

DRAFT: Criteria Checklist for College and Department Bylaws

2006 Analysis of _____
Unit Name

The Faculty Senate recommends that each set of College and Department Bylaws meet the following criteria:		Criterion Met	Language present but needs work	Not presently addressed	Comments
(1)	definitions of the various classes of benefits eligible faculty members (e.g. from clinical to research);				
(2)	rules regarding the voting rights for each class of faculty members such as hiring, retention, promotion, curricular revisions, and other faculty matters;				
(3)	rules regarding the participation of each class of faculty member on committees and task forces;				
(4)	procedures for the selection, tenure, review, and retention of Department Chairs (See http://www.uh.edu/provost/fac/Policychairs.html) and Deans;				
(5)	rules regarding the timing of and criteria for calling regular faculty meetings;				
(6)	the selection process, composition, responsibilities, and list of departmental and college standing committees;				
(7)	the faculty role in promotion, tenure, and post-tenure review;				
(8)	the criteria and procedures for promotion and tenure;				
(9)	the procedures for adjudicating faculty and staff grievances, consistent with University policy;				
(10)	procedures for identifying faculty roles in the determination of planning and budgets for Departments and Colleges;				
(11)	determine and specify selection for membership on governance groups at the department, college, and university levels;				
(12)	procedures by which By-Laws would be reviewed and amended;				
(13)	a statement that faculty are responsible for developing the curriculum and determining its effectiveness within each department and college;				
(14)	a statement that faculty identify the standards for student admissions, grading, and candidacy for graduate and undergraduate study;				
(15)	delineation of faculty responsibilities in the areas of work load and space allocation; and				
(16)	delineation for opportunities of leadership development among potential faculty administrators, Chairs and faculty administrators.				
(17)	accreditation for professional schools and colleges beyond SACS should involve the broadest cross section of faculty in the process.				

Suggestions on how to improve shared governance within the college (continue on back or another page if necessary):

Analysis submitted by Senator _____ on behalf of the Senator(s) of the unit.
A copy of this analysis has been shared with the Dean responsible for each unit.

**BY-LAWS
COLLEGE OF TECHNOLOGY
University of Houston**

Current Version	Revised Version
<p>Section I. Purpose/Scope</p> <p>These By-laws are intended to be a guide to the faculty of the College of Technology on college academic and governance matters. They do not purport to be a comprehensive, self-contained policy statement and they do not answer all questions. If any of the procedures or policies of these By-laws conflict with University policy or the University Faculty Handbook, the University policy governs.</p>	<p>Section I. Purpose/Scope</p> <p>These By-laws are intended to govern the College of Technology on college academic and administrative matters. They do not purport to be a comprehensive, self-contained policy statement and they do not answer all questions. If any of the procedures or policies of these By-laws conflict with University policy or the University Faculty Handbook, the University policy governs (see http://www.uh.edu/fs/fachand.html).</p>
<p>Section II. Faculty Membership</p>	<p>Section II. Faculty Membership</p>
<p>The faculty shall consist of all full-time faculty under a written full-time, academic-year contract in the College of Technology with at least 9 hours per semester. Hours are defined as teaching, administration, release time, etc.</p>	<p>The College of Technology recognizes three categories of faculty members: tenured/tenure track, non-tenure track full time, and part time. Rights and privileges pertaining to each of these categories varies according to the following guidelines:</p>
	<ol style="list-style-type: none"> 1. Tenured and tenure-track positions include assistant professor, associate professor, and professor. Definitions of these titles can be found in the current edition of the University of Houston Faculty Handbook (http://www.uh.edu/fs/fachand.html) . <ol style="list-style-type: none"> a. Tenured and tenure-track faculty are selected through extensive national and/or international searches, must be recommended by the search committee, and are reviewed by Departmental Faculty prior to being offered a contract. b. Tenured and tenure-track faculty with a full-time contract for the current academic year are eligible to vote in all matters that come before the College and/or its Departments. <ol style="list-style-type: none"> i. A full-time tenured or tenure-track faculty contract is defined as at least a nine-hour per semester load that can be fulfilled through teaching, research, administration, and release time. c. Faculty with joint appointments may only vote in the College of Technology if their primary appointment is in Technology.
	<ol style="list-style-type: none"> 2. Non-tenure-track Instructional, Clinical, Research and Visiting full time positions include visiting faculty, research faculty, clinical faculty, and instructional faculty. Definitions of these titles—and ranks within the titles—can be found in the current edition of the University of Houston Faculty Handbook (http://www.uh.edu/fs/fachand.html) . <ol style="list-style-type: none"> a. Instructional, Clinical and Research faculty are selected through extensive local, national, and/or international searches, must be recommended by the search committee, and are reviewed by Departmental Faculty prior to being offered a contract. <ol style="list-style-type: none"> i. Instructional, Clinical and Research faculty with a full-time contract become eligible to vote in all matters that come before the College and/or its Departments in the first

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		semester of their third consecutive year of employment in the College. b. Visiting faculty may or may not be selected through extensive national and/or international searches. In rare cases, the College of Technology Dean and/or a Department Chair working in cooperation with the Dean may offer contracts to such faculty without conducting a formal search. i. Visiting faculty members with a full-time contract may, by individual request, be granted voting privileges by a majority vote of the faculty during the first semester of their third consecutive year of full-time employment in the College.
		3. Part-time faculty positions include Lecturer and Adjunct faculty. a. Normally, Lecturers and Adjunct faculty may not teach more than nine hours per semester. b. Lecturers and adjunct faculty are not eligible to vote in any matter that comes before the College and/or its Departments.
		4. Throughout this document, the term “voting faculty” refers to individuals who are eligible to vote based upon Section II, subsections 1 and 2 above.
By individual request, others who have teaching assignments may be granted voting privileges by a majority vote of the faculty.		
A quorum is considered to be at least fifty percent (50%) of the eligible faculty.		5. A quorum is considered to be at least one more than 50% of the voting faculty. a. Binding votes may not be taken unless a quorum of the voting faculty is present at any given meeting.
A majority is considered to be one more than ½ of the faculty in attendance.		6. A majority is considered to be one more than 50% of the voting faculty in attendance.
Section III. Faculty Responsibilities and Evaluation		Section III. Faculty Responsibilities and Evaluation
Faculty professional responsibilities are detailed in the University Faculty Handbook. Additionally, these By-laws reinforce the commitment to scholarly and creative activities for each faculty member. Teaching, scholarship and service are traditionally the major tenets of university faculty responsibilities. Activities essential to a sound teaching program as well as research accomplished with resulting publications and service are vital components to the success of the College of Technology.		Faculty professional responsibilities are detailed in the University Faculty Handbook. Teaching, scholarship, and service are traditionally the major tenets of university tenure/tenure track faculty responsibilities. Vital components to the success of the College of Technology include activities essential to a sound teaching program, to a research program that results in publications, and to service that advances the interests of the profession, the College, and the University.
College of Technology Faculty responsibilities include, but are not limited to, the following: 1. Meet regularly scheduled classes or provide sufficient instructional learning assignments in the event of participation in other professional activities; 2. Have office hours for meetings with students and other faculty/staff as determined by respective departments; 3. Search for new knowledge or improvement of instruction through involvement in research or other creative works as an ongoing commitment; 4. Participate in self governance by playing an active role on Department, College and University Committees.		College of Technology Faculty responsibilities vary according to the category in which the faculty member is included. Responsibilities include, but are not limited to, the following: 1. Service a. Tenured, Tenure-Track, Clinical, Research, Instructional, and Visiting faculty are expected to engage in service activities. b. Evaluation of service is based on service to 1) the university, and 2) professional organizations and the community. c. Examples of service opportunities are delineated in Appendix A: Promotion, Tenure and Annual Review document. d. The Departmental Chair, in accordance with College and Department By-laws, conducts evaluation of service annually. 2. Teaching

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	<p>a. Tenured, Tenure-Track, Clinical, Instructional, Visiting, and Part-time faculty are expected to engage in teaching activities.</p> <p>b. Evaluation is based on activities supporting: (1) effective teaching and curriculum development, (2) student welfare, (3) professional growth and development.</p> <p>c. Examples of teaching activities are delineated in Appendix A: Promotion, Tenure and Annual Review document. At a minimum, teaching faculty must:</p> <ol style="list-style-type: none"> i. Meet regularly scheduled classes (if any) or provide effective instructional alternatives, ii. Share useful resources such as books, articles, experts, websites, etc., iii. Create activities and products that provide opportunities for practice and for assessment, iv. Provide sufficient constructive feedback for continued learning and development, and v. Make oneself available to students outside of scheduled classes with office hours or other appropriate means of communication. <p>d. Tenured and Tenure-track faculty have additional responsibilities related to teaching. They must participate in:</p> <ol style="list-style-type: none"> i. Developing the curriculum and determining its effectiveness, and ii. Identifying the standards for admissions, grading, and candidacy for graduate and undergraduate study. iii. The Departmental Chair, in accordance with College and Department By-laws, conducts evaluation of teaching annually. <p>Research</p> <p>a. Tenured, Tenure-Track, Clinical, and Research faculty are expected to engage in research activities.</p> <p>b. Evidence of scholarship is based upon activity in three areas: (1) Research and Publications, (2) Research Funding, and (3) Scholarly Interaction.</p> <p>c. Examples of research activities are delineated in Appendix A: Promotion, Tenure and Annual Review document.</p> <p>d. The Departmental Chair, in accordance with College and Department By-laws, conducts evaluation of research annually.</p>
<p>The College of Technology has established a Faculty Evaluation process which is conducted yearly by the Department Chair and then reviewed with the individual faculty member and then submitted to the College Dean. Self evaluation, student evaluation, and chair evaluation make up this process. For further information and procedures, refer to the College of Technology Promotion, Tenure, and Review Process which is in Appendix A.</p>	<p>The College of Technology has established a Faculty Evaluation process which is conducted yearly by the Department Chair and then reviewed with the individual faculty member before being submitted to the College Dean. Self evaluation, student evaluation, and chair evaluation make up this process. For further information and procedures, refer to the College of Technology Promotion, Tenure, and Review Process, which is in Appendix A.</p>
<p>Section IV. Faculty Officers</p>	<p>Section IV. Faculty Officers</p>
<p>Faculty officers shall be (a) Faculty Chair, (b) Secretary to the Faculty, and (c) Parliamentarian.</p> <p>Faculty Chair. The Faculty Chair shall be consulting with the faculty and administration, set the agenda for all College faculty meetings, preside over general College faculty meetings, and conduct general faculty elections.</p> <p>Secretary to the Faculty. The Secretary shall post a notice of each College faculty meeting, take minutes of all College faculty meetings, distribute minutes no later than two weeks following such meeting, and assist the Faculty Chair with</p>	<p>Faculty officers shall be (a) Faculty Chair, (b) Secretary to the Faculty, and (c) Parliamentarian.</p> <ol style="list-style-type: none"> 1. Faculty Chair. The Faculty Chair shall consult with the faculty and administration, set the agenda for all College faculty meetings, preside over general College faculty meetings, and conduct general faculty elections. 2. Secretary to the Faculty. The Secretary shall post a notice of each College faculty meeting, take minutes of all College faculty meetings, distribute minutes no

