

Faculty Senate
Executive Committee
 Thursday, April 11, 2013
 3:00p.m. – 5:00p.m. – Adelbert Hall, M2

AGENDA

3:00 p.m.	Approval of Minutes from the March 5, 2013 Executive Committee Meeting, <i>attachment</i>	R. Dubin
3:05 a.m.	President’s Announcements	B. Snyder
3:10 p.m.	Provost’s Announcements	B. Baeslack
3:15 p.m.	Chair’s Announcements	R. Dubin
3:20 p.m.	Revisions to CSE By-Laws, <i>attachment</i>	J. Mansour
3:25 p.m.	Results of Chair-Elect Election	S. Garverick
3:30 p.m.	Nominations for Chairs of 2013-14 Faculty Senate Standing Committees, <i>attachment</i>	S. Garverick
3:35 p.m.	Ad Hoc Committee on Appointments- Faculty Handbook Language	R. Dubin
3:40 p.m.	FSCUE: Academic Standing Subcommittee Recommendations, <i>attachment</i>	J. Wolcowitz
3:50 p.m.	FSCUE: Social Work Minor, <i>attachment</i>	D. Crampton
3:55 p.m.	Course Evaluation Update	C. Cano
4:05 p.m.	Emeritus Faculty Proposal, <i>attachment</i>	P. Higgins
4:15 p.m.	Pretenure Extension Review, <i>attachment</i>	P. Higgins
4:25 p.m.	Strategic Planning Update	B. Baeslack
4:35 p.m.	Faculty Background Check Proposal, <i>attachment</i>	R. Dubin

4:45 p.m.	Member Report (CAS)	D. Singer
4:50 p.m.	Member Report (SON)	P. Higgins
4:55 p.m.	Approval of April 25, 2013 Faculty Senate agenda, <i>attachment</i>	R. Dubin

**Faculty Senate Executive Committee
Minutes of the April 11, 2013 Meeting
Adelbert Hall, Room M2**

Committee Members in Attendance

Bud Baeslack	Patricia Higgins	David Singer
Gary Chottiner	Joseph Mansour	Barbara Snyder
David Crampton	William Merrick	Rebecca Weiss
Robin Dubin	Dale Nance	
Steve Garverick	Leena Palomo	

Committee Members Absent

Dick Buchanan

Others Present

Sharon Milligan
Jeffrey Wolcowitz
Christine Cano
Nicole Deming

Call to Order

Professor Robin Dubin, chair, Faculty Senate, called the meeting to order at 3:00 p.m.

Approval of Minutes

The minutes of the March 5, 2013 meeting of the Faculty Senate Executive Committee were reviewed and approved.

President's Announcements

The President made no announcements.

Provost's Announcements

The Provost made no announcements.

Chairs Announcements

Prof. Dubin reminded the committee that this is the last Executive Committee meeting of the year. A special Faculty Senate meeting will be held on Friday, May 10th.

Revisions to CSE By-Laws

Professor Joseph Mansour presented revisions to the CSE by-laws. The revisions include language requiring the CSE representative to the Faculty Senate Executive Committee to serve on the executive committee of the CSE; modifications to the section pertaining to research faculty; and language permitting individuals without Ph.D.'s but who have exceptional qualifications, to be appointed as adjunct professors. Several questions arose with regard to the third revision, and a motion was made and seconded to delete

this language. The Executive Committee voted to include the CSE by-laws, as amended, on the Faculty Senate agenda. *(The Faculty Senate By-Laws Committee subsequently reviewed the change and voted to include it in a more appropriate location within the CSE By-Laws. The Executive Committee voted by electronic ballot to send all three revisions to the Faculty Senate for approval.) Attachment*

Results of Faculty Senate Chair-Elect Election for 2013-14

Professor Steve Garverick announced that Professor Sandra Russ, CAS, was elected chair-elect of the Faculty Senate for the 2013-14 academic year.

Nominations for Chairs of 2013-14 Faculty Senate Standing Committees

Prof. Garverick presented the slate of candidates for the 2013-14 standing committee chairs. Approximately 50% of this year's committee chairs have agreed to serve again next year. A vice-chair for FSCUE has not yet been identified. Professor Marc Buchner, CSE, is being approached. The committee members discussed whether it is advisable for the FSCUE chair and vice-chair to be from the same school since Professor Mark DeGuire, CSE, will be chair of FSCUE next year. A committee member suggested that even though it is not mandated by the Faculty Handbook, it is best if the at-large members of FSCUE have appointments in different schools. The Faculty Handbook does not require that the vice-chair of FSCUE be chosen from the at-large members of the committee, and one of the school representatives on FSCUE could also serve in this role. Professor David Singer said that he would try and find candidates for the vice-chair of FSCUE and will consult with the CAS Executive Committee. *Attachment*

Ad hoc Committee on Appointments-Faculty Handbook Language

Professors Gary Chottiner agreed to draft language for the Faculty Handbook to reflect the recommendations made by the ad hoc Committee on Appointments Outside the Constituent Faculties and Prof. David Singer agreed to assist. It was agreed that Professor Alan Levine would also be asked to participate in this effort. Policy issues may arise as the language is being drafted and these will be considered next fall.

FSCUE: Academic Standing Subcommittee Recommendations

Dean Jeffrey Wolcowitz presented recommendations from the FSCUE Academic Standing Committee regarding:

1. Better integration of rules related to credits earned through study abroad and domestic off-campus study
2. Adjusting the senior residency requirement to expand options for study abroad
3. Adding courses during the second week of the drop/add period

The Committee was asked to vote on the first two recommendations. The third recommendation does not require a vote as it is a clarification of current practice. The Executive Committee voted to include the first two recommendations on the Faculty Senate agenda. Dean Wolcowitz also reported on the implementation of changes to the

SAGES course requirements as well as the transition plan for new policies on course repetition and restarting the GPA. *Attachment*

FSCUE: Social Work Minor

Professor Sharon Milligan presented a proposal from MSASS for a minor in social work. The minor consists of 15 credit hours and includes 5 MSASS courses. The minor was endorsed by the FSCUE Curriculum Subcommittee and approved by FSCUE. The FSCUE Curriculum Subcommittee had suggested that the title be changed from a minor in applied social sciences to a minor in social work, which better reflected the minor's content. A committee member inquired about the absence of a foundational course as part of the curriculum. Prof. Milligan said that the content of a foundational course might overlap with the content of courses offerings in the sociology and psychological sciences departments. Both departments have reviewed the proposal and the CAS Executive Committee will have a second opportunity to review it tomorrow. Any further comments from the CAS can be addressed at the Faculty Senate meeting. The Executive Committee voted to include the social work minor on the agenda for the Faculty Senate meeting. *Attachment*

Course Evaluation Update

Professor Christine Cano updated the committee on FSCUE's progress on course evaluations. Much of FSCUE's time has been spent on the course evaluation questions but it has also considered the other recommendations made by the Curriculum Subcommittee. Prof. Cano said that FSCUE may complete its review and recommendations by the end of the semester. Should the recommendations go out for consultations before the proposal is considered by the Faculty Senate? The committee decided that if FSCUE completes the proposal this year, it should be sent directly to the executive committees of the UPF schools and departments for consultations.

Emeritus Faculty Proposal

Professor Patricia Higgins presented a proposal from the Faculty Senate Committee on Faculty Personnel to revise the emeritus appointment provisions of the Faculty Handbook. Under the current language, if the department faculty vote against an emeritus appointment, there is no opportunity for subsequent review by the faculty promotion and tenure committee, the dean or the provost. The proposal would make emeritus appointments automatic as long as the faculty member is in good standing and meets certain conditions. The requirement for a department faculty vote would be removed and an eligible faculty member would simply make a request to his/her department chair or dean. The request would then be forwarded to the President and Board of Trustees. The Executive Committee opposed the idea that emeritus appointments be automatic on the basis that the appointment is an honor and should not be considered routine. The Committee on Faculty Personnel was encouraged to revisit the policy and to consider adding language allowing for an appeal process in the case of a negative vote, but the appointment should not be automatic.

Pretenure Extension Review

Prof. Patricia Higgins presented a proposal from the Faculty Senate Committee on Faculty Personnel to revise the pretenure extension provisions of the Faculty Handbook. Under the current rules, the request for a pretenure extension (other than for parenting related issues) requires a recommendation by the appropriate faculty body, and approval by the provost and the faculty member. The committee proposed adding the recommendation of the department chair and/or dean to the requirements since these individuals would typically have more knowledge about the faculty member's situation. A question arose as to whether both positive and negative recommendations from the department faculty would be forwarded to the department chair and/or dean. The intent of the proposal was to forward both types of recommendations. The Executive Committee voted to send the proposal to the Faculty Senate By-Laws Committee for language refinement. *Attachment*

Strategic Planning Update

Provost Baeslack reported that the strategic planning working groups have submitted their reports and that a draft plan is being developed. The Provost hopes to be able to provide the Faculty Senate with a draft prior to the April 25, 2013 Senate meeting. The Senate will discuss the plan in more depth at the May 10th special meeting.

Faculty Background Check Proposal

Prof. Dubin reported that the proposal for faculty background checks had been initiated by Dr. Dorothy Miller, Director of the Flora Stone Mather Center for Women. The proposal was reviewed and endorsed, among others, by the Undergraduate Student Government, the President's Advisory Council on Women and the Faculty Senate Committee on Women Faculty. President Snyder said that the university currently requires local background checks for staff, but background checks for faculty would be much more complicated and require multiple reports depending on where the individual had lived. It would be even more difficult for someone coming to CWRU from another country. The cost involved in faculty background checks is not known at this point but President Snyder said that research is being done. Faculty members hired by the SOM are required to have background checks. University Hospitals requires background checks for employees and in the case of joint appointments it may be possible to share the reports. A decision was made to defer further discussion until the costs are known.

Member Report (CAS)

Professor David Singer reported on activities at the CAS. The college is engaged in fundraising activities for the new performing arts center and has developed a self-contained teacher licensure program.

Member Report (SON)

Prof. Higgins reported on the activities of the SON. An inter-professional program is being developed where practitioners from the SOM, SON and SODN work together as a

team. The SON is now sharing a percentage of indirect costs with Primary Investigators of research grants.

Approval of April 25, 2013 Faculty Senate Meeting Agenda

The Executive Committee approved the agenda for the April 25, 2013 Faculty Senate meeting agenda after removing the faculty background check item, and changing the wording of the strategic planning agenda item from “Strategic Planning Update” to “Draft Strategic Planning Presentation”.

The meeting was adjourned at 5:15p.m.

Approved by the Faculty Senate Executive Committee

A handwritten signature in cursive script that reads "Rebecca Weiss".

Rebecca Weiss
Secretary of the University Faculty

BYLAWS OF THE FACULTY OF THE CASE SCHOOL OF ENGINEERING

CASE WESTERN RESERVE UNIVERSITY

Approved by the faculty of the Case School of Engineering, 17 November 2005

Approved with minor modifications by the Faculty Senate, 27 February 2006

Amended by the faculty of the Case School of Engineering, 26 April 2007

Approved with minor modifications by the Faculty Senate, 21 April 2010

Amended by the faculty of the Case School of Engineering, 17 March, 2011

Approved by the Faculty Senate, 21 April 2011

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Article III. Research Faculty

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Chapter 1. Organization and Constitution of the Faculty

ARTICLE I — PURPOSE

These bylaws and all amendments adopted, as hereinafter provided, shall constitute the rules governing the Faculty of The Case School of Engineering (hereinafter called the faculty) in the performance of its duties in consonance with the *Faculty Handbook* of Case Western Reserve University.

ARTICLE II — MEMBERSHIP

Section A. Privileges

Tenured and tenure-track members of the university faculty with primary or joint appointment in the Case School of Engineering (hereinafter called the school) shall be voting members of the faculty. Non-tenure track faculty, special faculty, and administrators in the school may attend faculty meetings, but shall not vote, hold office or serve on standing committees in the school, nor represent the school on the Faculty Senate.

Section B. *Ex officio* Members

The following university officers shall be members *ex officio* of the faculty when presiding at a meeting, with voting privileges defined in Article IV:

- a. The president
- b. The dean of The Case School of Engineering (hereinafter called the dean of engineering).

Section C. List of Faculty

The dean of engineering shall furnish a list to the secretaries of the engineering faculty and the university faculty of all tenured/tenure-track faculty and non-tenure track faculty of the school showing ranks and voting privileges by September 1 of each year. Additions or deletions from the list shall be communicated to the secretaries of the engineering faculty and the university faculty when they occur.

ARTICLE III — OFFICERS OF THE FACULTY

The officers of the faculty shall be the dean of engineering and the secretary of the faculty.

Section A. Dean

Par. 1. The dean of engineering shall be the chief executive officer of the faculty and shall be appointed by the president of the university after consultation with the tenured/tenure-track faculty.

Par. 2. The dean's duties shall include, but shall not necessarily be limited to:

- a. Planning for the development and continuing welfare of the faculty and the school.
- b. Transmitting with his or her recommendation to the president of the university all cases of appointment, promotion and tenure.
- c. Presiding at meetings of the faculty when the president of the university does not preside.
- d. Representing the faculty to the president and to other academic officers and units of the university.
- e. Representing the school to all constituents outside the university.
- f. Reviewing and approving curriculum changes as recommended by the faculty.

Par. 3. In carrying out the above duties, the dean may appoint associate deans after consultation with the faculty.

Section B. Secretary

Par. 1. The secretary of the faculty shall be a faculty member elected at the last regular faculty meeting of the academic year. The secretary shall assume office at the conclusion of that meeting and shall serve for a term of two years and may be re-elected without limitation on the number of two-year terms (s)he may serve.

Par. 2. The secretary's duties shall include, but not necessarily be limited to:

- a. Compiling, upon certification of the dean of engineering, a directory of members of the faculty and administrative officers of the school and their membership classification at the beginning of the fall semester of each year, and noting changes as may occur through the year.
- b. Recording attendance, establishing the presence of a quorum, and keeping minutes of all meetings of the faculty.
- c. Distributing copies of the directory and minutes of faculty meetings to members of the faculty and to the university archives.
- d. Serving as secretary of the Executive Committee of the faculty, defined in Article VI.

- e. Preparing official resolutions for actions by the faculty on appropriate occasions.
- f. Maintaining files of minutes of meetings of all committees except the Committee on Appointments.
- g. Transmitting to the successor, at the expiration of the secretary's term of office, all records pertaining to that term as described above.

ARTICLE IV — MEETINGS

Section A. Regular Meetings

The faculty shall hold regular meetings at least once each semester on dates established at the spring meeting of the previous year. Additional regular meetings may be called by the Executive Committee or by majority vote of the faculty at any regular meeting.

Section B. Special Meetings

The faculty shall hold special meetings when called by the dean of engineering or by the Executive Committee, or on a petition signed by twenty percent of the voting members of the faculty stating the purpose of the meeting.

Section C. Agenda

The agenda for all meetings shall be prepared by the Executive Committee, and shall include reports from the standing committees and the provision for the introduction of new business. The secretary shall notify each faculty member and the dean's office of the agenda at least 7 days before each regular meeting and 6 days before special meetings.

Section D. Conduct of Meetings

The president of the university shall preside at both regular and special meetings. If the president chooses not to preside, the dean of engineering or the dean's designate shall preside at both regular and special meetings. The presiding officer shall conduct such meetings in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised*. The dean shall appoint a member of the faculty to act as parliamentarian.

Section E. Quorum; Voting

Forty percent of the voting members of the faculty shall constitute a quorum, and all decisions shall be majority vote of those present and voting except as indicated in Article X, Par. 2. The presiding officer as defined in Section D may vote only to resolve a tie.

ARTICLE V — COMMITTEES

Section A. Committees of the Faculty and of the Dean

The standing committees of the faculty shall be the Executive Committee (Article VI, Section A), Committee on Appointments (Article VI, Section B), Committee on Undergraduate Studies (Article VI, Section C), Committee on Graduate Studies (Article VI, Section D), Committee on Research (Article VI, Section E), and Committee on Budget (Article VI, Section F). The Committees on Undergraduate Studies, Graduate Studies, Research and Budget report to the Executive Committee. In addition there is a Policy Committee (Article VII), a committee of the dean of engineering.

Section B. Membership on Multiple Committees

No faculty member may serve at one time on more than two standing committees of the school.

Section C. Terms of Office

The term of office shall be two years on the Executive Committee, Committee on Undergraduate Studies, Committee on Graduate Studies, Committee on Research and the Committee on Budget. A year shall elapse before a member who has served a full term may again serve on the same committee. Terms of office shall be overlapped, approximately one-half of the membership of each committee being replaced each year.

Section D. Announcement of New Members and Chairs

New members of the standing committees, and chairs of these committees except the chair of the Executive Committee and the chair of the Committee on Appointments, shall be announced at the last regular faculty meeting of the academic year. These persons shall assume office on July 1. Chairs shall serve for one year.

Section E. Special Committees

The Executive Committee may at any time appoint a special committee to make recommendations on any matter or matters within the jurisdiction of the faculty, provided that such matter or matters are not solely within the jurisdiction of any standing committee.

ARTICLE VI — COMPOSITION AND DUTIES OF FACULTY STANDING COMMITTEES

Section A. Executive Committee

Par. 1. The Executive Committee shall consist of:

- a. From each department of the school, one faculty member who has been a member of the faculty for at least three years and who is not the department

chair shall be elected by the voting members of the department faculty. The names of the elected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair;

- b. The secretary of the faculty, ex officio with vote;
- c. The dean of engineering, the retired chair of the Executive Committee (who will serve for one year), one engineering faculty senator elected at large by the Faculty Senate to represent the CSE on the Executive Committee of the Faculty Senate, one member of the Policy Committee (chosen by the Policy Committee), one engineering faculty senator (chosen by the Executive Committee from among the elected engineering senators) all ex officio without vote.

Par. 2. The chair of the Executive Committee shall be elected annually by the committee from among its tenured members at the committee's first meeting of the academic year. The outgoing chair of the Executive Committee shall call the meeting at which the new chair will be elected. The chair of the Executive Committee shall assume office on the first day of classes for the fall semester and serve until the first day of classes for the following fall semester.

Par. 3. The secretary of the faculty shall serve as secretary of the committee.

Par. 4. The Executive Committee shall hold meetings on dates to be determined by the chair who shall notify each member at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The Executive Committee shall meet at least once every month during the academic year.

Par. 5. The duties of the Executive Committee shall be:

- a. To determine immediate and long range matters demanding faculty study and action,
- b. To transmit such matters to the faculty after due consideration by appropriate standing or ad hoc committees,
- c. To provide for full faculty debate of proposals for faculty action,
- d. To act as the nominating committee for the faculty, and
- e. To review applications for sabbatical leaves, and prepare a recommendation concerning the merits of the proposal and the applicant's qualifications to undertake it (*Faculty Handbook*, Chapter 3, Part One, §II.A.9).

Par. 6. In the pursuit of its duties, the Executive Committee may propose subjects for study to the appropriate standing committees, may appoint special committees, shall review committee progress, and the recommendations of all committees before their presentation to the faculty.

Par. 7. The Executive Committee shall prepare the agenda for all faculty meetings and include committee recommendations in writing together with a summary of the Executive Committee's opinion of the recommendations.

Par. 8. In its role as nominating committee, the Executive Committee shall:

- a. Ensure that each department selects its representatives to all standing committees. Names will be forwarded by each department chair to the chair of the Executive Committee in time for announcement at the spring faculty meeting preceding the academic year in which the representatives will serve.
- b. Nominate for election at the regular Spring meeting of the faculty the secretary of the faculty (when necessary), and nominate for approval by the faculty the chairs of the committees on Undergraduate Studies, Graduate Studies, and Research.
- c. As needed to fill expired terms, select members of the faculty to represent the school on the Faculty Senate Committee on Undergraduate Education.
- d. Prepare a slate for and supervise the election of faculty representatives for the University Faculty Senate. The slate shall contain twice the number of names to be elected, and the election shall be held in time to transmit its results to the faculty senate at a time specified by the secretary of the senate.
- e. Fill any vacancies that may occur on standing committees of the School of Engineering or in the school's representatives to the Faculty Senate Committee on Undergraduate Education during the academic year. Each such vacancy shall be filled for the remainder of that year, and the remainder of the unexpired term shall be filled by the next election or appointment procedure.

Par. 9. At least every five years, the Executive Committee, in consultation with the dean of engineering and the Policy Committee, shall consider initiating and organizing a comprehensive review of academic, research, and administrative policies of the school.

Section B. Committee on Appointments

Par. 1. The Committee on Appointments shall consist of five members of the faculty with the rank of professor, with tenure and without administrative appointment who shall be appointed for one year terms by the Executive Committee in time for announcement to the faculty at the last regular faculty meeting of the academic year. The chair of the committee shall be elected annually by the committee from among its members at the committee's first meeting each academic year. Members of the Committee on Appointments will start their terms on the first day of classes for the fall semester and serve until the first day of classes for the following fall semester.

Par. 2. The Committee on Appointments shall hold meetings on dates to be determined by the chair, who shall notify each member at least three days before each meeting, specifying the time, the place and agenda of the meeting. The chair or his or her designate shall act as secretary,

record the actions of all meetings, prepare all correspondence and keep the minutes of all meetings.

Par. 3. The Committee on Appointments shall consider:

- a. All matters of tenure, promotion, or appointments to the ranks of associate professor and full professor,
- b. All initial tenured appointments,
- c. All research professor and associate professor appointments, and
- d. All emeritus faculty appointments.

In addition, it shall consider and make recommendations pertaining to the dismissal of tenured faculty members when permitted by the *Faculty Handbook*. The tenure policy shall be that stated in Chapter 2, Article I.

Par. 4. Recommendations concerning promotion or tenure of a faculty member shall be prepared each year by the chair of each department in accord with the *Faculty Handbook* and shall be forwarded to the dean of engineering for transmission to the Committee on Appointments. The committee chair shall notify each department chair of the deadline for submission of recommendations at least four weeks in advance of the deadline. The committee shall prepare its recommendations concerning promotion or award of tenure of faculty members and forward the recommendations to the dean of engineering. If the Committee on Appointments does not support a department recommendation, or if it recommends action in the absence of department recommendation, it shall refer its recommendation to the appropriate department chair for advice and consultation for possible reconsideration by the Committee on Appointments before it forwards its recommendations to the dean. All recommendations, positive and negative, shall be reported to the appropriate department chair.

Par. 5. The Committee on Appointments shall recommend to the Executive Committee the approval of rules governing the procedures of the Committee on Appointments, and the approval of criteria for the recommendation of appointment, promotion, and tenure.

Par. 6. The Committee on Appointments shall review those untenured tenure-track faculty who are at the end of their third pretenure year. Recommendations concerning this review of a faculty member shall be prepared each year by the chair of each department in accord with the *Faculty Handbook* and shall be forwarded to the dean of engineering for transmission to the review committee. The chair of this review committee shall notify each department chair of the deadline for submission of recommendations at least four weeks in advance of the deadline. A written summary of all evaluations shall be communicated to the faculty member, the department chair, and the dean.

Section C. Committee on Undergraduate Studies

Par. 1. The Committee on Undergraduate Studies shall consist of one faculty representative from each department of the school selected by the department faculty, and an undergraduate

engineering student representative selected by the Undergraduate Student Government. The names of the selected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Undergraduate Studies shall hold meetings on dates to be determined by the chair, who shall notify each member, the secretary of the faculty, and the office of the dean of engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the actions of all meetings, prepare all correspondence and keep the minutes of all meetings. At least one meeting in the fall semester and in the spring semester shall be held jointly with the Committee on Graduate Studies.

Par. 3. The Committee on Undergraduate Studies shall recommend to the faculty matters pertaining to undergraduate education, including the requirements for all degree programs within the school, or undergraduate degree programs offered in conjunction with other units of the university. In addition, it shall participate with similar committees of other academic units of the university in setting general education criteria.

Par. 4. The Committee on Undergraduate Studies is authorized to:

- a. Review and recommend to the dean of engineering the addition or deletion of engineering undergraduate courses.
- b. Approve:
 - i. Minor or temporary changes in established undergraduate curriculum programs,
 - ii. Minor modifications in courses,
 - iii. Changes in the engineering core course list.
- c. Review and recommend to the faculty major changes in engineering curriculum programs, engineering core, and freshman/sophomore common core requirements.
- d. Initiate and formulate policy that will maintain and improve the standards and quality of undergraduate education in the school.
- e. As needed to fill vacancies, and in consultation with the Executive Committee, select members of the faculty to represent the school on the Faculty Senate Committee on Undergraduate Education Curriculum Subcommittee.

Par. 5. The committee shall periodically review the Cooperative Education and Binary Programs, as they pertain to the school, and make recommendations concerning their operation.

Par. 6. The committee shall promote student professional development by providing special programs on professional ethics, professional registration and professional organizations.

Section D. Committee on Graduate Studies

Par. 1. The Committee on Graduate Studies shall consist of one faculty representative from each department of the school selected by the department faculty, and an engineering graduate student representative selected by the Graduate Student Senate. The names of the selected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Graduate Studies shall hold meetings on dates to be determined by the chair, who shall notify each member, the secretary of the faculty, and the office of the dean of engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the action of all meetings, prepare all correspondence and keep the minutes of all meetings. At least one meeting in the fall semester and in the spring semester shall be held jointly with the Committee on Undergraduate Studies.

Par. 3. The Committee on Graduate Studies shall recommend to the faculty matters pertaining to graduate education, including the requirements for all graduate degree programs within the school, or graduate degree programs offered in conjunction with other units of the university. In addition, it shall be charged with participating, as appropriate, with similar committees of other academic units of the university in setting general graduate education criteria.

