

THE UNIVERSITY OF SOUTH ALABAMA  
BY-LAWS OF THE FACULTY  
OF THE  
COLLEGE OF ENGINEERING

PREAMBLE

The University of South Alabama's College of Engineering Faculty, recognizing its responsibility to participate in establishing college educational interests and policy; and in implementing educational courses and programs of study, sets forth in these By-Laws guidelines to help in discharging these responsibilities.

ARTICLE I

Name

Section 1

This organization shall be known as the University of South Alabama's College of Engineering Faculty.

ARTICLE II

Objectives

Section 1

This faculty shall seek to determine valid educational interests, policies, courses, and programs of study for the College of Engineering at the University of South Alabama.

Section 2

This faculty shall coordinate the educational policies of its College with those of other colleges of the University for the general welfare of the institution as a whole.

ARTICLE III

Membership

Section 1

The membership of the USA College of Engineering Faculty shall consist of: the President of the University (ex-officio); the Senior Vice President for Academic Affairs (ex-officio); the Dean and Associate Deans of the College; all persons assigned to the College who hold full-time academic appointments with the faculty rank of Professor, Associate Professor, Assistant Professor, Instructor, Research Professor, Associate Research Professor, and Assistant Research Professor; and such other persons designated by the faculty of the College.

Only members of the College faculty, excluding the ex-officio members, shall be entitled to vote.

## ARTICLE IV

### Meetings

#### Section 1

There shall be at least one regular meeting of the USA College of Engineering Faculty during each of the Fall and Spring Semesters. The meetings shall be called by the Dean, or in his absence, by his designated representative.

#### Section 2

Special meetings of the USA College of Engineering Faculty may be held on call of the Dean of the USA College of Engineering or, in his absence, by his designated representative or on request of the College faculty. The request of the College faculty shall be by petition signed by members of the College faculty in a number equal at least to twenty (20%) percent of the total voting membership of the College faculty. The Dean (or his designated representative) shall have a reasonable time to call and hold such special meetings requested by the College faculty, but in no event shall such time exceed 10 days after receipt of the faculty petition. The agenda shall be limited to the item(s) for which the meeting is called.

#### Section 3

A majority of the voting membership of the USA College of Engineering Faculty shall constitute a quorum for the transaction of business.

#### Section 4

All meetings shall be called by written notice to members of the faculty, not less than seven days prior to the time set for the meeting.

#### Section 5

An agenda shall be distributed to each faculty member at least five days before the faculty meeting to which the agenda pertains.

#### Section 6

In the absence of special provision in these By-Laws, meetings shall be governed by the most recently revised edition of Robert's Rules of Order.

#### Section 7

The order of business at meetings of the College faculty shall be:

- A. Call to order
- B. Approval or modification of the agenda for the meeting

- C. Reading and approval of minutes of preceding meeting
- D. Announcements
- E. Reports from the departments, divisions, schools, bureaus, and institutes
- F. Reports of standing committees
- G. Reports of ad hoc committees
- H. Unfinished legislative business
- I. New legislative business
- J. Comments by the Dean, or his designated representative of the College
- K. Other business
- L. Adjournment

#### Section 8

All faculty, professional employees, and students of the USA College of Engineering may attend meetings of the College faculty except during executive sessions, at which time only members of the faculty shall attend. An executive session may be declared: (1) by the Dean, or his designated representative, by noting on the agenda that the College faculty meeting will be an executive session, or (2) by majority vote of the faculty present on motion to conduct the rest of the meeting as an executive session. Such a motion shall take precedence over any motion then on the floor.

#### Section 9

Anyone not a member of the USA College of Engineering Faculty may, at the discretion of the Chair, be granted the privilege of speaking to the faculty.

### ARTICLE V

#### Officers

#### Section 1

The Dean of the USA College of Engineering is the Chair of the USA College of Engineering Faculty, and he, or his designated representative, shall preside at meetings of the College faculty.

## Section 2

A secretary shall be elected annually by the faculty from among its members. This election shall be by ballot at the first meeting of the Spring Semester. The Secretary-elect shall assume office on August 15th following the election. Any vacancy in this office shall be filled by the Dean.

The secretary shall keep accurate lists of the members of this faculty; prepare, in consultation with the Dean, the agenda for meetings of the faculty; notify members of meetings; keep complete minutes of each meeting and provide each member with a copy thereof within ten (10) days following the meeting; and maintain a complete file of the minutes of the meetings of this faculty and the written reports submitted at such **meetings; and shall file one copy with the Dean's office. The Dean's Administrative Assistant** normally will be present during the College faculty meeting to support the Secretary in these tasks.

## ARTICLE VI

### Powers

#### Section 1

The USA College of Engineering Faculty should take action on issues of educational policy and on amendments to these By-Laws.

