

College of Technology
Bylaws
Revised and Approved by the Faculty
15 November 2017

Section I. Purpose/Scope

These Bylaws are intended to govern the College of Technology on College academic and administrative matters. They do not purport to be a comprehensive, self-contained policy statement, and they do not answer all questions. If any of the procedures or policies of these Bylaws conflict with University policies or the University Faculty Handbook, the University policy governs.

Section II. Faculty Membership

The College of Technology recognizes three categories of faculty members: tenured/tenure-track, non-tenure-track full-time, and part-time or short term.

1. Tenured and tenure-track positions include Assistant professor, Associate Professor, and Professor.
2. Promotion eligible (PE) non-tenure-track (NTT) positions include Instructional, Clinical, and Research full-time positions.
3. Part-time and/or short-term non-promotion eligible (NPE) non-tenure-track (NTT) faculty positions include Lecturer, Adjunct, and Visiting faculty.
4. Definitions of, and qualifications for, these titles can be found in the current edition of the University of Houston Faculty Handbook or on the NTT Policy webpage posted on the Office of the Provost's website.
5. Throughout this document, the term "voting faculty" refers to those with voting rights.
6. The following definition of eligible faculty for voting purposes at the University level is taken from the Constitution of the Faculty Senate Bylaws:

"An eligible faculty member is a full-time Tenured or Tenure-track faculty member, a full-time Library faculty member, or a full time Non-Tenure-Track faculty member with at least three years of continuous service at the University of Houston. For the purposes of these Bylaws, a Non-Tenure-Track faculty member is defined as Instructional, Research, or Clinical faculty with the title of Assistant Professor, Associate Professor, or Professor."

7. In the College of Technology, voting rights of all eligible full-time tenure track and full-time promotion eligible non-tenure track faculty are equal in College curriculum matters

- including participation in department decisions on developing the curriculum and determining its effectiveness.
8. Voting rights of all eligible faculty members are equal in College and department matters, except in matters of hiring, retention, and promotion, or as specifically noted in these Bylaws.
 9. In the role of voting on hiring, retention, and promotion matters, voting faculty who are classified as Instructional, Clinical, and Research may only vote on hiring, retention, and promotion matters of Instructional, Clinical, and Research positions; Tenure and Tenure-track eligible faculty may vote on all hiring, retention, and promotion matters of the College or their respective department.
 10. In terms of College committee memberships, all voting faculty have equal right to participation except as specified in the committee membership.
 11. A quorum is considered to be at least one more than 50% of the voting faculty.
 12. A majority is considered to be one more than 50% of the voting faculty in attendance.

Section III. Faculty Responsibilities and Evaluation

Faculty professional responsibilities are detailed in the University Faculty Handbook. Teaching, scholarship, and service are traditionally the major tenets of University tenured and tenure-track faculty responsibilities. Vital components to the success of the College of Technology include activities essential to a sound teaching program, to a research program that results in publications, and to service that advances the interests of the profession, the College, and the University. Professional responsibilities and expectations for NTT faculty are detailed in the NTT Policy webpage posted on the Office of the Provost website and/or Faculty Handbook.

College of Technology faculty responsibilities vary according to the category in which a faculty member is included. Faculty responsibilities shall align with the workload guidance policies as contained in the Faculty Handbook and academic policies promulgated by the Office of the Provost which are implemented by the university and/or posted on the Office of the Provost website.

Responsibilities include, but are not limited to, the following:

1. Service
 - a. Tenured, Tenure-track, and promotion-eligible (PE) Clinical, Research, and Instructional faculty are expected to engage in service activities.
 - b. Evaluation of service is based on service to (1) the University and (2) professional organizations, and the community.
 - c. Examples of service opportunities are delineated in Appendix A: Promotion, Tenure, and Annual Review.
 - d. The department chair, in accordance with College and Department Bylaws, evaluates service annually.
2. Teaching