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<p>elections. The Secretary shall attend the College of Technology Chairs' Meetings for the purpose of taking minutes for distribution to the college faculty and staff. The minutes shall be distributed within one week of the meeting in which they were collected.</p> <p>Parliamentarian. The Parliamentarian shall resolve procedural questions in accordance with the latest edition of Robert's Rules of Order Newly Revised, unless the faculty, by a majority vote, agrees to set aside all or part of the Rules.</p> <p>These officers shall be elected by majority vote of the faculty at the last Spring faculty meeting. No more than two officers may be elected from any one department. The terms of the officers shall be August 1 through July 31 of each academic year.</p>	<p>later than two weeks following such meeting, and assist the Faculty Chair with elections. The Secretary shall attend the College of Technology Chairs' Meetings for the purpose of taking minutes for distribution to the college faculty and staff. The minutes shall be distributed within one week of the meeting in which they were collected.</p> <p>3. Parliamentarian. The Parliamentarian shall resolve procedural questions in accordance with the latest edition of Robert's Rules of Order Newly Revised, unless the faculty, by a majority vote, agrees to set aside all or part of the Rules.</p> <p>These officers shall be elected by majority vote of the faculty at the last Spring faculty meeting. No more than two officers may be elected from any one department. The terms of the officers shall be August 1 through July 31 of each academic year.</p>
<p>The Faculty Officers shall concern themselves with matters of policy and administration affecting the operations and development of the College. Specifically, the Faculty Officers shall (items are not in priority order):</p> <ol style="list-style-type: none"> 1. Have power to call meetings of the College faculty; 2. Plan with the Dean the preparation of the agenda for each faculty meeting and its distribution in advance of the meeting; 3. Facilitate review of the Dean and Associate/Assistant Dean(s) during the fall semester; 4. Appoint ad hoc committees from the Faculty as the need arises; 5. Have authority to speak for the faculty on matters of an emergency nature and during periods between long terms; 6. Review the bylaws of the College, and if appropriate, recommend amendments to the faculty of the College; 7. Conduct, at the appropriate times, the necessary elections of the Faculty Officers and College representatives to the Faculty Senate, as well as special elections to fill unexpected vacancies; and report the election results to the Dean, to the departments, and to the individuals involved; 8. Receive and keep on file copies of departmental bylaws; and, 9. Serve as an advisory committee to the search committee to review candidates for the position of Dean when a search is in progress and, inform the Dean and all faculty members of the results of that review. 	<p>The Faculty Officers shall concern themselves with matters of policy and administration affecting the operations and development of the College. Specifically, the Faculty Officers shall (items are not in priority order):</p> <ol style="list-style-type: none"> 1. Call meetings of the College faculty; 2. After consulting with the Dean, prepare the agenda for each faculty meeting at least three days before the meeting; 3. Facilitate review of the Dean and Associate/Assistant Dean(s) during the fall semester; 4. Appoint ad hoc committees from the Faculty as the need arises; 5. Have authority to speak for the faculty on matters of an emergency nature and during periods between long terms; 6. Review the bylaws of the College, and if appropriate, recommend amendments to the faculty of the College; 7. Conduct, at the appropriate times, the necessary elections of the Faculty Officers and College representatives to the Faculty Senate, as well as special elections to fill unexpected vacancies; and report the election results to the Dean, to the departments, and to the individuals involved; 8. Receive and keep on file copies of departmental bylaws; 9. Serve as members of any search committee to review candidates for the position of Dean; and, 10. Inform all faculty about matters of policy and administration affecting the operations and development of the College.
<p>Section V. Faculty Governance</p>	<p>Section V. Faculty Governance</p>
<p>The Dean shall consult the faculty on any proposed changes of educational policy within the authority of the College. These include curricula, courses, admissions standards, and College requirements for graduation. The Dean shall consult the faculty on internally initiated changes in the College administrative policies pertaining to promotion, tenure, salaries, evaluation of faculty, and evaluation of administration.</p>	<p>The Dean shall consult the voting faculty on any proposed changes of educational policy within the authority of the College. These include curricula, courses, admissions standards, and College requirements for graduation. The Dean shall consult the faculty on internally initiated changes in the College administrative policies pertaining to promotion, tenure, salaries, evaluation of faculty, and evaluation of administration.</p>
<p>The chair of each department shall consult with the departmental faculty on all matters pertaining to</p>	<p>The chair of each department shall consult with the departmental voting faculty on all matters pertaining to</p>

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departmental, academic, and administrative policy. All proposed changes must be approved by a majority of the department faculty in accordance with department by-laws. Proposed changes conflicting with College- or University-level policies shall not be implemented.	departmental, academic, and administrative policy. All proposed changes must be approved by a majority of the department faculty in accordance with Department By-laws. Proposed changes conflicting with College- or University-level policies shall not be implemented.
Section VI. Faculty Meetings	Section VI. Faculty Meetings
<p>The Faculty Chair or a designated representative shall preside over faculty meetings.</p> <p>1. College faculty meetings shall be held at least once during each Fall and Spring semester. Additional meetings shall be called by the Faculty Chair on request from 25% of the tenure track faculty or the Dean. Except in emergencies, meetings shall be announced a minimum of one week in advance. The date/time for the first meeting of the Fall semester shall be announced by the end of the Spring semester. The notice shall include an agenda; however, matters may be raised by the faculty.</p>	<p>The Faculty Chair or a designated representative shall preside over faculty meetings.</p> <p>1. College faculty meetings shall be held at least once during each Fall and Spring semester. Additional meetings shall be called by the Faculty Chair on request from 25% of the voting faculty or the Dean. Except in emergencies, meetings shall be announced a minimum of one week in advance. The date/time for the first meeting of the Fall semester shall be announced by the end of the Spring semester. The notice shall include an agenda; however, matters may be raised by the voting faculty.</p>
<p>2. Each faculty member shall have one vote and must be present to exercise this right. Voting on any issue shall ordinarily be by voice or a show of hands but may, at the discretion of the Faculty Chair, be by secret mail ballot. At the request of any faculty member eligible to vote, a vote shall be conducted by secret ballot.</p>	<p>2. Each voting faculty member shall have one vote and must be present to exercise this right. Voting on any issue shall ordinarily be by voice or a show of hands but may, at the discretion of the Faculty Chair, be by secret mail or electronic ballot. At the request of any faculty member eligible to vote, a vote shall be conducted by secret ballot.</p>
Section VII. Committees	Section VII. Committees
<p>The Committees of the College of Technology shall consist of the following standing committees and such ad hoc committees as shall be appointed. Committee members shall be appointed or elected by majority vote, as provided for by the committee structure, at the last spring departmental faculty meetings. Chairs for each committee shall be elected by the committee members (unless otherwise indicated) for the coming year at the last called committee meeting in the spring semester and the names reported to the Dean. Names of chairs and members of all committees shall be provided to the faculty by September 15 each year by the Dean or the Dean's representative. Ad hoc committee member names, responsibilities, and time limits shall be provided by the Dean to the faculty within two weeks following committee establishment. Minutes for each committee (excluding confidential or personnel issues) shall be made available electronically within 30 days following each committee meeting and a hard copy made available in the Dean's Office. An annual report for each committee must be submitted by May 15 to the Faculty Chair (for historical and file purposes). Except for the Chair's and Advisory Committees, all committees shall have 2-year, rotating memberships. Members may serve consecutive terms. In emergency situations, the Chair of a committee is authorized to act for the committee. However, Emergency meetings may be called by request of the members of a committee or the Dean. The terms of the committees shall be August 1 through July 31 of each academic year.</p>	<p>The Committees of the College of Technology shall consist of the following standing committees and such ad hoc committees as shall be appointed (such as periodic SACS accreditation and ad hoc department committees for program accreditations). Committee members shall be appointed or elected by majority vote, as provided for by the committee structure, at the last spring departmental faculty meetings. Names of chairs and members of all committees shall be provided to the faculty by September 15 each year by the Faculty Chair. Ad hoc committee member names, responsibilities, and time limits shall be provided by the Dean to the faculty within two weeks following committee establishment. Minutes for each committee (excluding confidential or personnel issues) shall be made available electronically within 30 days following each committee meeting and a hard copy made available in the Dean's Office. An annual report for each committee must be submitted by May 15 to the Faculty Chair (for historical and file purposes). Except for the Chairs and Advisory Committees, all committees shall have two-year, rotating memberships. Members may serve consecutive terms. In emergency situations, the Chair of a committee is authorized to act for the committee. Emergency meetings may be called by request of the members of a committee or the Dean. The terms of the committees shall be August 1 through July 31 of each academic year.</p>
Standing Committees	Standing Committees
<p>Chairs Committee Undergraduate Academic Committee Graduate Academic Committee Promotion and Tenure Committee Grievance Committee Scholarships and Fellowships Committee Academic Honesty Committee</p>	<p>Chairs Committee Undergraduate Academic Committee Graduate Academic Committee Promotion and Tenure Committee Grievance Committee Scholarships and Fellowships Committee Academic Services Committee</p>

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Equipment and Facilities Committee Dean's Advisory Committee Advisory Committees (Centers and Programs)	Academic Honesty Committee Equipment, Facilities, and College Fees Advisory Committee Dean's Advisory Committee Advisory Committees (Centers and Programs)
Section VIII. Committee Composition and Functions	Section VIII. Committee Composition and Functions
<p>1. Chairs Committee</p> <p>Composition. The Chairs Committee shall be composed of the Dean, the Associate/Assistant Dean(s), the Department Chairpersons, and any others as designated by the Dean. The Dean shall serve as committee chair.</p> <p>Meetings. Meetings shall be held at least once a month, with distribution of an agenda at least 24 hours previous to each meeting. Additional meetings may be held on special occasions as called by the Dean or as requested by a member of the Committee.</p> <p>Duties. The Chairs Committee shall advise the Dean regarding matters of College policy, administration, academic programs, social activities, and such items as may be presented by other committees, departments, and faculty of the College. In addition, the Chairs Committee shall establish ad hoc committees as deemed necessary for those areas not covered by standing committees and which have limited responsibility and definite time limits.</p>	<p>Chairs Committee</p> <p>Composition. The Chairs Committee shall be composed of the Dean, the Associate/Assistant Dean(s), the Department Chairpersons, and any others as designated by the Dean. The Dean shall serve as committee chair. The Faculty Secretary shall take minutes and provide them to the faculty (except for personnel and confidential issues).</p> <p>Meetings. Meetings shall be held at least once a month, with distribution of an agenda at least 24 hours previous to each meeting. Additional meetings may be held on special occasions as called by the Dean or as requested by a member of the Committee.</p> <p>Duties. The Chairs Committee shall advise the Dean regarding matters of College policy, administration, academic programs, social activities, and such items as may be presented by other committees, departments, and faculty of the College. Individual chairs are responsible for recognizing leaders among their respective faculties and then making those names known to the Chairs committee. The Chairs committee shall recommend that leadership development opportunities be offered to potential administrators from among the faculty. In addition, the Chairs Committee shall establish ad hoc committees as deemed necessary for those areas not covered by standing committees and which have limited responsibility and definite time limits.</p>
<p>2. Undergraduate Academic Committee</p> <p>Composition. The Undergraduate Committee shall be composed of one representative elected from each department of the College, who shall be recommended for appointment by the Department, and an appointee of the Dean. The College representative to the University Undergraduate Council shall be a member of this committee.</p> <p>Meetings. Meetings shall be held during the first month of the fall and spring semesters and shall be called by the Chair. Departments shall turn in curriculum changes previous to the spring meeting for consideration by this committee in order to provide for implementation of these changes during the next year.</p> <p>Duties. The committee shall recommend to the Dean undergraduate courses, departmental curricula options, degree requirements, and other pertinent information normally included in the catalog. Recommendations on curricular matters shall normally originate in the departments or special committees. Such matters as core curriculum, continual review of general curricula for content, and development of interdisciplinary programs shall be studied by the committee. The Chair of the Undergraduate Committee and a department representative (when issues</p>	<p>Undergraduate Academic Committee</p> <p>Composition. The Undergraduate Academic Committee shall be composed of one representative elected from each department of the College, who shall be recommended for appointment by the Department, and a faculty appointee of the Dean. A member of the Academic Services Center staff may be a non-voting member of this committee. The College representative to the University Undergraduate Council shall be a member of this committee. The chair for this committee shall be elected by the committee members for the coming year at the last called committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.</p> <p>Meetings. Meetings shall be held during the first month of the fall and spring semesters and shall be called by the Chair. Departments shall submit curriculum changes prior to the spring meeting for consideration by this committee in order to provide for implementation of these changes during the next year.</p> <p>Duties. The committee shall recommend to the Dean undergraduate courses, departmental curricula options, degree requirements, and other pertinent information normally included in the catalog. Recommendations on curricular matters shall normally originate in the departments or special committees. Such matters as core curriculum, continual review of general curricula for content, and development of interdisciplinary programs shall be studied by the committee. The Chair of the</p>