#### Section 2

When a report or recommendation is initially presented to this faculty, it may be adopted, rejected, or referred to an appropriate administrative unit or committee for further consideration. Matters so referred by the faculty shall in all cases be reported back to it. When a matter has been resubmitted to the College faculty, the faculty will take such action as it deems appropriate.

#### Section 3

This faculty shall have the following general powers:

- A. To adopt, alter, or abolish requirements for admission to the College within University guidelines.
- B. To recommend to appropriate University officials and/or committees the adoption, alteration, or abolishment of courses, curricula, and college graduation requirements.
- C. To adopt or alter criteria for college honors.
- D. To recommend to appropriate University officials and/or committees the creation and abolition of schools, bureaus, divisions, institutes and departments within the College.

- E. To recommend to appropriate University officials and/or committees the adoption and abolition of academic degrees administered by the USA College of Engineering.
- F. To recommend to the appropriate officials and/or committees any changes in the University subject matter requirements for graduation.
- G. To provide for the transaction of the business of the College as provided by the established precedents of the College unless otherwise amended.

#### Section 4

All issues other than amendments to these By-Laws shall be decided by a majority of those present and voting. Voting shall be by voice or show of hands, except that a secret ballot may be taken by approval of a majority of those present and voting.

### ARTICLE VII

Departments or Other Administrative Units.

#### Section 1

Departments or other administrative units shall be the channel through which the College pursues its goals that are to:

- Provide quality education
- Increase the number of well-qualified students
- Increase the number of quality faculty and staff
- Expand quality research and scholarship
- Foster interactions with industry, government and the community
- Increase funding

#### Section 2

Departments or other administrative units are responsible for the professional development and professional services of faculty members assigned to them, in keeping with personnel policies.

These administrative units shall make policies and procedures concerning their own operation and inter-unit cooperation and shall implement policies of the College and University.

### Section 3

The administrative units have authority to:

- A. Establish curriculum requirements leading to the academic degrees.
- B. Establish standards of academic performance for all courses offered by the administrative units.
- C. Establish the administrative unit requirements for its students.
- D. To do any and all things necessary to transact its business as provided by the established precedents of the College.

## ARTICLE VIII

### Committees

#### Section 1

The Dean's Administrative Council for the USA College of Engineering shall consist of the Dean, the Associate Dean for Graduate Affairs and Research, the Associate Dean for Undergraduate Affairs, and the chairmen of the various departments or other administrative units of the USA College of Engineering. The Dean, or his designated representative, shall preside at all meetings of the Council.

The Council shall study those matters relating to the educational philosophy and policy of the USA College of Engineering and shall make recommendations regarding them as appropriate to this faculty, or to a committee of this faculty.

The Council shall act as an on-going advisory body to the Dean on matters affecting the internal operation of the USA College of Engineering.

#### Section 2

The following committees shall be standing committees of the USA College of Engineering:

- A. Undergraduate Affairs Committee
- B. Graduate Affairs Committee
- C. Faculty Affairs Committee
- D. Promotion and Tenure Committee
- E. Engineering Computing Committee
- F. Academic Standards Committee

G. General Engineering Studies Committee

H. Safety Committee

### Section 3

The Chair of each Standing Committee shall submit a written report to the faculty, to be submitted no later than one week prior to the scheduled general faculty meeting at the end of each semester.

### Section 4

The terms of office of all standing committees shall be for a term of two years for all faculty members, and for a term of one year for all student members. Each term shall begin on August 15 and shall end on August 14. No appointed or elected member shall serve on a given standing committee for more than two consecutive terms. Provisions shall be made for staggering the terms of membership so that continuity is provided. In staggering membership terms, the original appointment or election for less than a full term shall count as one term of the two-term consecutive limit.

Some standing committees have, in their description, stipulations which conflict with the above. When there is conflict, the stipulation in the description of the individual standing committees shall take precedence.

### Section 5

All committees may appoint subcommittees or special committees from its own membership to assist with the performance of its responsibilities and duties.

### Section 6

Early in the Fall Semester, the Dean's office shall request the University of South Alabama Engineering Student Council to elect student voting members to standing committees of the USA College of Engineering authorized to have student members. The Dean's office will be furnished a list of all students receiving votes and vote totals for each student. The Dean's office will fill committee member vacancies from this list, following the order of higher vote totals to lower vote totals. An undergraduate student member must maintain good academic standing in the university. A graduate student member must be classified as a regular graduate student.

### Section 7

The department chairs shall appoint all non-elected members of the standing committees of the faculty except as otherwise provided in the By-Laws. Also, in consultation with the Dean, the chairs will appoint members to ad hoc committees of the faculty of the College.

Each department chair shall nominate at least two candidates for each elective position from the department on the various standing committees of the faculty. Additional nominations may also be made by the faculty at the time of any election. Each department chair will provide to the Dean's office the names of elected representatives.