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- a. Tenured, Tenure-track, Clinical, Instructional, Lecturers, Visiting, and part-time faculty are expected to engage in teaching activities.
 - b. Evaluation is based on activities supporting (1) effective teaching and curriculum development, (2) student welfare, and (3) professional growth and development.
 - c. Examples of teaching activities are delineated in Appendix A: Promotion, Tenure, and Annual Review for Tenure Track and Tenured Faculty. At a minimum, teaching faculty must:
 - i. Meet regularly scheduled classes (if any) or provide effective instructional alternatives;
 - ii. Share useful resources such as books, articles, and websites, etc.;
 - iii. Create activities and products for students that provide opportunities for practice and for assessment,
 - iv. Provide sufficient constructive feedback to students for continued learning and development, and
 - v. Make oneself available to students outside of scheduled classes with office hours or other appropriate means of communication.
 - vi. Developing or validating the curriculum and determining its effectiveness, and
 - vii. Identifying the standards for admissions, grading, and candidacy for graduate and undergraduate study.
 - d. The Department Chair, in accordance with College and Departmental Bylaws, conducts evaluation of teaching annually.
3. Research
- a. Tenured, Tenure-track, Clinical, and Research faculty are expected to engage in research activities.
 - b. Evidence of scholarship is based upon activity in three areas: (1) research and publications, (2) research funding, and (3) scholarly interaction.
 - c. Examples of research activities are delineated in Appendix A: Promotion, Tenure, and Annual Review for Tenure Track and Tenured Faculty.
 - d. The department chair, in accordance with College and Departmental Bylaws, conducts evaluation of research annually.

The College of Technology has established a faculty evaluation process which is conducted yearly by the department chair and then reviewed with the individual faculty member before being submitted to the College Dean. Self-evaluation, student evaluation, and the chair evaluation make up this process. Evaluation of all faculty is required including all categories of NTT faculty. The procedure for the Faculty Evaluation process is detailed in Appendix A: Promotion, Tenure, and Annual Review for Tenure Track and Tenured Faculty. A separate evaluation process is administered for NTT faculty which will be posted on the college and/or department website.

Section IV. Faculty Officers

Faculty officers shall be (a) Faculty Chair, (b) Secretary to the Faculty, and (c) Parliamentarian.

1. **Faculty Chair.** The Faculty Chair shall consult with the faculty and administration, determine the agenda for all College faculty meetings, preside over general College faculty meetings, and conduct College of Technology general faculty elections.
2. **Secretary to the Faculty.** The Secretary shall post a notice of each College faculty meeting, take minutes of all College faculty meetings, distribute minutes no later than two weeks following such meeting, and assist the Faculty Chair with elections. The Secretary shall attend the College of Technology chairs' meetings for the purpose of taking minutes for distribution to the college faculty and staff. The minutes shall be distributed within one week of the meeting in which they were collected.
3. **Parliamentarian.** The Parliamentarian shall resolve procedural questions in accordance with the latest edition of Robert's Rules of Order Newly Revised, unless the faculty, by a majority vote, agrees to set aside all or part of the Rules.

These officers shall be elected by majority vote of the faculty at the last Spring Semester faculty meeting. No more than two officers may be elected from any one department. The terms of the officers shall be August 1 through July 31 of each academic year.

The Faculty Officers shall concern themselves with matters of policy and administration affecting the operations and development of the College. Specifically, the Faculty Officers shall (items are not in priority order):

1. Call meetings of the College faculty;
2. After consulting with the Dean, prepare the agenda for each faculty meeting at least three days before the meeting;
3. Facilitate review of the Dean and Associate/Assistant Dean(s) during the fall semester;
4. Appoint *ad hoc* committees from the faculty as the need arises;
5. Speak for the faculty on matters of an emergency nature and during periods between long terms;
6. Review the Bylaws of the College, and if appropriate, recommend amendments to the CoT Bylaws Committee for consideration;
7. Facilitate nominations, as necessary, for elections of the Faculty Officers, as well as conduct special elections to fill unexpected vacancies, and report the election results to the Dean, to the departments, and to the individuals involved;
8. Receive and securely store permanent copies of the College and Departmental Bylaws; monitor the system of electronic security established in the College for preservation of these Bylaws; and make sure that readable copies are available at all times to the faculty;
9. Store all agendas and minutes of the faculty meetings on a secure server;

10. Validate voting faculty;
11. Assure the archival of documents relating to faculty governance;
12. Request that two of the three officers serve as members of any search committee to review candidates for the position of Dean; and,
13. Inform all faculty members about matters of policy and administration affecting the operations and development of the College.

Section V. Role of Faculty in Governance

The faculty of the College has a critical role in developing, monitoring, and evaluating the curriculum for each program of the College; department chairs and the Dean shall rely on the faculty to carry out this critical role; College committees must incorporate this role.

