

BYLAWS OF THE COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

AT

THE UNIVERSITY OF MICHIGAN-DEARBORN

Adopted: February 7, 1969
Amended: March 25, 1969
Amended: January 15, 1971
Amended: March 17, 1972
Amended: April 5, 1973
* Amended: February 28, 1975
Amended: November 10, 1980
Amended: September 1, 1983
Amended: April 10, 1992
** Amended: March 25, 2002
*** Amended October 28, 2002

* Reorganization of Division of Engineering to School of Engineering

** School of Engineering name changed to College of Engineering and Computer Science on October 17, 1997.

*** the Academic Code of Conduct (ACCC) was approved on October 28, 2002

ARTICLE I
THE COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

1. Definition and Mission

The College of Engineering and Computer Science, hereinafter referred to as the College, exists as an instructional unit of The University of Michigan-Dearborn and, as such, is maintained for the purpose of serving the State and the Nation by working to realize its mission “to be the leader in providing quality undergraduate and graduate programs in an environment integrated with engineering practice, research, and continuing professional education, in close partnership with the industrial community.”

ARTICLE II
FACULTY

1. Definitions

- 1.1. The term *Governing Faculty* with right to vote shall include those members of the College who have regular faculty status as professors, associate professors, assistant professors, and instructors and lecturers who hold appointments of one-half time or more, provided, however, that such instructors and lecturers may vote at faculty meetings only if they have held appointments for more than one year and are authorized to vote by the Faculty of the College. The term *The Faculty* used in these rules means Governing Faculty. Instructors and lecturers of more than one year standing and other members of the regular teaching, research, and professional staff may be designated as members of the College of Engineering and Computer Science Governing Faculty by a majority vote of The Faculty present and voting at any meeting of the College of Engineering and Computer Science Faculty. Those so designated will remain members of The Faculty until termination of employment in the College of Engineering and Computer Science or until such time as their status is revoked by a majority vote of The Faculty present and voting at any meeting of the College of Engineering and Computer Science Faculty.
- 1.2. The term *regular faculty* includes those persons holding at least a 50% appointment in the College for a university year as professor, associate professor, assistant professor, lecturer or instructor, and also includes persons of those ranks whose primary responsibility is to the College of Engineering and Computer Science but who have divided appointments between the College and other U of M units totaling at least 75% for a university year. Persons holding adjunct or visiting appointments are not included.
- 1.3. The term *teaching staff* shall include all persons holding regular, adjunct, or visiting appointments as professors, associate professors, assistant professors, instructors, lecturers, and teaching assistants.
- 1.4. The term *research staff* shall include persons whose responsibilities in research relate to those fields over which the College of Engineering and Computer Science has responsibilities for instruction or research and whose primary responsibility is to the College or one of its administrative units for direction of work and allocation of

resources. Persons engaged primarily in supportive services such as technicians and clerical personnel are not included.

- 1.5. The term *professional staff* shall include internship coordinators and others whose function is to conduct, on behalf of The Faculty, a particular programmatic phase of the instructional or research activity of the College of Engineering and Computer Science.
 - 1.6. The terms *teaching assistant*, *research assistant*, and similar junior positions as may be appropriately established from time to time shall be used to designate appointees who participate in the processes of teaching and research but do not possess faculty rank. Students in these classifications shall have student status.
 - 1.7. The term *university year* as used in connection with appointments of members of the teaching staff and other personnel contains any two terms in the calendar, as defined for the year. Faculty members are required to participate in orientation, registration, and commencement when requested.
2. *Powers and Duties*
 - 2.1. The Faculty of the College of Engineering and Computer Science shall be in charge of the affairs of the College, except as delegated to the Dean and the Executive Committee of the College.
 - 2.2. The Faculty of the College of Engineering and Computer Science shall from time to time recommend to the Board of Regents for approval such regulations as are not included within the Bylaws of the Board of Regents and which are pertinent to the structure of the College and major operating procedures such as the creation of administrative positions or units, departmental organization, requirements for admission and graduation, and other educational matters, the determination of which is within the particular competence of The Faculty of the College. All such recommendations when approved by the Board shall be recorded in the Proceedings of the Board of Regents.
 - 2.3. Subject to the ultimate authority of the Board of Regents, The Faculty of the College of Engineering and Computer Science is vested with plenary powers to make rules and regulations concerning other matters such as grading regulations, class attendance, committee organization and related internal matters. All such regulations shall be recorded in the minutes of The Faculty and filed with the Secretary of the University.
 - 2.4. The Faculty shall provide suitable instruction for the students enrolled in the College and shall recommend to the Board of Regents students under its jurisdiction who qualify for University degrees. It shall, subject to the Board of Regents, possess such other powers as are necessary to the performance of its duties.
 - 2.5. The Faculty shall submit its communications to the Board of Regents in writing through its dean and the Chancellor of the campus. The dean shall endorse Faculty communications, making appropriate explanatory statements as needed.