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The Dean's office shall keep an accurate list of all Standing Committee members and their terms of office. The Dean's office will initiate action as needed to fill and maintain the membership rolls of the various committees. The Dean's office will also maintain archival files for each of the Standing Committees.

## Section 8

Undergraduate Affairs Committee - The Undergraduate Affairs Committee shall consist of the faculty representatives of the College of Engineering to the University Undergraduate Curriculum Committee and the University Admissions and Records Committee, who shall serve as ex-officio (non-voting) members, a faculty member elected from each undergraduate teaching unit, a non-voting representative from the Office of the Dean of the College of Engineering (ex-officio), and two students enrolled full-time in the College of Engineering; the representative from the Office of the Dean shall not serve as the chair of the committee.

The functions of the Committee are:

- A. To make recommendations to this faculty concerning the establishment, alteration, and abolition of: (1) all courses and curricula offered by the undergraduate programs in the college; (2) all degrees and certificates conferred under the authority of the undergraduate programs in the college; and (3) undergraduate departments of the college.
- B. To conduct such investigations and appoint such committees as are reasonably necessary to carry out its responsibilities under these By-Laws.
- C. To appoint a subcommittee of three members to serve as the Cooperative Education Committee for the faculty. This subcommittee shall be responsible for recommendations for making improvements to cooperative education activities.
- D. To make recommendations on behalf of the College of Engineering to the appropriate university committees for changes in the academic regulations of the University.
- E. To make an annual review of the admissions policies of the College for all undergraduate programs and recommend changes or continuance of such policies.

## Section 9

Graduate Affairs Committee - the Graduate Affairs Committee shall consist of the Graduate Coordinator elected from each department, and the Director of Graduate Studies for the college. In addition, ex-officio (non-voting) members will include a representative from the office of the Dean of Engineering, the College of Engineering representative to the University Graduate Council, and one graduate student. The

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Director of Graduate Studies for the college will chair this committee. College Graduate Coordinators may be elected to more than two consecutive terms for the purposes of this committee.

The functions of the Committee are:

- A. To make recommendations to the faculty concerning the establishment and abolition of:
  - 1. All graduate courses and curricula offered by the College.
  - 2. All graduate degrees and certificates offered by the College.
  - 3. All administrative units of the College offering graduate programs.
- B. To conduct such investigations and appoint such sub-committees as are reasonably necessary to carry out its responsibilities under these By-Laws.
- C. To make recommendations on behalf of the College to the University Graduate Council for changes in the University graduate academic regulations and procedures.
- D. To make reviews as necessary of the admission and graduation policies of each of the graduate programs offered by the College and recommend changes or continuance of such policies.
- E. To interpret existing college graduate policies when necessary.
- F. To respond to concerns of the faculty expressed in writing to the committee regarding graduate affairs.

## Section 10

Faculty Affairs Committee - the Faculty Affairs Committee shall consist of four elected members, one from each department and an ex-officio (non-voting) representative from the Dean's Office. The member from the Dean's office will not serve as chair of the committee.

The functions of the Committee are:

- A. To review and evaluate tenure and promotion regulations and make recommendations for modifying them when appropriate.
- B. To study and evaluate all personnel policies relating to the faculty and to make recommendations for modifying them when appropriate. Illustrative areas are promotion, leave, outside work for pay, military service, academic freedom, insurance and other fringe benefits, parking, teacher rating scales, and retirement.

- C. To serve as a body for the on-going evaluation of these By-Laws and make recommendations when appropriate to this faculty for modifying them. This Committee shall receive by reference all proposed amendments to the By-Laws. It shall publish the By-Laws, keep them up to date, and republish them at appropriate intervals, as may be deemed necessary. It shall advise the Dean and Faculty on the functions of the committees established under these By-Laws.
- D. To study, evaluate, and recommend teaching loads and committee service policies.
- E. To study, evaluate, and recommend faculty merit guidelines.
- F. To review any grievance or concern presented in writing by a faculty member and make written recommendations to proper University personnel.
- G. Suggest and provide ways and means for effective communication in both directions between engineering administrators and individual members of the faculty.

## Section 11

Promotion and Tenure Committee – This body shall constitute a Review Committee of the College for promotion and tenure and shall be in compliance with all relevant sections of the University Faculty Handbook. As such, it shall comprise *seven* members. The said committee will consist of one tenured faculty member at the rank of full professor from each of the four departments of the College together with three additional tenured faculty members at the rank of full professor selected by the Dean. Each department shall be responsible for the election of its faculty representative to the said committee. Of the three members selected by the Dean, one, at least, must be from the College of Engineering. Further, in accordance with University policy, the committee shall comprise at least 25% female membership. In the event of insufficient female representation on the Committee from within the College, (up to) two additional female full professors from other colleges on campus will be invited to serve at the invitation of the Dean. The Dean will consult with the Faculty Affairs Committee to obtain their recommendation for female representation. Further, in the unlikely event that no full professor, other than the chair, is available from a given department, that department may select a tenured associate professor as their representative on the committee.