The faculty of the College, likewise, has a critical role in identifying the standards for student admission and readmissions, grading, and determining candidacy for graduate and undergraduate study; College committees must incorporate this role.

The faculty of the College has an essential role in preparing for and implementing procedures for accreditation relevant to the College; preparation for such accreditations should involve the broadest cross section of faculty in the process.

The Dean shall make available leadership opportunities for all faculty members to the broadest extent possible; at the department level, chairs will make available leadership opportunities for all faculty to the broadest extent possible.

The Dean shall consult with the faculty on an annual basis in terms of planning strategies for short and long term goals; likewise, at the department level, chairs will consult with faculty regarding planning in terms of department initiatives.

The Dean shall consult with the faculty on an annual basis in terms of budget amounts, priorities for spending and review of past expenditures; likewise, at the department level, budgets will be shared with faculty and input sought as to priorities.

The Dean shall consult the voting faculty on any proposed changes of educational policy within the authority of the College. These include curricula, courses, admissions standards, and College requirements for graduation. The Dean shall consult the voting faculty on internally initiated changes in the College administrative policies pertaining to promotion, tenure, salaries, evaluation of faculty, and evaluation of administration.

The chair of each department shall consult with the departmental voting faculty on all matters pertaining to departmental, academic, and administrative policy. All proposed changes must be approved by a majority of the department faculty in accordance with department bylaws. All proposed changes at the department level shall comply with the College and University policies.

Section VI. Faculty Meetings

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The Faculty Chair or a designated representative shall preside over faculty meetings.

1. College faculty meetings shall be held at least once during each fall and spring semester. Additional meetings shall be called by the Faculty Chair on request from 25% of the voting faculty or the Dean. Except in emergencies, meetings shall be announced a minimum of one week in advance. The date/time for the first meeting of the fall semester shall be announced by the end of the spring semester. The notice shall include an agenda; however, matters may be raised by the voting faculty.
2. Each voting faculty member shall have one vote. Voting on any issue shall ordinarily be by voice or a show of hands, but it may, at the discretion of the Faculty Chair, be by secret mail or secure electronic ballot. No proxy votes will be accepted. At the request of any faculty member eligible to vote, a vote shall be conducted by secret ballot.

Section VII. Committees

The Committees of the College of Technology shall consist of the following Standing Committees:

1. Chairs Committee
2. Undergraduate Academic Committee
3. Graduate Academic Committee
4. Promotion and Tenure Committee
5. Grievance Committee
6. Scholarships and Fellowships Committee
7. Academic Services Committee
8. Academic Honesty Committee
9. Dean's Advisory Committee
10. Bylaws Committee
11. Advisory Committees for Centers and Programs, as needed

At the last spring departmental faculty meeting, members for the College Standing Committees shall be elected by majority vote of each department faculty, as provided for by the committee structure. Names of chairs and members of all committees shall be provided to the College faculty by the Faculty Chair during September of each year. Minutes for each committee, excluding confidential issues, shall be made available electronically within 30 days following each committee meeting. An annual report for each committee must be submitted by May 15 to the Faculty Chair (for historical and file purposes). Except for the Chairs and Advisory Committees, all committees shall have two-year, rotating memberships. Members may serve consecutive terms. In emergency situations, the chair of a committee is authorized to act for the committee. Emergency meetings may be called by request of the members of a committee or the Dean. The terms of the committees shall be August 1 through July 31 of each academic year.

Ad hoc committees shall also be appointed as needed for specific roles (such as periodic SACS accreditation and *ad hoc* department committees for program accreditations). *Ad hoc* committee member names, responsibilities, and time limits shall be provided by the Dean to the faculty within two weeks following committee establishment.

Section VIII. Committee Composition and Functions

1. Chairs Committee

Composition. The Chairs Committee shall be composed of the Dean, the Associate/Assistant Dean(s), the department chairs, and any others as designated by the Dean. The Dean shall serve as Committee chair. The Faculty Secretary shall take minutes and provide them to the faculty (except for personal and confidential issues).

Meetings. Meetings shall be held at least once a month, with distribution of an agenda at least 24 hours previous to each meeting. Additional meetings may be held on special occasions as called by the Dean or as requested by a member of the Committee.