Par. 4. The Committee on Graduate Studies is authorized to:

- a. Review and recommend to the dean of engineering the addition, deletion or significant modification of engineering graduate courses.
- b. Review any changes in graduate and professional program requirements and make recommendations to the faculty. Certify to the dean of engineering that graduate and professional programs meet the minimum requirements of the university and the school.
- c. Recommend to the dean of engineering, for consideration and transmittal to the dean of graduate studies, appropriate action to be taken on student petitions for waiver of a regulation or any other request pertaining to his or her program of study and/or duties as a graduate student.
- d. Initiate and formulate policy that will maintain and improve the standards and quality of graduate education in the school.

Section E. Committee on Research

Par. 1. The Committee on Research shall consist of one faculty representative from each department of the school selected by the department faculty. The names of the selected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Research shall hold meetings on dates to be determined by the committee chair, who shall notify each member, the secretary of the faculty, and the office of the dean of engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the actions of all meetings and prepare all correspondence.

Par. 3. The Committee on Research shall consider and recommend to the faculty matters pertaining to research (e.g. opportunities for research, the applications of research, research facilities, the organization and function of research day(s), special school-wide lectures and seminars).

Par. 4. The committee shall serve as liaison between the faculty and the research centers.

Par. 5. The committee shall organize and promote undergraduate research opportunities.

Section F. Committee on Budget

Par. 1. The Committee on Budget shall consist of one voting member from each department of the school, to be elected by the voting members of the department faculty. The names of the elected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Budget shall hold meetings on dates to be determined by the committee chair, who shall notify each member, the secretary of the faculty (Article I), and the office of the dean of engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the actions of all meetings and prepare all correspondence.

Par. 3. The Executive Committee shall elect annually from among the tenured and tenure-track associate professors and professors of the faculty of the school a chair-elect of the Committee on Budget, who shall serve as vice chair during his or her first year of office and shall become chair of the Committee on Budget during his or her second year in office and Past Chair in the third year. If not already an elected member of the Committee on Budget, the vice chair, the chair, and the past chair shall be voting members of the Committee on Budget by virtue of office. The chair or chair's designate shall serve ex officio as the Case School of Engineering's representative to the Faculty Senate Budget Committee (and thus, the University Budget Committee) in accordance with the rules of the Faculty Senate Budget Committee.

Par. 4. The Committee on Budget shall consider and make recommendations to the faculty on matters pertaining to budget. It shall advise the Executive Committee and the administration of the Case School of Engineering, including the department chairs, the dean and the budget office, on the adherence to budget priorities and the attainment of budgetary goals.

Par. 5. The Committee on Budget shall advise the faculty on the financial feasibility of the school's current and planned education programs, activities, and facilities, and their effect on the operating budget, capital requirements, and financial health of the Case School of Engineering.

Par. 6. The Committee on Budget shall also advise the faculty on budgetary questions as they affect current and planned educational programs, activities, and facilities.

ARTICLE VII — THE POLICY COMMITTEE: COMPOSITION AND DUTIES

Par. 1. The Policy Committee shall consist of all department chairs, the chair of the Executive Committee, the dean of engineering, who shall chair the committee, and any associate deans of the school.

Par. 2. This committee shall set administrative policy for the school. Primary responsibility for educational policy will rest with the Executive Committee, Committee on Undergraduate Studies, Committee on Graduate Studies and the faculty.

Par. 3. Other duties of the Policy Committee shall include the following:

- a. Develop and coordinate graduate and undergraduate recruiting programs.
- b. Organize programs for faculty development and promote an active faculty awards program.
- c. Promote a program for the involvement of the Alumni and other interested friends in the school.

ARTICLE VIII — REPRESENTATION IN UNIVERSITY GOVERNANCE

The faculty shall be represented in university governance by the dean of engineering and by faculty members as they shall from time to time be selected to serve on university governing bodies.

Section A. Representative Bodies

Vacancies in the faculty delegation to the respective organizations and committees shall be filled by the Executive Committee or by elections supervised by the Executive Committee. If elections are required, they shall be carried out as follows: first, each department shall fill any vacancies that have occurred in its delegation; second, the Committee shall prepare a slate for and conduct the election of the remaining members-at-large.

Section B. University Faculty Senate

Par. 1. The Faculty delegation to the University Faculty Senate shall be constituted in accordance with the *Faculty Handbook*.

Par. 2. Vacancies in the faculty delegation to the senate shall be filled by an election supervised by the Executive Committee in accordance with these bylaws.

ARTICLE IX — DEPARTMENTS

The tenured and tenure-track faculty of the school shall be grouped by departments, which will administer all degree programs. Non-tenure track and special faculty will be appointed in the departments or in the Division of Education and Student Programs.

Section A. Department Chairs

Par. 1. Each department shall have a chair, appointed by the president on the recommendation of the dean of engineering after consultation with the faculty members of the department. The chair shall report to the dean of engineering. The chair of the department shall serve for an initial appointment not to exceed five years and shall be eligible for reappointment to successive terms, each of which shall not exceed five years. The dean of engineering in consultation with the faculty shall review the performance of the department chairs no later than one year prior to the end of the appointment and no later than the third year of the appointment.

Par. 2. The chair shall be the executive officer of the department and shall assume leadership in matters of department policy, including appointments, promotions, instruction, research and administration in accord with the *Faculty Handbook*. The chair shall be responsible for the preparation of the department's budget subject to the approval of the dean of engineering and shall represent the department to other departments and to the officers of the administration. The chair shall convene all department meetings. The chair shall also, as necessary, appoint committees, delegate duties, and prepare teaching schedules after consultation with the faculty members of the department. The chair shall be the hiring officer for all non-academic personnel assigned to the department. The chair shall maintain records and conduct correspondence.

Section B. Departmental Meetings

The department faculty shall hold at least two meetings each semester during the academic year to assist the department chair in the duties listed in Section A and other matters of departmental policy and procedure.

Section C. The Division of Education and Student Programs

Par. 1. The mission of the Division of Education and Student Programs is to support - through teaching and educational research - the Case School of Engineering educational programs, student programs, and outreach activities at all academic levels: K-12, undergraduate, graduate, and continuing education.

Par. 2. An associate dean will serve as director of the division. An Advisory Board, consisting of one tenured or tenure-track faculty elected by each department, will meet bi-monthly to advise the director and will review the operation of the division annually. Members of the Advisory Board shall serve for a term of two years and may be re-elected without

limitation on the number of two-year terms (s)he may serve. The Advisory Board's duties shall include:

- a. In conjunction with the director of the division recommend to the dean of engineering the appointment or promotion of non-tenure track and special faculty to be based in the division. Following such recommendation, the appointment process will be the same as that used for non-tenure track or special faculty based in departments.
- b. In conjunction with the director of the division, review non-tenure track and special faculty in the same manner used for non-tenure track and special faculty based in departments.
- c. Provide consultation to the dean on the appointment of an associate dean as director of the division.

Par. 3. Faculty in the division may teach courses that are not discipline specific, but major and minor curricula are under the control of the departments. Faculty in the division may teach courses required by the degree programs (including engineering core courses) with the permission and under the supervision of the chairs of those departments. This would require a secondary appointment in the department housing that discipline. Faculty in the division may serve as academic advisors with the permission of the departments.

ARTICLE X — AMENDMENT

Par. 1. Any member of the faculty may submit a proposed amendment to these bylaws to the Executive Committee. The Executive Committee shall place it on the agenda of a regular or special meeting of the faculty. At least 14 days before the meeting at which it is to be discussed, the Executive Committee shall submit the proposal in writing to the faculty with arguments in support of and in opposition to the amendment as well as the Executive Committee's opinion of the proposal.

Par. 2. During discussion of proposed amendments at the faculty meeting, changes voted to be non-substantive in the proposed amendments may be made by majority vote of those present. A copy of any proposed amendment and a summary of the discussion will be sent to the faculty within one week of the faculty meeting, followed by electronic polling of the voting faculty. A majority of the eligible faculty must vote on the proposed amendment. Approval shall require an affirmative vote by three-fifths of those faculty members voting. At least two weeks shall be allowed between the solicitation of votes and the determination of results.

Chapter 2. Policies and Procedures for Faculty Appointments

The process of hiring a new faculty member involves a rigorous evaluation of the candidate to determine whether past performance demonstrates a pattern and level of excellence that predicts future success in research, teaching and service at the school. After the initial appointment, all faculty members are required to complete annual activity reports and will receive annual evaluations focusing on the activities and accomplishments that contribute to what is valued in the performance of faculty of the school. An intensive third-year review is conducted for untenured faculty. The school will provide faculty with copies of the procedures used for the annual review, the three-year review and consideration for promotion or tenure.

ARTICLE I — POLICIES & STANDARDS FOR APPOINTMENT, REAPPOINTMENT, PROMOTION & TENURE

Section A. Qualifications

The evaluation of a faculty member in the Case School of Engineering for appointment, promotion, or award of tenure is governed by the policies and procedures set forth in the current Case Western Reserve University *Faculty Handbook*. Chapter 3, Part One, §I.F.1 (Qualifications and Standards for Appointments, Reappointments, Promotions and Tenure) of the *Handbook* states:

The qualifications for faculty appointment and reappointment include the following, as appropriate to the type of appointment:

- (1) *An expert knowledge of his or her academic field and a commitment to continuing development of this competence;*
- (2) *A dedication to effective teaching;*
- (3) *A commitment to a continuing program of research or other advanced creative activity, including production of art or artistic performance, or, where more appropriate to the particular academic context, professional service activities; and*
- (4) *A willingness to assume a fair share of university administrative and service tasks.*

The standards for appointing faculty of various categories and ranks and for awarding promotion and tenure in the Case School of Engineering are predicated on these four qualifications, as described in the following sections.

Section B. Standards for Faculty Appointments

Par. 1. In the Case School of Engineering, faculty appointments may be made by category and rank as indicated in Table I.

TABLE I. Faculty of the Case School of Engineering by category, type, and rank

		Senior	Assistant	Associate	
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Category & type	Instructor	Instructor	Professor	Professor	Professor
Tenured/Tenure-Track			√	√	√
Non-Tenure-Track	√	√	√	√	√
Special:					
Research Faculty			√	√	√
Adjunct Faculty	√	√	√	√	√
Visiting Faculty	√	√	√	√	√
Secondary* Appointment	√	√	√	√	√
Lecturer					

*) Rank of secondary appointment may not be higher than that of the primary appointment.

Par. 2. Chapter 3, Part One, §I.F.2 of the *Handbook* states:

Faculty appointments with tenure or without tenure but leading to consideration for tenure should be based on evidence that the candidate can and will continue to satisfy all of the [four abovementioned] qualifications. Faculty appointments on the non-tenure track should be based on evidence that the candidate can and will continue to satisfy item (1) and two of items (2), (3), and (4) of the foregoing qualifications. Special faculty appointments should be based on evidence that the candidate can and will continue to satisfy item (1) and one of items (2), (3), and (4) of the foregoing qualifications.

Par. 3. For all faculty appointments and promotions in the Case School of Engineering, external letters of reference from experts in the field comprise a major source of evidence of the candidate's expert knowledge in the field. Course evaluations and letters of reference from former students should be used, whenever possible and when appropriate to the appointment being considered, for evidence of dedication to effective teaching. Additional standards by which qualifications (1) through (4) will be evaluated as appropriate to the rank and category under consideration with respect to the appointment, reappointment, and promotion of faculty are described in this section.

Par. 4. **Visiting faculty** belong to the category of special faculty and can be appointed at the ranks of instructor, senior instructor, assistant professor, associate professor, and professor. The standards for appointment, reappointment, and promotion of visiting faculty will be evaluated as listed in Table II for special faculty at the corresponding ranks, or as described below for lecturers, instructors, and senior instructors.

Par. 5. **Lecturers** belong to the category of special faculty. As the primary role of lecturers is teaching, only qualifications 1 and 2 apply to the standards for their appointment and reappointment and will be evaluated per the following standards:

Earned master's degree in a field of engineering or related science, or an earned bachelor's degree in a field of engineering or related science with substantial professional engineering experience. A person with exceptional qualifications may be considered for appointment to the rank of Lecturer without a degree. (1)

Evidence of pedagogical abilities relevant to engineering education (2)

Par. 6. The rank of **instructor** can be used for non-tenure track faculty, adjunct faculty, visiting faculty, and faculty with secondary appointments. Qualifications 1 and 2 apply to the standards for the appointment and reappointment for all instructors and will be evaluated per the following standards:

Earned master's degree in field of engineering or related science (1)

Evidence of pedagogical abilities relevant to engineering education (2)

In addition, for non-tenure track faculty with the rank of instructor, qualification 4 applies to the standards for their appointment and reappointment and will be evaluated per the following standard:

Willingness to assume service and administrative tasks at the levels of the department, school, or university (4)

Par. 7. The rank of **senior instructor** can be used for non-tenure track faculty, adjunct faculty, visiting faculty, and faculty with secondary appointments. Qualifications 1 and 2 apply to the standards for the appointment and reappointment for all senior instructors and will be evaluated per the following standards:

Earned master's degree in field of engineering or related science (1)

Demonstrated major role in teaching (2)

In addition, for non-tenure track faculty with the rank of senior instructor, qualification 4 applies to the standards for their appointment and reappointment and will be evaluated per the following standard:

Significant participation in service and administrative tasks at the levels of the department, school, or university (4)

Par. 8. With regard to their appointment and reappointment at the ranks of **assistant professor**, **associate professor**, and **professor**, Table II lists standards by which qualifications (1) through (4) will be evaluated for tenured, tenure-track, non-tenure track, and special faculty. In the case of appointment at the rank of Research Professor or Adjunct Professor, the requirement of a Ph.D or other terminal degree may be waived for a person with exceptional qualifications.

Par. 9. In the Case School of Engineering, appointments at the level of assistant professor will focus on the candidate's *potential* for meeting the requirements for the ranks of associate professor and professor. Appointments at the level of associate professor will be based on the candidate's *performance*. Appointments at the level of professor will be based on the candidate's demonstrated *leadership*. These criteria are described more fully in Table II. For initial appointments to individuals whose professional experience has been primarily in non-academic settings, evidence of skills that are comparable to those needed for academic teaching, advising, mentoring, and service may be taken into consideration for the purpose of determining the appropriate rank of the appointment.

TABLE IIa

<p style="text-align: center;">Tenure Track <i>(Qualifications 1-4 apply)</i></p>	<p style="text-align: center;">Non-Tenure Track & Special (where rank is applicable) <i>(Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)</i></p>
<p style="text-align: center;"><u>ASSISTANT PROFESSOR</u></p> <p>Earned doctorate in a field of engineering or related science (1)</p> <p>Promise for achieving recognition in a field of engineering (1)</p> <p>Potential for effective teaching (2)</p> <p>Clear plan for a program of research and evidence of excellence and productivity in research (3)</p> <p>Willingness to assume university service and administrative tasks (4)</p>	<p style="text-align: center;"><u>ASSISTANT PROFESSOR</u></p> <p>Earned doctorate in a field of engineering or related science (1)</p> <p>Potential for effective teaching (2)</p> <p>Evidence of high quality and productivity in research (3)</p> <p>Willingness to assume university service and administrative tasks (4)</p>

TABLE IIB

<p>Tenured & Tenure Track <i>(Qualifications 1-4 apply)</i></p>	<p>Non-Tenure Track & Special <i>(Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)</i></p>
<p><u>ASSOCIATE PROFESSOR</u></p> <p><i>Achieving this rank requires continued fulfillment of all criteria at the assistant professor level, with the addition of the following:</i></p> <p>Achieved recognition as an expert in a field of engineering (1)</p> <p>Demonstrated excellence in teaching, academic advising, and student development as evidenced by course evaluations, student testimonials, course or curricular development, or other contributions to engineering education (2)</p> <p>Established research program leading to significant contributions to a field of engineering as evidenced by professional presentations, monographs, reports, papers, articles, book chapters or books, activities in workshops, institutes, seminars, advisory panels, etc. (3)</p> <p>Effectiveness in mentoring undergraduate and graduate students in research as evidenced by directing undergraduate student projects and serving as primary research advisor for M.S. and Ph.D. students (3)</p> <p>Participation in university service and administrative roles, such as committee membership, interdisciplinary proposals developed, and university leadership positions (4)</p>	<p><u>ASSOCIATE PROFESSOR</u></p> <p><i>Achieving this rank requires continued fulfillment of the applicable criteria (per the terms of appointment) at the assistant professor level, with the addition of the following:</i></p> <p>Achieved recognition as an expert in a field of engineering (1)</p> <p>Demonstrated excellence in teaching as evidenced by course evaluations, student testimonials, course or curricular development, or other contributions to engineering education (2)</p> <p>Demonstrated capability of establishing and guiding an externally funded research program (3)</p> <p>For faculty who serve as primary research advisors: effectiveness in mentoring undergraduate and graduate students in research (3)</p> <p>Participation in university service and administrative roles as evidenced by committee membership, interdisciplinary proposals developed, and university leadership positions (4)</p>

TABLE IIc

Tenured & Tenure Track <i>(Qualifications 1-4 apply)</i>	Non-Tenure Track & Special <i>(Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)</i>
<p style="text-align: center;"><u>PROFESSOR</u></p> <p><i>Achieving this rank requires continued fulfillment of all criteria at the associate professor level, with the addition of the following:</i></p> <p>Recognized leadership in a specific area of engineering (1)</p> <p>Consistent record of excellence in teaching, program development, and mentoring of students (2)</p> <p>Develop, sustain and lead a nationally and internationally recognized research program (3)</p> <p>Continued development of young researchers as evidenced, for example, by a number of students having graduated with Ph.D. degrees (3)</p> <p>Major role and recognized leadership in key school, university, and professional committees or initiatives, <i>e.g.</i> serving as committee chairperson or other advanced positions of service, preparation of concept or position papers, administrative leadership activities and accomplishments (4)</p>	<p style="text-align: center;"><u>PROFESSOR</u></p> <p><i>Achieving this rank requires continued fulfillment of the applicable criteria (per the terms of appointment) at the associate professor level, with the addition of the following:</i></p> <p>Recognized leadership in a specific area of engineering (1)</p> <p>Consistent record of excellence in teaching, program development, and mentoring of students (2)</p> <p>Demonstrated capability of establishing and guiding a nationally/internationally recognized research program (3)</p> <p>Major role and recognized leadership in key professional committees or initiatives, <i>e.g.</i> by assuming positions within the university, preparation of concept or position papers, administrative leadership activities and accomplishments (4)</p>

Section C. Standards for Tenure

Par. 1. In the Case School of Engineering (CSE), tenured and tenure-track faculty are valued for their contributions to society through excellence in education; student development, engagement, and partnership; leadership in research; service to the profession; support of the institution through service and visibility; and professionalism through collegiality, mentorship, and ethical practice.

Par. 2. Chapter 3, Part One, §I.F.3 (Qualifications and Standards for Appointments, Reappointments, Promotion and Tenure) of the *Faculty Handbook* states:

In general, criteria for awarding tenure shall include, at a minimum, a documented national or international reputation for sustained scholarship, as appropriate to faculty rank and discipline.

§I.F.7 states:

Tenure is awarded to a faculty member only when the University foresees for him or her a continuing fulfillment of the [four] qualifications presented above.

In the Case School of Engineering, appointments of new faculty with tenure at the ranks of Associate Professor or Professor will also require evidence of excellence in teaching ability.

Par. 3. The award of tenure is based primarily on assessment of a candidate's documented past contributions and potential for future growth in the areas of teaching, research, and professional service. In this research-intensive university, excellence in research and potential for leadership are expected. In addition, University faculty are distinguished by their strong contributions to the teaching mission of the University. However, it is recognized that the level and significance of the contributions in the separate areas will differ from individual to individual. In all cases, however, an award of tenure will only be made to faculty whose overall accomplishments and potential for continued professional growth are judged to be significant, and competitive at the national and international levels.

Par. 4. Examples of measures indicating past success and future potential include, but are not limited to:

- Evidence of effective teaching, advising, and mentoring of students
- Development of new courses and innovative teaching methods
- Evidence of external impact on engineering education
- Publications in peer-reviewed journals of record
- Peer-reviewed publications in archival meeting proceedings
- Citations to published articles
- Organization of national and international symposia
- Invited lectures before external organizations
- National and international honors and awards for research, teaching, and professional service
- Principal investigator status on externally funded research grants and contracts

- Development of collaborative research efforts
- Departmental and university service
- Service in national and international professional organizations

Section D. Tenure Policies

Par. 1. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure no later than six years after the date of initial appointment, *i.e.*, in the sixth year.

Par. 2. Service at other institutions may be taken into consideration in establishing the length of a faculty member's pre-tenure period. Such consideration must be made a written part of the initial appointment.

Par. 3. Under exceptional circumstances, an extension of the pre-tenure period may be made as provided in the *Faculty Handbook*.

Par. 4. If tenure has not been awarded by the end of the pre-tenure period, the normal procedure shall be that the faculty member is given a one-year terminal appointment.

Par. 5. Renewable faculty term appointments may be made beyond the end of the pre-tenure period upon mutual agreement of the department chair, the dean of engineering, and the faculty member. Such appointments shall be conditional on at least the following two items:

- a. The appointment will not lead to tenure consideration.
- b. The appointment is contingent upon full support from non-university resources.

Par. 6. Tenure for faculty in the Case School of Engineering resides at the level of the constituent faculty, not in individual departments.

ARTICLE II — NON-TENURE TRACK FACULTY

Section A. Policies

Par. 1. DEFINITION, RANKS, AND QUALIFICATIONS. Non-tenure track faculty members are those persons holding full-time academic appointments at the ranks of professor, associate professor, assistant professor, senior instructor and instructor whose obligations to the University include two of the three obligations of the tenured/tenure track faculty, *i.e.* 1) teaching, 2) research and scholarship or 3) service to the University community. The appropriate rank is based on the individual's qualifications and experience relative to tenured/tenure track faculty at similar ranks, as set forth in Article I, "Policies & Standards for Appointment, Reappointment, Promotion & Tenure." Non-tenure track faculty are covered by the provisions of the *Faculty Handbook*, unless specifically excluded.

Par. 2. PURPOSE. The appointment of a non-tenure track faculty member is intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

- a. The appointment of a non-tenure track faculty member must be initiated by and based in a department of the School or in the Division of Education and Student Programs. The appointment of a non-tenure track faculty member requires approval by a majority of the tenured/tenure track faculty of the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.
- b. The proposed rank of a non-tenure track faculty member requires approval by a majority of the tenured/tenure track faculty of equal rank or higher within the department, or, if the appointment is in the Division of Education and Student Programs, within the advisory board and the director of the division.
- c. The Committee on Appointments shall review and forward to the dean of engineering a recommendation on new non-tenure track faculty appointments at the rank of Associate Professor or Full Professor. The appointment of a non-tenure track faculty member shall be evaluated based on the candidate's competence in two of the three areas of obligation listed above.
- d. The dean of engineering shall review all non-tenure track faculty appointments. If the dean approves the appointment, the dean shall forward the recommendation to the provost.
- e. Non-tenure track appointments shall normally be made for a term of one to three years and may be renewed. Regardless of when the appointment begins, every non-tenure track appointment term shall have an end date of June 30th.
- f. All offers of appointment shall be issued by the office of the dean of engineering.
- g. A non-tenure track faculty member's compensation must be arranged prior to the beginning of the appointment and approved by the department chair, or if the appointment is in the Division of Education and Student Programs, by the director of the division, and the dean of engineering. The annual salary of a full-time non-tenure track faculty member shall remunerate service for an academic year of approximately nine months or for a longer period.

Par. 4. EVALUATION AND PROMOTION

- a. Non-tenure track faculty shall be evaluated annually by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division in a manner similar to that used for tenured/tenure track faculty.

- b. The annual evaluation and recommendation for salary shall be forwarded by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division to the dean of engineering.
- c. A department's recommendation for promotion shall be made by the department chair after a vote of the tenured/tenure-track department faculty of equal or higher rank, or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote of the members of the advisory board of equal or higher rank. For promotion above the assistant professor rank, this recommendation is then forwarded to the Committee on Appointments. After review, the Committee on Appointments shall forward its recommendation to the dean of engineering. After review, the dean of engineering shall add his or her recommendation and forward all recommendations to the Provost.

Par. 5. TERMINATION

- a. A decision not to reappoint a non-tenure track faculty member beyond his or her current appointment term shall be communicated to him or her in writing by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, with a copy sent to the dean of engineering in accordance with the schedule in the *Faculty Handbook*, Chapter 3, Part One, §I.K.
- b. Failure of the University, *i.e.* the department chair, director of the Division of Education and Student Programs, or the dean of engineering, to provide notice of the intention not to reappoint a non-tenure track faculty member according to the schedule in the *Faculty Handbook*, Chapter 3, Part One, §I.K. shall entitle the non-tenure track faculty member to an additional one-year reappointment.
- c. For purposes of this section, an academic year appointment shall be considered to expire on June 30.
- d. In addition to insufficient academic credentials or performance or grave misconduct or neglect of academic responsibility, the causes for which a term appointment may not be renewed are changes in academic programs, financial constraints, tenured/non-tenured faculty ratios, or other reasons.
- e. If requested by the faculty member, the University, *i.e.* the chair, the director of the Division of Education and Student Programs, or the dean, shall provide written explanation for the non-renewal of a term appointment.
- f. An appointment may be terminated during the current term, without the notice set out in Par. 6.a., for just cause, as set out in Chapter 3, Part One, §I.E.3 of the *Faculty Handbook*.