2.6. The Faculty shall adopt rules and procedures for its own governance.

2.7. In the absence of specific provisions to the contrary, the rules of procedure described in *Robert's Rules of Order Revised* shall be followed in all meetings of The Faculty and by committees, boards, and other deliberative bodies.

3. *Faculty Meetings*

3.1. The Dean of the College of Engineering and Computer Science shall call, through the Faculty Secretary, and give reasonable written notice of, such meetings of The Faculty as are deemed necessary to carry on its affairs. There shall be at least one meeting in each academic term. Special meetings shall be called upon petition of at least ten percent of The Faculty.

Among the matters that shall be brought before such meetings are the following:

- Policies, rules, regulations pertaining to governance, organization, and administration not otherwise delegated to the Dean or Executive Committee
- Policies relating to recruitment, appointments, promotions, and tenure of Faculty
- Courses offered for instruction, degree programs, and requirements for graduation
- Requirements for admission and rules and procedures affecting the enrollment of students
- Reports of committees as required by the rules or as specified by the Executive Committee
- Policies relating to utilization of facilities and extension of plant

3.2. The Dean shall preside at all meetings except that another member of The Faculty may, at the Dean's discretion, and shall, in the Dean's absence, be appointed by the Dean to act as chair pro tem.

3.3. The Secretary to The Faculty shall be a member of The Faculty elected by The Faculty.

3.3.1. The Secretary shall keep a record of action of The Faculty and distribute the minutes of all meetings and all special reports and actions of The Faculty to members of The Faculty, to the Provost and Vice Chancellor for Academic Affairs, and to others designated by The Faculty or the Executive Committee. The Secretary shall compile and distribute to The Faculty and others specified by the Executive Committee any revision in or amendment to the rules of The Faculty.

3.4. Attendance at meetings of The Faculty shall be restricted to the members of The Faculty except by invitation of the Dean or the Executive Committee. Any emeritus professor is entitled to attend without vote.

3.5. An item may be placed on the written and distributed agenda of a meeting of The Faculty by the dean or the Executive Committee, by any standing or special committee

when presented in writing by the chair of the committee, or by any member of The Faculty when presented in writing and supported with signature of one other member of The Faculty.

- 3.6. Fifty percent of The Faculty shall constitute a quorum for the transaction of business. A smaller number may receive reports and discuss any matter properly before them.

ARTICLE III FACULTY ORGANIZATION

1. Within the area of endeavor broadly classified as Engineering and Computer Science there exist several groups of related academic studies and research, each commonly identified with an academic discipline, or an area of professional practice. The College of Engineering and Computer Science takes cognizance of this in organizing into several Departments, each Department consisting of those faculty members who share a commonality of interest in the undergraduate programs, graduate programs, research, and related work corresponding to an area of professional practice.

The basic objective of each Department is to effectively fulfill the instructional, research, and professional service commitments of the College, as given in Article I, that are appropriate to that particular Department.

Similarly, the College of Engineering and Computer Science may from time to time establish additional administrative units to act for The Faculty of the College in the administration of programs, which do not fall within the purview of an existing Department.

2. The Departments will constitute the basic units of the College. The Departments shall be: Computer and Information Science, Electrical and Computer Engineering, Industrial and Manufacturing Systems Engineering, Mechanical Engineering, and such Departments as shall be designated from time to time. Additional administrative units established by the College of Engineering and Computer Science shall be the Engineering Internship Program, the Interdisciplinary Programs, the Engineering Professional Development Program, and such others as will be designated from time to time. Such designations shall be proposed to The Faculty by the Executive Committee. Subject to approval by the Board of Regents, the final determination shall be made at a meeting of The Faculty by a majority vote.
 - 2.1. Each undergraduate and graduate degree program conducted by the College will be under the general supervision of The Faculty of a Department or other administrative unit. Current degrees supervised by existing Departments and other administrative units are as follows:

