

Complete Text of the Bylaws of the Faculty of the School of Engineering

Article I

Section 1. This faculty shall comprise all persons appointed or elected full time by the Trustees of Tufts College with the rank of lecturer, instructor, assistant professor, associate professor, or professor and persons in those ranks whose titles include the words “adjunct,” “practice,” “visiting,” or “research,” to give instruction, engage in research, and conduct the academic affairs in the School of Engineering; the president, the provost, the Deans of the Faculty of Arts, Sciences and Engineering and of the School of Engineering, and such individuals as may be appointed by the president.

Section 2. The title visiting lecturer, visiting instructor, visiting assistant professor, visiting associate professor, or visiting professor shall be used to designate a faculty member who holds an appointment at another institution, but who is on leave to be at Tufts for a specified period of time. Faculty members holding such “visiting” positions are not eligible for tenure on the Faculty of Engineering.

The title containing the word “adjunct” may be held by a faculty member whose primary appointment is outside of the Faculty of Engineering. Those whose titles include the word “adjunct” are not eligible for tenure on the Faculty of Engineering.

The title research assistant professor, research associate professor, or research professor shall be held by a person whose responsibilities are predominantly in the area of scholarly research, whose position is supported by external funding, and whose appointment is made subject to the availability of such funds. Individuals holding “research” appointments are not eligible for tenure on the Faculty of Engineering.

The title “Professor of the Practice” shall be held by a person with an eminent background in the practice of engineering. An individual holding an “of the Practice” appointment for a total period exceeding three years is expected to maintain active involvement in the profession. Professors of the Practice are not eligible for tenure in the Faculty of Engineering.

Section 3. Members of the Faculty of Engineering whose titles include the words “visiting,” “adjunct,” or “research” may not vote in deliberations of this faculty.

(See note at the end of these bylaws.)

Article II

It shall be the function of this faculty to decide questions of policy concerning the admission of students of the School of Engineering, the control of attendance, and general discipline of such students, and the development of the engineering curriculum; and to recommend to the Faculty of Arts, Sciences and Engineering all candidates for degrees in engineering as authorized by the trustees; and to receive and act upon all reports of its committees.

Article III

The officers of this Faculty shall be the Dean of the School of Engineering, appointed by the trustees, and a secretary who serves by virtue of his/her election as Secretary of the Faculty of Arts, Sciences and Engineering.

Article IV

Section 1. The standing committees of this faculty shall be:

- (a) An *Executive Committee*, which shall establish the administrative policies concerned with the operation and development of the school. The committee shall include the chairs of the several departments of the school, the Dean of the Faculty of Arts, Sciences and Engineering, and the Dean of the School of Engineering as chair.
- (b) A *Curriculum Committee*, which shall care for the wise adjustment of the several curricula. All changes in these curricula shall be referred to this committee for study and recommendation before being referred to the faculty for final action. The committee shall include one member from each department of the school; one representative from the Tufts Gordon Institute; one each from the Departments of Mathematics, Physics, and Chemistry; and one from the humanities or the social studies.
- (c) A *Committee on Academic Standing*, which shall consist of one member from each department, the Dean of Students, and the Dean of the School of Engineering or his/her designee. The committee shall have power to deal with all cases of deficiency in academic work, to issue warnings, to place students on probation, to require students to withdraw, and to communicate with parents or guardians. The committee shall act on recommendations for removal of probation and for the readmission of students previously required to withdraw.
- (d) A *Committee on Engineering Graduate Studies and Research*, which shall consist of the Dean of the School of Engineering or his/her designee, one member from each department and the Tufts Gordon Institute, and the Chair of the Engineering Curriculum Committee. The committee shall review all changes in programs and policy affecting engineering graduate programs and research and bring its recommendations to the Faculty of the School of Engineering. The committee shall be charged with maintaining standards of admission and performance; reviewing, when required, degree requirements; and ensuring coordination among programs in engineering and within disciplinary programs with departments outside the School of Engineering.
- (e) A *Committee on Outcomes and Objectives Assessment (OAC)*, which shall consist of the directors of the School of Engineering's professionally accredited programs or their designees, one member from each department not otherwise represented, one representative from the Tufts Gordon Institute, the Dean of the School of Engineering or his/her designee, and a representative of the Tufts Office of Institutional Research and Evaluation (OIR&E). The chair of the committee is selected by the Dean and shall be either a past or present program director. OAC shall coordinate School of Engineering processes for continuous improvement of its programs. The committee shall: (1) develop and implement methods for assessing and evaluating the educational experience of our students, including the extent to which engineering graduates achieve programmatic and school-wide education outcomes and objectives; (2) periodically review the content of all engineering courses and assess for each course the amount of coverage of engineering topics; and (3) work with OIR&E in developing instruments such as the student, alumni, and employer surveys.

Section 2. Each standing committee shall report to the faculty in writing at least annually.

Article V

The regular meetings of the Faculty of the School of Engineering shall be held at least three times yearly, at the beginning of each term and at the end of the academic year. Special meetings may be called at any time by the president or by the provost.

Article VI

Fifteen members, of whom nine shall be of professorial rank, shall constitute a quorum for the transaction of business.

Article VII

In the absence of the president, the provost, the Dean of the Faculty of Arts, Sciences and Engineering, or the Dean of the School of Engineering shall preside, in that order.

Reference, Article I

At a meeting on September 30, 1969, the following paragraph regarding the composition of the Faculty of the College of Engineering was VOTED:

“That the Faculty of the School of Engineering have the following members: the President of the University; the Provost; the Dean of the School of Engineering, the Dean of the Faculty of Arts, Sciences, and Engineering; the Dean of the College of Special Studies; all members of the four Engineering Departments, Chemical Engineering, Civil and Environmental Engineering, Electrical Engineering and Computer Science and Mechanical Engineering; the following representatives from the Mathematics and Science Departments, four from Mathematics, two from Chemistry and two from Physics, and one each from Biology and Geology; the following representatives from the humanities and social studies, one each from Economics, English, History, Political Science, Psychology, Sociology, and Physical Education; and the following representatives from the supporting agencies, one each from the Admissions Office, Financial Aid, Counseling, Health Service, and the Engineering Librarian and the Commanding Officer of the Naval ROTC and the Air Force ROTC.”

In the discussion prior to the vote it was stated that this is not intended as a change in the bylaws, but rather a clarification or interpretation of Article I of the Bylaws of the School of Engineering.

Bylaws voted by the Faculty on October 22, 2014.

Bylaws voted by the Board of Trustees on May 17, 2014.