Par. 6. RIGHTS AND RESPONSIBILITIES

- a. As permitted by the *Faculty Handbook*, non-tenure track faculty members shall be entitled to vote on all matters coming before the University faculty.
- b. Non-tenure track faculty members may attend meetings of the Engineering faculty, but (per the bylaws of the School) are not entitled to vote.
- c. The two of the three areas (teaching, research and service) for which the non-tenure track faculty has obligations must be determined at time of appointment. A change of the two areas must be approved by the chair and shall require reappointment.
- d. Non-tenure track faculty members can engage in academic advising of students or any other University service functions, contingent on the approval of the department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division.
- e. Non-tenure track faculty members may serve as thesis advisors of graduate students and may be voting members of thesis committees.
- f. Non-tenure track faculty members may submit external research proposals serving as the principal or co-principal investigator, subject to University policies.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment and reappointment, together with other supporting documentation as detailed in the School's appointment procedures.

Par. 2. Departmental recommendations shall be made by the chair after a vote by the eligible members of the department, including those on leave of absence or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote by the eligible members of the advisory board.

Par. 3. Departments must prepare and submit the appropriate affirmative action paperwork, prior to recommending a new appointment.

Par. 4. Annual performance reviews shall be completed for all incumbents using the school Faculty Activity Report, prior to processing the annual faculty reappointment form.

Par.5. Non-tenure track faculty members shall receive an appointment letter upon their initial appointment. Subsequent reappointments may be made using the faculty appointment form.

ARTICLE III — RESEARCH FACULTY

Section A. Policies

Par. 1. CATEGORY. Research Faculty are members of the faculty of the school under the category of special faculty members. Special faculty are covered by the provisions of the *Faculty Handbook* except where provisions of the *Faculty Handbook* exclude application of a provision to special faculty.

Par. 2. PURPOSE. The appointment of a research faculty member is intended to add expertise to the School in its research endeavors.

Par. 3. APPOINTMENTS

- a. The appointment of a research faculty member must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. The appointment of a research faculty member requires approval by a majority of the tenured/tenure track faculty of the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.
- b. The proposed rank of a research faculty member requires approval by a majority of the tenured/tenure track faculty of equal rank or higher within the department, or if the appointment is in the Division of Education and Student Programs, within the advisory board and the director of the division.
- c. The Committee on Appointments shall review and forward ~~to~~ to the dean of engineering a recommendation on new research faculty appointments at the rank of Associate Professor or Full Professor. The appointment of a research faculty member shall be evaluated based on the candidate's research competence.
- d. The dean of engineering shall have final approval of all research faculty appointments.
- e. All offers of appointment for research faculty shall be issued by the office of the dean of engineering.
- f. Research faculty member appointments shall be made for a specific period of time, not to exceed one year, and may be renewed.
- g. A research faculty member's compensation is contingent on the availability of external support. Financial compensation for a research faculty member must be arranged prior to the beginning of the appointment and approved by the department chair, or if the appointment is in the Division of Education and Student Programs by the director of the division, and the dean of engineering.

Par. 4. QUALIFICATIONS

- a. A research faculty member shall be appointed as Research Professor, Research Associate Professor, or Research Assistant Professor and shall have research experience and qualifications comparable to those of tenured/tenure track faculty at the corresponding ranks, as set forth in Article I, "Policies and Standards for Appointment, Reappointment, Promotion & Tenure."
- b. A Research Professor shall have completed the Ph.D. (or other terminal degree), have recognized leadership and a consistent record of excellence in a specific area of engineering, and show a commitment to the continuing development of his or her research competencies. A Research Professor shall also have a commitment to a continuing contribution to the academic objectives of the program, the School, and the University.
- c. A Research Associate Professor shall have completed the Ph.D. (or other terminal degree), achieved recognition as an expert in a field of engineering, conducted research or other relevant experience leading to significant contributions to a field of engineering, and demonstrate clear promise of meeting the standards for promotion to the rank of Research Professor.
- d. A Research Assistant Professor shall have completed the Ph.D. (or other terminal degree), have demonstrated a) excellence and productivity in research, including the ability to generate outside funding, b) the ability to mentor graduate students, and c) clear promise of meeting the standards for promotion to the rank of Research Associate Professor.
- e. ~~A person with exceptional qualifications may be considered for appointment to the rank of Research Professor without a Ph.D. or other terminal degree.~~

Par. 5. EVALUATION AND PROMOTION

- a. Research faculty members shall be evaluated annually by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, in a manner similar to that used for tenured/tenure track faculty.
- b. The annual evaluation and recommendation for salary shall be forwarded by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, to the dean of engineering.
- c. A department's recommendation for promotion shall be made by the department chair after a vote of the tenured/tenure track department faculty of equal or higher rank, or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote of the members of the advisory board or equal or higher rank. For promotion above the assistant professor rank, this recommendation is then forwarded to the

Committee on Appointments. After review, the Committee on Appointments shall forward its recommendation to the dean of engineering. The dean of engineering shall make the ultimate decision regarding all promotions.

Par. 6. TERMINATION

- a. If reappointment is not made, employment shall terminate at the end of the current appointment term. If possible, the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, shall notify the research faculty member in advance of the current appointment end date that reappointment shall not be made.
- b. Research faculty appointments may be terminated prior to the end of the current appointment term (1) for just cause using the same definition which applies to the University faculty in the *Faculty Handbook*, Chapter 3, Part One, §I.E.3.; (2) for failure to meet the performance standards applicable to the research faculty member's current rank; or (3) lack of funds to support the appointment.
- c. As referenced in Par. 3.g., a research faculty member's compensation is contingent upon the availability of external support. It is the responsibility of the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, to notify the appointee, the office of the dean of engineering and the Office of Human Resources in a timely manner if a research faculty member's compensation must be terminated due to lack of funds.
- d. Research faculty members shall not be entitled to severance pay.

Par. 7. RIGHTS AND RESPONSIBILITIES

- a. A research faculty member does not have the teaching responsibilities required of a tenured/tenure track faculty member.
- b. A research faculty member may serve as a guest lecturer, but cannot be the instructor of record for regular undergraduate or graduate courses. With the approval of the department chair (or the director of the Division of Education and Student Programs if the appointment is in this division) and the dean of engineering, a research faculty member may supervise independent study courses or teach advanced-level graduate seminar courses.
- c. ~~A research faculty member is expected to submit external research proposals~~^[RDQ1], serving as the principal investigator, and is expected to build a funded research program capable of supporting the research faculty member's salary, research, and graduate students. ~~subject to University policies.~~

- d. A research faculty member cannot engage in academic advising of students or any other University service functions on a regular basis.
- e. ~~A research faculty member is expected to serve as research advisor for the M.S. thesis Plan A and, M.S. Plan B, project or Ph.D. projects graduate students. A research faculty member can -dissertation advisor of a graduate student and can be a voting members of thesis a dissertation or thesis committees. However, the student's academic advisor must be a tenured or /tenure track faculty member, however, must serve as the student's Academic Advisor.~~
- f. A research faculty member may be invited to meetings of the tenured/tenure track faculty, but shall not have the privilege of voting.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment and reappointment of research faculty, together with other supporting documentation as detailed in the School's appointment procedures. The office of the dean of engineering will not routinely check the availability of funding for a research faculty appointment. It is assumed that in signing the paperwork, the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, is certifying that sufficient funding is available.

Par. 2. Departments must prepare and submit the appropriate affirmative action paperwork, prior to recommending a new appointment.

Par. 3. Annual performance reviews shall be completed for all incumbents using the school Faculty Activity Report, prior to processing the annual faculty reappointment form.

Par. 4. Research faculty members shall receive an appointment letter, including the term of the appointment, upon their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent reappointments may be made using the faculty appointment form.

ARTICLE IV — SECONDARY APPOINTMENTS

Section A. Policies

Par. 1. ELIGIBILITY. Faculty with secondary appointments must have a primary faculty appointment in another department in the University and thus are members of the faculty of the University and also the school, depending on the location of their primary appointment. As such, faculty with secondary appointments are governed by the *Faculty Handbook*.

Par. 2. PURPOSE. Faculty with secondary appointments are intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

- a. Secondary appointments may be made at the ranks of Instructor, Senior Instructor, Assistant Professor, Associate Professor, and Professor, based on criteria described in Article I, “Policies and Standards for Appointment, Reappointment, Promotion & Tenure.” Secondary appointments are designated for persons who hold primary faculty appointments within the University. No faculty member may hold a secondary appointment at a rank higher than the rank of the primary appointment. Secondary appointments are considered to be part-time. Compensation may or may not be involved. If compensation is to be made, a transfer of funds between departments or schools may be arranged. There is no additional compensation paid directly to the individual.
- b. Secondary appointments must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. Secondary appointments require approval by a majority of the tenured/tenure track faculty of equal or higher rank within a department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division. Secondary appointments also require the approval of the chair and dean (if another school) of the primary department or school.
- c. The dean of engineering shall review and make final decisions regarding all secondary appointments of faculty within the school.
- d. The dean of engineering shall review and recommend to the Provost all secondary appointments for faculty whose primary appointments are in another school.
- e. All offers of appointment shall come from the office of the dean of engineering.
- f. Secondary appointments shall be made for a specific period of time, not greater than one fiscal year. Re-appointments may be issued on an annual basis, subject to the approval of the secondary department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and director of the division, and the dean of engineering, and the Provost if required under Par. 3.d.

Par. 4. TERMINATION

- a. If reappointment of a secondary appointment is not made, the secondary appointment shall terminate at the end of the current appointment term.
- b. When a faculty member vacates a primary appointment, the secondary appointment shall terminate at the same time.

Par. 7. RIGHTS AND RESPONSIBILITIES

- a. Faculty with secondary appointments may teach, contingent on the approval of the secondary department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division, the dean of engineering, and the primary department chair.
- b. Faculty with secondary appointments may engage in academic advising or any other functions of the school.
- c. Faculty with secondary appointments may serve as thesis advisors of graduate students and may be voting members of thesis committees.
- d. Faculty with secondary appointments may submit external research proposals serving as principal or co-principal investigators, subject to University policies. It is expected that faculty with secondary appointments will submit proposals through the department or school where they hold their primary appointment.
- e. Faculty members holding only secondary appointments in the school may be invited to meetings of the regular faculty, but shall not have the privilege of voting.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment or for each occasion when approval is sought for a faculty member with a secondary appointment to teach, together with other supporting documentation as detailed in the School's appointment procedures.

Par. 2. Faculty with secondary appointments shall receive an appointment letter with their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent re-appointments may be made using the faculty appointment form.

ARTICLE V — ADJUNCT FACULTY APPOINTMENTS

Section A. Policies

Par. 1. CATEGORY. Adjunct faculty are members of the University faculty of the School under the category of special faculty members. Special faculty members are covered by the provisions of the *Faculty Handbook* except where provisions of the *Faculty Handbook* exclude application of a provision to special faculty.

Par. 2. PURPOSE. The appointment of Adjunct faculty is intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

- a. Adjunct faculty may be appointed at the ranks of Adjunct Instructor, Adjunct Senior Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. The appropriate rank is based on the individual's qualifications and experience relative to tenured/tenure track faculty at similar ranks, as described in Article I, "Policies and Standards for Appointment, Reappointment, Promotion & Tenure." The title is used for individuals who hold primary staff or administrative positions within the University or for individuals whose primary appointments are held outside the University. Adjunct faculty appointments are considered part-time (less than 50% time) and do not normally provide compensation to the appointee unless the appointee serves as a guest lecturer or teaches undergraduate or graduate courses with approval of the dean of engineering. Compensation for such activities shall be determined by the department chair and the dean of engineering, and shall be commensurate with the responsibilities.
- b. The appointment of an adjunct faculty member must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. The appointment of an adjunct faculty member requires approval by a majority of the tenured/tenure track faculty of equal or higher rank within the department requesting the appointment, or if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.
- c. The dean of engineering shall review and make final decisions regarding all adjunct appointments. A person with exceptional qualifications may be considered for appointment to the rank of Adjunct Professor without a Ph.D. or other terminal degree.
- d. All offers of appointment shall come from the office of the dean of engineering.
- e. Adjunct appointments shall be made for a specific period of time, not greater than one fiscal year. If recommended by the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division, and the dean of engineering, reappointments may be issued on an annual basis.

Par. 4. TERMINATION

- a. If reappointment is not made, the appointment shall terminate at the end of the current appointment term.
- b. Adjunct faculty appointments may be terminated prior to the end of the current appointment term for (1) just cause using the same definition which applies to University faculty in the *Faculty Handbook*, Chapter 3, Part One,

§I.E.3; (2) for failure to meet the standards applicable to the appointment; or (3) for lack of funding to support the appointment.

- c. Adjunct faculty are not entitled to severance pay.

Par. 5. RIGHTS AND RESPONSIBILITIES

- a. Adjunct faculty may teach, contingent on the approval of the department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division, and the dean of engineering.
- b. Adjunct faculty cannot engage in academic advising of students or any other University service functions on a regular basis.
- c. Adjunct faculty may serve as thesis advisors of graduate students and may be voting members of thesis committees.
- d. An adjunct faculty member may not serve as principal or co-principal investigator on externally funded research proposals, but may serve as a consultant when the principal investigator is a faculty member of the department.
- e. Adjunct faculty members may be invited to meetings of the tenured/tenure track faculty, but shall not have the privilege of voting.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV, together with other supporting documentation as detailed in the School's appointment procedures, for each new appointment or for each occasion when approval is sought for an adjunct faculty member to teach.

Par. 2. Adjunct faculty members shall receive an appointment letter with their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent re-appointments may be made using the faculty appointment form.

BYLAWS OF THE FACULTY OF THE CASE SCHOOL OF ENGINEERING

CASE WESTERN RESERVE UNIVERSITY

Approved by the faculty of the Case School of Engineering, 17 November 2005

Approved with minor modifications by the Faculty Senate, 27 February 2006

Amended by the faculty of the Case School of Engineering, 26 April 2007

Approved with minor modifications by the Faculty Senate, 21 April 2010

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Approved by the Faculty Senate, 21 April 2011

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Chapter 1. Organization and Constitution of the Faculty

ARTICLE I — PURPOSE

These bylaws and all amendments adopted, as hereinafter provided, shall constitute the rules governing the Faculty of The Case School of Engineering (hereinafter called the faculty) in the performance of its duties in consonance with the *Faculty Handbook* of Case Western Reserve University.

ARTICLE II — MEMBERSHIP

Section A. Privileges

Tenured and tenure-track members of the university faculty with primary or joint appointment in the Case School of Engineering (hereinafter called the school) shall be voting members of the faculty. Non-tenure track faculty, special faculty, and administrators in the school may attend faculty meetings, but shall not vote, hold office or serve on standing committees in the school, nor represent the school on the Faculty Senate.

Section B. *Ex officio* Members

The following university officers shall be members *ex officio* of the faculty when presiding at a meeting, with voting privileges defined in Article IV:

- a. The president
- b. The dean of The Case School of Engineering (hereinafter called the dean of engineering).

Section C. List of Faculty

The dean of engineering shall furnish a list to the secretaries of the engineering faculty and the university faculty of all tenured/tenure-track faculty and non-tenure track faculty of the school showing ranks and voting privileges by September 1 of each year. Additions or deletions from the list shall be communicated to the secretaries of the engineering faculty and the university faculty when they occur.

ARTICLE III — OFFICERS OF THE FACULTY

The officers of the faculty shall be the dean of engineering and the secretary of the faculty.

Section A. Dean

Par. 1. The dean of engineering shall be the chief executive officer of the faculty and shall be appointed by the president of the university after consultation with the tenured/tenure-track faculty.

Par. 2. The dean's duties shall include, but shall not necessarily be limited to:

- a. Planning for the development and continuing welfare of the faculty and the school.
- b. Transmitting with his or her recommendation to the president of the university all cases of appointment, promotion and tenure.
- c. Presiding at meetings of the faculty when the president of the university does not preside.
- d. Representing the faculty to the president and to other academic officers and units of the university.
- e. Representing the school to all constituents outside the university.
- f. Reviewing and approving curriculum changes as recommended by the faculty.

Par. 3. In carrying out the above duties, the dean may appoint associate deans after consultation with the faculty.

Section B. Secretary

Par. 1. The secretary of the faculty shall be a faculty member elected at the last regular faculty meeting of the academic year. The secretary shall assume office at the conclusion of that meeting and shall serve for a term of two years and may be re-elected without limitation on the number of two-year terms (s)he may serve.

Par. 2. The secretary's duties shall include, but not necessarily be limited to:

- a. Compiling, upon certification of the dean of engineering, a directory of members of the faculty and administrative officers of the school and their membership classification at the beginning of the fall semester of each year, and noting changes as may occur through the year.
- b. Recording attendance, establishing the presence of a quorum, and keeping minutes of all meetings of the faculty.
- c. Distributing copies of the directory and minutes of faculty meetings to members of the faculty and to the university archives.
- d. Serving as secretary of the Executive Committee of the faculty, defined in Article VI.

- e. Preparing official resolutions for actions by the faculty on appropriate occasions.
- f. Maintaining files of minutes of meetings of all committees except the Committee on Appointments.
- g. Transmitting to the successor, at the expiration of the secretary's term of office, all records pertaining to that term as described above.

ARTICLE IV — MEETINGS

Section A. Regular Meetings

The faculty shall hold regular meetings at least once each semester on dates established at the spring meeting of the previous year. Additional regular meetings may be called by the Executive Committee or by majority vote of the faculty at any regular meeting.

Section B. Special Meetings

The faculty shall hold special meetings when called by the dean of engineering or by the Executive Committee, or on a petition signed by twenty percent of the voting members of the faculty stating the purpose of the meeting.

Section C. Agenda

The agenda for all meetings shall be prepared by the Executive Committee, and shall include reports from the standing committees and the provision for the introduction of new business. The secretary shall notify each faculty member and the dean's office of the agenda at least 7 days before each regular meeting and 6 days before special meetings.

Section D. Conduct of Meetings

The president of the university shall preside at both regular and special meetings. If the president chooses not to preside, the dean of engineering or the dean's designate shall preside at both regular and special meetings. The presiding officer shall conduct such meetings in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised*. The dean shall appoint a member of the faculty to act as parliamentarian.

Section E. Quorum; Voting

Forty percent of the voting members of the faculty shall constitute a quorum, and all decisions shall be majority vote of those present and voting except as indicated in Article X, Par. 2. The presiding officer as defined in Section D may vote only to resolve a tie.

ARTICLE V — COMMITTEES

Section A. Committees of the Faculty and of the Dean

The standing committees of the faculty shall be the Executive Committee (Article VI, Section A), Committee on Appointments (Article VI, Section B), Committee on Undergraduate Studies (Article VI, Section C), Committee on Graduate Studies (Article VI, Section D), Committee on Research (Article VI, Section E), and Committee on Budget (Article VI, Section F). The Committees on Undergraduate Studies, Graduate Studies, Research and Budget report to the Executive Committee. In addition there is a Policy Committee (Article VII), a committee of the dean of engineering.

Section B. Membership on Multiple Committees

No faculty member may serve at one time on more than two standing committees of the school.

Section C. Terms of Office

The term of office shall be two years on the Executive Committee, Committee on Undergraduate Studies, Committee on Graduate Studies, Committee on Research and the Committee on Budget. A year shall elapse before a member who has served a full term may again serve on the same committee. Terms of office shall be overlapped, approximately one-half of the membership of each committee being replaced each year.

Section D. Announcement of New Members and Chairs

New members of the standing committees, and chairs of these committees except the chair of the Executive Committee and the chair of the Committee on Appointments, shall be announced at the last regular faculty meeting of the academic year. These persons shall assume office on July 1. Chairs shall serve for one year.

Section E. Special Committees

The Executive Committee may at any time appoint a special committee to make recommendations on any matter or matters within the jurisdiction of the faculty, provided that such matter or matters are not solely within the jurisdiction of any standing committee.

ARTICLE VI — COMPOSITION AND DUTIES OF FACULTY STANDING COMMITTEES

Section A. Executive Committee

Par. 1. The Executive Committee shall consist of:

- a. From each department of the school, one faculty member who has been a member of the faculty for at least three years and who is not the department

chair shall be elected by the voting members of the department faculty. The names of the elected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair;

- b. The secretary of the faculty, ex officio with vote;
- c. The dean of engineering, the retired chair of the Executive Committee (who will serve for one year), one engineering faculty senator elected at large by the Faculty Senate to represent the CSE on the Executive Committee of the Faculty Senate, one member of the Policy Committee (chosen by the Policy Committee), one engineering faculty senator (chosen by the Executive Committee from among the elected engineering senators) all ex officio without vote.

Par. 2. The chair of the Executive Committee shall be elected annually by the committee from among its tenured members at the committee's first meeting of the academic year. The outgoing chair of the Executive Committee shall call the meeting at which the new chair will be elected. The chair of the Executive Committee shall assume office on the first day of classes for the fall semester and serve until the first day of classes for the following fall semester.

Par. 3. The secretary of the faculty shall serve as secretary of the committee.

Par. 4. The Executive Committee shall hold meetings on dates to be determined by the chair who shall notify each member at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The Executive Committee shall meet at least once every month during the academic year.

Par. 5. The duties of the Executive Committee shall be:

- a. To determine immediate and long range matters demanding faculty study and action,
- b. To transmit such matters to the faculty after due consideration by appropriate standing or ad hoc committees,
- c. To provide for full faculty debate of proposals for faculty action,
- d. To act as the nominating committee for the faculty, and
- e. To review applications for sabbatical leaves, and prepare a recommendation concerning the merits of the proposal and the applicant's qualifications to undertake it (*Faculty Handbook*, Chapter 3, Part One, §II.A.9).

Par. 6. In the pursuit of its duties, the Executive Committee may propose subjects for study to the appropriate standing committees, may appoint special committees, shall review committee progress, and the recommendations of all committees before their presentation to the faculty.

Par. 7. The Executive Committee shall prepare the agenda for all faculty meetings and include committee recommendations in writing together with a summary of the Executive Committee's opinion of the recommendations.

Par. 8. In its role as nominating committee, the Executive Committee shall:

- a. Ensure that each department selects its representatives to all standing committees. Names will be forwarded by each department chair to the chair of the Executive Committee in time for announcement at the spring faculty meeting preceding the academic year in which the representatives will serve.
- b. Nominate for election at the regular Spring meeting of the faculty the secretary of the faculty (when necessary), and nominate for approval by the faculty the chairs of the committees on Undergraduate Studies, Graduate Studies, and Research.
- c. As needed to fill expired terms, select members of the faculty to represent the school on the Faculty Senate Committee on Undergraduate Education.
- d. Prepare a slate for and supervise the election of faculty representatives for the University Faculty Senate. The slate shall contain twice the number of names to be elected, and the election shall be held in time to transmit its results to the faculty senate at a time specified by the secretary of the senate.
- e. Fill any vacancies that may occur on standing committees of the School of Engineering or in the school's representatives to the Faculty Senate Committee on Undergraduate Education during the academic year. Each such vacancy shall be filled for the remainder of that year, and the remainder of the unexpired term shall be filled by the next election or appointment procedure.

Par. 9. At least every five years, the Executive Committee, in consultation with the dean of engineering and the Policy Committee, shall consider initiating and organizing a comprehensive review of academic, research, and administrative policies of the school.

Section B. Committee on Appointments

Par. 1. The Committee on Appointments shall consist of five members of the faculty with the rank of professor, with tenure and without administrative appointment who shall be appointed for one year terms by the Executive Committee in time for announcement to the faculty at the last regular faculty meeting of the academic year. The chair of the committee shall be elected annually by the committee from among its members at the committee's first meeting each academic year. Members of the Committee on Appointments will start their terms on the first day of classes for the fall semester and serve until the first day of classes for the following fall semester.

Par. 2. The Committee on Appointments shall hold meetings on dates to be determined by the chair, who shall notify each member at least three days before each meeting, specifying the time, the place and agenda of the meeting. The chair or his or her designate shall act as secretary,

record the actions of all meetings, prepare all correspondence and keep the minutes of all meetings.

Par. 3. The Committee on Appointments shall consider:

- a. All matters of tenure, promotion, or appointments to the ranks of associate professor and full professor,
- b. All initial tenured appointments,
- c. All research professor and associate professor appointments, and
- d. All emeritus faculty appointments.

In addition, it shall consider and make recommendations pertaining to the dismissal of tenured faculty members when permitted by the *Faculty Handbook*. The tenure policy shall be that stated in Chapter 2, Article I.

Par. 4. Recommendations concerning promotion or tenure of a faculty member shall be prepared each year by the chair of each department in accord with the *Faculty Handbook* and shall be forwarded to the dean of engineering for transmission to the Committee on Appointments. The committee chair shall notify each department chair of the deadline for submission of recommendations at least four weeks in advance of the deadline. The committee shall prepare its recommendations concerning promotion or award of tenure of faculty members and forward the recommendations to the dean of engineering. If the Committee on Appointments does not support a department recommendation, or if it recommends action in the absence of department recommendation, it shall refer its recommendation to the appropriate department chair for advice and consultation for possible reconsideration by the Committee on Appointments before it forwards its recommendations to the dean. All recommendations, positive and negative, shall be reported to the appropriate department chair.

Par. 5. The Committee on Appointments shall recommend to the Executive Committee the approval of rules governing the procedures of the Committee on Appointments, and the approval of criteria for the recommendation of appointment, promotion, and tenure.

Par. 6. The Committee on Appointments shall review those untenured tenure-track faculty who are at the end of their third pretenure year. Recommendations concerning this review of a faculty member shall be prepared each year by the chair of each department in accord with the *Faculty Handbook* and shall be forwarded to the dean of engineering for transmission to the review committee. The chair of this review committee shall notify each department chair of the deadline for submission of recommendations at least four weeks in advance of the deadline. A written summary of all evaluations shall be communicated to the faculty member, the department chair, and the dean.