Computer and Information Science Department:

Bachelor of Science in Computer and Information Science

Bachelor of Science in Software Engineering

Master of Science in Computer and Information Science

Master of Science in Software Engineering*

Master of Science in Information Systems and Technology**

Electrical and Computer Engineering Department:

Bachelor of Science in Engineering (Electrical Engineering)
Bachelor of Science in Engineering (Engineering Mathematics)
Bachelor of Science in Computer Engineering
Master of Science in Engineering (Computer Engineering)
Master of Science in Engineering (Electrical Engineering)

Master of Science in Software Engineering*

Industrial and Manufacturing Systems Engineering Department:

Bachelor of Science in Engineering (Industrial and Systems Engineering)
Bachelor of Science in Engineering (Manufacturing Engineering)
Bachelor of Science in Engineering (Engineering Mathematics)
Master of Science in Engineering (Industrial and Systems Engineering)
Master of Science in Engineering Management***

Master of Science in Information Systems and Technology**

MBA/MSE-I&SE Dual Degree***

Mechanical Engineering Department:

Bachelor of Science in Engineering (Mechanical Engineering)
Bachelor of Science in Engineering (Engineering Mathematics)
Master of Science in Engineering (Mechanical Engineering)

Interdisciplinary Engineering Programs:

Master of Science in Engineering (Manufacturing Systems Engineering)
Master of Science in Engineering (Automotive Systems Engineering)

Engineering Professional Development Program:

Certificates in various professional fields and non-credit courses offered through the distance learning program.

* Joint program between CIS and ECE

** Joint program between CIS and IMSE

*** Joint program between IMSE and SOM (School of Management)

2.2. Proposals for the creation of new degree programs shall be submitted to the Executive Committee, which in turn shall submit to The Faculty its recommendation for the assignment of the program to an existing Department or other administrative unit or the creation of a new one, the final determination at the College level to be made at a meeting of The Faculty by a majority vote of those Faculty voting. The final proposal shall be forwarded by the Dean through the Chancellor to the Regents for undergraduate or other non-Rackham degrees. In the case of Rackham School degrees,

the final proposal shall be forwarded by the Dean for approval by the UM-D Graduate Board, the Executive Board of Rackham and then by the Regents.

3. Each member of the teaching, research and professional staff shall be assigned to a Department or other administrative unit by the Dean upon the recommendation of the Chair or Director of the particular Department or unit.
4. The voting members of a Department are those members of The Faculty of the College who are assigned to the Department.
5. Each Department shall have a Chair, to be appointed by the Regents from among The Faculty of the Department. It is to be noted that if the appointment to such posts is of a person outside of the present Faculty of the Department or unit in question, such appointment must be preceded by appointment to The Faculty of that Department or unit. Each other administrative unit shall have a Chair, Coordinator, or Director appointed by the Dean from among The Faculty of the College.
6. Each Department shall have a secretary, to be elected by The Faculty of the Department. The Department secretary shall be a member of the regular faculty of the Department.
7. The faculty members of each Department shall meet regularly under the leadership of the Department Chair to effectively fulfill their functions in a manner as to reflect credit upon the College and the University. Each Department shall conduct its affairs in such a manner as to provide general participation of its members in fulfilling its functions.
8. In order to effectively implement the objectives of a department, the organizational structure, departmental committees, and operational procedures of each department shall be formulated by the Department Chair and the Faculty of the department, in conformance with the Operational Rules and Procedures of the College of Engineering and Computer Science. Such a structure and procedures shall be effectively communicated to all the departmental faculty and to the Dean of the College.
9. All academic programs other than Departments shall have a faculty standing committee which shall advise the director or other unit head in the administration of the unit.
10. The teaching, research and professional staff of a Department or other administrative unit shall transmit its recommendations for action or its special reports to the Dean through its chair or other unit head, or through the unit head and the Dean to higher authority.

ARTICLE IV OFFICES

1. *The Dean of the College of Engineering and Computer Science*

1.1. *Duties*

- 1.1.1. The chief administrative officer of The Faculty shall be the Dean of the College of Engineering and Computer Science. All executive and administrative

functions not otherwise assigned shall lie with the Dean, who will be responsible to the Provost and Vice Chancellor for Academic Affairs for the administration of the College, including the faculty, the supporting staff and the physical facilities under the jurisdiction of the College of Engineering and Computer Science. The Dean is responsible for coordinating College activities with those of other schools and colleges, with the campus administration, and with other University units.

