

**UNIVERSITY OF MISSOURI-KANSAS CITY
SCHOOL OF SCIENCE and ENGINEERING
Bylaws**

Rev. 1.0 – May 2022

This document contains the accumulated Bylaws including policies and procedures of the School of Science and Engineering (SSE) at the University of Missouri-Kansas City (UMKC)

This set of Bylaws presented below serves as a place holder and governing document for the School of Science and Engineering (SSE) until July 1, 2023. In Fall 2022 in a series of meetings, the SSE Faculty will review each Article of these Bylaws and modify these by amendment as needed by a simple majority of the faculty who vote on each amendment. The final amended Bylaws must be approved by a majority of all Voting Faculty Members and will then be sent to UM System for approval.

Preamble

The powers of the Faculty of the School of Science and Engineering (hereafter, SSE) shall be those described in the Faculty Bylaws of the University of Missouri-Kansas City (CRR 300.020). These include establishing policies and procedures governing the functioning of the SSE, academic decision-making, and carrying out the responsibilities and functions delegated to the Faculty of the SSE by the Board of Curators' of the University of Missouri. There are four academic Divisions in SSE: Biological and Biomedical Systems (BBS), Computing, Analytics and Mathematics (CAM), Energy, Matter and Systems (EMS), and Natural and Built Environment (NBE).

Definitions:

Affirmative Vote – An approval by the SSE Voting Faculty Members of a majority (>50%) of the faculty who voted.

Quorum – A minimum number of Voting Faculty Members who must be present for business to be conducted. 50% of all Voting Faculty Members shall constitute a quorum.

Proxy – Proxy is not allowed with respect to a quorum or voting.

Division Director – Serves the functions defined for Department Chair pursuant to UM System CRR (20.110).

Associate Division Director – Assists the Division Director in the administrative duties of the Division.

Discipline Faculty Lead – Acts as the point person to coordinate activities related to faculty of that discipline, which may include providing input on workload, evaluations, teaching assignments, and resource requests, and is elected by the faculty of the discipline.

Degree Program Coordinator(s) – Serves to coordinate activities related to a specific degree program (undergraduate or graduate degrees) including preliminary course planning, and ensuring Higher Learning Commission and external accreditation documentation, and is elected by the faculty of the discipline.

Discipline Faculty (aka Faculty of a Discipline) – A grouping of faculty with similar academic degrees or whom support particular academic programs. They are responsible for curricular changes for a particular degree program, provide input on hiring of Discipline

Voting Faculty Members – Defined per section 1.2

1.0 Article One – Membership and Voting Members

1.1 Faculty

The Faculty of the SSE shall consist of the Dean of the SSE and all persons with academic appointments in the SSE as regular faculty (Tenure and Tenure-Track) or non-regular (Non-Tenure-Track) full-time faculty. Faculty members holding joint appointments with other academic units may participate in the SSE Faculty meetings and may be Voting Faculty Members if their primary appointments are designated by the Chancellor to be in the SSE (i.e., 0.51 full time equivalent [FTE] in the SSE).

The responsibilities of the Faculty include: teaching and instruction, mentorship and supervision of student researchers and interns, engagement in career development, publishing, funded research, consulting, development of intellectual property (when applicable), contributions to curricula, participation in accreditation process (where applicable), professional registration (when applicable), advisement of student organizations, compilation of annual reports, participation in student recruiting, advisement of students, assistance to SSE, UMKC, UM System and/or the profession through service commitments, and input to the Promotion and Tenure process.

1.2 Voting Faculty Members

The SSE Faculty eligible to vote are defined as full-time tenured and tenure-track faculty (TT) and full-time ranked and unranked non-tenure track faculty (NTT) (CRR 310.020 Section B1). Voting for UMKC and UM System matters is determined by UMKC and UM System rules.

1.3 Non-Voting Faculty Members

The Non-Voting Faculty Members are Faculty of the SSE who do not meet the requirements in Section 1.2. They may attend and participate in faculty meetings and may be appointed to serve as Voting Faculty Members on Discipline-level, Division-level, or ad hoc SSE committees.

2.0 Article Two – Officers, Appointments, and Responsibilities

The Officers of the SSE Faculty are the Chair of the Faculty, Vice Chair of the Faculty, and the Secretary of the Faculty, who also serves as a parliamentarian.

2.1 Chair of the Faculty

The Chair of the Faculty shall preside over all SSE Faculty meetings (Regular and Special). The Chair of the Faculty or Dean may designate a Voting Faculty Member to temporarily preside over a Faculty meeting if the Chair, Vice Chair, and Secretary are unable to attend.

2.2 Vice Chair of the Faculty

Vice Chair of the Faculty will run Faculty meetings if the Chair is not present. The Vice Chair will be responsible for requesting nominations for SSE and campus-wide committee memberships, administering the electronic elections, and providing Faculty the results within a week of the close of the election.