Duties. The Chairs Committee shall advise the Dean regarding matters of College policy; administration, academic programs, social activities, and such items as may be presented by other committees, departments, and faculty of the College. Individual chairs are responsible for recognizing leaders among their respective faculty members and then making those names known to the Chairs Committee. The Chairs Committee shall recommend that leadership development opportunities be offered to potential administrators from among the faculty. In addition, the Chairs Committee shall establish *ad hoc* committees as deemed necessary for those areas not covered by Standing Committees that have limited responsibility and definite time limits.

2. Undergraduate Academic Committee

Composition. The Undergraduate Academic Committee shall be composed of one representative elected from each department of the College, who shall be recommended for appointment by the department, and a faculty appointee of the Dean. The Associate/Assistant Dean for Academic Affairs shall be an *ex officio* member of this Committee. A member of the Academic Services Center staff may be a non-voting member of this Committee. The College representatives to the University Undergraduate Committee shall be voting members of this Committee. The chair for this Committee shall be elected by the Committee members for the coming year at the last called Committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.

Meetings. Meetings shall be held during the first month of the fall and spring semesters and shall be called by the chair. Departments shall submit curriculum changes prior to the

spring meeting for consideration by this Committee in order to provide for implementation of these changes during the next year.

Duties. The Committee shall recommend to the Dean undergraduate courses, departmental curricula options, degree requirements, and other pertinent information normally included in the catalog. Recommendations on curricular matters shall normally originate in the departments or special committees. The Committee is not responsible for readmissions. Readmission matters will be handled by program coordinators and the chair of each department. Such matters as core curriculum, continual review of general curricula for content, and development of interdisciplinary programs shall be studied by the Committee. The Chair of the Undergraduate Academic Committee and a department representative (when issues relate to a specific department) shall present the College position(s) to the University Undergraduate Committee. The chair shall call all meetings of the College Undergraduate Academic Curriculum Committee.

3. Graduate Academic Committee

Composition. The Graduate Committee shall be composed of one faculty member from each graduate degree-granting department, who shall be recommended by each department. The members shall be tenured or tenure-track faculty. The Associate/Assistant Dean for Research and Graduate Studies shall be an *ex officio* member of this Committee. A member of the Academic Services Center staff may be a non-voting member of this Committee. The College representative to the University Graduate and Professional Studies Committee shall be a member of this Committee. The chair for this Committee shall be elected by the Committee members for the coming year at the last called Committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.

Meetings. Meetings shall be held during the first month of the fall and spring semesters and shall be called by the Chair. Departments shall submit curriculum changes prior to the spring meeting for consideration by this committee in order to provide for implementation of these changes during the next year.

Duties. The committee shall be responsible for the graduate studies programs in the College, including the admissions process, the development of new programs, addition or deletion of graduate courses, examination requirements for graduate students, and other pertinent information normally found in the graduate catalog. Recommendations on curricular matters shall normally originate in the departments or special committees. The Chair of the Graduate Academic Committee and a department representative (when issues relate to a specific department) shall present the College position(s) to the Faculty Senate Graduate and Professional Studies Committee.

4. Promotion and Tenure Committee

Composition. The Promotion and Tenure Committee shall be composed of one tenured faculty member (a full professor is preferable), and one promotion eligible non-tenure track

faculty (a full instructional/research professor is preferable) from each department to be elected by their respective departments. The non-tenure track faculty Committee members will serve only in the case of a non-tenure track promotion. Should a member resign before the individual's term expires, that member's department shall elect or appoint a replacement to complete the term. The chair for this Committee shall be elected by the Committee members for the coming year at the last called Committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.

Meetings. By the end of the spring semester the Committee shall disseminate guidelines and deadlines for the fall semester. These guidelines and deadlines shall be sent prior to the end of the spring semester.

Duties. The Promotion and Tenure Committee shall be responsible for the evaluation of the files of candidates for retention, promotion, or tenure and make a formal, written recommendation to the Dean concerning the candidate. The Committee shall also review faculty for third year review and other reviews as requested. Such reviews shall be submitted to the Dean each year based on the University timeline. The Committee will follow University and College procedures regarding the evaluation of tenured, tenure-track, and promotion eligible non-tenure-track faculty.