- 1.1.2. The Dean is responsible to the Executive Committee for giving effect to its decisions and for supervising the expenditure of the College budget. The Dean is responsible to the College faculty for carrying out academic regulations and assuring the maintenance of appropriate student records.
- 1.1.3. The Dean has the responsibility for studying the needs of the College and its several Departments and Programs and preparing plans, in association with the Departmental Chairs, other unit heads, and the Executive Committee, for the most effective development of the College so as to enable it to fulfill its purposes of teaching, research and service to society.
- 1.1.4. The Dean shall be the presiding officer of the College of Engineering and Computer Science Executive Committee ex-officio without vote except in case of tie and shall seek its assistance in matters concerning new programs, curriculum and facilities changes, budgets, promotions and appointments.
- 1.1.5. The Dean shall hold the rank of professor in a department in the College of Engineering and Computer Science as designated by appropriate action of the Board of Regents.
- 1.1.6. The Dean may, with the concurrence of the College Executive Committee, recommend to the Regents the appointment of faculty members to serve as associate dean or assistant dean. These persons assist the Dean in the administrative functions of the College. Persons may be appointed by the Dean, with the concurrence of the Executive Committee, as Assistant to the Dean and serve in a similar capacity. Such appointments shall not extend beyond the term of service of the Dean making the appointment unless reappointed by the new Dean.
- 1.1.7. If the Dean is absent from the campus for a brief period, the Associate Dean shall act on behalf of the Dean. Should both the Dean and the Associate Dean be absent, then a member of the Executive Committee, designated by the Dean, shall act instead.

1.2. *Term of Office*

The term of office of the Dean shall be five calendar years. A Dean may be reappointed following the review procedures given in Section 1.3. below. This policy assumes neither automatic rotation nor automatic reappointment. It does imply periodic

assessment of the College situation, based on consultation with members of the College and the profession, before a new appointment is made.

1.3. *Selection Procedure*

If the Office of the Dean is to be vacated by means of expiration of term, the College Executive Committee shall initiate the selection procedure as follows:

1. Near the close of the academic year prior to the last year of service of the Dean, the Executive Committee shall request a State of the College report from the Dean covering the term of office.
2. The Executive Committee shall draft an ad hoc report on the current status and projected plans and needs of the College from the State of the College report and by gathering opinions from each faculty member of the College and such persons outside the College as deemed appropriate. Before drafting the report the Executive Committee shall convene a meeting of The Faculty to discuss the guidelines to be followed. This draft will be submitted to each member of The Faculty of the College for comments and for recommendations concerning the Deanship. The Executive Committee shall prepare a final report concerning the College status and present it to the Provost and Vice Chancellor for Academic Affairs with a copy distributed to each member of The Faculty of the College.
3. Based on the State of the College report and the opinion of the faculty members of the College, the College Executive Committee shall make its recommendations to the Provost and Vice Chancellor for Academic Affairs as to whether the appointment of the Dean should be renewed or a search committee for a new Dean should be formed.
4. If a Dean Search Committee is to be formed, its general composition shall be determined in an official meeting between the Governing Faculty of the College and the Vice Chancellor for Academic Affairs of the campus. The Faculty Secretary shall conduct an election by The Faculty to determine those members of The Faculty to be recommended to the Vice Chancellor for Academic Affairs for appointment to the Dean Search Committee.

1.4. If the Office of the Dean is vacated by means of resignation or extended absence from the campus, a Dean Search Committee shall be formed as described in 1.3 item IV above.

1.5. The Dean of the College shall be appointed by the Board of Regents on recommendation of the Chancellor of the University of Michigan-Dearborn, who in turn shall be guided by the recommendations of The Faculty of the College and the Provost and Vice Chancellor for Academic Affairs.

2. *Department Chairs*

2.1. *Duties*

2.1.1. The Department Chair shall act as administrative officer of the Department. The basic responsibility of the Chair is to manage the affairs of the Department and

coordinate the effort of the Department faculty so as to effectively fulfill the instructional, research, and professional service commitments of the College that are appropriate to the particular Department.