Section C. Committee on Undergraduate Studies

Par. 1. The Committee on Undergraduate Studies shall consist of one faculty representative from each department of the school selected by the department faculty, and an undergraduate

engineering student representative selected by the Undergraduate Student Government. The names of the selected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Undergraduate Studies shall hold meetings on dates to be determined by the chair, who shall notify each member, the secretary of the faculty, and the office of the dean of engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the actions of all meetings, prepare all correspondence and keep the minutes of all meetings. At least one meeting in the fall semester and in the spring semester shall be held jointly with the Committee on Graduate Studies.

Par. 3. The Committee on Undergraduate Studies shall recommend to the faculty matters pertaining to undergraduate education, including the requirements for all degree programs within the school, or undergraduate degree programs offered in conjunction with other units of the university. In addition, it shall participate with similar committees of other academic units of the university in setting general education criteria.

Par. 4. The Committee on Undergraduate Studies is authorized to:

- a. Review and recommend to the dean of engineering the addition or deletion of engineering undergraduate courses.
- b. Approve:
 - i. Minor or temporary changes in established undergraduate curriculum programs,
 - ii. Minor modifications in courses,
 - iii. Changes in the engineering core course list.
- c. Review and recommend to the faculty major changes in engineering curriculum programs, engineering core, and freshman/sophomore common core requirements.
- d. Initiate and formulate policy that will maintain and improve the standards and quality of undergraduate education in the school.
- e. As needed to fill vacancies, and in consultation with the Executive Committee, select members of the faculty to represent the school on the Faculty Senate Committee on Undergraduate Education Curriculum Subcommittee.

Par. 5. The committee shall periodically review the Cooperative Education and Binary Programs, as they pertain to the school, and make recommendations concerning their operation.

Par. 6. The committee shall promote student professional development by providing special programs on professional ethics, professional registration and professional organizations.

Section D. Committee on Graduate Studies

Par. 1. The Committee on Graduate Studies shall consist of one faculty representative from each department of the school selected by the department faculty, and an engineering graduate student representative selected by the Graduate Student Senate. The names of the selected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Graduate Studies shall hold meetings on dates to be determined by the chair, who shall notify each member, the secretary of the faculty, and the office of the dean of engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the action of all meetings, prepare all correspondence and keep the minutes of all meetings. At least one meeting in the fall semester and in the spring semester shall be held jointly with the Committee on Undergraduate Studies.

Par. 3. The Committee on Graduate Studies shall recommend to the faculty matters pertaining to graduate education, including the requirements for all graduate degree programs within the school, or graduate degree programs offered in conjunction with other units of the university. In addition, it shall be charged with participating, as appropriate, with similar committees of other academic units of the university in setting general graduate education criteria.

Par. 4. The Committee on Graduate Studies is authorized to:

- a. Review and recommend to the dean of engineering the addition, deletion or significant modification of engineering graduate courses.
- b. Review any changes in graduate and professional program requirements and make recommendations to the faculty. Certify to the dean of engineering that graduate and professional programs meet the minimum requirements of the university and the school.
- c. Recommend to the dean of engineering, for consideration and transmittal to the dean of graduate studies, appropriate action to be taken on student petitions for waiver of a regulation or any other request pertaining to his or her program of study and/or duties as a graduate student.
- d. Initiate and formulate policy that will maintain and improve the standards and quality of graduate education in the school.

Section E. Committee on Research

Par. 1. The Committee on Research shall consist of one faculty representative from each department of the school selected by the department faculty. The names of the selected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Research shall hold meetings on dates to be determined by the committee chair, who shall notify each member, the secretary of the faculty, and the office of the dean of engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the actions of all meetings and prepare all correspondence.

Par. 3. The Committee on Research shall consider and recommend to the faculty matters pertaining to research (e.g. opportunities for research, the applications of research, research facilities, the organization and function of research day(s), special school-wide lectures and seminars).

Par. 4. The committee shall serve as liaison between the faculty and the research centers.

Par. 5. The committee shall organize and promote undergraduate research opportunities.

Section F. Committee on Budget

Par. 1. The Committee on Budget shall consist of one voting member from each department of the school, to be elected by the voting members of the department faculty. The names of the elected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Budget shall hold meetings on dates to be determined by the committee chair, who shall notify each member, the secretary of the faculty (Article I), and the office of the dean of engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the actions of all meetings and prepare all correspondence.

Par. 3. The Executive Committee shall elect annually from among the tenured and tenure-track associate professors and professors of the faculty of the school a chair-elect of the Committee on Budget, who shall serve as vice chair during his or her first year of office and shall become chair of the Committee on Budget during his or her second year in office and Past Chair in the third year. If not already an elected member of the Committee on Budget, the vice chair, the chair, and the past chair shall be voting members of the Committee on Budget by virtue of office. The chair or chair's designate shall serve ex officio as the Case School of Engineering's representative to the Faculty Senate Budget Committee (and thus, the University Budget Committee) in accordance with the rules of the Faculty Senate Budget Committee.

Par. 4. The Committee on Budget shall consider and make recommendations to the faculty on matters pertaining to budget. It shall advise the Executive Committee and the administration of the Case School of Engineering, including the department chairs, the dean and the budget office, on the adherence to budget priorities and the attainment of budgetary goals.

Par. 5. The Committee on Budget shall advise the faculty on the financial feasibility of the school's current and planned education programs, activities, and facilities, and their effect on the operating budget, capital requirements, and financial health of the Case School of Engineering.

Par. 6. The Committee on Budget shall also advise the faculty on budgetary questions as they affect current and planned educational programs, activities, and facilities.

ARTICLE VII — THE POLICY COMMITTEE: COMPOSITION AND DUTIES

Par. 1. The Policy Committee shall consist of all department chairs, the chair of the Executive Committee, the dean of engineering, who shall chair the committee, and any associate deans of the school.

Par. 2. This committee shall set administrative policy for the school. Primary responsibility for educational policy will rest with the Executive Committee, Committee on Undergraduate Studies, Committee on Graduate Studies and the faculty.

Par. 3. Other duties of the Policy Committee shall include the following:

- a. Develop and coordinate graduate and undergraduate recruiting programs.
- b. Organize programs for faculty development and promote an active faculty awards program.
- c. Promote a program for the involvement of the Alumni and other interested friends in the school.

ARTICLE VIII — REPRESENTATION IN UNIVERSITY GOVERNANCE

The faculty shall be represented in university governance by the dean of engineering and by faculty members as they shall from time to time be selected to serve on university governing bodies.

Section A. Representative Bodies

Vacancies in the faculty delegation to the respective organizations and committees shall be filled by the Executive Committee or by elections supervised by the Executive Committee. If elections are required, they shall be carried out as follows: first, each department shall fill any vacancies that have occurred in its delegation; second, the Committee shall prepare a slate for and conduct the election of the remaining members-at-large.

Section B. University Faculty Senate

Par. 1. The Faculty delegation to the University Faculty Senate shall be constituted in accordance with the *Faculty Handbook*.

Par. 2. Vacancies in the faculty delegation to the senate shall be filled by an election supervised by the Executive Committee in accordance with these bylaws.

ARTICLE IX — DEPARTMENTS

The tenured and tenure-track faculty of the school shall be grouped by departments, which will administer all degree programs. Non-tenure track and special faculty will be appointed in the departments or in the Division of Education and Student Programs.

Section A. Department Chairs

Par. 1. Each department shall have a chair, appointed by the president on the recommendation of the dean of engineering after consultation with the faculty members of the department. The chair shall report to the dean of engineering. The chair of the department shall serve for an initial appointment not to exceed five years and shall be eligible for reappointment to successive terms, each of which shall not exceed five years. The dean of engineering in consultation with the faculty shall review the performance of the department chairs no later than one year prior to the end of the appointment and no later than the third year of the appointment.

Par. 2. The chair shall be the executive officer of the department and shall assume leadership in matters of department policy, including appointments, promotions, instruction, research and administration in accord with the *Faculty Handbook*. The chair shall be responsible for the preparation of the department's budget subject to the approval of the dean of engineering and shall represent the department to other departments and to the officers of the administration. The chair shall convene all department meetings. The chair shall also, as necessary, appoint committees, delegate duties, and prepare teaching schedules after consultation with the faculty members of the department. The chair shall be the hiring officer for all non-academic personnel assigned to the department. The chair shall maintain records and conduct correspondence.

Section B. Departmental Meetings

The department faculty shall hold at least two meetings each semester during the academic year to assist the department chair in the duties listed in Section A and other matters of departmental policy and procedure.

Section C. The Division of Education and Student Programs

Par. 1. The mission of the Division of Education and Student Programs is to support - through teaching and educational research - the Case School of Engineering educational programs, student programs, and outreach activities at all academic levels: K-12, undergraduate, graduate, and continuing education.

Par. 2. An associate dean will serve as director of the division. An Advisory Board, consisting of one tenured or tenure-track faculty elected by each department, will meet bi-monthly to advise the director and will review the operation of the division annually. Members of the Advisory Board shall serve for a term of two years and may be re-elected without

limitation on the number of two-year terms (s)he may serve. The Advisory Board's duties shall include:

- a. In conjunction with the director of the division recommend to the dean of engineering the appointment or promotion of non-tenure track and special faculty to be based in the division. Following such recommendation, the appointment process will be the same as that used for non-tenure track or special faculty based in departments.
- b. In conjunction with the director of the division, review non-tenure track and special faculty in the same manner used for non-tenure track and special faculty based in departments.
- c. Provide consultation to the dean on the appointment of an associate dean as director of the division.

Par. 3. Faculty in the division may teach courses that are not discipline specific, but major and minor curricula are under the control of the departments. Faculty in the division may teach courses required by the degree programs (including engineering core courses) with the permission and under the supervision of the chairs of those departments. This would require a secondary appointment in the department housing that discipline. Faculty in the division may serve as academic advisors with the permission of the departments.

ARTICLE X — AMENDMENT

Par. 1. Any member of the faculty may submit a proposed amendment to these bylaws to the Executive Committee. The Executive Committee shall place it on the agenda of a regular or special meeting of the faculty. At least 14 days before the meeting at which it is to be discussed, the Executive Committee shall submit the proposal in writing to the faculty with arguments in support of and in opposition to the amendment as well as the Executive Committee's opinion of the proposal.

Par. 2. During discussion of proposed amendments at the faculty meeting, changes voted to be non-substantive in the proposed amendments may be made by majority vote of those present. A copy of any proposed amendment and a summary of the discussion will be sent to the faculty within one week of the faculty meeting, followed by electronic polling of the voting faculty. A majority of the eligible faculty must vote on the proposed amendment. Approval shall require an affirmative vote by three-fifths of those faculty members voting. At least two weeks shall be allowed between the solicitation of votes and the determination of results.

Chapter 2. Policies and Procedures for Faculty Appointments

The process of hiring a new faculty member involves a rigorous evaluation of the candidate to determine whether past performance demonstrates a pattern and level of excellence that predicts future success in research, teaching and service at the school. After the initial appointment, all faculty members are required to complete annual activity reports and will receive annual evaluations focusing on the activities and accomplishments that contribute to what is valued in the performance of faculty of the school. An intensive third-year review is conducted for untenured faculty. The school will provide faculty with copies of the procedures used for the annual review, the three-year review and consideration for promotion or tenure.

ARTICLE I — POLICIES & STANDARDS FOR APPOINTMENT, REAPPOINTMENT, PROMOTION & TENURE

Section A. Qualifications

The evaluation of a faculty member in the Case School of Engineering for appointment, promotion, or award of tenure is governed by the policies and procedures set forth in the current Case Western Reserve University *Faculty Handbook*. Chapter 3, Part One, §I.F.1 (Qualifications and Standards for Appointments, Reappointments, Promotions and Tenure) of the *Handbook* states:

The qualifications for faculty appointment and reappointment include the following, as appropriate to the type of appointment:

- (1) *An expert knowledge of his or her academic field and a commitment to continuing development of this competence;*
- (2) *A dedication to effective teaching;*
- (3) *A commitment to a continuing program of research or other advanced creative activity, including production of art or artistic performance, or, where more appropriate to the particular academic context, professional service activities; and*
- (4) *A willingness to assume a fair share of university administrative and service tasks.*

The standards for appointing faculty of various categories and ranks and for awarding promotion and tenure in the Case School of Engineering are predicated on these four qualifications, as described in the following sections.

Section B. Standards for Faculty Appointments

Par. 1. In the Case School of Engineering, faculty appointments may be made by category and rank as indicated in Table I.

TABLE I. Faculty of the Case School of Engineering by category, type, and rank

		Senior	Assistant	Associate	
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Category & type	Instructor	Instructor	Professor	Professor	Professor
Tenured/Tenure-Track			√	√	√
Non-Tenure-Track	√	√	√	√	√
Special:					
Research Faculty			√	√	√
Adjunct Faculty	√	√	√	√	√
Visiting Faculty	√	√	√	√	√
Secondary* Appointment	√	√	√	√	√
Lecturer					

*) Rank of secondary appointment may not be higher than that of the primary appointment.

Par. 2. Chapter 3, Part One, §I.F.2 of the *Handbook* states:

Faculty appointments with tenure or without tenure but leading to consideration for tenure should be based on evidence that the candidate can and will continue to satisfy all of the [four abovementioned] qualifications. Faculty appointments on the non-tenure track should be based on evidence that the candidate can and will continue to satisfy item (1) and two of items (2), (3), and (4) of the foregoing qualifications. Special faculty appointments should be based on evidence that the candidate can and will continue to satisfy item (1) and one of items (2), (3), and (4) of the foregoing qualifications.

Par. 3. For all faculty appointments and promotions in the Case School of Engineering, external letters of reference from experts in the field comprise a major source of evidence of the candidate's expert knowledge in the field. Course evaluations and letters of reference from former students should be used, whenever possible and when appropriate to the appointment being considered, for evidence of dedication to effective teaching. Additional standards by which qualifications (1) through (4) will be evaluated as appropriate to the rank and category under consideration with respect to the appointment, reappointment, and promotion of faculty are described in this section.

Par. 4. **Visiting faculty** belong to the category of special faculty and can be appointed at the ranks of instructor, senior instructor, assistant professor, associate professor, and professor. The standards for appointment, reappointment, and promotion of visiting faculty will be evaluated as listed in Table II for special faculty at the corresponding ranks, or as described below for lecturers, instructors, and senior instructors.

Par. 5. **Lecturers** belong to the category of special faculty. As the primary role of lecturers is teaching, only qualifications 1 and 2 apply to the standards for their appointment and reappointment and will be evaluated per the following standards:

Earned master's degree in a field of engineering or related science, or an earned bachelor's degree in a field of engineering or related science with substantial professional engineering experience. A person with exceptional qualifications may be considered for appointment to the rank of Lecturer without a degree. (1)

Evidence of pedagogical abilities relevant to engineering education (2)

Par. 6. The rank of **instructor** can be used for non-tenure track faculty, adjunct faculty, visiting faculty, and faculty with secondary appointments. Qualifications 1 and 2 apply to the standards for the appointment and reappointment for all instructors and will be evaluated per the following standards:

Earned master's degree in field of engineering or related science (1)

Evidence of pedagogical abilities relevant to engineering education (2)

In addition, for non-tenure track faculty with the rank of instructor, qualification 4 applies to the standards for their appointment and reappointment and will be evaluated per the following standard:

Willingness to assume service and administrative tasks at the levels of the department, school, or university (4)

Par. 7. The rank of **senior instructor** can be used for non-tenure track faculty, adjunct faculty, visiting faculty, and faculty with secondary appointments. Qualifications 1 and 2 apply to the standards for the appointment and reappointment for all senior instructors and will be evaluated per the following standards:

Earned master's degree in field of engineering or related science (1)

Demonstrated major role in teaching (2)

In addition, for non-tenure track faculty with the rank of senior instructor, qualification 4 applies to the standards for their appointment and reappointment and will be evaluated per the following standard:

Significant participation in service and administrative tasks at the levels of the department, school, or university (4)

Par. 8. With regard to their appointment and reappointment at the ranks of **assistant professor, associate professor, and professor**, Table II lists standards by which qualifications (1) through (4) will be evaluated for tenured, tenure-track, non-tenure track, and special faculty.

Par. 9. In the Case School of Engineering, appointments at the level of assistant professor will focus on the candidate's *potential* for meeting the requirements for the ranks of associate professor and professor. Appointments at the level of associate professor will be based on the candidate's *performance*. Appointments at the level of professor will be based on the candidate's demonstrated *leadership*. These criteria are described more fully in Table II. For initial appointments to individuals whose professional experience has been primarily in non-academic settings, evidence of skills that are comparable to those needed for academic teaching, advising, mentoring, and service may be taken into consideration for the purpose of determining the appropriate rank of the appointment.

TABLE IIa

<p style="text-align: center;">Tenure Track <i>(Qualifications 1-4 apply)</i></p>	<p style="text-align: center;">Non-Tenure Track & Special (where rank is applicable) <i>(Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)</i></p>
<p style="text-align: center;"><u>ASSISTANT PROFESSOR</u></p> <p>Earned doctorate in a field of engineering or related science (1)</p> <p>Promise for achieving recognition in a field of engineering (1)</p> <p>Potential for effective teaching (2)</p> <p>Clear plan for a program of research and evidence of excellence and productivity in research (3)</p> <p>Willingness to assume university service and administrative tasks (4)</p>	<p style="text-align: center;"><u>ASSISTANT PROFESSOR</u></p> <p>Earned doctorate in a field of engineering or related science (1)</p> <p>Potential for effective teaching (2)</p> <p>Evidence of high quality and productivity in research (3)</p> <p>Willingness to assume university service and administrative tasks (4)</p>

TABLE IIb

<p>Tenured & Tenure Track <i>(Qualifications 1-4 apply)</i></p>	<p>Non-Tenure Track & Special <i>(Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)</i></p>
<p><u>ASSOCIATE PROFESSOR</u></p> <p><i>Achieving this rank requires continued fulfillment of all criteria at the assistant professor level, with the addition of the following:</i></p> <p>Achieved recognition as an expert in a field of engineering (1)</p> <p>Demonstrated excellence in teaching, academic advising, and student development as evidenced by course evaluations, student testimonials, course or curricular development, or other contributions to engineering education (2)</p> <p>Established research program leading to significant contributions to a field of engineering as evidenced by professional presentations, monographs, reports, papers, articles, book chapters or books, activities in workshops, institutes, seminars, advisory panels, etc. (3)</p> <p>Effectiveness in mentoring undergraduate and graduate students in research as evidenced by directing undergraduate student projects and serving as primary research advisor for M.S. and Ph.D. students (3)</p> <p>Participation in university service and administrative roles, such as committee membership, interdisciplinary proposals developed, and university leadership positions (4)</p>	<p><u>ASSOCIATE PROFESSOR</u></p> <p><i>Achieving this rank requires continued fulfillment of the applicable criteria (per the terms of appointment) at the assistant professor level, with the addition of the following:</i></p> <p>Achieved recognition as an expert in a field of engineering (1)</p> <p>Demonstrated excellence in teaching as evidenced by course evaluations, student testimonials, course or curricular development, or other contributions to engineering education (2)</p> <p>Demonstrated capability of establishing and guiding an externally funded research program (3)</p> <p>For faculty who serve as primary research advisors: effectiveness in mentoring undergraduate and graduate students in research (3)</p> <p>Participation in university service and administrative roles as evidenced by committee membership, interdisciplinary proposals developed, and university leadership positions (4)</p>

TABLE IIc

<p style="text-align: center;">Tenured & Tenure Track (Qualifications 1-4 apply)</p>	<p style="text-align: center;">Non-Tenure Track & Special (Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)</p>
<p style="text-align: center;"><u>PROFESSOR</u></p> <p><i>Achieving this rank requires continued fulfillment of all criteria at the associate professor level, with the addition of the following:</i></p> <p>Recognized leadership in a specific area of engineering (1)</p> <p>Consistent record of excellence in teaching, program development, and mentoring of students (2)</p> <p>Develop, sustain and lead a nationally and internationally recognized research program (3)</p> <p>Continued development of young researchers as evidenced, for example, by a number of students having graduated with Ph.D. degrees (3)</p> <p>Major role and recognized leadership in key school, university, and professional committees or initiatives, <i>e.g.</i> serving as committee chairperson or other advanced positions of service, preparation of concept or position papers, administrative leadership activities and accomplishments (4)</p>	<p style="text-align: center;"><u>PROFESSOR</u></p> <p><i>Achieving this rank requires continued fulfillment of the applicable criteria (per the terms of appointment) at the associate professor level, with the addition of the following:</i></p> <p>Recognized leadership in a specific area of engineering (1)</p> <p>Consistent record of excellence in teaching, program development, and mentoring of students (2)</p> <p>Demonstrated capability of establishing and guiding a nationally/internationally recognized research program (3)</p> <p>Major role and recognized leadership in key professional committees or initiatives, <i>e.g.</i> by assuming positions within the university, preparation of concept or position papers, administrative leadership activities and accomplishments (4)</p>

Section C. Standards for Tenure

Par. 1. In the Case School of Engineering (CSE), tenured and tenure-track faculty are valued for their contributions to society through excellence in education; student development, engagement, and partnership; leadership in research; service to the profession; support of the institution through service and visibility; and professionalism through collegiality, mentorship, and ethical practice.

Par. 2. Chapter 3, Part One, §I.F.3 (Qualifications and Standards for Appointments, Reappointments, Promotion and Tenure) of the *Faculty Handbook* states:

In general, criteria for awarding tenure shall include, at a minimum, a documented national or international reputation for sustained scholarship, as appropriate to faculty rank and discipline.

§I.F.7 states:

Tenure is awarded to a faculty member only when the University foresees for him or her a continuing fulfillment of the [four] qualifications presented above.

In the Case School of Engineering, appointments of new faculty with tenure at the ranks of Associate Professor or Professor will also require evidence of excellence in teaching ability.

Par. 3. The award of tenure is based primarily on assessment of a candidate's documented past contributions and potential for future growth in the areas of teaching, research, and professional service. In this research-intensive university, excellence in research and potential for leadership are expected. In addition, University faculty are distinguished by their strong contributions to the teaching mission of the University. However, it is recognized that the level and significance of the contributions in the separate areas will differ from individual to individual. In all cases, however, an award of tenure will only be made to faculty whose overall accomplishments and potential for continued professional growth are judged to be significant, and competitive at the national and international levels.

Par. 4. Examples of measures indicating past success and future potential include, but are not limited to:

- Evidence of effective teaching, advising, and mentoring of students
- Development of new courses and innovative teaching methods
- Evidence of external impact on engineering education
- Publications in peer-reviewed journals of record
- Peer-reviewed publications in archival meeting proceedings
- Citations to published articles
- Organization of national and international symposia
- Invited lectures before external organizations
- National and international honors and awards for research, teaching, and professional service
- Principal investigator status on externally funded research grants and contracts

- Development of collaborative research efforts
- Departmental and university service
- Service in national and international professional organizations

Section D. Tenure Policies

Par. 1. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure no later than six years after the date of initial appointment, *i.e.*, in the sixth year.

Par. 2. Service at other institutions may be taken into consideration in establishing the length of a faculty member's pre-tenure period. Such consideration must be made a written part of the initial appointment.

Par. 3. Under exceptional circumstances, an extension of the pre-tenure period may be made as provided in the *Faculty Handbook*.

Par. 4. If tenure has not been awarded by the end of the pre-tenure period, the normal procedure shall be that the faculty member is given a one-year terminal appointment.

Par. 5. Renewable faculty term appointments may be made beyond the end of the pre-tenure period upon mutual agreement of the department chair, the dean of engineering, and the faculty member. Such appointments shall be conditional on at least the following two items:

- a. The appointment will not lead to tenure consideration.
- b. The appointment is contingent upon full support from non-university resources.

Par. 6. Tenure for faculty in the Case School of Engineering resides at the level of the constituent faculty, not in individual departments.

ARTICLE II — NON-TENURE TRACK FACULTY

Section A. Policies

Par. 1. DEFINITION, RANKS, AND QUALIFICATIONS. Non-tenure track faculty members are those persons holding full-time academic appointments at the ranks of professor, associate professor, assistant professor, senior instructor and instructor whose obligations to the University include two of the three obligations of the tenured/tenure track faculty, *i.e.* 1) teaching, 2) research and scholarship or 3) service to the University community. The appropriate rank is based on the individual's qualifications and experience relative to tenured/tenure track faculty at similar ranks, as set forth in Article I, "Policies & Standards for Appointment, Reappointment, Promotion & Tenure." Non-tenure track faculty are covered by the provisions of the *Faculty Handbook*, unless specifically excluded.

Par. 2. PURPOSE. The appointment of a non-tenure track faculty member is intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

- a. The appointment of a non-tenure track faculty member must be initiated by and based in a department of the School or in the Division of Education and Student Programs. The appointment of a non-tenure track faculty member requires approval by a majority of the tenured/tenure track faculty of the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.
- b. The proposed rank of a non-tenure track faculty member requires approval by a majority of the tenured/tenure track faculty of equal rank or higher within the department, or, if the appointment is in the Division of Education and Student Programs, within the advisory board and the director of the division.
- c. The Committee on Appointments shall review and forward to the dean of engineering a recommendation on new non-tenure track faculty appointments at the rank of Associate Professor or Full Professor. The appointment of a non-tenure track faculty member shall be evaluated based on the candidate's competence in two of the three areas of obligation listed above.
- d. The dean of engineering shall review all non-tenure track faculty appointments. If the dean approves the appointment, the dean shall forward the recommendation to the provost.
- e. Non-tenure track appointments shall normally be made for a term of one to three years and may be renewed. Regardless of when the appointment begins, every non-tenure track appointment term shall have an end date of June 30th.
- f. All offers of appointment shall be issued by the office of the dean of engineering.
- g. A non-tenure track faculty member's compensation must be arranged prior to the beginning of the appointment and approved by the department chair, or if the appointment is in the Division of Education and Student Programs, by the director of the division, and the dean of engineering. The annual salary of a full-time non-tenure track faculty member shall remunerate service for an academic year of approximately nine months or for a longer period.