5. Grievance Committee

Composition. The Grievance Committee shall be composed of one tenured faculty member from each department of the College and one non-tenure-track at the associate level or higher *ad hoc* member of the voting faculty elected by the eligible voting faculty of the College. These members shall be elected for three-year terms on a staggered basis. Deans, associate/assistant deans, department chairs, or those who have a 51% or greater release for administrative work are ineligible to serve on the Grievance Committee. Elections shall be held each fall semester or when a vacancy occurs. The chair for this Committee shall be elected by the Committee members for the coming year at the last called Committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.

Meetings. The Committee shall meet when a complaint has been submitted for its adjudication. Such meetings shall be held confidential and only such information may be released as is agreed upon by all parties to the proceedings. The Dean or department chairs, or a designee of the Dean, shall represent the administration at these proceedings.

Duties. The Grievance Committee shall be responsible for developing constructive and equitable solutions to problems presented to the Committee chair by any member of the College. The Committee shall hear and consider all grievances pertaining to issues, complaints, and problems. The Committee shall prepare a written report stating its recommendation(s) concerning each grievance which shall be presented to the principal parties involved. If the grievance is against the Dean, then the report shall be presented to the Associate Dean. The Committee shall follow University grievance procedures.

Students and staff grievances may be presented to this Committee following the proper procedure as designated by the University grievance procedures.

6. Scholarships and Fellowships Committee

Composition. The Scholarships and Fellowships Committee shall be composed of a Dean's appointee and one faculty member appointed by each department. The voting members of this Committee shall be the faculty members representing each academic department. The chair for this Committee shall be elected by the Committee members for the coming year at the last called Committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.

Meetings. The Scholarships and Fellowships Committee shall meet during the first month of each semester to prepare announcements regarding the scholarships and fellowships available to students. The Scholarships and Fellowships Committee shall examine applications by students for scholarships and fellowships in time to provide funding to students for the upcoming semester.

Duties. The Committee shall monitor available scholarships and fellowships and search for, evaluate, and make recommendations to the Dean of students who shall be awarded scholarships and fellowships. Announcements shall be widely distributed to allow all eligible students to become aware of opportunities. Individual scholarships with restrictions shall be coordinated with program faculty who are knowledgeable about the restrictions.

7. Academic Services Committee

Composition. The Academic Services Committee shall be composed of one voting faculty representative elected from each department of the College and a voting faculty appointee of the Dean. A member of the Academic Services Center staff may be a non-voting member of this Committee. The Chair for this Committee shall be elected by the Committee members for the coming year at the last called Committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.

Meetings. Meetings shall be held during the first month of the fall and spring semesters, and as necessary, and shall be called by the Chair.

Duties. The Committee shall concern itself with student issues of an academic nature, including advising, registration, readmission, career planning, and graduation status.

8. Academic Honesty Committee

Composition. The Dean shall appoint a hearing officer who shall chair the Committee. For each case, the hearing officer shall select two faculty members from a list of six voting faculty. The faculty list shall include one member from the voting faculty of each department appointed by the department chair with the remaining members appointed by the Dean. In addition, the Dean (or a representative) shall develop a list of 12 students for use on hearing panels. The hearing officer shall select three students for each panel. Thus, the voting Committee for each case heard shall be the hearing officer, two faculty members, and three students.

Meetings. The Academic Honesty Committee shall meet as required by circumstances.

Duties. The Committee shall hear and render a written decision on all cases referred to the Committee involving student infractions of academic honesty. The written decision shall be submitted to the Dean. Any conduct which a reasonable person would recognize as dishonest shall be considered by the Committee.

9. Dean's Advisory Committee

Composition. The Dean's Advisory Committee is composed of two members from each department and the Dean. The faculty officers shall represent their individual department(s) with no department having more than two members on the Committee. The departmental members shall be appointed on a staggered basis (one member from each department shall be replaced each year) for two-year terms. Appointments shall be by mutual agreement of the Dean, department chair, and Faculty Chair. The chair for this Committee shall be the Faculty Chair.

Meetings. Meetings shall be held at least once each month during the fall and spring semesters. Meetings may be held during the summer, as needed.