- 2.1.2. The Department Chair is responsible for coordinating the formulation of policies, plans, and needs of the Department; for seeing to the implementation of the internal decisions of the Departmental faculty; for notifying the Dean of such actions; and for transmitting to the Dean, or via the Dean to higher authority, those recommendations of the Department faculty which have inter-departmental or broader implications. The latter includes proposed changes in curricula at all levels and in the requirements for admission and graduation, including significant revision of existing courses.
- 2.1.3. The Department Chair is responsible for leading the faculty of the Department in preparing an annual report of the status of the Department to be submitted to the Dean. The report shall describe and evaluate the progress of the Department in the preceding year and shall include a statement of the goals and objectives of the Department for the coming year(s). The report shall include a statement of the plans of the Department to achieve its goals and shall describe those Departmental needs, including academic and non-academic personnel, facilities, supplies, equipment, and other support, which are necessary to achieve the desired objectives.
- 2.1.4. On behalf of the Departmental faculty, the Department Chair shall be responsible for the acquisition of faculty for the Department and for obtaining other support to fulfill the Departmental requirements. The Department Chair shall be responsible for all matters concerning budgeting for Departmental needs.
- 2.1.5. The Department Chair shall be responsible for following the guidelines for promotion, tenure, and reappointment, as specified by the Operational Rules and Procedures of the College. The Chair, at the request of the Dean, shall submit to the Dean performance evaluations of all staff and faculty members in the department.

2.2 *Term of Office*

The term of office of the Department Chair shall be three calendar years. A Department Chair may be reappointed following the review procedure given in Section 2.3. below. This policy assumes neither automatic rotation nor automatic reappointment. It does imply periodic assessment of the status of the Department based on consultation with members of the Department, the College, and the profession before a new appointment is made.

2.3. *Selection Procedure*

The appointment of a Department Chair shall be made by the Regents on recommendation by the Chancellor, who in turn shall be guided by the recommendations of individual faculty members of the department, the Dean and the

Executive Committee of the College. Thereafter, if the office of Department Chair is to be vacated by means of expiration of term, the Faculty of the Department shall initiate the review and selection procedure according to the College's Operational Rules and Procedures.

3. *Program Advisers*

Student advising is an integral responsibility of the Faculty. Accordingly, each department and program faculty shall conduct the advising duties in a manner that fulfills its objectives. The advising of lower and upper division undergraduate students shall be coordinated by the department Chairs and the Office of the Dean of the College. The procedures shall be stated in the Operational Rules and Procedures of the College of Engineering and Computer Science.

4. *Internship Coordinators*

The primary responsibility of the Engineering Internship Coordinator, who shall be appointed by the Dean, shall be to assist students participating in the Engineering Internship Program (Cooperative Education Program) toward internship placements which will most effectively complement and enhance their educational objectives. The Coordinator shall advise students both as to career guidance and as to the various internship opportunities available, and shall make necessary placement arrangement with Cooperative Employers. The Coordinator shall be responsible for establishing and maintaining Cooperative Programs and relationships with employers and shall serve as liaison between the College and the Cooperative Employers toward maintaining faculty awareness of the industrial circumstances and environment of the engineering students. The Coordinator shall maintain records of student internship performance and advise the Dean and the Department Chairs when the need arises.

5. *Graduate Committee Chairs*

A Graduate Committee Chair shall be appointed by each respective Department Chair or Program Director for a three year term of office. The duties shall be to administer, on behalf of the graduate faculty of the program, those details of the program which involve advising and counseling of graduate students on their academic program and all related matters that determine the student's eligibility for graduation in accordance with the rules and regulations of the Graduate College.

6. *College of Engineering and Computer Science Faculty Secretary*

There shall be a College of Engineering and Computer Science Faculty Secretary who shall be elected by The Faculty for a term of office of two calendar years. The secretary shall record and maintain a file of the actions of The Faculty at its meetings and distribute copies of these records to all members of The Faculty, to the Provost and Vice Chancellor for Academic Affairs, and to others designated by The Faculty or the Executive Committee. The secretary shall compile and distribute to The Faculty and others specified by the Executive Committee any revision in or amendment to the rules of The Faculty, conduct all College elections, and maintain a current list of the members of The Faculty of the College

and of the Departments. In the case of the secretary's absence, the Dean shall appoint a secretary pro tem.