2.3 Secretary of the Faculty

The Secretary of the Faculty assists the Chair in the preparation of the agenda, counts electronic votes, and prepares and distributes the minutes of SSE Faculty meetings. The duties of the Secretary of the Faculty shall be to record and distribute: 1) the preliminary minutes of the meetings within seven working days, 2) the approved minutes of the meetings to each Faculty member (as defined in Article One of these Bylaws) within fourteen working days following the Faculty meeting, 3) act as Parliamentarian, the interpreter of the most current Robert's Rules of Order when required, and 4) act as the primary editor and repository for the SSE Bylaws.

2.4 Election of Officers

The Chair of the Faculty, Vice Chair of the Faculty, and the Secretary of the Faculty shall be elected by the Voting Faculty Members. This electronic election will be held no later than May 1 of each academic year. The term for officers is three years, and officers can serve no more than two consecutive terms. The Dean, Associate Deans, Division Directors, and Associate Division Directors are not eligible to serve as faculty officers. To have staggered representation, the initial elections for Officers of SSE will have terms of one year for Secretary, two years for Vice Chair, and three years for Chair. In situations where staggered officer representation is not maintained (resignations, replacements, or advancement to administrative positions), representatives will be elected for shorter terms to reestablish the staggered representation of the Chair, Vice Chair, and Secretary of the Faculty. After regularly scheduled elections, the terms of office for the elected representatives commence on August 15 of each academic year.

3.0 Article Three – Voting Privileges

Faculty members of individual discipline-specific degree programs make decisions for those degree programs. For all other matters before the SSE Faculty, eligibility for voting varies.

3.1 Faculty Voting Rights

All Voting Faculty Members have the right to vote on all matters brought before the SSE, except for a) Promotion and Tenure outside of a Faculty Member's Discipline, and b) issues pertaining to Doctoral and Master's programs.

Doctoral and Graduate Faculty have the right to vote on all academic issues brought before the SSE as well as academic issues involving the SSE's graduate programs.

3.2 Voting for Bylaw Changes and Amendments

Introduction of Amendments

Material addition, deletion, and/or modification (changes) of Bylaws in this document can only occur as a result of formal SSE Faculty action. Changes may only be introduced by Voting Faculty Members.

Proposed amendments and changes to these Bylaws must be submitted to the Chair of the Faculty in written form. The proposed amendment will be distributed to the Faculty at least ten days prior to the meeting at which they are to be presented to the Faculty. The Chair of the Faculty may assign an ad hoc committee for research and fact finding, and the committee will present the results of their research prior to any discussion.

The reading of the proposed amendment will occur at a Regular SSE Faculty Meeting by the Chair with a quorum present, scheduled not less than 10 days, and not more than four weeks, following the introduction. The first reading must be formally announced to the full Faculty in the meeting agenda. The ad hoc committee will present the results of their research to the faculty. Following the discussion, the proposed changes, with amendments, will be called to an electronic vote following the meeting. Approval and amendment of the Bylaws must be ratified by simple majority vote of the Voting Faculty Members. Voting will be by electronic ballot.

In summary, an amendment to these Bylaws can be made only by vote of the Voting Faculty Members, subject to:

- 1) The proposed amendment shall have been read at a Meeting of the Faculty, at least ten working days prior to opening the vote,
- 2) The proposed amendment shall have been distributed to all Voting Faculty Members at least ten working days prior to opening the vote, and
- 3) The proposed amendment has received an affirmative vote from a majority (>50%) of the Voting Faculty Members.

3.3 Voting at SSE Faculty Meetings

Meetings which discuss a voting item shall require a quorum to conduct business. No business shall be conducted at any meeting, Regular or Special, that has not been properly called. Items requiring a vote shall be included in the agenda for discussion. Items on the agenda which are not in the form of a motion will be open for discussion. At the end of the discussion, if a no motion relating to the topic has been made, the Faculty will proceed to the next agenda item.

For all voting actions, a quorum is defined as a majority of eligible Voting Faculty Members. Voting conducted at Regular Meetings on minor issues (approval of minutes, approval of agenda, etc.) requiring approval shall be by Affirmative Vote. All major issues brought before the faculty at a Regular Faculty Meeting will be conducted electronically.

3.4 Voting for Membership on SSE and Campus-wide Committees

Call for nominations for SSE and campus-wide committee memberships shall be made in early April, and nominees are validated by April 15. There will be an electronic election no later than May 1 of each academic year to elect SSE committee and campus-wide committee membership. The Vice Chair of the Faculty will be responsible for requesting nominations for SSE and campus-wide committee memberships, administering the electronic elections, and providing Faculty the results within a week of the close of the election.

4.0 Article Four – SSE Faculty Meetings

Meetings of the Faculty of the SSE are of two kinds: Regular and Special.