Duties. This Committee shall be advisory to the Dean. The Committee functions include providing guidance consistent with faculty appointment/title regarding faculty development proposals, leadership development proposals, faculty development leaves, and faculty workload, advising on facilities and equipment, as well as other requests from the Dean for input. This Committee shall meet regularly with the Dean, including summers, for discussion of matters of mutual interest; recommend policies to the faculty concerning the planning, establishment, alteration, or elimination of departments and programs; make recommendations for College and departmental budgets; report to the faculty on the implementation and administration of policies adopted by the faculty; administer College faculty awards; and encourage and promote excellence in teaching, scholarly research and professional activities in the College.

10. Bylaws Committee

Composition. The Bylaws Committee shall be composed of two representatives from the voting faculty of each department of the College who shall be elected by the eligible voting members of each department. Department representatives shall be elected for two year

terms. The Faculty Chair will also be a member. The chair of the Bylaws Committee will be elected by the full body of the committee at the fall meeting each year. A secretary of the committee will also be elected to be the official recorder of the meetings and to prepare the Bylaws for College of Technology voting faculty consideration and approval.

Meetings. Meetings shall be held at least once each semester during the fall and spring semesters. Meetings may be held in the summer, as needed. It is the responsibility of the Faculty Chair to schedule and call the first meeting of the committee; thereafter, the Committee Chair will call the necessary meetings.

Duties. This committee will adhere to standards formulated for College Bylaws, as may be set out in the University of Houston Faculty Handbook, and/or as posted on the Office of the Provost website, or as determined by the College, and/or as stated in applicable university policy, to ensure components required for College Bylaws are included in the College of Technology Bylaws. The Committee will update the Web links referenced in the Bylaws to make sure the correct information is available to faculty members. The committee will review the most recent University policies regarding tenure and promotion, non-tenure track policies, grievance policies, and all other policies that impact faculty that are addressed in the Faculty Handbook, posted on the Office of the Provost's website, and other University sites, as appropriate, to make sure the College Bylaws are in line with the most recent University policies and procedures.

Each Faculty Chair shall work with the IT Department of the College to establish/maintain a permanent safe place on a server of the College of Technology to store the College Bylaws and to make sure each version is marked with the date in which it was approved by the faculty including a revision log capturing appropriate approvals and changes, if any, made subsequently to the bylaws. Only the Bylaws Committee Chair and the Bylaws Committee Secretary will have access to upload documents and/or make substantive changes to the document following appropriate approvals as required by the bylaws. All faculty members will have review access to the server site.

The College Bylaws will also be posted on the College website under Faculty Resources.

11. Advisory Committees (Centers and Programs)

Composition. Each center within the College shall have an Advisory Committee with representatives from the voting faculty and the community at large. The directors of the centers shall be *ad hoc* nonvoting members of their Committees. Each department shall elect one representative on each Advisory Committee. Additional members may be chosen by the center directors based on the needs of the centers. It is recommended that program Advisory Committees be established by each program coordinator/manager to aid in promoting curriculum, community relations, fund raising, and other related program issues.

Meetings. These Advisory Committees shall meet at least twice each year—once each fall semester and once each spring semester. The meeting shall be announced on email/Internet and an agenda provided at least two weeks prior to the meetings to all faculty members who may also attend the meetings.

Duties. Advisory Committees shall advise on matters concerning the centers or program areas including, but not limited to, curriculum, facilities, equipment, strategic plans, and recruitment. If necessary, information from these Committees shall be provided to the Undergraduate Academic Committee and the Graduate Committee.

Section IX. Election of Representatives to University Faculty Senate, University Undergraduate Committee, University Graduate and Professional Studies Committee, and University Research and Scholarship Committee

These University elections are conducted electronically by the Faculty Senate following nominations by the voting faculty of the College of Technology.

Section X. Functions of the Dean

The Dean, as the leader of the College, shall have responsibility to:

1. Provide dynamic leadership and direction for the College of Technology in curricula, programs, research, and budget management;
2. Administer the College's affairs in accordance with the policies of the College and the University;
3. Represent the College to the outside community and serve as liaison to the rest of the University;
4. Represent the College of Technology in its outreach to the local, national, and international community, as well as to its constituents;
5. Be committed to excellence in undergraduate and graduate education;
6. Exercise integrity and abide by strong professional ethics when making decisions;
7. Promote innovative methods of education;
8. Promote innovative methods of educational delivery;
9. Make recommendations to the Chair's Committee and college committees on all matters;
10. Appoint *ad hoc* Committees to be concerned with matters not clearly the function of the faculty officers or of standing committees of the College;
11. Make information available to the College faculty and the College committees that is necessary and useful to them in carrying out their responsibilities;
12. Provide, after consultation with department chairs and other staff members responsible for expenditure of funds, a written review and discussion of the proposed annual College budget or budgets to the College faculty; and,
13. Annually evaluate associate/assistant deans, department chairs, center directors, and other administrators.

