

Laws and Regulations of the Faculty

College of Engineering

Part I : Functions

- i. The Faculty of the College of Engineering shall conduct the government of the College of Engineering.

Part II : Membership

- ii. The Faculty of the College of Engineering shall consist of those members of the Academic Senate designated in By-Laws 84 and 96 of the Berkeley Division.
(C.C. 11.74; F.C. 4.77; 7.85)

Instructors of less than two years service have no vote.

The Dean of the College of Engineering shall submit the list of members for the next academic year to the Faculty of the College of Engineering for approval at the last meeting of each academic year.

Part III : Officers

iii. Chairman

The Faculty of the College of Engineering shall elect a Chairman every two years.

iv. Secretary

The 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, placed in his hands for presentation to the Faculty, directly to the Dean of the College of Engineering.

Part IV : Meetings

- v. 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 Chairman or the Secretary.

Part V : Quorum

- vi. Fifteen voting members shall constitute a quorum.

Part VI : Committees

Title I : Appointment and Tenure

- vii. The Chairman shall appoint committees of the Faculty not otherwise provided for.

- viii. The Dean of the College of Engineering shall nominate to the Faculty each year the members of the Standing Committees of the Faculty.
- ix. Committee shall be appointed each year, and shall serve until succeeding committees are appointed.
- x. 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.

Title II : List of Standing Committees: Their Powers and Duties

xi. Committee on Undergraduate Study

xii. A. Membership

This Committee is made up of four or more members, representative of the curricula of the College of Engineering.

B. Duties

This Committee shall:

1). Formulate study-lists policy and procedure. Study-lists shall be examined and tentatively approved by advisers appointed by the Dean with the advice of this Committee.

Advisors shall transmit to the Dean, or his authorized representative, with recommendation for appropriate action, petitions relative to schedules of study for degrees and to change in courses of study and student status. Study-lists and petitions of students shall be finally approved or disapproved for the Committee by the Dean of the College.

2). Examine Engineering curricula and courses insofar as the conduct and content of the latter affect Engineering curricula, and shall report periodically the results of such study to the Faculty.

3). Give special attention to continued development of the lower division, and shall advise the Dean on matters pertaining to relations with community colleges in this area.

4). Be charged with final revision of recommendation for degrees and honors at graduation.

12. Committee on Student Relations

This Committee shall cooperate with the Dean of the College of Engineering on student problems and jointly with him shall have general oversight of the welfare of the students in the College of Engineering.

13. Committee on Cooperative Work-Study and Employment Programs

This Committee, composed of at least four members, shall advise the Dean of the College on matters relating to industrial work programs for undergraduate students and with respect to employment matters affecting graduates of the college.

14. Committee on Coordination of Chemical Engineering and Engineering

This Committee shall advise the Deans of the College of Chemistry and Engineering concerning mutual problems of academic nature.

This Committee shall be composed of a joint membership nominated each year after consultation between the Deans of the College of Chemistry and Engineering.

15. Committee on Graduate Study

Membership

This Committee shall not have fewer than six members.

The Assistant or Associate Dean of the College of Engineering, serving as the coordinator of graduate studies, shall serve as a member of this Committee, and the Engineering member(s) of the Graduate Council shall be (a) member(s) ex officio of this Committee.

Duties

This Committee shall:

1). Coordinate all matters affecting graduate study in engineering and to represent the Departments of the College of Engineering in all matters within the jurisdiction of the Graduate Council.

This Committee shall examine periodically engineering curricula, courses, facilities, and other matters affecting graduate study and make recommendations regarding these matters to the Faculty of the College.

2) Within the policies and regulations established by the Graduate Council, act on the following:

Admission to graduate study

Advising of graduate students

Scholarship workload, procedural requirements, and other similar matters

Individual programs leading to higher degrees

Applications and recommendations to the appropriate administrative officers regarding the following :

Requests for new, or changes in existing, graduate courses.

Establishment of new graduate programs

Printed announcements, pertaining to graduate study in engineering

Consideration of graduate student welfare.

16. Committee on Computing and Computer Science Education

This Committee should have at least seven members, one from each department.

The change of this Committee is to study and make recommendations to the Dean and to the Faculty on the following matters related to the College's responsibility for computer science education on the Berkeley Campus.

A). Campus computer systems, as related to computer science education and College Research.

B). This Committee shall be responsible for computer science service courses for the various engineering curricula with regard to content and to time offering in the course sequences.

C). This Committee is responsible for computer science service courses for the Campus as a whole, with particular regard to the relations between freedom of admission to courses and the total cost, per student, of offering course.

D). This Committee shall study ways the College can make more effective use of administrative computing.

17. Committee on Research

This Committee shall have five to seven members.

The duties of this Committee are to consider and make recommendations to the Faculty of the College of Engineering on matters pertaining to:

- 1). Fostering research
- 2). Formulating, coordinating and revising general research policies and procedures.
- 3). Advising the Dean on Research matters
- 4). Advising on procedures for administration of 615 grants to faculty members in the College.

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Part VII : Order of Business

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

- 1). Minutes
- 2). Announcements by the President
- 3). Announcements by the Chairman
- 4). Announcements by other Executive Officers of the Faculty
- 5). Special Orders
- 6). Reports of Special Committees
- 7). Reports of Standing Committees
- 8). Petition of Students
- 9). Unfinished Business
- 10). New Business

The regular Order of Business may be suspended at any meeting of the faculty by a two-thirds vote of the voting members present.

Part VIII : Suspension of Rules

20. The rules of the Faculty may be suspended by vote of the Faculty provided that not more than two voting members present object to such suspension. The Chairman shall always state the question as follows: "Those who object to a suspension of the rules will raise the right hand."

Part IX : Recommendations to the Academic Senate

21. 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.

Part X : Amendment of By-Laws

22. The foregoing By-Laws 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 By-Law 160).

Part XI : Regulations on Curricula

23. In addition to the regulations governing the curricula offered by the College of Engineering and contained in Part II, Title V, Berkeley Division Regulations of the Academic Senate, the following shall apply to any engineering curriculum:

A). A Bachelor's Degree must be attainable in eight semesters, Summer Session excluded.

B). The total number of specified units in each Semester shall not exceed twenty and one-half.

C). Any lower division course may be a required course if either:

1). It is contained on a list of lower division engineering courses which had been approved by the faculty of the College; these shall bear the prefix "E"; or student's program of study (See A and B); these courses shall be designated with a department prefix, e.g., "CE, EE", etc.