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<p>relate to a specific department) shall present the College position(s) to the University Undergraduate Curriculum Committee. The Chair shall call all meetings of the College Undergraduate Curriculum Committee. The Committee shall monitor readmission activities as handled by the Associate/Assistant Dean's Office.</p>	<p>Undergraduate Academic Committee and a department representative (when issues relate to a specific department) shall present the College position(s) to the University Undergraduate Curriculum Committee. The Chair shall call all meetings of the College Undergraduate Academic Curriculum Committee. The Committee shall monitor readmission activities as handled by the Associate/Assistant Dean's Office.</p>
<p>3. Graduate Academic Committee</p> <p>Composition. The Graduate Committee shall be composed of one faculty member from each graduate degree granting department, who shall be recommended by each department. The members shall be tenured or tenure-track faculty. The Director of Graduate Studies shall be a member of this committee appointed by the Dean. The College representative to the University Graduate and Professional Studies Council shall be a member of this committee.</p> <p>Meetings. Meetings shall be held during the first month of the fall and spring semesters and shall be called by the Director of Graduate Studies. Departments shall turn in curriculum changes previous to the spring meeting for consideration by this committee in order to provide for implementation of these changes during the next year.</p> <p>Duties. The committee shall be responsible for the graduate studies programs in the College, including the admissions process, the development of new programs, addition or deletion of graduate courses, examination requirements for graduate students, and other pertinent information normally found in the graduate catalog. Recommendations on curricular matters shall normally originate in the departments or special committees. The Chair of the Graduate Academic Committee and a department representative (when issues relate to a specific department) shall present the College position(s) to the University Graduate and Professional Studies Committee.</p>	<p>Graduate Academic Committee</p> <p>Composition. The Graduate Committee shall be composed of one faculty member from each graduate degree granting department, who shall be recommended by each department. The members shall be tenured or tenure-track faculty. The Associate/Assistant Dean for Research shall be a member of this committee. The College representative to the University Graduate and Professional Studies Council shall be a member of this committee. The chair for this committee shall be elected by the committee members for the coming year at the last called committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.</p> <p>Meetings. Meetings shall be held during the first month of the fall and spring semesters and shall be called by the Chair. Departments shall submit curriculum changes prior to the spring meeting for consideration by this committee in order to provide for implementation of these changes during the next year.</p> <p>Duties. The committee shall be responsible for the graduate studies programs in the College, including the admissions process, the development of new programs, addition or deletion of graduate courses, examination requirements for graduate students, and other pertinent information normally found in the graduate catalog. Recommendations on curricular matters shall normally originate in the departments or special committees. The Chair of the Graduate Academic Committee and a department representative (when issues relate to a specific department) shall present the College position(s) to the University Graduate and Professional Studies Committee.</p>
<p>4. Promotion and Tenure Committee</p> <p>Composition. The Promotion and Tenure Committee shall be composed of one tenured faculty member (a full professor is preferable) from each department to be elected by their respective departments. The chair shall be elected by the committee members. Should a member resign before the individual's term expires, that member's department shall elect or appoint a replacement to finish out the term.</p> <p>Meetings. By the end of the spring semester the Committee shall disseminate guidelines and deadlines for the fall semester. These guidelines and deadlines shall be sent prior to the end of the spring semester.</p> <p>Duties. The Promotion and Tenure Committee shall be responsible for the evaluation of the files of candidates for retention, promotion, or tenure and make a formal, written recommendation to the Dean concerning the candidate. The committee shall also review faculty for third year review and other reviews as requested. Such reviews shall be submitted to the Dean each year based on the University timeline.</p>	<p>Promotion and Tenure Committee</p> <p>Composition. The Promotion and Tenure Committee shall be composed of one tenured faculty member (a full professor is preferable) from each department to be elected by their respective departments. Should a member resign before the individual's term expires, that member's department shall elect or appoint a replacement to finish out the term. The chair for this committee shall be elected by the committee members for the coming year at the last called committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.</p> <p>Meetings. By the end of the spring semester the Committee shall disseminate guidelines and deadlines for the fall semester. These guidelines and deadlines shall be sent prior to the end of the spring semester.</p> <p>Duties. The Promotion and Tenure Committee shall be responsible for the evaluation of the files of candidates for retention, promotion, or tenure and make a formal, written recommendation to the Dean concerning the candidate. The committee shall also review faculty for third year review and other reviews as requested. Such reviews shall be submitted to the Dean each year based on the University</p>

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<p>5. Grievance Committee</p> <p>Composition. The Grievance Committee shall be composed of five tenured faculty members: One elected by each of the four departments and one ad hoc member appointed by the Dean. These members shall be elected for three-year terms on a staggered basis. No Dean, Associate/Assistant Dean, departmental chairperson or person who has a 51% or greater release for administrative work is eligible to serve on the Grievance Committee. Elections shall be held each fall semester or when a vacancy occurs.</p> <p>Meetings. The Committee shall meet when a complaint has been submitted for its adjudication. Such meetings shall be held confidential and only such information may be released as is agreed upon by all parties to the proceedings. The Dean or Department Chairpersons, or a designee of the Dean, shall represent the Administration at these proceedings.</p> <p>Duties. The Grievance Committee shall be responsible for developing constructive and equitable solutions to problems presented to the Committee Chair by any member of the College. The committee shall hear and consider all faculty grievances pertaining to issues, complaints, and problems. The committee shall prepare a written report stating its recommendation(s) concerning each grievance which shall be presented to the principal parties involved. If the grievance is against the Dean, then the report shall be presented to the Associate Dean. Attachment 2 at the end of this document outlines procedures to be followed in undergraduate student grievances. Faculty shall follow University grievance procedures.</p> <p>Students with grievances may also present grievances to this committee following proper procedure. Students must first have contacted the Departmental Chair for their major, then the Dean before utilizing this committee. Students may also request that the Chair of the Student Council be a member of this committee to represent the student's interests on the committee. Graduate students shall follow University grievance procedures.</p> <p>Staff grievances may be presented to this committee following the proper procedure as designated by the University grievance procedures.</p>	<p>timeline.</p> <p>Grievance Committee</p> <p>Composition. The Grievance Committee shall be composed of five tenured faculty members: One elected by each of the three departments and one ad hoc member of the voting faculty appointed by the Dean. These members shall be elected for three-year terms on a staggered basis. No Dean, Associate/Assistant Dean, departmental chairperson, or person who has a 51% or greater release for administrative work is eligible to serve on the Grievance Committee. Elections shall be held each fall semester or when a vacancy occurs. The chair for this committee shall be elected by the committee members for the coming year at the last called committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.</p> <p>Meetings. The Committee shall meet when a complaint has been submitted for its adjudication. Such meetings shall be held confidential and only such information may be released as is agreed upon by all parties to the proceedings. The Dean or Department Chairpersons, or a designee of the Dean, shall represent the Administration at these proceedings.</p> <p>Duties. The Grievance Committee shall be responsible for developing constructive and equitable solutions to problems presented to the Committee Chair by any member of the College. The committee shall hear and consider all faculty grievances pertaining to issues, complaints, and problems. The committee shall prepare a written report stating its recommendation(s) concerning each grievance which shall be presented to the principal parties involved. If the grievance is against the Dean, then the report shall be presented to the Associate/Assistant Dean. Faculty shall follow University grievance procedures.</p> <p>Students with grievances may also present grievances to this committee following proper procedure. Appendix B at the end of this document outlines procedures to be followed in undergraduate student grievances. Students must first have contacted the Departmental Chair for their major, then the Dean, before utilizing this committee. Students may also request that the Chair of the Student Council be a member of this committee to represent the student's interests on the committee. Graduate students shall follow University grievance procedures.</p> <p>Staff grievances may be presented to this committee following the proper procedure as designated by the University grievance procedures.</p>
<p>6. Scholarships and Fellowships Committee</p> <p>Composition. The Scholarships and Fellowships Committee shall be composed of a Dean's representative and one faculty member appointed by each department. The voting members of this committee shall be the faculty members representing each academic department.</p> <p>Meetings. The Scholarships and Fellowships Committee shall meet during the first month of each semester to prepare announcements regarding the scholarships and fellowships</p>	<p>Scholarships and Fellowships Committee</p> <p>Composition. The Scholarships and Fellowships Committee shall be composed of a Dean's appointee and one faculty member appointed by each department. The voting members of this committee shall be the faculty members representing each academic department. The chair for this committee shall be elected by the committee members for the coming year at the last called committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.</p> <p>Meetings. The Scholarships and Fellowships Committee shall meet during the first month of each semester to prepare announcements regarding the scholarships and</p>