Section XI. Functions of the Associate Deans and Center Directors

In the absence or incapacity of the Dean, the Associate Dean for Academics shall perform such duties of this office as may be required. In general, the Associate Deans shall assist in carrying out the duties and responsibilities attached to the office of Dean.

Section XII. Departmental Organization

1. The departmental organization of the College of Technology shall be the joint responsibility of the Dean and the faculty.
2. The faculty of each department shall be responsible for the academic programs of the department. This includes responsibility for the courses and curricula, and the academic standards.
3. The department faculty shall hold at least two regular meetings each semester.
4. Minutes shall be kept of all meetings, copies of which shall be furnished to the departmental faculty no later than two weeks following the meeting. Minutes shall remain on file in the Office of the Dean and the appropriate department where they shall be available for reference to the faculty.
5. Departmental Bylaws shall govern each department. If any of the procedures or policies of departmental bylaws conflict with the University policy or the University Faculty Handbook, the University policy governs. If any of the procedures or policies of departmental bylaws conflict with College policy or the College procedures, the College policy governs.

Section XIII. Department Chairs

1. The chair shall preside over departmental meetings, but may optionally appoint a *pro tempore* chair. In the absence of special rules adopted by the department faculty, meetings shall be conducted according to Robert's Rules of Order Newly Revised.
2. The chair of each department shall be elected/selected with the approval of the Dean based on procedures in the departmental bylaws and serves at the pleasure of the Dean.
3. Tasks of the chair of each department are delineated in a university document entitled *Department Chair Roles and Responsibilities* posted on the Office of the Provost website.
 - a. In addition to the responsibilities delineated in the referenced document, College of Technology Chairs are responsible for identifying faculty for leadership development opportunities;
 - b. Chairs are also responsible for the supervision of program coordinators and for communicating program needs and outcomes to the Dean of the College.
4. Review of a Chair
 - a. Chairs will be reviewed after three years' service in accordance with the guidelines for chair review within the University of Houston protocols. In the College of Technology, chairs will be reviewed at the end of three years' service during the spring semester, no later than May 15.

- b. If a chair decides not to continue in the position after three years, no review takes place.
- c. The review will be conducted by a committee of voting faculty in each department; such findings will be first discussed with the chair;
- d. After these discussions, the committee or its elected representative will provide a confidential report to the Dean;
- e. The Dean will share with the chair positive reports on the chair's leadership as well as concerns that have been expressed or ideas that are proposed for improvement;
- f. The Dean may indicate specific actions a chair must take to retain a leadership position; and,
- g. The Dean meets with the faculty, without the chair, to discuss the results of the evaluation.

Section XIV. Appendices

1. Appendix A: Promotion, Tenure and Annual Review for Tenure-Track and Tenured Faculty

Section XV. Amendments

These Bylaws may be amended by two-thirds vote of the voting faculty provided that a copy of the proposed amendment, or amendments, is given to the faculty at least five business days in advance of voting. Amendments may be proposed in writing by a Committee, the Dean, or six signatory faculty members.

Questions of interpretation of these Bylaws shall be resolved by a two-thirds vote of the voting faculty.

Section XVI. Parliamentary Authority

Robert's Rules of Order, Newly Revised, will govern any provision not covered by the Bylaws of the College of Technology (see Section IV: Faculty Officers: Parliamentarian).

College of Technology
University of Houston
9 January 1981

Amended
10 September 1990,
15 November 2017

Revised

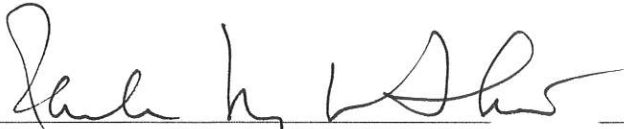
6 May 1988, 4 May 1999,
4 May 2000, 7 September 2007,
29 June 2016



Anthony P. Ambler, Ph.D.
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Office of the Provost
University of Houston

12-7-18

Date