Par. 4. EVALUATION AND PROMOTION

- a. Non-tenure track faculty shall be evaluated annually by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division in a manner similar to that used for tenured/tenure track faculty.

- b. The annual evaluation and recommendation for salary shall be forwarded by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division to the dean of engineering.
- c. A department's recommendation for promotion shall be made by the department chair after a vote of the tenured/tenure-track department faculty of equal or higher rank, or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote of the members of the advisory board of equal or higher rank. For promotion above the assistant professor rank, this recommendation is then forwarded to the Committee on Appointments. After review, the Committee on Appointments shall forward its recommendation to the dean of engineering. After review, the dean of engineering shall add his or her recommendation and forward all recommendations to the Provost.

Par. 5. TERMINATION

- a. A decision not to reappoint a non-tenure track faculty member beyond his or her current appointment term shall be communicated to him or her in writing by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, with a copy sent to the dean of engineering in accordance with the schedule in the *Faculty Handbook*, Chapter 3, Part One, §I.K.
- b. Failure of the University, *i.e.* the department chair, director of the Division of Education and Student Programs, or the dean of engineering, to provide notice of the intention not to reappoint a non-tenure track faculty member according to the schedule in the *Faculty Handbook*, Chapter 3, Part One, §I.K. shall entitle the non-tenure track faculty member to an additional one-year reappointment.
- c. For purposes of this section, an academic year appointment shall be considered to expire on June 30.
- d. In addition to insufficient academic credentials or performance or grave misconduct or neglect of academic responsibility, the causes for which a term appointment may not be renewed are changes in academic programs, financial constraints, tenured/non-tenured faculty ratios, or other reasons.
- e. If requested by the faculty member, the University, *i.e.* the chair, the director of the Division of Education and Student Programs, or the dean, shall provide written explanation for the non-renewal of a term appointment.
- f. An appointment may be terminated during the current term, without the notice set out in Par. 6.a., for just cause, as set out in Chapter 3, Part One, §I.E.3 of the *Faculty Handbook*.

Par. 6. RIGHTS AND RESPONSIBILITIES

- a. As permitted by the *Faculty Handbook*, non-tenure track faculty members shall be entitled to vote on all matters coming before the University faculty.
- b. Non-tenure track faculty members may attend meetings of the Engineering faculty, but (per the bylaws of the School) are not entitled to vote.
- c. The two of the three areas (teaching, research and service) for which the non-tenure track faculty has obligations must be determined at time of appointment. A change of the two areas must be approved by the chair and shall require reappointment.
- d. Non-tenure track faculty members can engage in academic advising of students or any other University service functions, contingent on the approval of the department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division.
- e. Non-tenure track faculty members may serve as thesis advisors of graduate students and may be voting members of thesis committees.
- f. Non-tenure track faculty members may submit external research proposals serving as the principal or co-principal investigator, subject to University policies.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment and reappointment, together with other supporting documentation as detailed in the School's appointment procedures.

Par. 2. Departmental recommendations shall be made by the chair after a vote by the eligible members of the department, including those on leave of absence or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote by the eligible members of the advisory board.

Par. 3. Departments must prepare and submit the appropriate affirmative action paperwork, prior to recommending a new appointment.

Par. 4. Annual performance reviews shall be completed for all incumbents using the school Faculty Activity Report, prior to processing the annual faculty reappointment form.

Par.5. Non-tenure track faculty members shall receive an appointment letter upon their initial appointment. Subsequent reappointments may be made using the faculty appointment form.

ARTICLE III — RESEARCH FACULTY

Section A. Policies

Par. 1. CATEGORY. Research Faculty are members of the faculty of the school under the category of special faculty members. Special faculty are covered by the provisions of the *Faculty Handbook* except where provisions of the *Faculty Handbook* exclude application of a provision to special faculty.

Par. 2. PURPOSE. The appointment of a research faculty member is intended to add expertise to the School in its research endeavors.

Par. 3. APPOINTMENTS

- a. The appointment of a research faculty member must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. The appointment of a research faculty member requires approval by a majority of the tenured/tenure track faculty of the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.
- b. The proposed rank of a research faculty member requires approval by a majority of the tenured/tenure track faculty of equal rank or higher within the department, or if the appointment is in the Division of Education and Student Programs, within the advisory board and the director of the division.
- c. The Committee on Appointments shall review and forward ~~to~~ to the dean of engineering a recommendation on new research faculty appointments at the rank of Associate Professor or Full Professor. The appointment of a research faculty member shall be evaluated based on the candidate's research competence.
- d. The dean of engineering shall have final approval of all research faculty appointments.
- e. All offers of appointment for research faculty shall be issued by the office of the dean of engineering.
- f. Research faculty member appointments shall be made for a specific period of time, not to exceed one year, and may be renewed.
- g. A research faculty member's compensation is contingent on the availability of external support. Financial compensation for a research faculty member must be arranged prior to the beginning of the appointment and approved by the department chair, or if the appointment is in the Division of Education and Student Programs by the director of the division, and the dean of engineering.

Par. 4. QUALIFICATIONS

- a. A research faculty member shall be appointed as Research Professor, Research Associate Professor, or Research Assistant Professor and shall have research experience and qualifications comparable to those of tenured/tenure track faculty at the corresponding ranks, as set forth in Article I, “Policies and Standards for Appointment, Reappointment, Promotion & Tenure.”
- b. A Research Professor shall have completed the Ph.D. (or other terminal degree), have recognized leadership and a consistent record of excellence in a specific area of engineering, and show a commitment to the continuing development of his or her research competencies. A Research Professor shall also have a commitment to a continuing contribution to the academic objectives of the program, the School, and the University.
- c. A Research Associate Professor shall have completed the Ph.D. (or other terminal degree), achieved recognition as an expert in a field of engineering, conducted research or other relevant experience leading to significant contributions to a field of engineering, and demonstrate clear promise of meeting the standards for promotion to the rank of Research Professor.
- d. A Research Assistant Professor shall have completed the Ph.D. (or other terminal degree), have demonstrated a) excellence and productivity in research, including the ability to generate outside funding, b) the ability to mentor graduate students, and c) clear promise of meeting the standards for promotion to the rank of Research Associate Professor.
- e. A person with exceptional qualifications may be considered for appointment to the rank of Research Professor without a Ph.D. or other terminal degree.

Par. 5. EVALUATION AND PROMOTION

- a. Research faculty members shall be evaluated annually by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, in a manner similar to that used for tenured/tenure track faculty.
- b. The annual evaluation and recommendation for salary shall be forwarded by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, to the dean of engineering.
- c. A department’s recommendation for promotion shall be made by the department chair after a vote of the tenured/tenure track department faculty of equal or higher rank, or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote of the members of the advisory board or equal or higher rank. For promotion above the assistant professor rank, this recommendation is then forwarded to the

Committee on Appointments. After review, the Committee on Appointments shall forward its recommendation to the dean of engineering. The dean of engineering shall make the ultimate decision regarding all promotions.

Par. 6. TERMINATION

- a. If reappointment is not made, employment shall terminate at the end of the current appointment term. If possible, the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, shall notify the research faculty member in advance of the current appointment end date that reappointment shall not be made.
- b. Research faculty appointments may be terminated prior to the end of the current appointment term (1) for just cause using the same definition which applies to the University faculty in the *Faculty Handbook*, Chapter 3, Part One, §I.E.3.; (2) for failure to meet the performance standards applicable to the research faculty member's current rank; or (3) lack of funds to support the appointment.
- c. As referenced in Par. 3.g., a research faculty member's compensation is contingent upon the availability of external support. It is the responsibility of the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, to notify the appointee, the office of the dean of engineering and the Office of Human Resources in a timely manner if a research faculty member's compensation must be terminated due to lack of funds.
- d. Research faculty members shall not be entitled to severance pay.

Par. 7. RIGHTS AND RESPONSIBILITIES

- a. A research faculty member does not have the teaching responsibilities required of a tenured/tenure track faculty member.
- b. A research faculty member may serve as a guest lecturer, but cannot be the instructor of record for regular undergraduate or graduate courses. With the approval of the department chair (or the director of the Division of Education and Student Programs if the appointment is in this division) and the dean of engineering, a research faculty member may supervise independent study courses or teach advanced-level graduate seminar courses.
- c. A research faculty member is may expected to submit external research proposals [RDQ1], serving as the principal investigator, and is expected to build a funded research program capable of supporting the research faculty member's salary, research, and graduate students. subject to University policies.

- d. A research faculty member cannot engage in academic advising of students or any other University service functions on a regular basis.
- e. ~~A research faculty member is expected to serve as research advisor for the M.S. thesis Plan A and, M.S. Plan B, project or Ph.D. projects graduate students. A research faculty member can dissertation advisor of a graduate student and can be a voting members of thesis a dissertation or thesis committees. However, the student's academic advisor must be a tenured or tenure track faculty member, however, must serve as the student's Academic Advisor.~~
- f. A research faculty member may be invited to meetings of the tenured/tenure track faculty, but shall not have the privilege of voting.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment and reappointment of research faculty, together with other supporting documentation as detailed in the School's appointment procedures. The office of the dean of engineering will not routinely check the availability of funding for a research faculty appointment. It is assumed that in signing the paperwork, the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, is certifying that sufficient funding is available.

Par. 2. Departments must prepare and submit the appropriate affirmative action paperwork, prior to recommending a new appointment.

Par. 3. Annual performance reviews shall be completed for all incumbents using the school Faculty Activity Report, prior to processing the annual faculty reappointment form.

Par. 4. Research faculty members shall receive an appointment letter, including the term of the appointment, upon their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent reappointments may be made using the faculty appointment form.

ARTICLE IV — SECONDARY APPOINTMENTS

Section A. Policies

Par. 1. ELIGIBILITY. Faculty with secondary appointments must have a primary faculty appointment in another department in the University and thus are members of the faculty of the University and also the school, depending on the location of their primary appointment. As such, faculty with secondary appointments are governed by the *Faculty Handbook*.

Par. 2. PURPOSE. Faculty with secondary appointments are intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

- a. Secondary appointments may be made at the ranks of Instructor, Senior Instructor, Assistant Professor, Associate Professor, and Professor, based on criteria described in Article I, “Policies and Standards for Appointment, Reappointment, Promotion & Tenure.” Secondary appointments are designated for persons who hold primary faculty appointments within the University. No faculty member may hold a secondary appointment at a rank higher than the rank of the primary appointment. Secondary appointments are considered to be part-time. Compensation may or may not be involved. If compensation is to be made, a transfer of funds between departments or schools may be arranged. There is no additional compensation paid directly to the individual.
- b. Secondary appointments must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. Secondary appointments require approval by a majority of the tenured/tenure track faculty of equal or higher rank within a department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division. Secondary appointments also require the approval of the chair and dean (if another school) of the primary department or school.
- c. The dean of engineering shall review and make final decisions regarding all secondary appointments of faculty within the school.
- d. The dean of engineering shall review and recommend to the Provost all secondary appointments for faculty whose primary appointments are in another school.
- e. All offers of appointment shall come from the office of the dean of engineering.
- f. Secondary appointments shall be made for a specific period of time, not greater than one fiscal year. Re-appointments may be issued on an annual basis, subject to the approval of the secondary department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and director of the division, and the dean of engineering, and the Provost if required under Par. 3.d.

Par. 4. TERMINATION

- a. If reappointment of a secondary appointment is not made, the secondary appointment shall terminate at the end of the current appointment term.
- b. When a faculty member vacates a primary appointment, the secondary appointment shall terminate at the same time.

Par. 7. RIGHTS AND RESPONSIBILITIES

- a. Faculty with secondary appointments may teach, contingent on the approval of the secondary department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division, the dean of engineering, and the primary department chair.
- b. Faculty with secondary appointments may engage in academic advising or any other functions of the school.
- c. Faculty with secondary appointments may serve as thesis advisors of graduate students and may be voting members of thesis committees.
- d. Faculty with secondary appointments may submit external research proposals serving as principal or co-principal investigators, subject to University policies. It is expected that faculty with secondary appointments will submit proposals through the department or school where they hold their primary appointment.
- e. Faculty members holding only secondary appointments in the school may be invited to meetings of the regular faculty, but shall not have the privilege of voting.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment or for each occasion when approval is sought for a faculty member with a secondary appointment to teach, together with other supporting documentation as detailed in the School's appointment procedures.

Par. 2. Faculty with secondary appointments shall receive an appointment letter with their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent re-appointments may be made using the faculty appointment form.

ARTICLE V — ADJUNCT FACULTY APPOINTMENTS

Section A. Policies

Par. 1. CATEGORY. Adjunct faculty are members of the University faculty of the School under the category of special faculty members. Special faculty members are covered by the provisions of the *Faculty Handbook* except where provisions of the *Faculty Handbook* exclude application of a provision to special faculty.

Par. 2. PURPOSE. The appointment of Adjunct faculty is intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

- a. Adjunct faculty may be appointed at the ranks of Adjunct Instructor, Adjunct Senior Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. The appropriate rank is based on the individual's qualifications and experience relative to tenured/tenure track faculty at similar ranks, as described in Article I, "Policies and Standards for Appointment, Reappointment, Promotion & Tenure." The title is used for individuals who hold primary staff or administrative positions within the University or for individuals whose primary appointments are held outside the University. Adjunct faculty appointments are considered part-time (less than 50% time) and do not normally provide compensation to the appointee unless the appointee serves as a guest lecturer or teaches undergraduate or graduate courses with approval of the dean of engineering. Compensation for such activities shall be determined by the department chair and the dean of engineering, and shall be commensurate with the responsibilities.
- b. The appointment of an adjunct faculty member must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. The appointment of an adjunct faculty member requires approval by a majority of the tenured/tenure track faculty of equal or higher rank within the department requesting the appointment, or if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.
- c. The dean of engineering shall review and make final decisions regarding all adjunct appointments. A person with exceptional qualifications may be considered for appointment to the rank of Adjunct Professor without a Ph.D. or other terminal degree.
- d. All offers of appointment shall come from the office of the dean of engineering.
- e. Adjunct appointments shall be made for a specific period of time, not greater than one fiscal year. If recommended by the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division, and the dean of engineering, reappointments may be issued on an annual basis.

Par. 4. TERMINATION

- a. If reappointment is not made, the appointment shall terminate at the end of the current appointment term.
- b. Adjunct faculty appointments may be terminated prior to the end of the current appointment term for (1) just cause using the same definition which applies to University faculty in the *Faculty Handbook*, Chapter 3, Part One,

§I.E.3; (2) for failure to meet the standards applicable to the appointment; or (3) for lack of funding to support the appointment.

- c. Adjunct faculty are not entitled to severance pay.

Par. 5. RIGHTS AND RESPONSIBILITIES

- a. Adjunct faculty may teach, contingent on the approval of the department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division, and the dean of engineering.
- b. Adjunct faculty cannot engage in academic advising of students or any other University service functions on a regular basis.
- c. Adjunct faculty may serve as thesis advisors of graduate students and may be voting members of thesis committees.
- d. An adjunct faculty member may not serve as principal or co-principal investigator on externally funded research proposals, but may serve as a consultant when the principal investigator is a faculty member of the department.
- e. Adjunct faculty members may be invited to meetings of the tenured/tenure track faculty, but shall not have the privilege of voting.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV, together with other supporting documentation as detailed in the School's appointment procedures, for each new appointment or for each occasion when approval is sought for an adjunct faculty member to teach.

Par. 2. Adjunct faculty members shall receive an appointment letter with their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent re-appointments may be made using the faculty appointment form.

BYLAWS OF THE FACULTY OF THE CASE SCHOOL OF ENGINEERING

CASE WESTERN RESERVE UNIVERSITY

Approved by the faculty of the Case School of Engineering, 17 November 2005

Approved with minor modifications by the Faculty Senate, 27 February 2006

Amended by the faculty of the Case School of Engineering, 26 April 2007

Approved with minor modifications by the Faculty Senate, 21 April 2010

Amended by the faculty of the Case School of Engineering, 17 March, 2011

Approved by the Faculty Senate, 21 April 2011

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Chapter 1. Organization and Constitution of the Faculty

ARTICLE I — PURPOSE

These bylaws and all amendments adopted, as hereinafter provided, shall constitute the rules governing the Faculty of The Case School of Engineering (hereinafter called the faculty) in the performance of its duties in consonance with the *Faculty Handbook* of Case Western Reserve University.

ARTICLE II — MEMBERSHIP

Section A. Privileges

Tenured and tenure-track members of the university faculty with primary or joint appointment in the Case School of Engineering (hereinafter called the school) shall be voting members of the faculty. Non-tenure track faculty, special faculty, and administrators in the school may attend faculty meetings, but shall not vote, hold office or serve on standing committees in the school, nor represent the school on the Faculty Senate.

Section B. *Ex officio* Members

The following university officers shall be members *ex officio* of the faculty when presiding at a meeting, with voting privileges defined in Article IV:

- a. The president
- b. The dean of The Case School of Engineering (hereinafter called the dean of engineering).

Section C. List of Faculty

The dean of engineering shall furnish a list to the secretaries of the engineering faculty and the university faculty of all tenured/tenure-track faculty and non-tenure track faculty of the school showing ranks and voting privileges by September 1 of each year. Additions or deletions from the list shall be communicated to the secretaries of the engineering faculty and the university faculty when they occur.

ARTICLE III — OFFICERS OF THE FACULTY

The officers of the faculty shall be the dean of engineering and the secretary of the faculty.

Section A. Dean

Par. 1. The dean of engineering shall be the chief executive officer of the faculty and shall be appointed by the president of the university after consultation with the tenured/tenure-track faculty.

Par. 2. The dean's duties shall include, but shall not necessarily be limited to:

- a. Planning for the development and continuing welfare of the faculty and the school.
- b. Transmitting with his or her recommendation to the president of the university all cases of appointment, promotion and tenure.
- c. Presiding at meetings of the faculty when the president of the university does not preside.
- d. Representing the faculty to the president and to other academic officers and units of the university.
- e. Representing the school to all constituents outside the university.
- f. Reviewing and approving curriculum changes as recommended by the faculty.

Par. 3. In carrying out the above duties, the dean may appoint associate deans after consultation with the faculty.

Section B. Secretary

Par. 1. The secretary of the faculty shall be a faculty member elected at the last regular faculty meeting of the academic year. The secretary shall assume office at the conclusion of that meeting and shall serve for a term of two years and may be re-elected without limitation on the number of two-year terms (s)he may serve.

Par. 2. The secretary's duties shall include, but not necessarily be limited to:

- a. Compiling, upon certification of the dean of engineering, a directory of members of the faculty and administrative officers of the school and their membership classification at the beginning of the fall semester of each year, and noting changes as may occur through the year.
- b. Recording attendance, establishing the presence of a quorum, and keeping minutes of all meetings of the faculty.
- c. Distributing copies of the directory and minutes of faculty meetings to members of the faculty and to the university archives.
- d. Serving as secretary of the Executive Committee of the faculty, defined in Article VI.

- e. Preparing official resolutions for actions by the faculty on appropriate occasions.
- f. Maintaining files of minutes of meetings of all committees except the Committee on Appointments.
- g. Transmitting to the successor, at the expiration of the secretary's term of office, all records pertaining to that term as described above.

ARTICLE IV — MEETINGS

Section A. Regular Meetings

The faculty shall hold regular meetings at least once each semester on dates established at the spring meeting of the previous year. Additional regular meetings may be called by the Executive Committee or by majority vote of the faculty at any regular meeting.

Section B. Special Meetings

The faculty shall hold special meetings when called by the dean of engineering or by the Executive Committee, or on a petition signed by twenty percent of the voting members of the faculty stating the purpose of the meeting.

Section C. Agenda

The agenda for all meetings shall be prepared by the Executive Committee, and shall include reports from the standing committees and the provision for the introduction of new business. The secretary shall notify each faculty member and the dean's office of the agenda at least 7 days before each regular meeting and 6 days before special meetings.

Section D. Conduct of Meetings

The president of the university shall preside at both regular and special meetings. If the president chooses not to preside, the dean of engineering or the dean's designate shall preside at both regular and special meetings. The presiding officer shall conduct such meetings in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised*. The dean shall appoint a member of the faculty to act as parliamentarian.

Section E. Quorum; Voting

Forty percent of the voting members of the faculty shall constitute a quorum, and all decisions shall be majority vote of those present and voting except as indicated in Article X, Par. 2. The presiding officer as defined in Section D may vote only to resolve a tie.

ARTICLE V — COMMITTEES

Section A. Committees of the Faculty and of the Dean

The standing committees of the faculty shall be the Executive Committee (Article VI, Section A), Committee on Appointments (Article VI, Section B), Committee on Undergraduate Studies (Article VI, Section C), Committee on Graduate Studies (Article VI, Section D), Committee on Research (Article VI, Section E), and Committee on Budget (Article VI, Section F). The Committees on Undergraduate Studies, Graduate Studies, Research and Budget report to the Executive Committee. In addition there is a Policy Committee (Article VII), a committee of the dean of engineering.

Section B. Membership on Multiple Committees

No faculty member may serve at one time on more than two standing committees of the school.

Section C. Terms of Office

The term of office shall be two years on the Executive Committee, Committee on Undergraduate Studies, Committee on Graduate Studies, Committee on Research and the Committee on Budget. A year shall elapse before a member who has served a full term may again serve on the same committee. Terms of office shall be overlapped, approximately one-half of the membership of each committee being replaced each year.

Section D. Announcement of New Members and Chairs

New members of the standing committees, and chairs of these committees except the chair of the Executive Committee and the chair of the Committee on Appointments, shall be announced at the last regular faculty meeting of the academic year. These persons shall assume office on July 1. Chairs shall serve for one year.

Section E. Special Committees

The Executive Committee may at any time appoint a special committee to make recommendations on any matter or matters within the jurisdiction of the faculty, provided that such matter or matters are not solely within the jurisdiction of any standing committee.

ARTICLE VI — COMPOSITION AND DUTIES OF FACULTY STANDING COMMITTEES

Section A. Executive Committee

Par. 1. The Executive Committee shall consist of:

- a. From each department of the school, one faculty member who has been a member of the faculty for at least three years and who is not the department

chair shall be elected by the voting members of the department faculty. The names of the elected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair;

- b. The secretary of the faculty, ex officio with vote;
- c. The dean of engineering, the retired chair of the Executive Committee (who will serve for one year), one engineering faculty senator elected at large by the Faculty Senate to represent the CSE on the Executive Committee of the Faculty Senate, one member of the Policy Committee (chosen by the Policy Committee), one engineering faculty senator (chosen by the Executive Committee from among the elected engineering senators) all ex officio without vote.

Par. 2. The chair of the Executive Committee shall be elected annually by the committee from among its tenured members at the committee's first meeting of the academic year. The outgoing chair of the Executive Committee shall call the meeting at which the new chair will be elected. The chair of the Executive Committee shall assume office on the first day of classes for the fall semester and serve until the first day of classes for the following fall semester.

Par. 3. The secretary of the faculty shall serve as secretary of the committee.

Par. 4. The Executive Committee shall hold meetings on dates to be determined by the chair who shall notify each member at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The Executive Committee shall meet at least once every month during the academic year.

Par. 5. The duties of the Executive Committee shall be:

- a. To determine immediate and long range matters demanding faculty study and action,
- b. To transmit such matters to the faculty after due consideration by appropriate standing or ad hoc committees,
- c. To provide for full faculty debate of proposals for faculty action,
- d. To act as the nominating committee for the faculty, and
- e. To review applications for sabbatical leaves, and prepare a recommendation concerning the merits of the proposal and the applicant's qualifications to undertake it (*Faculty Handbook*, Chapter 3, Part One, §II.A.9).

Par. 6. In the pursuit of its duties, the Executive Committee may propose subjects for study to the appropriate standing committees, may appoint special committees, shall review committee progress, and the recommendations of all committees before their presentation to the faculty.

Par. 7. The Executive Committee shall prepare the agenda for all faculty meetings and include committee recommendations in writing together with a summary of the Executive Committee's opinion of the recommendations.

Par. 8. In its role as nominating committee, the Executive Committee shall:

- a. Ensure that each department selects its representatives to all standing committees. Names will be forwarded by each department chair to the chair of the Executive Committee in time for announcement at the spring faculty meeting preceding the academic year in which the representatives will serve.
- b. Nominate for election at the regular Spring meeting of the faculty the secretary of the faculty (when necessary), and nominate for approval by the faculty the chairs of the committees on Undergraduate Studies, Graduate Studies, and Research.
- c. As needed to fill expired terms, select members of the faculty to represent the school on the Faculty Senate Committee on Undergraduate Education.
- d. Prepare a slate for and supervise the election of faculty representatives for the University Faculty Senate. The slate shall contain twice the number of names to be elected, and the election shall be held in time to transmit its results to the faculty senate at a time specified by the secretary of the senate.
- e. Fill any vacancies that may occur on standing committees of the School of Engineering or in the school's representatives to the Faculty Senate Committee on Undergraduate Education during the academic year. Each such vacancy shall be filled for the remainder of that year, and the remainder of the unexpired term shall be filled by the next election or appointment procedure.

Par. 9. At least every five years, the Executive Committee, in consultation with the dean of engineering and the Policy Committee, shall consider initiating and organizing a comprehensive review of academic, research, and administrative policies of the school.

Section B. Committee on Appointments

Par. 1. The Committee on Appointments shall consist of five members of the faculty with the rank of professor, with tenure and without administrative appointment who shall be appointed for one year terms by the Executive Committee in time for announcement to the faculty at the last regular faculty meeting of the academic year. The chair of the committee shall be elected annually by the committee from among its members at the committee's first meeting each academic year. Members of the Committee on Appointments will start their terms on the first day of classes for the fall semester and serve until the first day of classes for the following fall semester.