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<p>available to students. The Scholarships and Fellowships Committee shall examine submissions by students for scholarships and fellowships in time to provide funding to students for the upcoming semester.</p> <p>Duties. The Committee shall monitor available scholarships and fellowships and search for, evaluate, and make recommendations to the Dean on students who shall be awarded scholarships and fellowships. Announcements shall be widely distributed to allow all eligible students to become aware of opportunities. Individual scholarships with restrictions shall be coordinated with program faculty who are knowledgeable about the restrictions.</p>	<p>fellowships available to students. The Scholarships and Fellowships Committee shall examine submissions by students for scholarships and fellowships in time to provide funding to students for the upcoming semester.</p> <p>Duties. The Committee shall monitor available scholarships and fellowships and search for, evaluate, and make recommendations to the Dean on students who shall be awarded scholarships and fellowships. Announcements shall be widely distributed to allow all eligible students to become aware of opportunities. Individual scholarships with restrictions shall be coordinated with program faculty who are knowledgeable about the restrictions.</p>
	<p>Academic Services Committee</p> <p>Composition. The Academic Services Committee shall be composed of one voting faculty representative elected from each department of the College, who shall be recommended for appointment by the Department, and a voting faculty appointee of the Dean. A member of the Academic Services Center staff may be a non-voting member of this committee. The chair for this committee shall be elected by the committee members for the coming year at the last called committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.</p> <p>Meetings. Meetings shall be held during the first month of the fall and spring semesters, and as necessary, and shall be called by the Chair.</p> <p>Duties. The committee shall concern itself with student issues of an academic nature, including advising, registration, readmission, career planning, and graduation status.</p>
<p>7. Academic Honesty Committee</p> <p>Composition. The Dean shall appoint a hearing officer who shall chair the committee. For each case, the hearing officer shall select two faculty members from a list of eight (8) faculty. The faculty list shall include one member from each College department appointed by the department chairperson with the remaining members appointed by the Dean. In addition, the Dean (or a representative) shall develop a list of twelve students for use on hearing panels. The hearing officer shall select three (3) students for each panel. Thus, the voting committee for each case heard shall be the hearing officer, two faculty members, and three students.</p> <p>Meetings. The Academic Honesty Committee shall meet as required by circumstances.</p> <p>Duties. An Academic Honesty Panel derived from the Committee shall hear and render a written decision on all cases referred to the committee involving student infractions of academic honesty. The written decision shall be submitted to the Dean. Any conduct which a reasonable person would recognize as dishonest shall be considered by the committee.</p>	<p>Academic Honesty Committee</p> <p>Composition. The Dean shall appoint a hearing officer who shall chair the committee. For each case, the hearing officer shall select two faculty members from a list of eight (8) six (6) voting faculty. The faculty list shall include one member from the voting faculty of each College department appointed by the department chairperson with the remaining members appointed by the Dean. In addition, the Dean (or a representative) shall develop a list of twelve students for use on hearing panels. The hearing officer shall select three (3) students for each panel. Thus, the voting committee for each case heard shall be the hearing officer, two faculty members, and three students.</p> <p>Meetings. The Academic Honesty Committee shall meet as required by circumstances.</p> <p>Duties. An Academic Honesty Panel derived from the Committee shall hear and render a written decision on all cases referred to the committee involving student infractions of academic honesty. The written decision shall be submitted to the Dean. Any conduct which a reasonable person would recognize as dishonest shall be considered by the committee.</p>
<p>8. Equipment and Facilities Advisory Committee</p> <p>Composition. The Equipment and Facilities Advisory Committee shall be composed of one representative from the faculty of each department of the College who shall be</p>	<p>Equipment, Facilities, and College Fees Advisory Committee</p> <p>Composition. The Equipment, Facilities, and College Fees Advisory Committee shall be composed of one representative from the voting faculty of each department</p>

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<p>recommended for appointment by the department, the Coordinator of Computer Activities, two (2) students, and an appointee of the Dean.</p> <p>Meetings. Meetings shall be held at least once each fall and spring semester.</p> <p>Duties. The committee shall advise the college on purchases and use of computer hardware and software for computer laboratories, make recommendations for all expenditures from the Computer Usage Fee Fund or other College-wide fees, make recommendations on purchases of equipment, recommend staffing of computer facilities, and recommend facility repairs and improvements as well as provide for recommendations on elimination of unused inventory. Review long-range strategic plan for College equipment and facilities.</p>	<p>of the College who shall be recommended for appointment by the department, two (2) students, and an appointee of the Dean. The chair for this committee shall be elected by the committee members for the coming year at the last called committee meeting in the spring semester and the name reported to the Faculty Chair and Dean.</p> <p>Meetings. Meetings shall be held at least once each fall and spring semester.</p> <p>Duties. The committee shall advise the college on purchases and use of computer hardware and software for computer laboratories, make recommendations for all expenditures from the Computer Usage Fee Fund or other College-wide fees, make recommendations on purchases of equipment, recommend staffing of computer facilities, advise chairs and administrators on allocations of classroom, laboratories, and offices, and recommend facility repairs and improvements as well as provide for recommendations on elimination of unused inventory. Review of the long-range strategic plan for College equipment and facilities shall be another responsibility of this Committee.</p>
<p>9. Dean's Advisory Committee</p> <p>Composition. The Dean's Advisory Committee is composed of two members from each department and the Dean. The Faculty Officers shall represent their individual department(s) with no department having more than two members on the committee. The departmental members shall be appointed on a staggered basis (one member from each department shall be replaced each year) for two year terms. Appointments shall be by mutual agreement of the Dean, Department Chair, and Faculty Chair. The chair for this committee shall be the Faculty Chair.</p> <p>Meetings. Meetings shall be held at least once each month during the fall and spring semesters. Meetings may be held during the summer as needed.</p> <p>Duties. This committee shall be advisory to the Dean. The committee functions include providing guidance regarding Faculty Development Proposals and Sabbatical Leaves as well as other requests from the Dean for input. This committee shall meet regularly with the Dean, including summers, for discussion of matters of mutual interest; recommend policies to the faculty concerning the planning, establishment, alteration, or elimination of departments and programs; report to the faculty on the implementation and administration of policies adopted by the faculty; administer College Faculty Awards; and encourage and promote excellence in teaching, scholarly research and creative professional activities in the College.</p>	<p>Dean's Advisory Committee</p> <p>Composition. The Dean's Advisory Committee is composed of two members from each department and the Dean. The Faculty Officers shall represent their individual department(s) with no department having more than two members on the committee. The departmental members shall be appointed on a staggered basis (one member from each department shall be replaced each year) for two year terms. Appointments shall be by mutual agreement of the Dean, Department Chair, and Faculty Chair. The chair for this committee shall be the Faculty Chair.</p> <p>Meetings. Meetings shall be held at least once each month during the fall and spring semesters. Meetings may be held during the summer as needed.</p> <p>Duties. This committee shall be advisory to the Dean. The committee functions include providing guidance consistence with faculty appointment/title regarding Faculty Development Proposals, Leadership Development Proposals, Sabbatical Leaves, and faculty workload as well as other requests from the Dean for input. This committee shall meet regularly with the Dean, including summers, for discussion of matters of mutual interest; recommend policies to the faculty concerning the planning, establishment, alteration, or elimination of departments and programs; make recommendations for College and Departmental budgets; report to the faculty on the implementation and administration of policies adopted by the faculty; administer College Faculty Awards; and encourage and promote excellence in teaching, scholarly research and creative professional activities in the College.</p>
<p>10. Advisory Committees</p> <p>Composition. Each Center within the College shall have an advisory committee with representatives from the faculty and the community at large. The Directors of the Centers shall be ad hoc nonvoting members of their committees. Each department shall elect one representative on each advisory committee. Additional members may be chosen by the Center Directors based on the needs of the Centers. It is recommended that Department/Program Advisory Committees be established by each program chair to aid in</p>	<p>Advisory Committees</p> <p>Composition. Each Center within the College shall have an advisory committee with representatives from the voting faculty and the community at large. The Directors of the Centers shall be ad hoc nonvoting members of their committees. Each department shall elect one representative on each advisory committee. Additional members may be chosen by the Center Directors based on the needs of the Centers. It is recommended that Department/Program Advisory Committees be established by each program</p>

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<p>promoting, curriculum, community relations, fund raising, and other related program issues.</p> <p>Meetings. These Advisory Committees shall meet at least twice each year—once each Fall Semester and once each Spring semester. The meeting shall be announced on the network and an agenda provided at least two weeks prior to the meetings to all faculty members who may also attend the meetings.</p> <p>Duties. Advisory Committees shall advise on matters concerning the Centers or Program Areas including but not limited to curriculum, facilities, equipment, strategic plans and recruitment. If necessary, information from these committees shall be provided to the Undergraduate Committee and the Graduate Committee.</p>	<p>coordinator/manager to aid in promoting curriculum, community relations, fund raising, and other related program issues.</p> <p>Meetings. These Advisory Committees shall meet at least twice each year—once each Fall Semester and once each Spring semester. The meeting shall be announced on email/Internet and an agenda provided at least two weeks prior to the meetings to all faculty members who may also attend the meetings.</p> <p>Duties. Advisory Committees shall advise on matters concerning the Centers or Program Areas including but not limited to curriculum, facilities, equipment, strategic plans and recruitment. If necessary, information from these committees shall be provided to the Undergraduate Academic Committee and the Graduate Committee.</p>
<p>Section IX. Election of Representatives to University Councils and the Faculty Senate</p>	<p>Section IX. Election of Representatives to University Councils and the Faculty Senate</p>
<p>The Faculty Chair, with the assistance of the Faculty Secretary, shall conduct elections for representatives to University Councils and the Faculty Senate. The elections for representatives to University Councils shall take place in the spring semester for the following academic year; elections for representatives to the Faculty Senate shall take place in the fall semester for the following calendar year.</p>	<p>The Faculty Chair, with the assistance of the Faculty Secretary, shall conduct elections for representatives to University Councils and the Faculty Senate. The elections for representatives to University Councils shall take place in the spring semester for the following academic year; elections for representatives to the Faculty Senate shall take place in the fall semester for the following calendar year.</p>
<p>Section X. Functions of the Dean</p>	<p>Section X. Functions of the Dean</p>
<p>The Dean as the leader of the College shall have responsibility to:</p> <ol style="list-style-type: none"> 1. Provide dynamic leadership and direction for the College of Technology in curricula, programs, research, and budget management; 2. Administer the College's affairs in accordance with the policies of the College and the University; 3. Represent the College to the outside community and serve as liaison to the rest of the University; 4. Represent the College of Technology in its outreach to the local, as well as the national, community, and to its constituent public, in general; 5. Be committed to excellence in undergraduate and graduate education; 6. Exercise integrity and abide by strong professional ethics when making decisions; 7. Promote innovative methods of education; 8. Promote innovative methods of educational delivery; 9. Make recommendations to the Chair's Committee and College committees on all matters; 10. Appoint ad hoc committees to be concerned with matters not clearly the function of the Faculty Officers or of standing committees of the College; 11. Make information available to the College Faculty and its committees which is necessary and useful to them in carrying out their responsibilities; 12. Provide, after consultation with Departmental Chairpersons and other staff members responsible for expenditure of funds, a written review and discussion of the proposed annual College budget or budgets to the college faculty; and 13. Annually evaluate Associate/Assistant Deans, Department Chairs, Center Directors, and other administrators. 	<p>The Dean as the leader of the College shall have responsibility to:</p> <ol style="list-style-type: none"> 1. Provide dynamic leadership and direction for the College of Technology in curricula, programs, research, and budget management; 2. Administer the College's affairs in accordance with the policies of the College and the University; 3. Represent the College to the outside community and serve as liaison to the rest of the University; 4. Represent the College of Technology in its outreach to the local, national, and international community, as well as to its constituents; 5. Be committed to excellence in undergraduate and graduate education; 6. Exercise integrity and abide by strong professional ethics when making decisions; 7. Promote innovative methods of education; 8. Promote innovative methods of educational delivery; 9. Make recommendations to the Chair's Committee and College committees on all matters; 10. Appoint ad hoc committees to be concerned with matters not clearly the function of the Faculty Officers or of standing committees of the College; 11. Make information available to the College Faculty and its committees which is necessary and useful to them in carrying out their responsibilities; 12. Provide, after consultation with Departmental Chairpersons and other staff members responsible for expenditure of funds, a written review and discussion of the proposed annual College budget or budgets to the college faculty; and, 13. Annually evaluate Associate/Assistant Deans, Department Chairs, Center Directors, and other administrators.

