

## COLLEGE OF ENGINEERING BYLAWS

### 1. FUNCTIONS

- The Faculty of the College of Engineering shall conduct the government of the College of Engineering.
- Members of the Faculty of the College of Engineering constitute a committee of the Berkeley Division of the Academic Senate (Senate Bylaw 60), and may delegate authority to committees or committee officers.
- Instructors of less than two years' service have no vote (Senate Bylaw 55).

### 2. MEMBERSHIP

The following<sup>1</sup> are ex officio members of the Faculty the College:

- The President of the University
- The Chancellor at Berkeley
- The Executive Vice Chancellor and Provost
- The Dean of the College

Other members of this Faculty are<sup>2</sup>

- Deans of the Colleges of Chemistry, Environmental Design, Letters and Science, Natural Resources, the Walter A. Haas School of Business and the School of Public Health (Berkeley-San Francisco)
- All members of the Division who are members of departments assigned to the College of Engineering
- Chairs of the Departments of Chemistry, Chemical Engineering, Earth & Planetary Science, Mathematics, Physics, and Statistics
- One representative nominated by each other department giving courses prescribed in the curricula of the College of Engineering
- Such other members of the Senate as the Dean of the College may nominate because of their contribution in teaching or research to the field of engineering

### 3. OFFICERS

#### A. Chair

The Faculty of the College of Engineering shall elect a Chair every two years. The Chair presides at meetings of the College of Engineering faculty and serves as Grand Marshall at Commencement ceremonies conducted by the College of Engineering.

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<sup>1</sup> Excerpt from Bylaw 64, Berkeley Division of the Academic Senate

<sup>2</sup> Excerpt from Bylaw 76, Berkeley Division of the Academic Senate

B. Secretary

The Faculty of the College of Engineering shall elect a Secretary every two years. The Secretary will conduct electronic ballots following Academic Senate Bylaw 95. ~~Secretary of the Berkeley Division of the Academic Senate shall be Secretary of the Faculty.~~ The Secretary is authorized to refer any or all questions, including petitions of students, received for presentation to the Faculty, directly to the Dean of the College of Engineering.

4. MEETINGS

- Regular meetings of the Faculty shall be held at least twice a year.
- The Faculty may meet at such times as it may determine, or at the call of the Chair or the Secretary.

A. Order of Business

The Order of Business at regular meetings shall be as follows:

- Announcements of the Faculty Chair
- Minutes
- Report of the Dean
- **Special Orders - Consent Calendar**
- Reports of Standing Committees
- Reports of Ad Hoc Committees
- Reports of Interdisciplinary Committees
- ~~Special Orders, Consent Calendar~~
- Petition of Students
- Unfinished Business
- New Business

By Robert's Rules of Order, the regular Order of Business may be suspended at any meeting of the faculty by a two-thirds majority of the voting members present when quorum is attained.

B. Quorum

Fifteen (15) voting members shall constitute a quorum.

5. COMMITTEES

A. Appointment and Term

The Chair shall appoint committees of the Faculty not otherwise provided for.

The Dean of the College of Engineering shall nominate to the Faculty each year the members of the Standing Committees of the Faculty.

Committees shall be appointed each year and shall serve until succeeding committees are appointed.

Committee membership may include up to one-third representation by non-Academic Senate members provided the committee's responsibilities do not preclude such appointment by Academic Senate By-Laws and Regulations.

B. List of Standing Committees, Membership and Duties

**Committee on Broadening Participation**

Membership

- Executive Associate Dean, Ex-officio
- Faculty Equity Advisors from each department
- Director of Engineering Student Services
- Associate Director of Engineering Student Services
- Faculty Members at Large
- President of the Engineering Joint Council (EJC)
- **Two other student members**

Charge

In order for the College of Engineering at Berkeley to effectively pursue its mission of educating leaders, creating knowledge, and serving society, it is essential that the faculty and student body reflect the diversity of society at large in California.