Par. 2. The Committee on Appointments shall hold meetings on dates to be determined by the chair, who shall notify each member at least three days before each meeting, specifying the time, the place and agenda of the meeting. The chair or his or her designate shall act as secretary,

record the actions of all meetings, prepare all correspondence and keep the minutes of all meetings.

Par. 3. The Committee on Appointments shall consider:

- a. All matters of tenure, promotion, or appointments to the ranks of associate professor and full professor,
- b. All initial tenured appointments,
- c. All research professor and associate professor appointments, and
- d. All emeritus faculty appointments.

In addition, it shall consider and make recommendations pertaining to the dismissal of tenured faculty members when permitted by the *Faculty Handbook*. The tenure policy shall be that stated in Chapter 2, Article I.

Par. 4. Recommendations concerning promotion or tenure of a faculty member shall be prepared each year by the chair of each department in accord with the *Faculty Handbook* and shall be forwarded to the dean of engineering for transmission to the Committee on Appointments. The committee chair shall notify each department chair of the deadline for submission of recommendations at least four weeks in advance of the deadline. The committee shall prepare its recommendations concerning promotion or award of tenure of faculty members and forward the recommendations to the dean of engineering. If the Committee on Appointments does not support a department recommendation, or if it recommends action in the absence of department recommendation, it shall refer its recommendation to the appropriate department chair for advice and consultation for possible reconsideration by the Committee on Appointments before it forwards its recommendations to the dean. All recommendations, positive and negative, shall be reported to the appropriate department chair.

Par. 5. The Committee on Appointments shall recommend to the Executive Committee the approval of rules governing the procedures of the Committee on Appointments, and the approval of criteria for the recommendation of appointment, promotion, and tenure.

Par. 6. The Committee on Appointments shall review those untenured tenure-track faculty who are at the end of their third pretenure year. Recommendations concerning this review of a faculty member shall be prepared each year by the chair of each department in accord with the *Faculty Handbook* and shall be forwarded to the dean of engineering for transmission to the review committee. The chair of this review committee shall notify each department chair of the deadline for submission of recommendations at least four weeks in advance of the deadline. A written summary of all evaluations shall be communicated to the faculty member, the department chair, and the dean.

Section C. Committee on Undergraduate Studies

Par. 1. The Committee on Undergraduate Studies shall consist of one faculty representative from each department of the school selected by the department faculty, and an undergraduate

engineering student representative selected by the Undergraduate Student Government. The names of the selected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Undergraduate Studies shall hold meetings on dates to be determined by the chair, who shall notify each member, the secretary of the faculty, and the office of the dean of engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the actions of all meetings, prepare all correspondence and keep the minutes of all meetings. At least one meeting in the fall semester and in the spring semester shall be held jointly with the Committee on Graduate Studies.

Par. 3. The Committee on Undergraduate Studies shall recommend to the faculty matters pertaining to undergraduate education, including the requirements for all degree programs within the school, or undergraduate degree programs offered in conjunction with other units of the university. In addition, it shall participate with similar committees of other academic units of the university in setting general education criteria.

Par. 4. The Committee on Undergraduate Studies is authorized to:

- a. Review and recommend to the dean of engineering the addition or deletion of engineering undergraduate courses.
- b. Approve:
 - i. Minor or temporary changes in established undergraduate curriculum programs,
 - ii. Minor modifications in courses,
 - iii. Changes in the engineering core course list.
- c. Review and recommend to the faculty major changes in engineering curriculum programs, engineering core, and freshman/sophomore common core requirements.
- d. Initiate and formulate policy that will maintain and improve the standards and quality of undergraduate education in the school.
- e. As needed to fill vacancies, and in consultation with the Executive Committee, select members of the faculty to represent the school on the Faculty Senate Committee on Undergraduate Education Curriculum Subcommittee.

Par. 5. The committee shall periodically review the Cooperative Education and Binary Programs, as they pertain to the school, and make recommendations concerning their operation.

Par. 6. The committee shall promote student professional development by providing special programs on professional ethics, professional registration and professional organizations.

Section D. Committee on Graduate Studies

Par. 1. The Committee on Graduate Studies shall consist of one faculty representative from each department of the school selected by the department faculty, and an engineering graduate student representative selected by the Graduate Student Senate. The names of the selected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Graduate Studies shall hold meetings on dates to be determined by the chair, who shall notify each member, the secretary of the faculty, and the office of the dean of engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the action of all meetings, prepare all correspondence and keep the minutes of all meetings. At least one meeting in the fall semester and in the spring semester shall be held jointly with the Committee on Undergraduate Studies.

Par. 3. The Committee on Graduate Studies shall recommend to the faculty matters pertaining to graduate education, including the requirements for all graduate degree programs within the school, or graduate degree programs offered in conjunction with other units of the university. In addition, it shall be charged with participating, as appropriate, with similar committees of other academic units of the university in setting general graduate education criteria.

Par. 4. The Committee on Graduate Studies is authorized to:

- a. Review and recommend to the dean of engineering the addition, deletion or significant modification of engineering graduate courses.
- b. Review any changes in graduate and professional program requirements and make recommendations to the faculty. Certify to the dean of engineering that graduate and professional programs meet the minimum requirements of the university and the school.
- c. Recommend to the dean of engineering, for consideration and transmittal to the dean of graduate studies, appropriate action to be taken on student petitions for waiver of a regulation or any other request pertaining to his or her program of study and/or duties as a graduate student.
- d. Initiate and formulate policy that will maintain and improve the standards and quality of graduate education in the school.

Section E. Committee on Research

Par. 1. The Committee on Research shall consist of one faculty representative from each department of the school selected by the department faculty. The names of the selected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Research shall hold meetings on dates to be determined by the committee chair, who shall notify each member, the secretary of the faculty, and the office of the dean of engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the actions of all meetings and prepare all correspondence.

Par. 3. The Committee on Research shall consider and recommend to the faculty matters pertaining to research (e.g. opportunities for research, the applications of research, research facilities, the organization and function of research day(s), special school-wide lectures and seminars).

Par. 4. The committee shall serve as liaison between the faculty and the research centers.

Par. 5. The committee shall organize and promote undergraduate research opportunities.

Section F. Committee on Budget

Par. 1. The Committee on Budget shall consist of one voting member from each department of the school, to be elected by the voting members of the department faculty. The names of the elected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Budget shall hold meetings on dates to be determined by the committee chair, who shall notify each member, the secretary of the faculty (Article I), and the office of the dean of engineering at least three days before each meeting, specifying the time, the place and the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the actions of all meetings and prepare all correspondence.

Par. 3. The Executive Committee shall elect annually from among the tenured and tenure-track associate professors and professors of the faculty of the school a chair-elect of the Committee on Budget, who shall serve as vice chair during his or her first year of office and shall become chair of the Committee on Budget during his or her second year in office and Past Chair in the third year. If not already an elected member of the Committee on Budget, the vice chair, the chair, and the past chair shall be voting members of the Committee on Budget by virtue of office. The chair or chair's designate shall serve ex officio as the Case School of Engineering's representative to the Faculty Senate Budget Committee (and thus, the University Budget Committee) in accordance with the rules of the Faculty Senate Budget Committee.

Par. 4. The Committee on Budget shall consider and make recommendations to the faculty on matters pertaining to budget. It shall advise the Executive Committee and the administration of the Case School of Engineering, including the department chairs, the dean and the budget office, on the adherence to budget priorities and the attainment of budgetary goals.

Par. 5. The Committee on Budget shall advise the faculty on the financial feasibility of the school's current and planned education programs, activities, and facilities, and their effect on the operating budget, capital requirements, and financial health of the Case School of Engineering.

Par. 6. The Committee on Budget shall also advise the faculty on budgetary questions as they affect current and planned educational programs, activities, and facilities.

ARTICLE VII — THE POLICY COMMITTEE: COMPOSITION AND DUTIES

Par. 1. The Policy Committee shall consist of all department chairs, the chair of the Executive Committee, the dean of engineering, who shall chair the committee, and any associate deans of the school.

Par. 2. This committee shall set administrative policy for the school. Primary responsibility for educational policy will rest with the Executive Committee, Committee on Undergraduate Studies, Committee on Graduate Studies and the faculty.

Par. 3. Other duties of the Policy Committee shall include the following:

- a. Develop and coordinate graduate and undergraduate recruiting programs.
- b. Organize programs for faculty development and promote an active faculty awards program.
- c. Promote a program for the involvement of the Alumni and other interested friends in the school.

ARTICLE VIII — REPRESENTATION IN UNIVERSITY GOVERNANCE

The faculty shall be represented in university governance by the dean of engineering and by faculty members as they shall from time to time be selected to serve on university governing bodies.

Section A. Representative Bodies

Vacancies in the faculty delegation to the respective organizations and committees shall be filled by the Executive Committee or by elections supervised by the Executive Committee. If elections are required, they shall be carried out as follows: first, each department shall fill any vacancies that have occurred in its delegation; second, the Committee shall prepare a slate for and conduct the election of the remaining members-at-large.

Section B. University Faculty Senate

Par. 1. The Faculty delegation to the University Faculty Senate shall be constituted in accordance with the *Faculty Handbook*.

Par. 2. Vacancies in the faculty delegation to the senate shall be filled by an election supervised by the Executive Committee in accordance with these bylaws.

ARTICLE IX — DEPARTMENTS

The tenured and tenure-track faculty of the school shall be grouped by departments, which will administer all degree programs. Non-tenure track and special faculty will be appointed in the departments or in the Division of Education and Student Programs.

Section A. Department Chairs

Par. 1. Each department shall have a chair, appointed by the president on the recommendation of the dean of engineering after consultation with the faculty members of the department. The chair shall report to the dean of engineering. The chair of the department shall serve for an initial appointment not to exceed five years and shall be eligible for reappointment to successive terms, each of which shall not exceed five years. The dean of engineering in consultation with the faculty shall review the performance of the department chairs no later than one year prior to the end of the appointment and no later than the third year of the appointment.

Par. 2. The chair shall be the executive officer of the department and shall assume leadership in matters of department policy, including appointments, promotions, instruction, research and administration in accord with the *Faculty Handbook*. The chair shall be responsible for the preparation of the department's budget subject to the approval of the dean of engineering and shall represent the department to other departments and to the officers of the administration. The chair shall convene all department meetings. The chair shall also, as necessary, appoint committees, delegate duties, and prepare teaching schedules after consultation with the faculty members of the department. The chair shall be the hiring officer for all non-academic personnel assigned to the department. The chair shall maintain records and conduct correspondence.

Section B. Departmental Meetings

The department faculty shall hold at least two meetings each semester during the academic year to assist the department chair in the duties listed in Section A and other matters of departmental policy and procedure.

Section C. The Division of Education and Student Programs

Par. 1. The mission of the Division of Education and Student Programs is to support - through teaching and educational research - the Case School of Engineering educational programs, student programs, and outreach activities at all academic levels: K-12, undergraduate, graduate, and continuing education.

Par. 2. An associate dean will serve as director of the division. An Advisory Board, consisting of one tenured or tenure-track faculty elected by each department, will meet bi-monthly to advise the director and will review the operation of the division annually. Members of the Advisory Board shall serve for a term of two years and may be re-elected without

limitation on the number of two-year terms (s)he may serve. The Advisory Board's duties shall include:

- a. In conjunction with the director of the division recommend to the dean of engineering the appointment or promotion of non-tenure track and special faculty to be based in the division. Following such recommendation, the appointment process will be the same as that used for non-tenure track or special faculty based in departments.
- b. In conjunction with the director of the division, review non-tenure track and special faculty in the same manner used for non-tenure track and special faculty based in departments.
- c. Provide consultation to the dean on the appointment of an associate dean as director of the division.

Par. 3. Faculty in the division may teach courses that are not discipline specific, but major and minor curricula are under the control of the departments. Faculty in the division may teach courses required by the degree programs (including engineering core courses) with the permission and under the supervision of the chairs of those departments. This would require a secondary appointment in the department housing that discipline. Faculty in the division may serve as academic advisors with the permission of the departments.

ARTICLE X — AMENDMENT

Par. 1. Any member of the faculty may submit a proposed amendment to these bylaws to the Executive Committee. The Executive Committee shall place it on the agenda of a regular or special meeting of the faculty. At least 14 days before the meeting at which it is to be discussed, the Executive Committee shall submit the proposal in writing to the faculty with arguments in support of and in opposition to the amendment as well as the Executive Committee's opinion of the proposal.

Par. 2. During discussion of proposed amendments at the faculty meeting, changes voted to be non-substantive in the proposed amendments may be made by majority vote of those present. A copy of any proposed amendment and a summary of the discussion will be sent to the faculty within one week of the faculty meeting, followed by electronic polling of the voting faculty. A majority of the eligible faculty must vote on the proposed amendment. Approval shall require an affirmative vote by three-fifths of those faculty members voting. At least two weeks shall be allowed between the solicitation of votes and the determination of results.

Chapter 2. Policies and Procedures for Faculty Appointments

The process of hiring a new faculty member involves a rigorous evaluation of the candidate to determine whether past performance demonstrates a pattern and level of excellence that predicts future success in research, teaching and service at the school. After the initial appointment, all faculty members are required to complete annual activity reports and will receive annual evaluations focusing on the activities and accomplishments that contribute to what is valued in the performance of faculty of the school. An intensive third-year review is conducted for untenured faculty. The school will provide faculty with copies of the procedures used for the annual review, the three-year review and consideration for promotion or tenure.

ARTICLE I — POLICIES & STANDARDS FOR APPOINTMENT, REAPPOINTMENT, PROMOTION & TENURE

Section A. Qualifications

The evaluation of a faculty member in the Case School of Engineering for appointment, promotion, or award of tenure is governed by the policies and procedures set forth in the current Case Western Reserve University *Faculty Handbook*. Chapter 3, Part One, §I.F.1 (Qualifications and Standards for Appointments, Reappointments, Promotions and Tenure) of the *Handbook* states:

The qualifications for faculty appointment and reappointment include the following, as appropriate to the type of appointment:

- (1) *An expert knowledge of his or her academic field and a commitment to continuing development of this competence;*
- (2) *A dedication to effective teaching;*
- (3) *A commitment to a continuing program of research or other advanced creative activity, including production of art or artistic performance, or, where more appropriate to the particular academic context, professional service activities; and*
- (4) *A willingness to assume a fair share of university administrative and service tasks.*

The standards for appointing faculty of various categories and ranks and for awarding promotion and tenure in the Case School of Engineering are predicated on these four qualifications, as described in the following sections.

Section B. Standards for Faculty Appointments

Par. 1. In the Case School of Engineering, faculty appointments may be made by category and rank as indicated in Table I.

TABLE I. Faculty of the Case School of Engineering by category, type, and rank

		Senior	Assistant	Associate	
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Category & type	Instructor	Instructor	Professor	Professor	Professor
Tenured/Tenure-Track			√	√	√
Non-Tenure-Track	√	√	√	√	√
Special:					
Research Faculty			√	√	√
Adjunct Faculty	√	√	√	√	√
Visiting Faculty	√	√	√	√	√
Secondary* Appointment	√	√	√	√	√
Lecturer					

*) Rank of secondary appointment may not be higher than that of the primary appointment.

Par. 2. Chapter 3, Part One, §I.F.2 of the *Handbook* states:

Faculty appointments with tenure or without tenure but leading to consideration for tenure should be based on evidence that the candidate can and will continue to satisfy all of the [four abovementioned] qualifications. Faculty appointments on the non-tenure track should be based on evidence that the candidate can and will continue to satisfy item (1) and two of items (2), (3), and (4) of the foregoing qualifications. Special faculty appointments should be based on evidence that the candidate can and will continue to satisfy item (1) and one of items (2), (3), and (4) of the foregoing qualifications.

Par. 3. For all faculty appointments and promotions in the Case School of Engineering, external letters of reference from experts in the field comprise a major source of evidence of the candidate's expert knowledge in the field. Course evaluations and letters of reference from former students should be used, whenever possible and when appropriate to the appointment being considered, for evidence of dedication to effective teaching. Additional standards by which qualifications (1) through (4) will be evaluated as appropriate to the rank and category under consideration with respect to the appointment, reappointment, and promotion of faculty are described in this section.

Par. 4. **Visiting faculty** belong to the category of special faculty and can be appointed at the ranks of instructor, senior instructor, assistant professor, associate professor, and professor. The standards for appointment, reappointment, and promotion of visiting faculty will be evaluated as listed in Table II for special faculty at the corresponding ranks, or as described below for lecturers, instructors, and senior instructors.

Par. 5. **Lecturers** belong to the category of special faculty. As the primary role of lecturers is teaching, only qualifications 1 and 2 apply to the standards for their appointment and reappointment and will be evaluated per the following standards:

Earned master's degree in a field of engineering or related science, or an earned bachelor's degree in a field of engineering or related science with substantial professional engineering experience. A person with exceptional qualifications may be considered for appointment to the rank of Lecturer without a degree. (1)

Evidence of pedagogical abilities relevant to engineering education (2)

Par. 6. The rank of ***instructor*** can be used for non-tenure track faculty, adjunct faculty, visiting faculty, and faculty with secondary appointments. Qualifications 1 and 2 apply to the standards for the appointment and reappointment for all instructors and will be evaluated per the following standards:

Earned master's degree in field of engineering or related science (1)

Evidence of pedagogical abilities relevant to engineering education (2)

In addition, for non-tenure track faculty with the rank of instructor, qualification 4 applies to the standards for their appointment and reappointment and will be evaluated per the following standard:

Willingness to assume service and administrative tasks at the levels of the department, school, or university (4)

Par. 7. The rank of ***senior instructor*** can be used for non-tenure track faculty, adjunct faculty, visiting faculty, and faculty with secondary appointments. Qualifications 1 and 2 apply to the standards for the appointment and reappointment for all senior instructors and will be evaluated per the following standards:

Earned master's degree in field of engineering or related science (1)

Demonstrated major role in teaching (2)

In addition, for non-tenure track faculty with the rank of senior instructor, qualification 4 applies to the standards for their appointment and reappointment and will be evaluated per the following standard:

Significant participation in service and administrative tasks at the levels of the department, school, or university (4)

Par. 8. With regard to their appointment and reappointment at the ranks of ***assistant professor, associate professor, and professor***, Table II lists standards by which qualifications (1) through (4) will be evaluated for tenured, tenure-track, non-tenure track, and special faculty.

Par. 9. In the Case School of Engineering, appointments at the level of assistant professor will focus on the candidate's *potential* for meeting the requirements for the ranks of associate professor and professor. Appointments at the level of associate professor will be based on the candidate's *performance*. Appointments at the level of professor will be based on the candidate's demonstrated *leadership*. These criteria are described more fully in Table II. For initial appointments to individuals whose professional experience has been primarily in non-academic settings, evidence of skills that are comparable to those needed for academic teaching, advising, mentoring, and service may be taken into consideration for the purpose of determining the appropriate rank of the appointment.

TABLE IIa

<p>Tenure Track <i>(Qualifications 1-4 apply)</i></p>	<p>Non-Tenure Track & Special <i>(where rank is applicable)</i> <i>(Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)</i></p>
<p><u>ASSISTANT PROFESSOR</u></p> <p>Earned doctorate in a field of engineering or related science (1)</p> <p>Promise for achieving recognition in a field of engineering (1)</p> <p>Potential for effective teaching (2)</p> <p>Clear plan for a program of research and evidence of excellence and productivity in research (3)</p> <p>Willingness to assume university service and administrative tasks (4)</p>	<p><u>ASSISTANT PROFESSOR</u></p> <p>Earned doctorate in a field of engineering or related science (1)</p> <p>Potential for effective teaching (2)</p> <p>Evidence of high quality and productivity in research (3)</p> <p>Willingness to assume university service and administrative tasks (4)</p>

TABLE IIB

<p style="text-align: center;">Tenured & Tenure Track (Qualifications 1-4 apply)</p>	<p style="text-align: center;">Non-Tenure Track & Special (Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)</p>
<p style="text-align: center;"><u>ASSOCIATE PROFESSOR</u></p> <p><i>Achieving this rank requires continued fulfillment of all criteria at the assistant professor level, with the addition of the following:</i></p> <p>Achieved recognition as an expert in a field of engineering (1)</p> <p>Demonstrated excellence in teaching, academic advising, and student development as evidenced by course evaluations, student testimonials, course or curricular development, or other contributions to engineering education (2)</p> <p>Established research program leading to significant contributions to a field of engineering as evidenced by professional presentations, monographs, reports, papers, articles, book chapters or books, activities in workshops, institutes, seminars, advisory panels, etc. (3)</p> <p>Effectiveness in mentoring undergraduate and graduate students in research as evidenced by directing undergraduate student projects and serving as primary research advisor for M.S. and Ph.D. students (3)</p> <p>Participation in university service and administrative roles, such as committee membership, interdisciplinary proposals developed, and university leadership positions (4)</p>	<p style="text-align: center;"><u>ASSOCIATE PROFESSOR</u></p> <p><i>Achieving this rank requires continued fulfillment of the applicable criteria (per the terms of appointment) at the assistant professor level, with the addition of the following:</i></p> <p>Achieved recognition as an expert in a field of engineering (1)</p> <p>Demonstrated excellence in teaching as evidenced by course evaluations, student testimonials, course or curricular development, or other contributions to engineering education (2)</p> <p>Demonstrated capability of establishing and guiding an externally funded research program (3)</p> <p>For faculty who serve as primary research advisors: effectiveness in mentoring undergraduate and graduate students in research (3)</p> <p>Participation in university service and administrative roles as evidenced by committee membership, interdisciplinary proposals developed, and university leadership positions (4)</p>

TABLE IIc

<p>Tenured & Tenure Track <i>(Qualifications 1-4 apply)</i></p>	<p>Non-Tenure Track & Special <i>(Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)</i></p>
<p style="text-align: center;"><u>PROFESSOR</u></p> <p><i>Achieving this rank requires continued fulfillment of all criteria at the associate professor level, with the addition of the following:</i></p> <p>Recognized leadership in a specific area of engineering (1)</p> <p>Consistent record of excellence in teaching, program development, and mentoring of students (2)</p> <p>Develop, sustain and lead a nationally and internationally recognized research program (3)</p> <p>Continued development of young researchers as evidenced, for example, by a number of students having graduated with Ph.D. degrees (3)</p> <p>Major role and recognized leadership in key school, university, and professional committees or initiatives, <i>e.g.</i> serving as committee chairperson or other advanced positions of service, preparation of concept or position papers, administrative leadership activities and accomplishments (4)</p>	<p style="text-align: center;"><u>PROFESSOR</u></p> <p><i>Achieving this rank requires continued fulfillment of the applicable criteria (per the terms of appointment) at the associate professor level, with the addition of the following:</i></p> <p>Recognized leadership in a specific area of engineering (1)</p> <p>Consistent record of excellence in teaching, program development, and mentoring of students (2)</p> <p>Demonstrated capability of establishing and guiding a nationally/internationally recognized research program (3)</p> <p>Major role and recognized leadership in key professional committees or initiatives, <i>e.g.</i> by assuming positions within the university, preparation of concept or position papers, administrative leadership activities and accomplishments (4)</p>

Section C. Standards for Tenure

Par. 1. In the Case School of Engineering (CSE), tenured and tenure-track faculty are valued for their contributions to society through excellence in education; student development, engagement, and partnership; leadership in research; service to the profession; support of the institution through service and visibility; and professionalism through collegiality, mentorship, and ethical practice.

Par. 2. Chapter 3, Part One, §I.F.3 (Qualifications and Standards for Appointments, Reappointments, Promotion and Tenure) of the *Faculty Handbook* states:

In general, criteria for awarding tenure shall include, at a minimum, a documented national or international reputation for sustained scholarship, as appropriate to faculty rank and discipline.

§I.F.7 states:

Tenure is awarded to a faculty member only when the University foresees for him or her a continuing fulfillment of the [four] qualifications presented above.

In the Case School of Engineering, appointments of new faculty with tenure at the ranks of Associate Professor or Professor will also require evidence of excellence in teaching ability.

Par. 3. The award of tenure is based primarily on assessment of a candidate's documented past contributions and potential for future growth in the areas of teaching, research, and professional service. In this research-intensive university, excellence in research and potential for leadership are expected. In addition, University faculty are distinguished by their strong contributions to the teaching mission of the University. However, it is recognized that the level and significance of the contributions in the separate areas will differ from individual to individual. In all cases, however, an award of tenure will only be made to faculty whose overall accomplishments and potential for continued professional growth are judged to be significant, and competitive at the national and international levels.

Par. 4. Examples of measures indicating past success and future potential include, but are not limited to:

- Evidence of effective teaching, advising, and mentoring of students
- Development of new courses and innovative teaching methods
- Evidence of external impact on engineering education
- Publications in peer-reviewed journals of record
- Peer-reviewed publications in archival meeting proceedings
- Citations to published articles
- Organization of national and international symposia
- Invited lectures before external organizations
- National and international honors and awards for research, teaching, and professional service
- Principal investigator status on externally funded research grants and contracts

- Development of collaborative research efforts
- Departmental and university service
- Service in national and international professional organizations

Section D. Tenure Policies

Par. 1. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure no later than six years after the date of initial appointment, *i.e.*, in the sixth year.

Par. 2. Service at other institutions may be taken into consideration in establishing the length of a faculty member's pre-tenure period. Such consideration must be made a written part of the initial appointment.

Par. 3. Under exceptional circumstances, an extension of the pre-tenure period may be made as provided in the *Faculty Handbook*.

Par. 4. If tenure has not been awarded by the end of the pre-tenure period, the normal procedure shall be that the faculty member is given a one-year terminal appointment.