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<p>Section XI. Functions of the Associate/Assistant Deans and Center Directors</p>	<p>Section XI. Functions of the Associate/Assistant Deans and Center Directors</p>
<p>In the absence or incapacity of the Dean, the Associate/Assistant Dean shall perform such duties of this office as may be required. In general, the Associate/Assistant Deans shall assist in carrying out the duties and responsibilities attached to the office of Dean.</p>	<p>In the absence or incapacity of the Dean, the Associate/Assistant Dean shall perform such duties of this office as may be required. In general, the Associate/Assistant Deans shall assist in carrying out the duties and responsibilities attached to the office of Dean. NOTE: which Dean should perform the duties if the Dean is incapacitated?</p>
<p>Section XII. Departmental Organization and Department Chairs</p>	<p>Section XII. Departmental Organization and Department Chairs</p>
<ol style="list-style-type: none"> 1. The departmental organization of the College of Technology shall be the joint responsibility of the Dean and the faculty. 2. The faculty of each department shall be responsible for the academic programs of the department. This includes responsibility for the courses and curricula, the academic standards, and the content of the courses in the department. 3. The department faculty shall hold at least two regular meetings each semester. 4. The Chairperson shall preside over departmental meetings but may optionally appoint a pro tempore chairman chair. In the absence of special rules adopted by the departmental faculties, meetings shall be conducted according to Robert's Rules of Order Newly Revised. 5. Minutes shall be kept of all meetings, copies of which shall be furnished to the departmental faculty no later than two weeks following the meeting. Minutes shall remain on file in the Office of the Dean and the appropriate Department where they shall be available for reference to the faculty. 6. The chair of each department shall be elected/selected with the approval of the Dean based on procedures in the departmental by-laws and serves at the pleasure of the Dean. 7. Departmental By-laws shall govern each department. If any of the procedures or policies of departmental by-laws conflict with the University policy or the University Faculty Handbook, the University policy governs. If any of the procedures or policies of departmental by-laws conflict with College policy or the College procedures, the College policy governs. 	<ol style="list-style-type: none"> 1. The departmental organization of the College of Technology shall be the joint responsibility of the Dean and the faculty. 2. The faculty of each department shall be responsible for the academic programs of the department. This includes responsibility for the courses and curricula, the academic standards, and the content of the courses in the department. 3. The department faculty shall hold at least two regular meetings each semester. 4. Minutes shall be kept of all meetings, copies of which shall be furnished to the departmental faculty no later than two weeks following the meeting. Minutes shall remain on file in the Office of the Dean and the appropriate Department where they shall be available for reference to the faculty. 5. Departmental By-laws shall govern each department. If any of the procedures or policies of departmental by-laws conflict with the University policy or the University Faculty Handbook, the University policy governs. If any of the procedures or policies of departmental by-laws conflict with College policy or the College procedures, the College policy governs. 6. The tenured/tenure track faculty shall be responsible for the academic programs of the department. This responsibility includes determining the courses and curriculum, setting of academic standards, and the content of each course in the department.
	<p>Section XIII. Department Chairs</p> <ol style="list-style-type: none"> 1. The Chairperson shall preside over departmental meetings but may optionally appoint a pro tempore chairman chair. In the absence of special rules adopted by the departmental faculties, meetings shall be conducted according to Robert's Rules of Order Newly Revised. 2. The chair of each department shall be elected/selected with the approval of the Dean based on procedures in the departmental by-laws and serves at the pleasure of the Dean. 3. Tasks of the chair of each department are delineated in the document entitled <i>Roles and Responsibilities of University of Houston Department Chairs</i> (Appendix C). <ol style="list-style-type: none"> a. In addition to the responsibilities delineated in the document above, COT chairs also are responsible for identifying faculty for leadership development opportunities

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	<p>3. Review of a Chair</p> <ul style="list-style-type: none"> a. Chairs will be reviewed on a regular basis. In the College of Technology, chairs will be reviewed bi-annually, during the spring semester, no later than May 15. b. When a chair decides not to continue in the position, no review takes place; c. The review will be conducted by a committee of voting faculty in each department; such findings will be first discussed with the Chair; d. After these discussions, the committee, or their elected representative, will provide a confidential report to the Dean. e. The Dean will share with the Chair positive reports on the Chair's leadership or concerns that have been expressed or ideas that are proposed for improvement; f. The dean may indicate specific actions a chair must take to retain a leadership position; g. The dean meets with the faculty, without the chair, to discuss the results of the evaluation;
Section XIII Attachments	Section XIV Attachments-Appendices
<ul style="list-style-type: none"> 1. Promotion, Tenure and Annual Review document 2. Academic Grievance Policy and Procedures (applies only to undergraduate students) 	<ul style="list-style-type: none"> 1. Appendix A: Promotion, Tenure and Annual Review document 2. Appendix B: Academic Grievance Policy and Procedures (applies only to undergraduate students) 3. Appendix C: Roles and Responsibilities of University of Houston Department chairs
XIV. Amendments	XV. Amendments
<p>These By-laws may be amended by two-thirds vote of the voting faculty provided that a copy of the proposed amendment, or amendments, is given to the faculty at least five days in advance of voting. Amendments may be proposed in writing by a committee, the Dean, or six signatory faculty members.</p> <p>Questions of interpretation of these By-laws shall be resolved by a two-thirds vote of the faculty.</p>	<p>These By-laws may be amended by two-thirds vote of the voting faculty provided that a copy of the proposed amendment, or amendments, is given to the faculty at least five days in advance of voting. Amendments may be proposed in writing by a committee, the Dean, or six signatory faculty members.</p> <p>Questions of interpretation of these By-laws shall be resolved by a two-thirds vote of the voting faculty.</p>
	XVI. Parliamentary Authority
	<p>Robert's Rules of Order, Newly Revised, will govern any provision not covered by the Bylaws of the College of Technology (see Section VII. Faculty Officers, Parliamentarian).</p>
<p>College of Technology University of Houston 9 January 1981</p> <p>Amended: 10 September 1990 Revised: 6 May 1988, 4 May 1999 and 4 May 2000</p>	<p>College of Technology University of Houston 9 January 1981</p> <p>Amended: 10 September 1990 Revised: 6 May 1988, 4 May 1999 and 4 May 2000</p>

Attachments to Bylaws

**Faculty Evaluation System
For
Promotion, Tenure and Annual Review
Revised, 1997**

Academic Grievance Policy and Procedures

COLLEGE OF TECHNOLOGY

FACULTY EVALUATION SYSTEM

for

PROMOTION, TENURE AND ANNUAL REVIEW

FALL, 1983

Revision Approved by Faculty in 1997

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INTRODUCTION

The general policy regarding faculty evaluation is composed of the policy of the University of Houston and that of the College of Technology. The University policy is presented in the Faculty Handbook under the University of Houston, Promotion and Tenure Guidelines. The College policy regarding promotion, tenure and merit review is established by this document.

The evaluation system defines the *basis* and *process* to be used for evaluation of faculty activity. Such evaluations may be used to make decisions regarding the promotion, tenure and merit increments awarded to a faculty member. The *basis of evaluation* is defined by the Faculty Evaluation Criteria given in Section I of this document and Evaluation Guidelines to these criteria given in Section II. The *process of evaluation* is specified by the Procedures and Timetable presented in Section III of this document.

In all cases, the stipulations of this policy are intended to supplement those of the University; they do not supersede or replace the University policy. The University policy regarding promotion, tenure, increments, and grievance is contained in the Faculty Handbook under "Academic Personnel Policies and Procedures." In addition, Promotion and Tenure Guidelines are published by the University to define the process of promotion and tenure. Each faculty member should be familiar with this information.

The University of Houston and the College of Technology recognize the following ranking definitions, designations and progressions toward promotion and tenure. More information can be found in the UH Faculty Handbook.

TENURE TRACK: A period of probation not to exceed seven (7) years during which time the faculty member must work to develop professional qualification leading to the awarding of tenure. A tenure-track faculty member applies for tenure no later than the sixth (6th) year which means that the application actually reflects activity over a five (5) year period. If tenure is denied in the sixth-year application then the seventh (7th) year will be the last year of employment. During the tenure-track period the faculty member is on a year-to-year contract for employment.

THIRD-YEAR REVIEW: As an aid to faculty on the tenure track the College of Technology performs an internal review of the faculty member's professional activity at this mid-point of the tenure track.

INSTRUCTOR: A seldom used entry level position into the tenure track. It is possible to be promoted to Assistant Professor without tenure from this position. The time in this rank may count toward the probationary period.

ASSISTANT PROFESSOR: The normal entry level position for a new faculty member into the tenure track. If coming from another college or university, it is possible that years at that institution will be counted in the tenure-track timeline. It is very rare that promotion and tenure will be considered in less time than the sixth-year application. In informal situations, a faculty member with an Assistant Professor appointment may be referred to as "professor."

ASSOCIATE PROFESSOR: The normal promotion with tenure progression from the Assistant Professor position. Experienced faculty may be hired directly in this position, with or without tenure. Direct appointment with tenure occurs only in those cases of individuals with strong evidence of professional qualification from previous employment. Appointment without tenure stipulates a maximum four (4) year probationary period. Thus, application would be made in the third (3rd) year reflecting professional activity for the previous two (2) years, plus that in previous employment. In informal situations, a faculty member with an Associate Professor appointment may be referred to as "professor."

PROFESSOR: The highest achievement level of faculty rank. Promotion to Professor has no time limit or probationary period. Direct appointment as a tenured full Professor is very rare and reserved for only those individuals with outstanding professional qualifications who have achieved significant and continuous accomplishments with publications recognized by peers. For promotion to full professor, the candidate should have a significant record of high quality scholarship with promise of continued development and national impact.

SECTION I
FACULTY EVALUATION CRITERIA

FACULTY EVALUATION CRITERIA

College of Technology
University of Houston

The purpose of this document is to present a summary of the criteria which will be used to evaluate the performance of the College of Technology faculty. The three major categories of evaluation criteria involve teaching, scholarship and service, and while it is expected that the candidate will be active in all three areas, teaching and scholarship are the most heavily weighted. These areas are expanded in several subcategories.

1. TEACHING

The College of Technology faces the challenge of preparing students of diverse backgrounds for specific positions in business and industry. This effort requires the faculty member to demonstrate an on-going and active participation in teaching and student-related activities. The following subcategories define this criterion.

