0.1 All staff members should be notified concerning development of the next semester’s schedule prior to the development of a final schedule.

8.0.2 Each staff member may notify the Department Chairperson of preferences in terms of hours and days.

8.0.3 Individual schedules should be arranged so that non-prime class hours and evening class assignments are rotated among the department staff. Exceptions must be agreed upon by the instructor.

8.1 Staff members who teach an off-site class, as part of load, may have an adjustment made in the total number of semester hours assigned to compensate if time of travel and other inconveniences are encountered.

8.2 Guidelines for other than regular semester assignments:

8.2.1 Other than regular semester assignments will be based upon department needs and the expertise of the faculty and academic staff members who have stated a desire to teach during those times.

8.2.2 Department members may state a preference for the segment of the additional sessions that they prefer.

8.2.3 When possible, assignments should be on a rotation basis for qualified department members who wish to teach during these sessions.

8.2.4 Senior Faculty and Academic Staff members may have priority for these teaching assignments outside of the normal rotation.

8.2.5 Opportunities for staff members to conduct off-campus assignments shall be left to the discretion of the Department Chairperson and staff members willing to accept such assignments. Such off-campus assignments will be announced and posted so that any qualified staff member may make
application for such assignment.

8.2.6 Participation in self-initiated special courses will have no bearing on the rotation of full-time or other fractional assignments of a staff member.

8.3 Resolution of Intra-department Conflict

In the event of conflict between department members or between a department member and the department chairperson, an attempt will be made to resolve the conflict at the department level before proceeding to the college-level Positive Action Committee. Any department member may ask the Personnel Committee to examine a conflict and offer suggestions for resolution. If one of the regular personnel committee members is involved in the conflict, the alternate shall sit in their place.

ARTICLE IX

INDIVIDUAL STAFF INVOLVEMENTS

9.0 Department staff members are encouraged to accept both paid and unpaid consultant and/or workshop assignments as long as the time and effort expended does not interfere with the effectiveness of their regular teaching or work assignments.

9.1 Staff members are encouraged to become involved with relevant professional association activities as long as the time and effort expended does not detract from the effectiveness of their regular teaching or work assignments.

9.2 Staff members are encouraged to become involved in meaningful civic activities as long as the time and effort expended does not interfere with the effectiveness of their regular teaching or work assignments.

9.3 Guidelines for individual staff involvement as consultants must follow University policy (See Addendum B, II-C-93).

ARTICLE X

DEPARTMENT BUDGET

10.0 Budget preparation and expenditures are the responsibility of the department chairperson. It is, however, the responsibility of each department member to provide input into these processes. As soon as the departmental budget has been established, the amount should be made known to department members.

10.1 The chairperson will keep the department members informed on the status of department accounts. This will provide department members the opportunity to adjust expenditures in order to keep within the budget.

10.2 Prior to the expending of funds of capital equipment and supplies, each department member will be asked to submit equipment and supply needs. These
requests are due in to the Department Chairperson by a given deadline for the following academic year. Requests must adequately address all evaluation criteria concerns.

10.2.1 The Capital Expense Committee shall provide a priority ordered list of expenditures to the Department.

10.2.2 The ordered list of expenditures will be prioritized based on an agreed to set of evaluation criteria. The evaluation criteria is to be annually reviewed and approved by the Department members.

10.2.3 The prioritized list shall be approved by the Department members.

10.2.4 The Department Chairperson shall allocate available capital funds in the order of the approved priority list.

10.3 Funds allotted to the department for travel should be made available to all department members assigned to the department.

ARTICLE XI

FACULTY SENATE REPRESENTATION

11.1 Per the Constitution of the Faculty Senate, the Department shall elect one Engineering and Technology Department Faculty Senator. Terms of these positions shall be three (3) years. The election of the senator and alternate shall be by majority vote of the meeting quorum.

11.2 The Engineering and Technology Department Faculty Senator shall keep all Department members apprised of actions of the Faculty Senate and shall duly represent the concerns of the Department in Faculty Senate affairs. The senator shall solicit input from all Department members.

ARTICLE XII

ORGANIZATION AND OPERATION

12.0 Department Strategic Planning

12.0.1 The Engineering and Technology Department shall develop long and short range goals and objectives. This process will be coordinated by the department chairperson and with input from department members.

12.0.2 Definitions

Goals are general statements intended to provide direction for the Department.

Objectives are specific statements which indicate action toward goals.
12.0.3 Both short-range and long-range goals and objectives shall be developed and reviewed annually with an adoption target date of November.

12.0.4 Adopted goals and objectives shall be forwarded to the Dean of College of Technology, Engineering and Management for information purposes.

12.1 Academic Functions:

12.1.1 When appropriate, department members will participate in generating new courses. Course and curriculum materials should reflect current technologies and be updated as is necessary.

12.1.2 Staff members have academic freedom in determining methodologies appropriate to their courses but are expected to meet the objectives of the approved courses.

12.2 Personnel Functions:

12.2.1 See Department Personnel Profile

12.2.2 Personnel actions: (See Article VII)

ARTICLE XIII

AMENDMENT OF POLICIES AND PROCEDURES

These Policies and Procedures may be amended whenever a two-thirds majority of all eligible department members vote to do so. It is suggested that revision of these Policies and Procedures be an ongoing process. It is further suggested that, as a minimum, an ad hoc committee will review the by-laws by January of each year to determine whether they meet current needs.

Department members must be given written notice of the proposed changes prior to the meeting where a vote is to be taken.

NOTES:

Bylaws of the Engineering and Technology Dept were revised October 12, 2007

Appendix A: The Engineering and Technology Department definition of scholarship was adopted October 12, 2007

Article VII was revised February 15, 2008