ARTICLE V COMMITTEES AND BOARDS

1. *General*

- 1.1. Permanent, or standing, College committees other than those provided for in these Bylaws may be created by a majority vote of those present and voting at a regularly announced meeting of The Faculty.
- 1.2. Unless the enabling act provides otherwise, all College committees shall be appointed by the Dean.
- 1.3. The Dean may create and appoint such ad hoc committees as shall, from time to time, be deemed necessary, and must specify the charge and the period of tenure for such committees.
- 1.4. College committees shall organize themselves in such a manner as to most effectively carry on their assigned tasks, and must submit periodic reports to the Dean and Executive Committee.
- 1.5. Except where otherwise provided for, the Dean and Department Chairs shall nominate candidates for membership on UofM-Dearborn committees.

2. *College of Engineering and Computer Science Executive Committee*

- 2.1. The executive functions of the College of Engineering and Computer Science shall be performed by the Dean assisted by the Executive Committee. The Executive Committee is charged with investigating and formulating educational, research, and instructional policies for consideration by The Faculty, and it shall act for the College in matters related to curriculum, budget, promotions, appointments, facilities, academic and disciplinary appeals, and other affairs.
- 2.2. The Executive Committee shall consist of the Dean and elected members of the professorial staff to be appointed by the Regents upon recommendation by the Chancellor and President. The presiding officer of the Executive Committee shall be the Dean, who shall be a member ex-officio without vote except in case of a tie. The Dean shall appoint a recorder for the Committee. The members shall consist of one member from each department and one at large member from the College. The terms shall be for three calendar years and shall be so adjusted that no more than two vacancies shall occur each year. Appointed members shall be eligible for immediate reappointment for one additional term. However, a member who serves two successive terms shall not be eligible for further reappointment until after the lapse of one year. Additionally, the Associate Dean and one invited engineering student member may participate in the meetings of the Committee without vote.

2.3. The Faculty representatives shall be nominated to the Chancellor and the President by means of an election by the Governing Faculty of the College. The election procedure and the filling of vacancies on the Committee are specified in the Operational Rules and Procedures.

2.4. Department Chairs and Directors of Programs may not serve concurrently on the College Executive Committee.

2.5. Meetings of the Committee shall be called by the Dean as are necessary in order to carry on its affairs but with a minimum of one meeting each month.

2.6. The Committee shall give a report at the first Faculty meeting of each academic term.

3. *Administrative Council*

There shall be a College of Engineering and Computer Science Administrative Council consisting of the Dean, the Associate Dean, the Department Chairs, and the Directors of other programs which are not the direct responsibilities of Department Chairs. The committee shall provide a means of communication and joint planning between the several units of the College.

4. *Academic Standing Committee*

There shall be an Academic Standing Committee consisting of a representative of the Dean as chair, and the Department Chairs or their appointed representatives. The principal function of the Committee shall be to review each term the academic standing of undergraduate students and determine actions to be taken with respect to their academic performance. The Committee shall also provide a means of communication and coordination between the several departments on any matters which affect the academic performance of students, such as course scheduling, undergraduate student advising, proposed changes in common courses, and work internship.

5. *Curriculum Coordinating Committee*

There shall be a College of Engineering and Computer Science Curriculum Coordinating Committee consisting of one faculty member from each Department, selected by the Department Chairs, and a representative appointed by the Dean from among The Faculty. The Departmental members will be appointed by the Dean to staggered three-year terms, each term to begin on September 1. The at-large representative will have an indeterminate term of office and will have the special responsibility to maintain an in-depth knowledge of the status of the common core courses required of all engineering students and the non-technical electives of most interest to engineering students. The Committee will be chaired by the Associate Dean or a faculty representative appointed by the Dean. The Committee will (1) serve as the focal point for discussion and suggesting changes in the curricula of the College, including the mathematics, science, and non-technical courses offered by other academic units; (2) periodically request department faculties to reexamine their curricula or specific courses; and (3) submit recommendations for curriculum change to the Executive Committee of the College for review prior to submission to The Faculty.

ARTICLE VI
OUTSIDE EMPLOYMENT AND GOVERNMENTAL SERVICE

1. *Regental Regulations*

1.1. The Bylaws of the Board of Regents governing non-university employment and governmental service are:

1. *Professional Employment*. A full-time member of the Governing Faculty shall not during the academic year be employed for remuneration by agencies other than the University, except with the approval of the proper University authorities. Such approval may be granted in the case of professional employment only when either or both of the following conditions exist:

(a) When the work in question gives promise of enhancing the individual's usefulness as a teacher and scholar in the individual's field to a greater degree than a corresponding amount of work within the walls of the University.

(b) When the work is of a distinctly public nature or when for any other reason the University wishes to be actively engaged in its furtherance.