1.1 Effective Teaching and Curriculum Development

Effective teaching requires an understanding of the objectives of the course assigned, an ability to communicate the material associated with these objectives, and effective evaluation of student performance in the context of the course objectives. Effective teachers employ traditional and innovative teaching techniques in lectures and laboratories. They participate in curriculum development requiring that the faculty member is astute to changing requirements of technology, resulting in curriculum revisions, course documentation, and the development of classroom and laboratory instructional materials. Faculty are expected to participate in the creation of new programs and development of new courses.

1.2 Student Welfare

Faculty in the College of Technology are expected to be accessible to the students outside of class and to be effective on a one-to-one basis. Faculty should participate in activities such as student advising, alumni relations, recruiting and facilitation of student organizations.

1.3 Professional Growth and Development

Effective technology faculty must always be open to expanding their knowledge in new areas. This expansion may be accomplished through pursuing further education, conducting or attending special courses or workshops in specific areas of technology, consulting or securing appropriate summer employment (within University guidelines) with business, educational, government, and industrial organizations that benefit college operations.

2. SCHOLARSHIP

A university faculty member must be a scholar and a teacher. Scholarship refers to those activities, apart from teaching, in which the faculty member engages in order to further his or her mastery of an academic discipline. For tenure, the candidate should demonstrate identification as a scholar, and there is full expectation of the candidates continued development and future contributions. For promotion to full professor, the candidate should have a record of high quality scholarship with promise of continued development and national impact. Demonstrations of scholarly activities can take many diverse forms but are typically represented by the following subcategories.

2.1 Research, Publication and Funding

As a scholar in a selected discipline a faculty member is expected to engage in activity leading to the advancement of knowledge in that discipline. The nature of the activity can take many forms, but in any case will demonstrate investigations leading to new discovery, new applications or enhanced knowledge. In accordance with the special mission of the College of Technology to provide education in the applications of modern and emerging technologies, scholarly activities may often consist of research into new, improved and enhanced methods of teaching.

The measure of achievement in scholarly activity is provided by written dissemination and acceptance of the results of such activity by peers in the discipline. Publication of the findings that result from research and other scholarly activity is the normal means for dissemination. Publication in refereed journals provides an indication of the acceptance of the work by peers, although other publications will be considered.

A faculty member is expected to pursue funding to support his or her scholarly activity. Such support can provide summer salary, allow release time during the regular academic year, fund conference attendance and pay for student assistants, equipment and supplies.

2.2 Scholarly Interaction

To be recognized for scholarly activity means that the faculty member should provide evidence of recognition of his or her mastery of the discipline by peers. This kind of recognition can take on many forms but often can be indicated by presentation of papers at local, national or international conferences. In addition, membership and service as an officer or in other capacities in professional societies is a measure of interaction. Other measures of interaction may include collaboration with industry and/or other universities or colleges.

3. SERVICE

Service can be defined as "contributions to the welfare of others." It is important that the faculty member engage in service activities in the following areas to demonstrate satisfaction of this criterion.

3.1 Service to the University

A university's faculty shares authority and responsibility with the administration for the academic governance of the institution. Therefore, a faculty member is expected to participate willingly and effectively on department, college and university committees, which are the primary vehicle for exercising these rights and responsibilities. Faculty may also provide service by accepting and executing appropriate administrative assignments when called upon to do so.

3.2 Service to Professional Organizations and Community

Technology faculty members are expected to be active in professional organizations, particularly those which help to define and develop the discipline in which they teach.

It is important that an urban university have an outreach into the host community. Faculty, as representatives of the University, are expected to establish appropriate relationships to make the University an integral part of the community. This may include service to government agencies, business and industrial concerns, other educational institutions and charitable organizations.

SECTION II

EVALUATION GUIDELINES

EVALUATION GUIDELINES

The Faculty Evaluation guidelines that follow expand upon the subcategories of the Faculty Evaluation Criteria of Section I. These guidelines provide *examples* of activities which *may* be used to demonstrate proficiency in the evaluation areas. They have been developed to assist faculty members in identifying the type of activities that may be used to demonstrate their performance in a Criteria subcategory. Likewise, they are intended to assist administrative evaluators in determining appropriate activities for their faculty members.

It is important for both faculty and evaluator to remember the following considerations in applying the guidelines and the Criteria.

- The examples of activities given here are not to be taken as necessary or sufficient activities in the criteria areas. They are presented as thought-provoking ideas about typical types of activity to support faculty performance in the Criteria areas.
- It is the responsibility of the faculty member to provide documented evidence supporting his or her performance in the areas.

Evaluation of faculty performance is facilitated by use of the Evaluation Summary form in Appendix A. This form is used by evaluators to rate the performance of the faculty member in each of the subcategories of the faculty evaluation criteria. The following interpretations are presented to provide some focus on the activity associated with each level of performance on the form.

EXEMPLARY: The highest achievement rating for a given year in a category. Must be strongly supported by documentation showing performance of the highest caliber, far exceeding that expected of normal faculty activity in the category.

EXCEEDS EXPECTATION: Documentation presented by the faculty member must demonstrate superior activity in the category for which this rating was awarded. The documentation must show that the faculty member exhibited a performance exceeding that expected of satisfactory activity.

MEETS EXPECTATION: This is the normal rating for a faculty member in a category for the year. The documentation demonstrates some suitable activity in the category. Awarding of this rating indicates that the activity of the faculty in this category was acceptable and at a level expected for a member of the faculty.

NEEDS IMPROVEMENT: Assignment of this rating indicates that performance of the faculty member in this category was insufficient over the past year. This may be an indication that the activity was of insufficient quantity or quality but that in any event the faculty member should endeavor to improve activity in the category.

POOR: This rating is an indication that the faculty member demonstrated no activity or activity at a far inferior level in the category during the past year. It would be expected that the faculty member would take immediate steps to improve performance in the category.

Candidates will be evaluated in the categories of teaching, scholarship and service

1. TEACHING

According to the Evaluation Criteria for the College of Technology, evaluation is based on activities supporting: (1) effective teaching and curriculum development, (2) student welfare, (3) professional growth and development.

1.1 Suggested (but not inclusive) means of demonstrating effective teaching and curriculum development are the following:

- 1.1.1 Student satisfaction as reported by the Course and Student Evaluation Instrument (see Appendix B).
- 1.1.2 Effective classroom presentations or activities as demonstrated by innovative teaching methods, unique utilization of materials, lectures, laboratories, and/or special presentations.
- 1.1.3 Enhanced student learning demonstrated by evaluation of class performance.
- 1.1.4 Employment of the latest information regarding technological advances demonstrated through documented classroom presentations.
- 1.1.5 Effective class structures demonstrated through careful course sequencing, presentation of clear course objectives, and effective evaluation of student performance.
- 1.1.6 Effective curriculum development including program course and or laboratory revisions, course coordination, and preparation of special classroom materials or laboratory manuals.
- 1.1.7 Recognition of effective teaching in the form of teaching awards.
- 1.1.8 Participation in the development of interdisciplinary activities and/or courses.

1.2 Activity in student welfare promotes an environment that is supportive of learning. Suggested means of demonstrating student welfare include:

- 1.2.1 Student advising regarding course selection, career opportunities, degree plan formulation, etc.
- 1.2.2 Participation in advising related activities such as registration, new students orientation, etc.
- 1.2.3 Participation in graduate advising and service on graduate thesis committees.

1. TEACHING (Cont.)

1.2.4 Interaction with students regarding college activities and policies.

1.2.5 Support of student organizations through activities and policies.

1.3 Professional growth and development enhances teaching by developing faculty who are not only knowledgeable in their subject but are aware of effective educational processes. This development could be demonstrated through the following items:

1.3.1 Participation in conferences, seminars related to educational improvement or academic development.

1.3.2 Enrollment in professional course and/or degree programs.

1.3.3 Consulting in discipline-related areas.

1.3.4 Related summer employment.

1.3.5 Teaching continuing education, adult education or other special classes.

2.0 SCHOLARSHIP

According to the Evaluation Criteria of the College of Technology, evidence of scholarship is based upon activity in three areas: (1) Research and Publications, (2) Research Funding, and (3) Scholarly Interaction.

2.1 Research and publications refer to the following type of activities. The priority and weight of the activity depend on the candidate's discipline.

2.1.1 Papers written and accepted by peer refereed journals.

2.1.2 Evidence that the faculty member has engaged in the development of innovative and original methods for teaching his or her discipline, using the classroom as a laboratory to test and evaluate the results.

2.1.3 Evidence that the faculty member has engaged in applied research and/or applications scholarship such as technology transfer, jointly sponsored industrial projects, and grants.

2.1.4 Papers written and accepted by trade and professional journals as appropriate to the discipline.

2.1.5 Reports, articles and professional communications written for restricted distribution, including distribution in refereed conference proceedings.

2.1.6 Books, chapters, development and dissemination of software and other forms of scholarly writing.

2.1.7 Publications of the results of scholarly studies into new teaching methodology.

2.1.8 Supervision of undergraduate and graduate research and theses.

2.1.9 Editorial or review activity, such as service as an editor or referee for a scholarly journal.

2.1.10 Patents and copyrights obtained while in the College on a full-time faculty appointment.

2.2 The pursuit of research funding is indicated by the following:

2.2.1 Grants awarded.

2.2.2 Proposals written and submitted to funding agencies.

2.2.3 Other funding sources pursued such as industrial grants.

2.0 SCHOLARSHIP (Cont.)

2.3 Scholarly interaction can be indicated by the following:

2.3.1 Invited papers presented at professional conferences.

2.3.2 Contributed papers presented at professional conferences.

2.3.3 Conference activities such as organizer, reviewer, moderator, committee membership, etc.

2.3.4 Recognition and awards for professional scholarly activity.

2.3.5 Exhibition of creative works developed while in faculty appointment, e.g. juried and/or invited competitions and exhibitions of art, illustrations, and graphics in the candidate's field.

3. SERVICE

According to the Evaluation Criteria for the College of Technology, evaluation of service is based on service to 1) the university, and 2) professional organizations and the community.

3.1 Service to the University is demonstrated through participation and leadership in the following areas:

3.1.1 Department committee service/leadership.

3.1.2 College committee service/leadership.

3.1.3 University committee service/leadership.

3.1.4 Indications of administrative duties in the College and/or University.

3.1.5 Participation in University activities such as special events, recruitment of faculty or students, etc.

3.1.6 Serving as a mentor for other faculty.

3.2 Service to Professional Organizations and the Community contribute to the development of the disciplines and the recognition of the College and University. Such service can be demonstrated through:

3.2.1 Membership in professional organizations.

3.2.2 Offices held in professional organizations.

3.2.3 Sponsorship of meetings; participation in conducting professional meetings.

3.2.4 Membership on local, state or national committees.

3.2.5 Participation in community activities in the name of the University.

3.2.6 Representation of the University at community events.

3.2.7 Representation of the University on industry and/or school boards including advisory committees.

SECTION III
THE EVALUATION PROCESS

1. FACULTY ACTIVITY REPORT

The form in Appendix A presents the title page, table of contents, and organizational structure of the Faculty Activity Report.

It is via this report that faculty provide written documentation of their activities. The report must describe, summarize, and reference activities for the review period using the Evaluation Guidelines in Section II of this document. It is not necessary to provide copies of actual work within the Faculty Activity Report; however, the work should be organized and available upon request.