- The College of Engineering Committee on Broadening Participation and Diversity is charged with working with the Dean of the College of Engineering and the entire College community (faculty, staff, and students at both the College and Departmental levels) to eliminate the barriers to full participation by traditionally underrepresented groups, and to actively encourage the broadest participation possible.
- The responsibilities of the Committee include: strategic planning; active participation in faculty recruitment, advancement and retention; active participation in graduate student recruitment, admission and advancement; undergraduate recruitment and support; and ensuring a climate of equity and inclusion.
- The Committee is a resource for the faculty of the College and academic leadership on outreach to schools and community colleges, and developments in innovative pedagogy and experiential learning that attract non-traditional engineering students.

**Committee on Computing and Computer Science Education**

Membership

This committee will include a representative from each department in the College of Engineering.

#### Charge

This committee shall study and make recommendations to the Dean and the College's faculty on matters related to computer science education on the Berkeley campus including: campus computer systems as they relate to computer science education and college research; computer science courses for the various engineering curricula; computer science service courses for the campus as a whole; and computer resources and facilities in the college, with emphasis on usage planning and upgrades.

### **Engineering Ethics & Social Responsibility**

#### Membership

- Executive Associate Dean, Ex-officio
- A faculty member from each department

#### Charge

In order for the College of Engineering at Berkeley to effectively pursue its mission of educating leaders, creating knowledge, and serving society, it is essential that students are made aware of engineering ethics and social responsibility as they practice in engineering profession.

- The College of Engineering Committee on Engineering Ethics and Social Responsibility is charged with working with the Dean of the College of Engineering and the entire College community (faculty, staff, and students at both the College and Departmental levels) to ensure that the college provide appropriate level of engineering ethics and social responsibilities to all of our students.
- The responsibilities of the Committee include: strategic planning to incorporate engineering ethics and social responsibilities in undergraduate and graduate curricula; and planning of events on engineering ethics and social responsibilities.

### **Committee on Graduate Study**

#### Membership

This committee will include the following members:

- One representative from each College of Engineering department
- ~~One~~ **Two** graduate student members
- The Executive Associate Dean (ex officio)
- Engineering faculty member(s) of the Graduate Council (ex officio)

#### Charge

- This committee shall review proposed graduate curriculum and curricular changes, review graduate engineering course and modifications in existing courses, and advise the Dean on graduate programs.
- Proposed changes must be approved by a vote of the full faculty of the College of Engineering.

### **Committee on Student Relations**

#### Membership

This committee will include the following members

- At least four faculty members
- Director of Engineering Student Services (*ex officio*)
- The Executive Associate Dean (*ex officio*)
- Two student members

#### Charge

This committee cooperates with the Dean of the College of Engineering on student problems and, jointly with the Dean, oversees the welfare of the students in the College of Engineering. This committee plans for commencements and provides a liaison to the *Cal Engineer* magazine through participation of the editors in the activities of the Student Relations Committee.

### **Committee on Undergraduate Study**

#### Membership

This committee will include

- One representative from each department in the College of Engineering
- Engineering Science Committee, Chair
- Director of Engineering Student Services (*ex officio*)
- Associate Director of Engineering Student Services (*ex officio*)
- Two undergraduate student members

#### Charge

This committee shall review proposed undergraduate curriculum and curriculum changes for the faculty of the College of Engineering; serve as the final authority on petitions from students for variances in degree requirements within the authority and jurisdiction of the College of Engineering; certify the meeting of undergraduate degree requirements; and review undergraduate engineering courses and modifications in existing undergraduate engineering courses.

College of Engineering Faculty vote on all proposed changes to

- curriculum
- course work
- major requirements
- unit changes
- new courses

The Executive Associate Dean concurs on educational policy changes and all changes must subsequently approved by the Academic Senate's Committee on Course Instruction.

6. RECOMMENDATIONS TO THE ACADEMIC SENATE

The Faculty shall not make recommendations to the Academic Senate as to the amendment or repeal of Senate legislation, or as to new legislation in the Senate, unless written notice of the proposed recommendation shall have been sent to each member of the Faculty at least five days previous to the meeting at which the amendment is to be moved.

7. AMENDMENT OF BY-LAWS

The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting by two-thirds vote of all voting members present, provided that written notice of amendment shall have been sent to each member of the Faculty at least five days previous to the meeting at which the amendment is to be moved. But no amendment shall be made that is inconsistent with legislation of the Academic Senate (Berkeley Division Bylaw 160).