2. *Non-Professional Employment*. In the case of non-professional employment, such approval may be granted only when it appears that such activity will not interfere with the performance of University duties or impair the usefulness of the individual as a teacher and a scholar.

3. *Governmental Activities*. No full-time member of the staff may engage in governmental activities political in nature for compensation or hold or announce a candidacy or file for an elective public office other than local or county offices except with the consent of the Board of Regents. Staff members who are candidates for state and federal elective offices shall be given a leave of absence without salary during the period of a campaign. If elected, the staff member may request leave of absence without salary during the term of service.

4. Each of the governing faculties of the University shall formulate for the guidance of its administrative officers such regulations, appropriate to the fields represented by it, as it may consider necessary to give effect to the general policy defined herein.

2. *Implementation*

2.1. The College of Engineering and Computer Science policies relating to outside employment and governmental service are:

1. The College of Engineering and Computer Science encourages and promotes interaction with industry in a wide variety of activities and is committed to the principle that such active involvement is in the best interests of both the university and industry. These interactions include continuing engineering education, industry-sponsored research, consulting, and having qualified persons from industry serve as adjunct faculty in the College of Engineering and Computer Science.

2. Each person who wishes to be involved in a teaching capacity in this education-industry interaction should have a major and primary commitment to either industry or the University.

3. A person whose primary commitment is to the University may serve industry or government as a consultant, or in some similar capacity, provided that such services do not interfere with the performance of University duties and that they satisfy the Regental requirements as given in 1.1. above.

It is the responsibility of the appropriate Department Chair to audit the outside service of each faculty member. It is the responsibility of each faculty member to supply the necessary information. The criteria should include the nature and time commitment for the outside service. A yearly summary shall be supplied to the Dean by each Department Chair.

(a) The nature shall be defined as satisfying Regental requirements 1.1. (a) and (b) above.

(b) The time commitment shall be an average of one day per week or less of effort for a period of one term or less for persons holding 100% University appointments. Such outside service shall not interfere with a person's execution of their University duties.

4. A person otherwise employed, who is interested in teaching and is qualified through education and professional experience, may be invited to serve the University as adjunct faculty. These appointments are made on a year-to-year basis, and the person's major commitment remains with industry.

5. A faculty member who wishes to participate in industry or self-employment, in a government function, or a research institute may be given a one-year leave of absence or a reduced (less than 100%) appointment for one year. In order for such leave to be granted, the request must indicate justification on the basis of professional development, ultimate educational or research benefits to the University, or benefits to the community, state, or nation. All leaves are to be granted only at the convenience of the College and the Department concerned. Leaves for the purposes described may be renewed under special circumstances.

ARTICLE VII STUDENT ORGANIZATIONS

1. The Faculty acknowledges that student organizations serve an important role in the education of students and contribute greatly to the quality of education, and in that will support such organizations by providing Faculty Advisers as resources for them to draw upon.

**ARTICLE VIII
ACADEMIC CODE OF CONDUCT**

1. CECS subscribes to the Academic Code of Conduct (ACCC) as approved by the governing faculty. A summary of the ACCC is given in the next paragraph.
2. The Faculty of the College of Engineering and Computer Science support the Academic Code of Conduct (ACC) in both concept and practice. ACC was developed by faculty of the College in cooperation with students from honor societies in the unit. It shall be operative in all curricula under the jurisdiction of the College. The Academic Code of Conduct committee, a body made up of faculty and students charged with the investigative action in cases of possible Code violations, shall have a chair (a faculty member) elected by the governing faculty of the College. The composition and election of other faculty and student members of the committee will follow the process described in the ACC document. It is required that a faculty member giving an examination should be present to proctor the examination.

**ARTICLE IX
AMENDMENTS**

1. These bylaws may be amended by a two-thirds majority of those present and voting at a meeting of The Faculty, a quorum being present. Any two members of The Faculty may propose an amendment. Copies of proposed amendments shall be distributed to all members of The Faculty in sufficient time that they may be discussed at a meeting of The Faculty held prior to the one at which the proposed amendments are formally considered. In no case, however, shall less than fourteen days transpire between the time a proposal is distributed and the time it is acted upon.

**ARTICLE X
BYLAWS WHICH SHALL TAKE PRECEDENCE**

1. The Bylaws of the Board of Regents and the rules of The University of Michigan-Dearborn take precedence over these rules in the order named.