2. PROCEDURES AND TIMETABLE FOR PROMOTION/TENURE REVIEW

The following timetable presents the order of activities necessary to support the University requirements for participation in the promotion and tenure process. The faculty member will be notified of the results of each evaluation step as it is performed. The faculty may withdraw the request for promotion review at any time.

In preparing the promotion documents, the faculty member should use a format that is consistent with University guidelines.

By April 30

The faculty member must write a memo requesting an appointment with the department chairperson, expressing his or her intent to seek promotion and/or tenure.

May-August

- 2.1 The faculty member shall prepare documents for the promotion and/or tenure process. These documents must conform to the University requirements.
- 2.2 The chairperson shall formally request and obtain at least three external letters of recommendation for the faculty member.

September 10

- 2.3 The candidate submits his/her completed dossier to the department chairperson.
- 2.4 The chairperson forms and charges a department evaluation committee.
- 2.5 The dean forms the College Promotion/Tenure Evaluation Committee per College By-laws.

October 1

The department evaluation committee completes its evaluation of the candidate's activities and presents its findings to the department chairperson. Negative committee recommendations on promotion and tenure shall be conveyed by the department chair to the candidate prior to submitting them to the dean.

October 10

The chair makes a recommendation regarding the candidate's promotion/tenure. The candidate is informed of a negative recommendation before this recommendation is submitted to the dean.

October 15

The department chair submits his/her recommendation to the dean.

October 20

The dean forwards all promotion/tenure documents to the College Promotion and Tenure Committee.

November 15

The College Promotion and Tenure Committee completes and transmits their recommendations on all candidates to the dean.

December 1

The dean informs each candidate of the College decision regarding the promotion/tenure request prior to submitting the documents to the Provost's Office, with the dean's recommendation.

3. PROCEDURE AND TIMETABLE FOR THIRD-YEAR REVIEW

The Third-Year Review applies to faculty who begin employment at the University with fewer than two credited years on the tenure track. The purpose of the Third-Year Review is to assist in the academic development of faculty on the tenure track and to determine the faculty member's potential for receiving tenure within the next three years. As a result of this review, the faculty member will be given direct feedback regarding (1) his/her performance in the areas of teaching, scholarship and service, and (2) a decision as to the merits of continued association with the College. If it is apparent that there is little potential for tenure within three years, the faculty member may be recommended for a one-year terminal contract.

April

The department chair notifies the faculty members that they are to collect materials for the Third-Year Review process. These materials should include: (1) a composite Faculty Activity Report, (2) a current vita, and (3) any other documents supporting their activities in teaching, service and scholarship.

College of Technology Faculty Evaluation System

May-August

The faculty member compiles materials as described in item (2.1).

September 10

The faculty member submits Third-Year Review materials to the department chair. The review process will include the College Promotion and Tenure Committee.

October 15

The department chair and appropriate faculty bodies evaluate the materials and prepare a formal report and meet with the dean to discuss: (1) perceptions and recommendations regarding the candidate's potential for tenure, and (2) suggestions and/or feedback to be presented to the faculty member. As a result of this evaluation and discussion, it will be specified that (a) the candidate is making satisfactory progress toward tenure, (b) the candidate has some specific weaknesses that must be addressed if the candidate is expected to receive tenure at the end of his/her sixth year or (c) the candidate has demonstrated no potential for tenure and should be recommended for a final year terminal contract.

December 1

The department chair discusses the outcome of the Third-Year Review with the faculty member.

3.1 If the recommendation is positive, the Third-Year Review process is concluded with the dean and chair/candidate interview.

3.2 If the dean/chair recommendation is negative, a terminal contract will be recommended and the materials will be submitted to the Provost's office by December 20.

A formal report of the results of the Third-Year Review will be prepared by the dean and given to the department chair and the candidate. A copy of this report is to be retained in the faculty member's permanent file.

4. PROCEDURE AND TIMETABLE FOR ANNUAL FACULTY REVIEW

May-September

The departmental faculty member shall determine with the department chair the faculty member's plan for the forthcoming annual review, whether it will be used for merit increment or it will be used as part of the faculty member's history.

February 15

The faculty member submits the Faculty Activity Report for the previous calendar year (spring, summer and fall semesters). The report will be used to evaluate the faculty member for any merit increment for that year. Furthermore, the report will be filed as academic history of the faculty member.

March 15

The department chair will prepare an evaluation summary for each faculty member (as shown in Appendix A) and submit it to the dean.

March 31

The dean will review department chair evaluations to determine the final recommendations. The recommendations will then be transmitted to the department chair to be discussed with each faculty member.

April 30

The department chair will report to faculty members on their strengths and weaknesses; the chair will note those areas that need attention. The faculty member has the right to include comments on the form. The chair and faculty member will sign and date the form.

5. PROCEDURES FOR STUDENT EVALUATION OF TEACHING

Student evaluations of faculty provide one source of information regarding teaching effectiveness. They do not provide complete evidence of effective teaching. Thus, it is the responsibility of the faculty member to compile other indicators of teaching effectiveness. Some of the items that can be used in this regard appear in Section II of this document. Course/Instructor (C/I) evaluations will be conducted at least once during a given academic year using the form in Appendix B in accordance with the following procedures.

1. The Associate Dean will initiate the C/I evaluation process in a timely manner.
2. A designee of the Associate Dean will compile an evaluation packet for each class offering. The packet will consist of (1) sufficient copies of the C/I Evaluation Instrument [see Appendix B], (2) mark-sense answer forms, and (3) instructions for instrument administration. These packets will be distributed to the appropriate department.
3. C/I evaluations will be administered during a three-week period that begins at least 8 weeks into a 15-week semester. Each faculty member will choose the specific day on which the evaluation will be conducted.
4. During the chosen evaluation period, the faculty member will pick up the evaluation packets from the departmental office.
5. The evaluation materials will be administered to the class by a student. To encourage students to take their time writing comments and responding to the items, the evaluations should be administered during the class period. Instructors will not be present during the evaluation and should allow 15-20 minutes to complete the instrument. Completed instruments and answer sheets should be returned to the departmental office by the student administering the evaluation.
6. The forms will be scored by campus testing services.
7. Results of Parts I through III of the evaluation instrument will be returned to the faculty member no later than two weeks into the Spring semester for Fall evaluations, no later than two weeks into the first Summer semester for Spring evaluations, and no later than two weeks into the Fall semester for Summer evaluations. Copies of the results of Parts I through III of the evaluation instrument will also be retained by the Department Chair. Part III results will be used for purposes of curriculum development only, not for purposes of merit review. A copy of the evaluation results will be kept on record in the Dean's office.
8. Upon completion of the evaluation process, the answer forms (without reference to individual faculty members) will be used by the Associate Dean to establish College norms for Part II.
9. Supplementary questions may be added to the standard form at the discretion of the department and/or faculty member.

APPENDIX A

**FACULTY ACTIVITY REPORT AND
ANNUAL EVALUATION SUMMARY**

College of Technology Faculty Evaluation System

College of Technology
University of Houston

COVER PAGE

ANNUAL FACULTY ACTIVITY REPORT

Year : (January 1 to December 31)

Name : _____ Rank : _____

Department : _____ Time in Rank: _____

Year Joined the University of Houston : _____

The following pages present evidence of my professional activity over the past year in the following areas:

1. Teaching
 - 1.1 Effective Teaching & Curriculum Development
 - 1.2 Student Welfare
 - 1.3 Professional Growth and Development
2. Scholarship
 - 2.1 Research, Publications & Funding
 - 2.2 Scholarly Interaction
3. Service
 - 3.1 Service to the University
 - 3.2 Service to Professional Organizations & the Community

College of Technology Faculty Evaluation System

College of Technology
University of Houston

FACULTY EVALUATION SUMMARY

EVALUATION PERIOD: January 1st to December 31, 199_

FACULTY NAME : _____

DEPARTMENT : _____

	PR.	N.I.	M.E.	E.E.	EXM.
TEACHING					
1.1 EFFECTIVE TEACHING & CURRICULUM DEVELOP.					
1.2 STUDENT WELFARE					
1.3 PROFESSIONAL GROWTH AND DEVELOPMENT					
SCHOLARSHIP					
2.1 RESEARCH, PUBLICATIONS & FUNDING					
2.2 SCHOLARLY INTERACTION					
SERVICE					
3.1 SERVICE TO THE UNIVERSITY					
3.2 SERVICE TO PROFESSIONAL ORGANIZATIONS & THE COMMUNITY					

PR. = POOR; N.I. = NEEDS IMPROVEMENT; M.E. = MEETS EXPECTATION;
E.E. = EXCEEDS EXPECTATION; EXM. = EXEMPLARY.

COMMENTS

Signatures & Date

APPENDIX B
TEACHING EVALUATION INSTRUMENT

Course # _____

Section # _____

COURSE AND TEACHER EVALUATION INSTRUMENT

PURPOSE

The purpose of this brief questionnaire is to determine the extent to which the instructor has conducted a well-organized course consistent with the goals of the student's degree plan. The evaluation will be used by the department and the College to assist in evaluating the instructor, and by the instructor to assist in development of the course. Your responses will be kept completely confidential. Summaries of these questionnaires are returned to the instructor only after the course is over and grades have been turned in.

PART I COMMENTS

The questions in Parts II and III may not cover a basic strong point or weak point of the course which you might want to relate. Thus, you are encouraged to write comments related to the course. If you need more space, use the back of this sheet or a blank sheet of paper. It would be especially helpful if you would answer (a) and (b).

a) What have you liked most about the course?

b) What have you liked least about the course?

c) Other comments.

COURSE AND TEACHER EVALUATION INSTRUMENT: PARTS II AND III

For Part II, indicate your response to each item by marking the appropriate blank on the answer sheet (please note the item numbers and respond in the correct place).
Use the following scale.

- 5 Strongly Agree
- 4 Agree
- 3 Neither Agree nor Disagree
- 2 Disagree
- 1 Strongly Disagree

PART II INSTRUCTOR EVALUATION

- 1. The instructor presents material in an understandable way.
- 2. The instructor welcomes student questions.
- 3. The instructor is available to help students outside of class.
- 4. Grading is fair.
- 5. The instruction is well organized.
- 6. This instructor is very effective.

For Part III, indicate your response to each item by marking the appropriate blank on the answer sheet (please note the item numbers and respond in the correct place).
Use the following scale.

- 5 Strongly Agree
- 4 Agree
- 3 Neither Agree nor Disagree
- 2 Disagree
- 1 Strongly Disagree

PART III COURSE EVALUATION

- 7. I had a desire to take this course.
- 8. The texts used in this course were useful.
- 9. This course contributed to my professional growth and development.
- 10. This course met my expectations.
- 11. This course was relevant.
- 12. I would recommend this course to others.
- 13. This was an excellent course.

COLLEGE OF TECHNOLOGY ACADEMIC GRIEVANCE POLICY AND PROCEDURES

POLICY

Note: These procedures apply only to undergraduate students.

The College of Technology is committed to resolving legitimate grievances concerning violation of University, College, and/or Department academic policies or procedures in a fair and orderly manner. As a result of this commitment, the College has established procedures for resolving these grievances.