Par. 5. Renewable faculty term appointments may be made beyond the end of the pre-tenure period upon mutual agreement of the department chair, the dean of engineering, and the faculty member. Such appointments shall be conditional on at least the following two items:

- a. The appointment will not lead to tenure consideration.
- b. The appointment is contingent upon full support from non-university resources.

Par. 6. Tenure for faculty in the Case School of Engineering resides at the level of the constituent faculty, not in individual departments.

ARTICLE II — NON-TENURE TRACK FACULTY

Section A. Policies

Par. 1. DEFINITION, RANKS, AND QUALIFICATIONS. Non-tenure track faculty members are those persons holding full-time academic appointments at the ranks of professor, associate professor, assistant professor, senior instructor and instructor whose obligations to the University include two of the three obligations of the tenured/tenure track faculty, *i.e.* 1) teaching, 2) research and scholarship or 3) service to the University community. The appropriate rank is based on the individual's qualifications and experience relative to tenured/tenure track faculty at similar ranks, as set forth in Article I, "Policies & Standards for Appointment, Reappointment, Promotion & Tenure." Non-tenure track faculty are covered by the provisions of the *Faculty Handbook*, unless specifically excluded.

Par. 2. PURPOSE. The appointment of a non-tenure track faculty member is intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

- a. The appointment of a non-tenure track faculty member must be initiated by and based in a department of the School or in the Division of Education and Student Programs. The appointment of a non-tenure track faculty member requires approval by a majority of the tenured/tenure track faculty of the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.
- b. The proposed rank of a non-tenure track faculty member requires approval by a majority of the tenured/tenure track faculty of equal rank or higher within the department, or, if the appointment is in the Division of Education and Student Programs, within the advisory board and the director of the division.
- c. The Committee on Appointments shall review and forward to the dean of engineering a recommendation on new non-tenure track faculty appointments at the rank of Associate Professor or Full Professor. The appointment of a non-tenure track faculty member shall be evaluated based on the candidate's competence in two of the three areas of obligation listed above.
- d. The dean of engineering shall review all non-tenure track faculty appointments. If the dean approves the appointment, the dean shall forward the recommendation to the provost.
- e. Non-tenure track appointments shall normally be made for a term of one to three years and may be renewed. Regardless of when the appointment begins, every non-tenure track appointment term shall have an end date of June 30th.
- f. All offers of appointment shall be issued by the office of the dean of engineering.
- g. A non-tenure track faculty member's compensation must be arranged prior to the beginning of the appointment and approved by the department chair, or if the appointment is in the Division of Education and Student Programs, by the director of the division, and the dean of engineering. The annual salary of a full-time non-tenure track faculty member shall remunerate service for an academic year of approximately nine months or for a longer period.

Par. 4. EVALUATION AND PROMOTION

- a. Non-tenure track faculty shall be evaluated annually by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division in a manner similar to that used for tenured/tenure track faculty.

- b. The annual evaluation and recommendation for salary shall be forwarded by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division to the dean of engineering.
- c. A department's recommendation for promotion shall be made by the department chair after a vote of the tenured/tenure-track department faculty of equal or higher rank, or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote of the members of the advisory board of equal or higher rank. For promotion above the assistant professor rank, this recommendation is then forwarded to the Committee on Appointments. After review, the Committee on Appointments shall forward its recommendation to the dean of engineering. After review, the dean of engineering shall add his or her recommendation and forward all recommendations to the Provost.

Par. 5. TERMINATION

- a. A decision not to reappoint a non-tenure track faculty member beyond his or her current appointment term shall be communicated to him or her in writing by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, with a copy sent to the dean of engineering in accordance with the schedule in the *Faculty Handbook*, Chapter 3, Part One, §I.K.
- b. Failure of the University, *i.e.* the department chair, director of the Division of Education and Student Programs, or the dean of engineering, to provide notice of the intention not to reappoint a non-tenure track faculty member according to the schedule in the *Faculty Handbook*, Chapter 3, Part One, §I.K. shall entitle the non-tenure track faculty member to an additional one-year reappointment.
- c. For purposes of this section, an academic year appointment shall be considered to expire on June 30.
- d. In addition to insufficient academic credentials or performance or grave misconduct or neglect of academic responsibility, the causes for which a term appointment may not be renewed are changes in academic programs, financial constraints, tenured/non-tenured faculty ratios, or other reasons.
- e. If requested by the faculty member, the University, *i.e.* the chair, the director of the Division of Education and Student Programs, or the dean, shall provide written explanation for the non-renewal of a term appointment.
- f. An appointment may be terminated during the current term, without the notice set out in Par. 6.a., for just cause, as set out in Chapter 3, Part One, §I.E.3 of the *Faculty Handbook*.

Par. 6. RIGHTS AND RESPONSIBILITIES

- a. As permitted by the *Faculty Handbook*, non-tenure track faculty members shall be entitled to vote on all matters coming before the University faculty.
- b. Non-tenure track faculty members may attend meetings of the Engineering faculty, but (per the bylaws of the School) are not entitled to vote.
- c. The two of the three areas (teaching, research and service) for which the non-tenure track faculty has obligations must be determined at time of appointment. A change of the two areas must be approved by the chair and shall require reappointment.
- d. Non-tenure track faculty members can engage in academic advising of students or any other University service functions, contingent on the approval of the department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division.
- e. Non-tenure track faculty members may serve as thesis advisors of graduate students and may be voting members of thesis committees.
- f. Non-tenure track faculty members may submit external research proposals serving as the principal or co-principal investigator, subject to University policies.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment and reappointment, together with other supporting documentation as detailed in the School's appointment procedures.

Par. 2. Departmental recommendations shall be made by the chair after a vote by the eligible members of the department, including those on leave of absence or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote by the eligible members of the advisory board.

Par. 3. Departments must prepare and submit the appropriate affirmative action paperwork, prior to recommending a new appointment.

Par. 4. Annual performance reviews shall be completed for all incumbents using the school Faculty Activity Report, prior to processing the annual faculty reappointment form.

Par.5. Non-tenure track faculty members shall receive an appointment letter upon their initial appointment. Subsequent reappointments may be made using the faculty appointment form.

ARTICLE III — RESEARCH FACULTY

Section A. Policies

Par. 1. CATEGORY. Research Faculty are members of the faculty of the school under the category of special faculty members. Special faculty are covered by the provisions of the *Faculty Handbook* except where provisions of the *Faculty Handbook* exclude application of a provision to special faculty.

Par. 2. PURPOSE. The appointment of a research faculty member is intended to add expertise to the School in its research endeavors.

Par. 3. APPOINTMENTS

- a. The appointment of a research faculty member must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. The appointment of a research faculty member requires approval by a majority of the tenured/tenure track faculty of the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.
- b. The proposed rank of a research faculty member requires approval by a majority of the tenured/tenure track faculty of equal rank or higher within the department, or if the appointment is in the Division of Education and Student Programs, within the advisory board and the director of the division.
- c. The Committee on Appointments shall review and forward ~~to~~ to the dean of engineering a recommendation on new research faculty appointments at the rank of Associate Professor or Full Professor. The appointment of a research faculty member shall be evaluated based on the candidate's research competence.
- d. The dean of engineering shall have final approval of all research faculty appointments.
- e. All offers of appointment for research faculty shall be issued by the office of the dean of engineering.
- f. Research faculty member appointments shall be made for a specific period of time, not to exceed one year, and may be renewed.
- g. A research faculty member's compensation is contingent on the availability of external support. Financial compensation for a research faculty member must be arranged prior to the beginning of the appointment and approved by the department chair, or if the appointment is in the Division of Education and Student Programs by the director of the division, and the dean of engineering.

Par. 4. QUALIFICATIONS

- a. A research faculty member shall be appointed as Research Professor, Research Associate Professor, or Research Assistant Professor and shall have research experience and qualifications comparable to those of tenured/tenure track faculty at the corresponding ranks, as set forth in Article I, "Policies and Standards for Appointment, Reappointment, Promotion & Tenure."
- b. A Research Professor shall have completed the Ph.D. (or other terminal degree), have recognized leadership and a consistent record of excellence in a specific area of engineering, and show a commitment to the continuing development of his or her research competencies. A Research Professor shall also have a commitment to a continuing contribution to the academic objectives of the program, the School, and the University.
- c. A Research Associate Professor shall have completed the Ph.D. (or other terminal degree), achieved recognition as an expert in a field of engineering, conducted research or other relevant experience leading to significant contributions to a field of engineering, and demonstrate clear promise of meeting the standards for promotion to the rank of Research Professor.
- d. A Research Assistant Professor shall have completed the Ph.D. (or other terminal degree), have demonstrated a) excellence and productivity in research, including the ability to generate outside funding, b) the ability to mentor graduate students, and c) clear promise of meeting the standards for promotion to the rank of Research Associate Professor.
- e. A person with exceptional qualifications may be considered for appointment to the rank of Research Professor without a Ph.D. or other terminal degree.

Par. 5. EVALUATION AND PROMOTION

- a. Research faculty members shall be evaluated annually by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, in a manner similar to that used for tenured/tenure track faculty.
- b. The annual evaluation and recommendation for salary shall be forwarded by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, to the dean of engineering.
- c. A department's recommendation for promotion shall be made by the department chair after a vote of the tenured/tenure track department faculty of equal or higher rank, or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote of the members of the advisory board or equal or higher rank. For promotion above the assistant professor rank, this recommendation is then forwarded to the

Committee on Appointments. After review, the Committee on Appointments shall forward its recommendation to the dean of engineering. The dean of engineering shall make the ultimate decision regarding all promotions.

Par. 6. TERMINATION

- a. If reappointment is not made, employment shall terminate at the end of the current appointment term. If possible, the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, shall notify the research faculty member in advance of the current appointment end date that reappointment shall not be made.
- b. Research faculty appointments may be terminated prior to the end of the current appointment term (1) for just cause using the same definition which applies to the University faculty in the *Faculty Handbook*, Chapter 3, Part One, §I.E.3.; (2) for failure to meet the performance standards applicable to the research faculty member's current rank; or (3) lack of funds to support the appointment.
- c. As referenced in Par. 3.g., a research faculty member's compensation is contingent upon the availability of external support. It is the responsibility of the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, to notify the appointee, the office of the dean of engineering and the Office of Human Resources in a timely manner if a research faculty member's compensation must be terminated due to lack of funds.
- d. Research faculty members shall not be entitled to severance pay.

Par. 7. RIGHTS AND RESPONSIBILITIES

- a. A research faculty member does not have the teaching responsibilities required of a tenured/tenure track faculty member.
- b. A research faculty member may serve as a guest lecturer, but cannot be the instructor of record for regular undergraduate or graduate courses. With the approval of the department chair (or the director of the Division of Education and Student Programs if the appointment is in this division) and the dean of engineering, a research faculty member may supervise independent study courses or teach advanced-level graduate seminar courses.
- c. A research faculty member is may expected to submit external research proposals [RDQ1], serving as the principal investigator, and is expected to build a funded research program capable of supporting the research faculty member's salary, research, and graduate students. subject to University policies.

- d. A research faculty member cannot engage in academic advising of students or any other University service functions on a regular basis.
- e. ~~A research faculty member is expected to serve as research advisor for the M.S. thesis Plan A and, M.S. Plan B, project or Ph.D. projects graduate students. A research faculty member can dissertation advisor of a graduate student and can be a voting members of thesis a dissertation or thesis committees. However, the student's academic advisor must be a tenured or tenure track faculty member, however, must serve as the student's Academic Advisor.~~
- f. A research faculty member may be invited to meetings of the tenured/tenure track faculty, but shall not have the privilege of voting.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment and reappointment of research faculty, together with other supporting documentation as detailed in the School's appointment procedures. The office of the dean of engineering will not routinely check the availability of funding for a research faculty appointment. It is assumed that in signing the paperwork, the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, is certifying that sufficient funding is available.

Par. 2. Departments must prepare and submit the appropriate affirmative action paperwork, prior to recommending a new appointment.

Par. 3. Annual performance reviews shall be completed for all incumbents using the school Faculty Activity Report, prior to processing the annual faculty reappointment form.

Par. 4. Research faculty members shall receive an appointment letter, including the term of the appointment, upon their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent reappointments may be made using the faculty appointment form.

ARTICLE IV — SECONDARY APPOINTMENTS

Section A. Policies

Par. 1. ELIGIBILITY. Faculty with secondary appointments must have a primary faculty appointment in another department in the University and thus are members of the faculty of the University and also the school, depending on the location of their primary appointment. As such, faculty with secondary appointments are governed by the *Faculty Handbook*.

Par. 2. PURPOSE. Faculty with secondary appointments are intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

- a. Secondary appointments may be made at the ranks of Instructor, Senior Instructor, Assistant Professor, Associate Professor, and Professor, based on criteria described in Article I, “Policies and Standards for Appointment, Reappointment, Promotion & Tenure.” Secondary appointments are designated for persons who hold primary faculty appointments within the University. No faculty member may hold a secondary appointment at a rank higher than the rank of the primary appointment. Secondary appointments are considered to be part-time. Compensation may or may not be involved. If compensation is to be made, a transfer of funds between departments or schools may be arranged. There is no additional compensation paid directly to the individual.
- b. Secondary appointments must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. Secondary appointments require approval by a majority of the tenured/tenure track faculty of equal or higher rank within a department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division. Secondary appointments also require the approval of the chair and dean (if another school) of the primary department or school.
- c. The dean of engineering shall review and make final decisions regarding all secondary appointments of faculty within the school.
- d. The dean of engineering shall review and recommend to the Provost all secondary appointments for faculty whose primary appointments are in another school.
- e. All offers of appointment shall come from the office of the dean of engineering.
- f. Secondary appointments shall be made for a specific period of time, not greater than one fiscal year. Re-appointments may be issued on an annual basis, subject to the approval of the secondary department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and director of the division, and the dean of engineering, and the Provost if required under Par. 3.d.

Par. 4. TERMINATION

- a. If reappointment of a secondary appointment is not made, the secondary appointment shall terminate at the end of the current appointment term.
- b. When a faculty member vacates a primary appointment, the secondary appointment shall terminate at the same time.

Par. 7. RIGHTS AND RESPONSIBILITIES

- a. Faculty with secondary appointments may teach, contingent on the approval of the secondary department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division, the dean of engineering, and the primary department chair.
- b. Faculty with secondary appointments may engage in academic advising or any other functions of the school.
- c. Faculty with secondary appointments may serve as thesis advisors of graduate students and may be voting members of thesis committees.
- d. Faculty with secondary appointments may submit external research proposals serving as principal or co-principal investigators, subject to University policies. It is expected that faculty with secondary appointments will submit proposals through the department or school where they hold their primary appointment.
- e. Faculty members holding only secondary appointments in the school may be invited to meetings of the regular faculty, but shall not have the privilege of voting.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment or for each occasion when approval is sought for a faculty member with a secondary appointment to teach, together with other supporting documentation as detailed in the School's appointment procedures.

Par. 2. Faculty with secondary appointments shall receive an appointment letter with their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent re-appointments may be made using the faculty appointment form.

ARTICLE V — ADJUNCT FACULTY APPOINTMENTS

Section A. Policies

Par. 1. CATEGORY. Adjunct faculty are members of the University faculty of the School under the category of special faculty members. Special faculty members are covered by the provisions of the *Faculty Handbook* except where provisions of the *Faculty Handbook* exclude application of a provision to special faculty.

Par. 2. PURPOSE. The appointment of Adjunct faculty is intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

- a. Adjunct faculty may be appointed at the ranks of Adjunct Instructor, Adjunct Senior Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. The appropriate rank is based on the individual's qualifications and experience relative to tenured/tenure track faculty at similar ranks, as described in Article I, "Policies and Standards for Appointment, Reappointment, Promotion & Tenure." The title is used for individuals who hold primary staff or administrative positions within the University or for individuals whose primary appointments are held outside the University. Adjunct faculty appointments are considered part-time (less than 50% time) and do not normally provide compensation to the appointee unless the appointee serves as a guest lecturer or teaches undergraduate or graduate courses with approval of the dean of engineering. Compensation for such activities shall be determined by the department chair and the dean of engineering, and shall be commensurate with the responsibilities.
- b. The appointment of an adjunct faculty member must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. The appointment of an adjunct faculty member requires approval by a majority of the tenured/tenure track faculty of equal or higher rank within the department requesting the appointment, or if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.
- c. The dean of engineering shall review and make final decisions regarding all adjunct appointments. A person with exceptional qualifications may be considered for appointment to the rank of Adjunct Professor without a Ph.D. or other terminal degree.
- d. All offers of appointment shall come from the office of the dean of engineering.
- e. Adjunct appointments shall be made for a specific period of time, not greater than one fiscal year. If recommended by the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division, and the dean of engineering, reappointments may be issued on an annual basis.

Par. 4. TERMINATION

- a. If reappointment is not made, the appointment shall terminate at the end of the current appointment term.
- b. Adjunct faculty appointments may be terminated prior to the end of the current appointment term for (1) just cause using the same definition which applies to University faculty in the *Faculty Handbook*, Chapter 3, Part One,

§I.E.3; (2) for failure to meet the standards applicable to the appointment; or (3) for lack of funding to support the appointment.

- c. Adjunct faculty are not entitled to severance pay.

Par. 5. RIGHTS AND RESPONSIBILITIES

- a. Adjunct faculty may teach, contingent on the approval of the department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division, and the dean of engineering.
- b. Adjunct faculty cannot engage in academic advising of students or any other University service functions on a regular basis.
- c. Adjunct faculty may serve as thesis advisors of graduate students and may be voting members of thesis committees.
- d. An adjunct faculty member may not serve as principal or co-principal investigator on externally funded research proposals, but may serve as a consultant when the principal investigator is a faculty member of the department.
- e. Adjunct faculty members may be invited to meetings of the tenured/tenure track faculty, but shall not have the privilege of voting.

Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV, together with other supporting documentation as detailed in the School's appointment procedures, for each new appointment or for each occasion when approval is sought for an adjunct faculty member to teach.

Par. 2. Adjunct faculty members shall receive an appointment letter with their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent re-appointments may be made using the faculty appointment form.

RECOMMENDATIONS FOR THE FSCUE SUBCOMMITTEE ON ACADEMIC STANDING

March 6, 2013

I. Better Integration of Rules Related to Credits Earned Through Study Abroad and Domestic Off-Campus Study

Our current policy reads, “After matriculation at Case Western Reserve University, students are permitted to earn at other accredited colleges and universities no more than 15 semester hours, including courses taken through the cross-registration program. However, students participating in approved study abroad programs may earn up to 36 credit hours for work completed during the program.”

By current practice, we allow students to study abroad regardless of the number of off-campus credits already earned, but once they earn more than 15 from study abroad plus other off-campus study, they may earn no additional off-campus study credits, except through study abroad. This leads to the oddity that a student may take a summer course elsewhere in the U.S. and then study abroad for the fall semester, but a student who studies abroad for the spring semester will have used up his off-campus study credits and cannot take a summer course elsewhere. It is not clear why the order in which the courses take should matter.

While addressing this issue, it was also noted that the study abroad limit of 36 credit hours is a remnant of an earlier period when the definition of a full-time course load was 12-18 credit hours. The ceiling is now set at 19.

The Subcommittee recommends the following policy:

After matriculation at Case Western Reserve University, students are permitted to earn at other accredited colleges and universities no more than 38 credit-hours toward the totals required for their degree, including courses taken through the cross-registration program, with no more than 15 credit-hours taken as part of domestic programs or as summer study in a student’s home country; any off-campus study credits beyond 15 may only be taken through approved programs of study abroad. Any additional credit earned at other institutions after matriculation at CWRU beyond 15 domestically or as summer study in a student’s home country and beyond a total of 38 including study abroad will raise the total number of credit-hours required for the degree by a corresponding number.

This policy change would not reduce a student’s ability to study abroad for a semester after doing 15 credit-hours of domestic off-campus study in comparison with current practice, but may have the effect of constraining a student who has done domestic off-campus study from earning credit for a full year of study abroad. This proposal was reviewed by David Fleshler and Molly Watkins in the Office of International Affairs, and they have indicated that they are comfortable with it.

II. Adjusting the Senior Residency Requirement to Expand Options for Study Abroad

Currently, in order to earn a degree, a student must “earn in residence at Case Western Reserve University a minimum of 60 semester hours, of which *at least 30 must be earned after the student*

achieves senior status" (emphasis added). A student achieves senior status once he or she has earned 90 credit-hours.

This policy prevents some students who would otherwise be able to study abroad in the penultimate semester from participating in these programs. Several reports have suggested modifications to the senior residency requirement to better facilitate study abroad, either by reducing the senior residency requirement or by treating participation in CWRU-approved programs of study abroad as the equivalent of CWRU courses for satisfying the requirement. The Subcommittee on Academic Standing does not feel that the concept of "CWRU-approved programs of study abroad" has a sufficiently clear definition yet, but does feel that the senior residency requirement can be reduced,

The Subcommittee makes the following recommendation:

That the General Requirements for All Bachelor's Degrees be amended to require every candidate for a baccalaureate degree from the university to earn in residence at Case Western Reserve University a minimum of 60 semester hours, of which *at least 15 must be earned after the student has earned a total of 105 semester hours.*

The Subcommittee recognizes that some, perhaps many, majors have course requirements or other advising imperatives that will prevent students from taking advantage of this option, but felt that there was no reason to prevent students for whom it would work from studying abroad in the seventh semester.

III. Adding courses during the second week of the drop/add period

Students are free to both drop and add classes through the first two weeks of each semester. Occasionally, faculty express concern about students who add at the end of the second week, sometimes saying that this forces them to distort the flow of assignments in the course. Also, some students assume that they can freely add courses through the second week without being penalized for work missed. To address this issue, some faculty add instructor consent as a requirement for enrolling in a course after the first week, but the ability to do this is not widely known.

The Subcommittee considered several policies including reducing the drop/add period to one week; maintaining a two-week period for dropping courses, but requiring instructor's permission through SIS to add a course during the second week; and better informing the community about the options available to faculty and the expectations for students adding courses after the start of the semester.

The Subcommittee recommends the following adjustments to current practice:

The language about the drop/add period should include a statement that students who add a course after the start of the semester are responsible for any work missed and are expected to speak with the instructor to learn the consequences of any work missed and/or the opportunities for making up missed work.

Faculty should be informed that they may add instructor consent as a requirement for students to enroll in a course during the second week of the drop/add period. However, if they plan to do so, this should be included in the Notes section of the course description in SIS.

College/School: Mandel School of Applied Social Sciences
Department: _____

PROPOSED: major
 x minor
 program
 sequence
 degree

TITLE: Social Work Minor

EFFECTIVE: _____ (semester) _____ (year)

DESCRIPTION:

The Social Work Minor offers interdisciplinary collaborative learning that includes service, community engagement, and an exploration of values. Students experience active learning that is practical and applied to real world settings. The minor integrates social work theory and practice, social policy, socio-behavioral theory and social research to understand and address complex social problems of our time, domestically and internationally. Issues covered in the courses include oppression and privilege; poverty; violence; social justice; alcohol other drug abuse; social welfare; community development; children, youth and families; mental health; grief and loss; health; and aging. Courses can be taken on campus and through MSASS international study and travel courses, which are intensive courses held in many countries around the world.

CWRU undergraduates create a Social Work minor by selecting five (5) undergraduate courses (15 credits total) from the MSASS offerings (attached). One independent study (SASS 390) can also be applied to the minor.

Is this major/minor/program/sequence/degree: x new
 modification
 replacement

If modification or replacement please elaborate: _____

Does this change in major/minor/program/sequence/degree involve other departments? Yes x No

If yes, which departments? _____

Contact person/committee: Sharon Milligan, Associate Dean

SIGNATURES:

DATE

Department Curriculum Chair(s)/Program Directors: _____

Department Chair: _____

College/School Curriculum Committee Chair: _____

College/School Dean(s): _____

UUF Curriculum Committee Chair: _____

File copy sent to: Registrar Office of Undergraduate Studies/Graduate Studies
 Other: _____

**Undergraduate Social Work Minor
Justification and Requirements
April 30, 2012
Revised January 2013**

The Mandel School of Applied Social Sciences has a long history of involvement in undergraduate education, at one time offering a bachelor's degree in applied social sciences. Currently, a number of undergraduate courses are offered. We recognize that our faculty have broad expertise in applied social sciences that appeals to undergraduates. An undergraduate curriculum subcommittee has worked for the last two years in expanding course offerings that build on MSASS expertise and that do not compete with existing courses at CWRU.

The following description of the Social Work minor was approved by the MSASS Curriculum Committee: The Social Work Minor offers interdisciplinary collaborative learning that includes service, community engagement, and an exploration of values. Students will experience active learning that is practical and applied to real world settings. The minor integrates social work theory and practice, social policy, socio-behavioral theory and social research to understand and address complex social problems of our time, domestically and internationally. Issues covered in the courses include oppression and privilege; poverty; violence; social justice; alcohol and other drug abuse; social welfare; community development; children, youth, and families; mental health; grief and loss; health and aging. Courses can be taken on campus or through the MSASS international study and travel courses, which are intensive courses held many countries around the world.

CWRU undergraduates create a Social Work minor by selecting five undergraduate courses (15 credits total) from MSASS undergraduate course offerings. Students would assemble a variety of courses that fit their specific academic interests. While this is not explicit social work education, the emphasis is on the social science theory and knowledge of practice.

We also recognize that we have developed several courses that a student might take as interrelated to a focus area, such as three undergraduate courses in community and social development. Other courses will be developed to provide the breadth of applied social science offerings, some of which might stand alone or eventually fit under a focus area (e.g. mental health). Prior to designing a new course, an investigation of existing undergraduate courses is conducted to insure that the course does not have significant overlap with courses already being taught across the university.