4.1 Regular Faculty Meetings

As prescribed by the Faculty Bylaws of the University of Missouri-Kansas City (CRR 300.020B3), there shall be four Regular Meetings of the SSE Faculty. SSE Regular Faculty Meetings will be

scheduled each year in September, November, February, and April. They shall be held as determined by the Chair of the Faculty in consultation with the Dean. The Chair of the Faculty shall inform the Faculty of the exact day and time at least one month in advance of the meeting, and shall transmit the agenda at least seven working days prior to the meeting. The purpose of the Regular Meeting is to conduct the regular business of the SSE:

- 1) The minutes of the previous Regular Meeting, and any Special Meeting that might have been held since, shall be voted on at each Regular Meeting of the Faculty,
- 2) SSE's representatives to the UMKC Faculty Senate and all other SSE, Campus, or UM System-level committees shall report at each Regular Meeting of the Faculty.
- 3) The SSE Dean, Associate and Assistant Deans, Directors, Associate Directors and other managers may be invited to report at a Regular Meeting of the Faculty.

4.2 Special Faculty Meetings

Special Faculty Meetings may be called by the Chancellor, the Provost, the Dean of the SSE, Chair of the Faculty, or by petition of at least 25% of the Voting Faculty Members in the SSE. The purpose of the Special Faculty Meeting is to consider business of a special nature with a special timeframe. The person(s) calling a Special Meeting shall be responsible for compiling the agenda and distributing it to the Faculty at least three working days before the meeting. Minutes are to be taken during these meetings, and these minutes shall be voted on during the next Regular Meeting of the Faculty.

Any issue pertaining to the Special Faculty Meeting that require a vote of the Faculty shall be conducted electronically.

5.0 Article Five – Academic Responsibilities

Since SSE contains four Divisions possessing various degree programs, the Division shall serve as the “Department” for many activities provided in the UM System CRR.

5.1 Curriculum and Degree Program Management

The curriculum is the responsibility of the Discipline Faculty associated with a respective degree program and outlined in the Faculty Bylaws of the University of Missouri-Kansas City (CRR 300.020D3). All Faculty of appropriate classification as presented in section 3.1 of this document, constitute a *de facto* curriculum committee for the respective degree program. Discipline Faculty may choose to elect a “working curriculum committee” that would report to the faculty of the degree program. Faculty holding a secondary appointment in another area should have curriculum responsibilities and expectations defined prior to the secondary appointment becoming active. Proposed changes to degree programs should be discussed with the Division Director for workload, budgeting, and strategic planning purposes, and (where applicable) with a committee that has oversight on accreditation and assessment for related programs. The approval process for degree program changes consists of an affirmative vote at the respective Discipline Faculty level, approval by the Division Director, and approval by the Dean.

5.2 Promotion and Tenure

The Promotion and Tenure process consists of various review levels outlined in UM System CRR 320.035. For each Promotion and Tenure cycle, the first level of review will consist of a committee of all tenured Discipline Faculty who are at or above the promotion rank being sought. If a minimum of three tenured Discipline Faculty are not available for review at the Discipline-specific level, either due to a low number of faculty or faculty serving at the SSE or University levels, the Discipline Faculty will select another member from the Division, SSE, UMKC, or UM System in consultation with the Associate Dean of Faculty Affairs.

6.0 Article Six – SSE Committees and Campus-level Representation

The following sections define the membership and responsibilities of each SSE committee. Voting procedures are described in Article 3.4. Operating procedures of each committee are defined within the committee.

6.1 Budget and Operations Committee

The Budget and Operations Committee shall be composed of the SSE Chair, SSE Vice Chair, and SSE Secretary and one elected faculty member from each Division. The Associate Deans, Division Directors, and Associate Division Directors are not eligible to serve as members of this committee. Elected Division faculty will serve for two years with a limit of two consecutive terms. The Budget and Operations Committee shall have input on budget and operations and serve as a liaison between the Faculty and the Dean on these matters. The Budget and Operations Committee shall meet at least once per semester.

6.2 SSE Promotion and Tenure Committee

The SSE Promotion and Tenure (P&T) committee will be comprised of three elected full professors. Membership will be revisited and revised each P&T cycle. P&T policy is currently guided by individual Discipline P&T requirements, as well as reviews guided by CRR 310.015. The committee will make an assessment on promotion and/or tenure for all SSE candidates (both TT and NTT) and will provide recommendations to the Dean.

6.3 SSE Representation at the Campus-level Committees

The SSE Faculty shall elect members to serve on campus-level committees.

Change Log:

Changes to the Bylaws must be documented on this page.

All policies, procedures, and regulations of the School of Science and Engineering ("SSE") shall conform to and abide by those of the University of Missouri Collective Rules and Regulations (CRR). In the instance of a conflict, the UM System CRR supersede.

Date	Change (Procedure No., Procedure Title, and Description of Changes)	Author	Vote ⁽¹⁾	Rev #