A grievance results from actions taken against a student by a member of the faculty, whether full-time or part-time, staff, or administration that violates a University, College, and/or Department policy.

No person shall be subjected to retaliation for having utilized or having assisted others in the utilization of the grievance process. A grade or an evaluation is not the basis for a justifiable grievance unless violation of explicit University, College, and/or Department policy can be shown to have affected the grade or evaluation.

The grievance process is initiated by discussing the matter with the party involved. If the grievance is not resolved, the process continues by discussing the matter with the Department Chair. (If the grievance directly involves a Department Chair, the student shall initiate the grievance process with the academic Associate Dean).

If discussions do not resolve the grievance, a written grievance shall be initiated by submitting a written complaint to the Department Chair involved or to the academic Associate Dean if the Department Chair is a party to the grievance.

The student who is unsatisfied with the grievance resolution at the departmental level shall file an appeal with the Office of the Dean and request a hearing before the College Grievance Committee.

PROCEDURES FOR A WRITTEN ACADEMIC GRIEVANCE

Step 1. Beginning Procedures

Undergraduates who believe they have a legitimate grievance shall begin discussions with the involved parties within five (5) working days after the event takes place. The student shall then discuss the grievance with the Department Chair within five (5) working days after discussion with the involved parties. If the case involves the Department Chair, the student shall discuss the grievance with the academic Associate Dean.

Step 2. Procedures at the Department Level

If prior discussions do not resolve the grievance, the undergraduate student shall submit a written complaint, within five (5) working days after the first discussion with the Department Chair or Associate Dean, to the Department Chair involved or the academic Associate Dean of the College if

the Department Chair is the focus of the grievance. The written complaint shall include the following information and have appropriate documentation attached.

- a. Student's full name as shown on University records.
- b. Student's mailing address and home and work telephone numbers.
- c. Student's social security number.
- d. Student's classification and major.
- e. Statement of the basis for the grievance.
- f. Outline of the steps taken to resolve the grievance to date.
- g. Remedy being requested.
- h. Basis of disagreement with previous decisions.

Upon receipt of the written grievance, the Department Chair or the designated Department official shall initiate the Department's procedures for considering an academic grievance. Written copies of the Department undergraduate procedures shall be available in the office of the Department Chair.

At the conclusion of the Department procedures, the Department Chair or academic Associate Dean shall render a decision and notify all parties of it in writing.

Step 3. Procedures at the College Level

The student or faculty member who does not concur with the decision of the Department shall file a written grievance with the College within ten (10) working days of receipt of the written decision. The College Department Chair should notify the parties that a grievance has been filed within five (5) working days of receipt of grievance.

The academic Associate Dean or designated college official, upon examination of written material from the Department, including, but not limited to statements from all parties and the Department Chair, shall take one of the following actions and notify all parties of the action in writing.

- a. Concur with decision of the Department.
- b. Concur with the request of the student.
- c. Concur with the request of the faculty member.
- d. Make an independent decision.

Step 4. Consideration by College Grievance Committee

If the student, faculty member, or Department does not concur with the written decision of the designated college official, the individual or party shall, within ten (10) working days of receiving the decision, request that the grievance be referred to the College Grievance Committee for consideration.

All parties involved in the grievance shall view the official file and add any additional information. If information is added, all involved parties shall be shown the information before the hearing. The College Grievance Committee shall be convened to discuss the grievance. Each of the members of the Committee may individually or in a group review the material submitted. The College Grievance Committee shall take one of the following actions after a group meeting and review of the materials. All parties should be informed in writing of the decision of the Committee.

- a. Grant the undergraduate student's request.
- b. Grant the faculty member's request.
- c. Uphold the Department's decision.
- d. Schedule an administrative, non-adversarial hearing.

Step 5. College Hearing Procedure

A chair selected by members of the College Grievance Committee shall chair the meeting, a secretary selected by the committee shall take notes and assist in writing the committee report, and the chair shall conduct the hearing according to the following guidelines:

- a. Attendance at the hearing shall be limited to the Committee members, the involved parties, and their respective representatives and witnesses. Witnesses shall be present only during their own testimony. No legal representation shall be present at the meeting since this is not an adversarial hearing.
- b. Testimony of parties and their witnesses shall be mechanically taped; however, *no* tapes of any deliberations shall be made while the Committee is meeting. Any recordings shall be destroyed following final review by the Dean.
- c. Each party, beginning with the party who filed the appeal, shall make an oral presentation of their position and present any relevant evidence. Each party may call witnesses and present relevant evidence at this time.
- d. The role of the chair is to moderate any questions or comments asked by members of the Committee. Each member of the Committee shall have the right to question all involved parties and their witnesses and to examine any relevant evidence presented.
- e. Each party shall have the opportunity for rebuttal, at which time additional evidence may be introduced to refute points made by the other parties.
- f. Each party is entitled to make a brief summary statement.
- g. Immediately following the hearing, the Committee shall meet in closed session to determine its recommendation. These recommendations shall be in writing and shall include the Committee's findings of facts regarding the grievance including, if relevant, the University, College, and/or Department policy or procedure violated.

The Dean shall inform all parties, in writing, of the decision as soon as possible after the receipt of the Committee's recommendation. The Dean's decision shall be the final action at the College level.

Step 6. University Hearing Procedure

Any or all of the involved parties who do not find the Dean's decision to be satisfactory may contact the Office of the Executive Senior Vice President and Provost for information regarding further grievance procedures.



[return to faculty resource list](#)

(May 7, 2002)

Roles and Responsibilities of University of Houston Department Chairs

The Academic leadership in a university begins with the Board of Regents and extends through all administrative levels. Individuals who play a key role in daily promoting policies and leading the well functioning of academic life are department chairs. Ordinarily, these are the individuals who work closest with their faculties to improve the quality of graduate and undergraduate education and research. Chairs may propose new majors and graduate degrees. They assign teaching and other functions to the faculty. They work closely with their deans to shape academic visions and serve as the key link between deans and departments.

In an environment of shared governance, the chair has the responsibility to consult with faculty on the initiatives in the department and attempt to develop a majority position, if not consensus, on them. In the following pages, it is assumed the chair consistently consults with faculty in performing the many responsibilities of the chair position. At the same time, even in shared governance, there are prerogatives of academic administrators and chairs who are responsible for communicating academic policies and decisions to their faculties. There are numerous examples. The president normally determines what portion of the university budget can be committed to faculty salary increases. Although the faculty grievance process consists of several levels of faculty committees, the provost represents the last decision maker. When space is allocated to a college, it is the dean who determines how that space will be assigned.

The purpose of this document is not to suggest there is a significant need for change in the role of chair. Rather, it is to clarify that chairs' responsibilities and expectations have evolved as universities have become more complex, much less dependent on state funding and more aware of public expectations. The majority of departments already operate within the model that follows. Those departments that do not will need to make adjustments. In particular, no college by-laws can be inconsistent with this document. If department by-laws are not consistent with this description, they are inconsistent with college by-laws and will require change.

Chair Responsibilities:

The chair is both the chief academic and chief executive officer of a university unit and, as such, reports to the dean who is the chief academic and executive officer of the college. The position is an eleven-month appointment and appropriate compensation for this commitment should be determined by the Dean at the time of appointment. A chair should have the stature to represent the academic ideals and aspirations of the department as well as the ability to perform its executive functions, including budget and resource allocations. The ideal chair stimulates the department

by generating ideas and initiatives. Faculty members deserve a chair they are pleased to have represent them at college and university meetings as well as national meetings of chairs and scholars. The chair position involves a myriad of responsibilities and challenges.

The chair, after consultation with the faculty and according to the department by-laws, recommends to the dean all faculty personnel actions including appointments, promotion, tenure, dismissal, salary increments, and post tenure review. The chair organizes faculty searches. The chair oversees the departmental promotion and tenure process. In addition to forwarding the faculty's recommendations, the chair submits an independent evaluation of each candidate. The chair also promotes faculty development by mentoring or providing mentors to assist new as well as continuing faculty. The chair should be the first person consulted by faculty and students on matters of academic honesty. These matters will be handled in accordance with University procedures.

The chair provides academic leadership and vision for the department in order to enhance its quality and reputation. Planning should occur with faculty in an environment in which the chair demonstrates an ability to listen, organize and stimulate discussion. These discussions, at times, may lead the chair to negotiate with other chairs to develop interdisciplinary initiatives or collaborations.

At times, vigorous discussions in departments can escalate into uncomfortable dissensions. It is imperative chairs attempt to resolve such disagreements in a collegial and evenhanded manner. In all situations, it is expected chairs treat all departmental personnel with fairness and dignity.

The chair is responsible for the department's relationship with and service to students. This occurs through participation in the design and implementation of undergraduate and graduate programs. The chair has the prerogative to assign major responsibilities for these initiatives to other members of the department. The chair also is responsible for making teaching assignments in ways that will fulfill the department's responsibility to provide adequate access to courses in the major, service offerings, and distance education, as appropriate.

It is the responsibility of the chair to meet at least annually with individual faculty to discuss each person's performance. This includes a discussion of the individual's expected teaching, research and service initiatives for the past and coming years and whatever salary increases (if an increase is available) a person will receive. If the faculty member is an exceptional performer, the chair may wish to examine how special rewards can be given (e.g., nomination for an endowed professorship, request for an equity salary increase, etc.). If the faculty member is not performing well, it is the responsibility of the chair to inform that individual and to advise and assist the person to improve his or her performance.

The chair serves as an advocate to the dean for departmental needs and priorities. The chair is responsible for and oversees the financial affairs of the department, submits the annual plan and budget request to the dean, and administers the approved budget as a reflection of the department's priorities. In addition, the chair oversees the department's assessment process.

Additional duties of the chair include:

Within the larger college and university context, the chair enhances the resources of the department through grant writing and fund-raising initiatives in both the public and private sector.

The chair maintains sound relations with important educational community constituencies, including the relevant business or professional community, parallel academic departments at other educational institutions, departmental alumni, and the general public.

The chair oversees routine departmental matters including but not limited to scheduling classes, admitting students, allocating space, supervising departmental staff, managing internal and external communication, and conducting department meetings.

Selecting a Chair

The dean, in consultation with the departmental faculty and in accordance with college by laws will decide when a search for a chair will be initiated and whether the search will be an external one or restricted to current UH faculty members.

The search will be governed by the following conditions. The process of recommending a chair will be performed by a departmental search committee (which can be a committee of the whole).

The committee will recommend one or more possible appointees to the dean. The dean has the prerogative to request a further search. Otherwise, the dean appoints a candidate as chair. In searches for an outside chair, all procedures for appointment of new faculty must be followed.

Review of Chair

A chair will be reviewed on a regular basis in accordance with college by-laws. When a chair decides not to continue in the position, no review takes place.

The review will be conducted by a committee selected in accordance with college by-laws. The review committee will first discuss its findings with the chair. After these discussions, the committee will provide a confidential report to the dean. Ordinarily, the dean will use this evaluation to share with the chair positive reports on the chair's leadership, any concerns that are expressed and ideas that are proposed for improvement. The dean may use the evaluation to indicate specific actions a chair must take to retain a leadership position. Finally, the dean meets with the faculty, without the chair, to discuss the results of the evaluation.

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