Oversight for the minor occurs through the Undergraduate Subcommittee of the MSASS Curriculum Committee, chaired by a fulltime faculty member that also serves on the MSASS Curriculum Committee. The Associate Dean will serve as an ex-officio member of the Subcommittee. Responsibilities for the Subcommittee include overseeing the development of undergraduate courses and proposing the framework for the minor. Once a new course is submitted to and approved by the MSASS Curriculum Committee, the Associate Dean submits and moves the course through the university process. The chair of the undergraduate committee and associate dean will serve as academic advisors for students considering the undergraduate minor.

The following course list identifies the approved and proposed courses that would count toward a minor in applied social sciences and the approximately schedule when each course will be offered. Courses can be offered routinely each year or occasionally (at a minimum of once every two years).

Undergraduate Subcommittee Members:

Mark Chupp, Chair
Regina Nixon
Sarah Andrews
Sonia Minnes
David Crampton
Sharon Milligan, Ex-Officio

MANDEL SCHOOL OF APPLIED SOCIAL SCIENCES

COURSES FOR UNDERGRADUATE MINOR IN SOCIAL WORK

Semester	Course No.	Course Name	Academic Hours
	SASS 284	Oppression and Privilege in a Multicultural Society (submitted to FSCUE for approval)	3
	SASS 315	Adoption Practice and Policy	3
	SASS 318	Death, Grief, and Loss	3
spring	SASS 325	The Netherlands: Social Justice	3
fall/spring	SASS 350	Seminar in Applied Social Sciences	3
fall/spring	SASS 355	Drugs and Youth	3
spring	SASS 367	Poverty, Wealth Building, and Social Entrepreneurship	3
spring	SASS 368	Poverty and Children	3
spring	SASS 369	Social Networking & Community Organizing in the 21 st Century	3
fall	SASS 375a	International Travel and Study Abroad: Health, Human and Social Development in Urban and Rural Ecuador	3
spring	SASS 375b	International Travel and Study Abroad: Mental Health Issues and Practices Netherlands	3
spring	SASS 375c	International Travel and Study Abroad: Invisible Groups in a New Poland	3
spring	SASS 375d	International Travel and Study Abroad: Child Welfare in Guatemala	3
Fall	SASS 375e	International Travel and Study Abroad: Microcredit, Microfinance and Social Development in Bangladesh	3
spring	SASS 385	Social Welfare Capstone Seminar	3
fall/spring	SASS 390	Independent Study	3

CWRU Action Form for Majors/Minors/Programs/Sequences/Degrees

Docket # _____

(instructions on back)

College/School: Mandel School of Applied Social Sciences

Department: _____

PROPOSED: major
 minor
 program
 sequence
 degree

TITLE: Social Work Minor

EFFECTIVE: Sum (semester) 13 (year)

DESCRIPTION:

The Social Work Minor offers interdisciplinary collaborative learning that includes service, community engagement, and an exploration of values. Students experience active learning that is practical and applied to real world settings. The minor integrates social work theory and practice, social policy, socio-behavioral theory and social research to understand and address complex social problems of our time, domestically and internationally. Issues covered in the courses include oppression and privilege; poverty; violence; social justice; alcohol other drug abuse; social welfare; community development; children, youth and families; mental health; grief and loss; health; and aging. Courses can be taken on campus and through MSASS international study and travel courses, which are intensive courses held in many countries around the world.

CWRU undergraduates create a Social Work minor by selecting five (5) undergraduate courses (15 credits total) from the MSASS offerings (attached). One independent study (SASS 390) can also be applied to the minor.

Is this major/minor/program/sequence/degree: new
 modification
 replacement

If modification or replacement please elaborate: _____

Does this change in major/minor/program/sequence/degree involve other departments? Yes No

If yes, which departments? _____

Contact person/committee: Sharon Milligan, Associate Dean

SIGNATURES:

DATE

Department Curriculum Chair(s)/Program Directors: _____

Department Chair: _____

College/School Curriculum Committee Chair: _____

College/School Dean(s): Sharon Milligan

CUF Curriculum Committee Chair: _____

File copy sent to: Registrar Office of Undergraduate Studies/Graduate Studies
 Other: _____



CASE WESTERN RESERVE
UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

Department of Psychology

Case Western Reserve University
10900 Euclid Avenue
Cleveland, Ohio 44106-7123

Phone 216-368-2686
Fax 216-368-4891

<http://www.cwru.edu/artsci/pscl/>

March 27, 2013

Grover C. Gilmore, PhD
Dean and Professor
Mandel School of Applied Social Sciences
Case Western Reserve University
Cleveland, OH 44106-7164

Dear Dean Gilmore:

I am writing in support of the proposed minor in social work. I shared the proposal with the Department of Psychological Sciences faculty and it received unanimous support.

As you know, the psychology major is extremely popular and it attracts many students who are interested in working with programs and individuals to positively impact mental health. Although a significant number of our majors would like to pursue doctoral training in clinical psychology, the current reality predicts that a large proportion will not be able to do so for a variety of reasons. A career in social work is a terrific option for students who decide that they cannot pursue doctoral degrees in psychology. Through the proposed social work minor, students can be exposed to the field while they are creating career plans. This exposure will be valuable in that it will help them make decisions and also prepare them for admission into graduate programs. Our department is so enthusiastic, we are also creating a complementary advising track within the psychology major for those students interested in applying to social work graduate programs. The courses suggested in the advising track will better prepare students for their future careers and will make them more attractive applicants.

We view the proposed social work minor as an enhancement to our undergraduate program and not as competition. I predict that students from a wide range of majors will declare a social work minor because it will enhance their future career goals in ways that none of our current minors will. I think students will add the minor on top of, not in place of their current majors and minors. We do not see significant overlap between the courses described in the proposal with courses that we currently offer. If this minor is approved, I think it will add to the attractiveness of our programs for prospective undergraduates.

One question that our department raised was why the minor did not require an introductory survey course on the field of social work. We were quite satisfied by your response indicating that not only would this type of course overlap a great deal with introduction to psychology and sociology courses, but that most social work minors will probably already be in their junior and senior year when they declare and are accustomed to thinking and interacting at a more advanced level than the typical introductory level courses. Furthermore, the composition of the courses available to the minor will ensure a breadth of perspectives and topics covered upon completion of the 15 credit hours.

Again, we are excited that you and your faculty have created the proposed minor and we look forward to working with all of you to implement and continue to develop this opportunity for our students.

Sincerely,

A handwritten signature in cursive script that reads "Lee Anne Thompson". The signature is written in black ink on a light blue rectangular background.

Lee Anne Thompson, Ph.D.
Professor and Chair

Office of the Dean
10900 Euclid Avenue
Cleveland, Ohio 44106-7164
Visitors and Deliveries
11235 Bellflower Road
Phone 216.368.2256
Fax 216.368.2850
msassdean@case.edu
<http://msass.cwru.edu/>

April 10, 2013

Jeffrey Wolcowitz, Ph.D.
Dean of Undergraduate Studies
10900 Euclid Avenue
Cleveland, Ohio 44106-7028

Dear Dr. Wolcowitz:

Please find the completed Social Work Minor Course Action Form from the Mandel School.

The Social Work Minor offers interdisciplinary collaborative learning that includes service, community engagement, and an exploration of values. Students will experience active learning that is practical and applied to real world settings. The minor integrates social work theory and practice, social policy, socio-behavioral theory and social research to understand and address complex social problems of our time, domestically and internationally. Issues covered in the courses include oppression and privilege; poverty; violence; social justice; alcohol and other drug abuse; social welfare; community development; children, youth, and families; mental health; grief and loss; health and aging. Courses can be taken on campus or through the MSASS international study and travel courses, which are intensive courses held many countries around the world.

As Dean, I enthusiastically endorse the opportunity to work with undergraduates in the study of social work practices.

Sincerely yours,



Grover C. Gilmore, Ph.D.
Dean and Professor

/attachment



MANDEL SCHOOL OF
APPLIED SOCIAL SCIENCES

CASE WESTERN RESERVE
UNIVERSITY

CWRU Action Form for Majors/Minors/Programs/Sequences/Degrees

Docket # _____

(instructions on back)

College/School: Mandel School of Applied Social Sciences
Department: _____

PROPOSED: major
 minor
 program
 sequence
 degree

TITLE: Social Work Minor

EFFECTIVE: sum (semester) 13 (year)

DESCRIPTION:

The Social Work Minor offers interdisciplinary collaborative learning that includes service, community engagement, and an exploration of values. Students experience active learning that is practical and applied to real world settings. The minor integrates social work theory and practice, social policy, socio-behavioral theory and social research to understand and address complex social problems of our time, domestically and internationally. Issues covered in the courses include oppression and privilege; poverty; violence; social justice; alcohol other drug abuse; social welfare; community development; children, youth and families; mental health; grief and loss; health; and aging. Courses can be taken on campus and through MSASS international study and travel courses, which are intensive courses held in many countries around the world.

CWRU undergraduates create a Social Work minor by selecting five (5) undergraduate courses (15 credits total) from the MSASS offerings (attached). One independent study (SASS 390) can also be applied to the minor.

Is this major/minor/program/sequence/degree: new
 modification
 replacement

If modification or replacement please elaborate: _____

Does this change in major/minor/program/sequence/degree involve other departments? Yes No

If yes, which departments? _____

Contact person/committee: Sharon Milligan, Associate Dean

SIGNATURES: _____ DATE _____
Department Curriculum Chair(s)/Program Directors: _____
Department Chair: _____
College/School Curriculum Committee Chair: _____
College/School Dean(s): Sharon Milligan
CUF Curriculum Committee Chair: _____

File copy sent to: Registrar Office of Undergraduate Studies/Graduate Studies
 Other: _____

Proposed change to Faculty Handbook re Emeritus Appointments (Chapter 3: Part II)

On February 18, 2013, the FS Personnel committee voted to approve a change to the Faculty Handbook regarding Emeritus appointments.

Rationale

1. The current policy is potentially discriminatory as the emeritus appointment could be a vote of departmental popularity. Unlike tenure decisions, there is no protection for faculty who are excluded or disliked by the members of their department at the time of retirement, which could potentially engender an old-boys club atmosphere. If the department vote is negative, there is no provision for subsequent review by the faculty promotion and tenure committee, dean, or provost.
2. The current policy is unnecessarily restrictive in terms of length of employment.
3. The current policy places an unnecessary administrative burden on the department chair, faculty promotion and tenure committee, dean, provost, president, and Board of Trustees.

Recommendation

Applying Occam's razor, a policy that makes the emeritus appointment automatic upon retirement of a faculty member in good standing is fair and efficient. Faculty have been vetted numerous times during their appointment: at times of hiring, promotion, and tenure, and in annual reviews. There is no professional justification for not granting a retired faculty member in good standing an emeritus appointment.

Below is the pertinent section of the Faculty Handbook, with proposed changes highlighted. Immediately following is a list of emeritus policies from peer institutions.

Chapter 3: Part II

ARTICLE VI. Emeritus Appointment*

Emeritus appointment is bestowed as an honor upon retired full-time faculty in recognition of meritorious service to Case Western Reserve University. Eligible faculty should submit a request for emeritus appointment to the department chair and/or dean. The department chair or dean shall then forward the request to the president and University Board of Trustees. ~~It is contingent on initiation by departmental faculty eligible to vote and on support and approval of the constituent faculty appointment, promotion and tenure committee, and dean, as well as the president and University Board of Trustees.~~ It is expected that candidates for emeritus appointment will be in good standing with the University and meet the following conditions:

- Meritorious contributions to the school and to the University.
- ~~S~~Continuous service of at least ten years as a full-time faculty member.
- Minimum retirement age of 60. In exceptional cases, a faculty member who retires early because of disability may be considered for emeritus appointment at an earlier age, provided that the other conditions have been met.
- Retirement from full-time active service at Case Western Reserve University.

If a faculty member resigns and immediately accepts a full-time academic position at another university, the emeritus appointment would not be made. At the point, however, where affiliation at another university ceases and the faculty member wishes to retain Case Western Reserve as his or her primary academic identity, the faculty may request an emeritus appointment to the department chair and/or dean. The department chair or dean shall then forward the request to the president and University Board of Trustees. ~~may be considered on initiation of the candidate's former department, provided that the other conditions have been met. With the support of the department and/or school, these and other unusual cases will be considered and a determination made by joint action of the chair of the Faculty Senate and the provost of the University.~~ Their recommendation, if affirmative, will be transmitted for action by the president to the Board of Trustees. A faculty member may not be promoted at the time of emeritus appointment.

Emeritus appointment is ~~not intended to be routine and is~~ not accorded to part-time faculty members. This restriction shall not apply to someone who has chosen a modified (50% or greater) appointment after satisfying the ten-year service requirement. Clinical faculty in the School of Medicine, however, are eligible to be considered for emeritus status. The privilege of emeritus

appointment implies a collegial relationship between the awardee and the University to the mutual benefit of both.

Once awarded, an emeritus appointment is for life and may not be withdrawn.

In addition to the privileges associated with retirement, CWRU emeritus faculty are generally awarded other perquisites, some of which include free parking when space is available, personal tuition waiver privileges, the use of CWRU libraries and some other facilities, listing in the university directory, being invited to various faculty functions, the same access to IT support and software as that afforded to regular full-time faculty; etc. Office space may be provided depending on the needs of the department or school. Faculty members who retire (without emeritus status), take a position elsewhere or are otherwise separated from the university, may establish forwarding of their CWRU enterprise email messages to a personal email account.

Certain key university administrators may be recommended for emeritus appointment by the president to the Board of Trustees.

**approved by the Board of Trustees 9/22/87; approved by the Faculty Senate 3/25/09; approved by the Faculty Senate 2/22/12.*

Emeritus Policies of Peer Group Universities

Four of our eight peer group universities grant emeritus status by simple, routine procedures: Brandeis University, Carnegie Mellon University, Emory University, and University of Chicago. Three have policies similar to Case Western Reserve University: Johns Hopkins University, New York University, and University of Rochester. Links to and brief descriptions of the emeritus policies at peer universities follow.

1. Brandeis University

http://www.brandeis.edu/provost/faculty-info/faculty_handbook.html

Faculty Handbook page 2 (p. 6 of pdf)

"k. emeritus/a status

Upon retirement, a member of the faculty may be designated Emeritus/a at the rank held at retirement upon recommendation of the Provost."

2. Carnegie Mellon University

<http://www.cmu.edu/policies/documents/FacultyRetire.html>

Carnegie Mellon University Policy to Provide Retirement Options for Tenured Faculty

"VI. Emeritus Status

Tenured faculty retiring under the university's Policy to Provide Retirement Options for Tenured Faculty will become associate professor or professor, emeritus or emerita by authority of the Board of Trustees."

3. Emory University

<http://provost.emory.edu/faculty/handbook.html> (currently under revision)

p. 26 of previous version

"A retired member of the regular faculty who has reached the age 55 and who has served as a member of the Emory faculty for at least ten continuous years and has a total age and years of continuous service of at least 75 shall be considered for the title Professor Emeritus. The dean shall recommend a faculty member to the President, who shall inform the Board of Trustees."

http://www.emory.edu/EMORY_REPORT/erarchive/1995/October/ERoct.23/10.23.95in.progess.html

"In other business, the Faculty Council voted to recommend changing the wording of the University's policy on granting emeritus status to retired faculty. The wording change states that faculty who retire with the required years of service to Emory will be granted emeritus status within the rank they hold at retirement. Previously, all faculty given emeritus status automatically received the title "professor emeritus," regardless of their rank at retirement."

4. Johns Hopkins University

nothing in Faculty Handbook

<http://sites.jhu.edu/council/titles>

"2.2 Emeritus Professor

This title may be awarded to Homewood faculty members who have retired from a full-time, tenured position as Professor.

3.1 Recommendation for appointment to any of the titles and ranks listed in [Table II](#) is made by the Department Chair or Center Director to the Dean of Arts and Sciences or the Dean of Engineering. Recommendations from departments must be made with the approval by vote of the tenured department faculty, the outcome of which is recorded in the written request to the Dean. For most positions the Dean, if he/she approves, then makes the presentation to the

Academic Council... and this presentation must include appropriate biographical data and bibliography."

Table II indicates Board of Trustee approval

5. New York University

<http://www.nyu.edu/faculty/governance-policies-and-procedures/faculty-handbook/the-faculty/other-faculty-policies/retirement.html>

"Professor Emerita; Professor Emeritus

The titles of Professor Emerita and Professor Emeritus are given only to full professors who have served New York University with academic distinction for a long enough time prior to retirement to have become identified historically in the profession as New York University professors. This title is given only upon formal retirement from active service, or at least from full-time active service. It is not automatic; it must be recommended by a department and approved through the normal procedures applicable to other academic titles. Comparable principles apply to the use of the designation Emerita and Emeritus for administrative personnel."

6. University of Chicago

<http://facultyhandbook.uchicago.edu/page/academic-appointments>

"STATUTE 16. Emeritus Status. Faculty may retire at age fifty-five. A Faculty member who retires from a position on indefinite tenure or who retires from a Faculty position after serving as a Faculty member for twenty years shall be designated a Member Emeritus of the faculty."

7. University of Rochester

www.rochester.edu/provost/assets/PDFs/Faculty_handbook.pdf

IV. Faculty Policies

"B. Special Faculty Titles

5. *Emeritus Status*

When an individual holding the rank of assistant, associate, or full professor retires, he or she will be eligible for consideration for the title "emeritus professor."

The formal action for such a designation follows the usual channels for changes in title; it originates in the department and goes through the dean's office to the provost. Approval by the Executive Committee of the Board of Trustees is required."

8. Washington University St. Louis

nothing in Faculty Handbook or on web site

On February 18, 2013, the FS Personnel committee voted to approve a change to the Faculty Handbook regarding Emeritus appointments

Proposed change to the Faculty Handbook pertaining to pretenure extensions (for reasons other than parenting)

Background: At CWRU, extensions of the pretenure period for reasons other than parenting (e.g., health, unusual responsibilities, other circumstances detrimental to progress) may be granted upon approval by the provost. For such requests, the Faculty Handbook requires (1) consideration by tenured faculty or appropriate constituent faculty body at the departmental or equivalent level; (2) approval by the provost; and (3) concurrence by the faculty member. Some CWRU schools also require recommendations (affirmative or negative) by the department chair and dean.

The proposed change recommends that language be inserted stating that the department chair and/or dean *of all schools* are included in the recommendation process.

Below is the pertinent section of the Faculty Handbook, with proposed changes highlighted. Immediately following is a list of emeritus policies from peer institutions.

G. Pretenure Period

1. Within Case Western Reserve University the pretenure period may vary with particular academic circumstances among the constituent faculties, but provision for a period beyond six years shall require specific Faculty Senate approval.
2. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure in accordance with Section I, subsections I, J, and K no later than six to nine years after the date of initial appointment. The by-laws of the constituent faculty shall specify whether the maximum period is six, seven, eight, or nine years; and such period shall apply uniformly within that faculty. If after this period tenure has not been granted, reappointment may normally be made only for one additional year except where the provisions of Section I, H have been adopted.
3. Service at other institutions at the rank of assistant professor or higher may be taken into consideration in establishing the length of a faculty member's pretenure period.
4. Upon written notification by the care-giving parent or parents within one year after each live birth or after each adoption, an extension of one year of the pretenure period shall be granted by the provost.
5. Subject to the limitation in Section I, G, 7 below, individual extensions of the pretenure period of up to three years may be made for exceptionally worthy candidates in the event of unusual constraints in the University, or part or parts thereof, which would prevent tenure award at the end of the normal period. No guarantee is implied, however, that tenure will ultimately be granted. ~~Such an extension shall require tenured faculty or appropriate constituent faculty body recommendation at the departmental or equivalent level, approval by the provost, and concurrence by the faculty member.~~
6. Subject to the limitation in Section I, G, 7 below, individual extensions of the pretenure period may also be made for the purpose of compensating special earlier circumstances disadvantageous to a candidate's tenure consideration. Such circumstances may include, but are not limited to, serious illness, family emergency, responsibility as a primary care-giver, or extraordinary teaching or administrative assignments. ~~Such an extension shall require tenured faculty or appropriate constituent faculty body consideration at the departmental or equivalent level, approval by the provost, and concurrence by the faculty member.~~
7. "In reference to sections 5 and 6 above, such an extension shall require the [CGT1] recommendation by tenured faculty or appropriate constituent faculty body at the departmental or equivalent level, the recommendation of the department chair (in constituent faculties organized into departments), and/or dean, [CGT2] approval by the provost, and concurrence by the faculty member."
78. Pretenure extensions may not be used to defer tenure consideration of a faculty member more than three years beyond the normal pretenure period except for provisions stated in Section I, G, 4. The normal pretenure period is determined by the by-laws of the constituent faculty body where the faculty member has his or her primary appointment.

**approved by the Faculty Senate 4/27/06 and by the Board of Trustees 5/24/06*

UNIVERSITY	Approval of pretenure extensions (for reasons other than parenting)
Carnegie Mellon	Dept head Dean provost
Dartmouth	Senior members of dept or program Associate dean Committee Advisory to the President (comprising dean of the faculty & six tenured professors)
Duke	Dept chair Dean provost
Johns Hopkins	Information not avail
MIT	Information not avail
Northwestern	Dept chair “transmits” (not clear if transmit = approval) Dean Provost (if dean does not support, faculty may seek further review by provost)
Washington University	Chair Dean (one department requires recommendation of dept faculty)
Rochester	Through dept chair Dean provost
Vanderbilt	Faculty request; approval of department chair, dean, provost
Case Western Reserve	Faculty Handbook cites: tenured faculty vote provost decision ----- School of Medicine bylaws require Tenured faculty vote Dept chair’s recommendation (affirmative or not) Dean’s recommendation (affirmative or not)

Proposal: Addition of Faculty to Background Check in Hiring Policy
Proposed by the President's Advisory Council on Women
Dorothy C. Miller, Representative
February , 2013

Background

For staff hires a background check is currently required of chosen candidates before a final offer takes place. A criminal conviction does not preclude obtaining a job at the university unless the conviction involves a crime of violence. When a chosen candidate has a criminal conviction, several people are involved with deciding how to proceed, which includes two individuals from HR, as well as review by the General Counsel's office when Human Resources indicates that the conviction issue being reviewed under the Human Resources policy requires legal review or analysis. Each case is decided individually at that level. The nature of the offense, whether the position is related to the conviction, and the job description are factors in the decision. For example offenses involving money may preclude a position that involves funds, and offenses that occurred many years in the past may be assumed to be resolved and therefore not relevant. Human Resources also looks at whether there is a pattern of convictions. To preserve the privacy of the individual applicant, the background report is **not** discussed with the supervisor and if the decision is to go ahead with the hire, the supervisor will not know of the offense.

A brief survey of peer institutions found that the following universities require background checks for all new hires, including faculty: Rochester Institute of Technology (if they will be working with students), Emory, Vanderbilt, University of Rochester, George Washington University, Stanford, Duke, and Northwestern.

Proposal for Faculty Hires

In support of the safety of the University community, especially that of students, the following is proposed for faculty hires. The location of the administrative functions (Dean' office or Provost's office) can be arranged after the policy is approved by the Faculty Senate and the President.

1. As soon as a final candidate for a full-time faculty member is forwarded for approval, the [Dean or Provost's] office will arrange for a background check.
2. If the candidate has a criminal conviction, at least one person from the Provost's office (or Dean's office), someone from Human Resources, and someone from General Counsel's office will review the information and decide whether the department can go forward with the offer. [Note: not all criminal convictions will result in preventing the hire.]
3. If the faculty hire must be done immediately, as in the case of obtaining a part-time, non-tenure track faculty member to teach a class, the hire will be allowed to go forward but the background check will still be set in motion. The candidate will be informed that their position will be conditional pending the results of the background check.

If the background check for someone hired immediately yields a criminal conviction, the usual meeting of [Dean or Provost] office, Human Resources, and General Counsel representatives will take place and a determination will be made as to the advisability of allowing the hired person to continue in a teaching capacity. If that assessment is negative, the Provost's office will work with the Department to minimize disruption to the class.



General Assembly Resolution R. 22-01

Authors:	James Hale, President
Committee/Caucus:	Executive
Cosponsors:	Dorothy Miller, Director, Flora Stone Mather Center for Women
Presented:	January 22, 2013

New-Hire Background Checks for Faculty

Whereas, background checks are currently not required when hiring new faculty, but are required for new staff;

Whereas, discovery of a criminal history does not preclude individuals from being employed by the university;

Whereas, background checks are typical for hiring at other institutions including Duke, Emory, George Washington University, Northwestern, Rochester Institute of Technology, and Vanderbilt;

Whereas, a proposed policy requiring background checks for faculty has been approved by the Faculty Senate Committee on Women, revised by the General Counsel, and reviewed by the Dean's Council;

Whereas, the proposed policy is awaiting approval by the Faculty Senate;

Be it resolved by the Undergraduate Student Government, acting in full session:

- a. That Case Western Reserve University adopt a policy requiring background checks for faculty utilizing the following procedure:
 - i. The Dean's or Provost's office arrange background checks for all final candidates for faculty positions.
 - ii. Upon discovery of a criminal history, a member from the Dean's or Provost's office, a member of Human Resources, and a member of the General Counsel's office will review the information and communicate to the hiring department whether they may move forward with an offer.
 - iii. If a hiring process does not allow adequate time for a background check, the department may go forward with an offer contingent on successful completion of the background check. The above group will meet and decide whether a new hire may continue in his or her role if a criminal history is discovered.
- b. That this resolution be sent in its entirety to the following people:
 - i. Robin Dubin, Chair, Faculty Senate
 - ii. Steven Garverick, Chair-Elect, Faculty Senate
 - iii. Glenn Nicholls, Vice President of Student Affairs