Each faculty member shall serve on the committee, at its inception, for a period of two years, except that, in the interests of continuity of said committee, two members will serve for an additional period of one year at the invitation of the Dean. During the inception of said committee, the term of service shall be determined to end on March 31 of the second year. Thereafter, each two-year term of service shall begin on August 15 and shall end on August 14 of the appropriate year.

Faculty members up for promotion and/or tenure shall not be eligible to serve on this committee during the year of action for their promotion and/or tenure.

The function of the Promotion and Tenure Committee shall be to review faculty promotion and tenure cases within the USA College of Engineering and make recommendations to the Dean of the College of Engineering in compliance with the University Faculty Personnel Policies. The committee shall seek input from the **candidate's corresponding departmental tenure and/or promotion committee and from the departmental chair.**

The criteria to be used by the committee for its review are outlined in the University Faculty Handbook in Chapter 3, Section 3.10 Promotion Policies and Procedures and in Section 3.11 Tenure Policies and Procedures. The hyperlink to the University Faculty Handbook is:

<https://www.southalabama.edu/departments/academicaffairs/facultyhandbooks.html>

Additional criteria and procedures specific to the College of Engineering are outlined in the College of Engineering Tenure and Promotion Statement of Policies and Procedures. The hyperlink to the current version is:

<https://www.southalabama.edu/colleges/engineering/resources/egpromotiontenure.pdf>

Timeline: A summary of the relevant dates associated with the tenure and promotion process can be found in the Summary of Tenure and Promotion Timeline Dates at:

<https://www.southalabama.edu/colleges/engineering/resources/egpromotiontenuretimeline.pdf>

## Section 12

Engineering Computing Committee - The Engineering Computing Committee shall consist of one member elected from each department of the College of Engineering, the representative to the University Academic Computing Committee, one student member, and an ex-officio (non-voting) representative from the **Dean's Office**.

The functions of the Committee are:

- A. Promote efficient and optimal use of computing resources within the College of Engineering and the University of South Alabama to further the instructional, research, and industrial support missions of the College and the University.
- B. Make recommendations to the Dean of the College of Engineering, or his representative, on matters of computing policy and planning.
- C. Identify the current and future computing needs of the students, faculty, and staff of the College of Engineering.
- D. Make recommendations and provide feedback to the appropriate administrative personnel regarding computing operations procedures.

- E. Provide a means of collecting and disseminating information between faculty, staff, and students regarding computing facilities and software services.

### Section 13

Academic Standards Committee – This committee shall be responsible for the review of grade grievance issues in accordance with the University of South Alabama Faculty Handbook, Section 8.1 Final Course Grade Grievance Procedure. One faculty member from each department in the College of Engineering and two Student members shall be appointed in accordance with Section 6 and Section 7 of the College of Engineering Bylaws. This committee shall also be responsible for providing student and faculty members to the University Academic Integrity Review Panel in accordance with the University Student Academic Conduct Policy. The hyperlink to the current version of the conduct policy is:

<https://www.southalabama.edu/departments/academicaffairs/resources/policies/studentacademicconductpolicy8.15.18.pdf>

### Section 14

General Engineering Studies Committee – The General Engineering Studies Committee will be made up of separate sub-committees established for each general engineering (EG) course.

The sub-committees will consist of each faculty member who has taught the course during the previous academic year, each faculty member who is scheduled to teach the course in the current academic year and any interested faculty.

The functions of the committees are:

- A. To review and update course objectives annually.
- B. Establish outcomes assessment methods.
- C. Evaluate outcomes assessment results and recommend changes.
- D. To review and update the course syllabus and textbook annually.
- E. To make recommendations concerning schedules.
- F. To make recommendations for maintenance and upgrading of laboratories used by the course.

The committees will be under the direction of the Associate Dean for Undergraduate Affairs, whose duties are to:

- A. Schedule the teaching of EG courses in consultation with the department chairs.

- B. Maintain all records pertaining to the EG courses.
- C. Provide study plans and other necessary information to faculty who are teaching the course.

### Section 15

Safety Committee - The Safety Committee shall consist of one member elected from each department of the College of Engineering and the College of Engineering Technicians. The goal of the Committee is to foster a safe workplace environment for faculty, staff and students and to make recommendations to the Faculty regarding safety policy.

The functions of the Committee are:

- A. Identify and be receptive to safety concerns and issues and propose and assist with implementation of solutions and corrective actions.
- B. Make recommendations to the Faculty regarding safety and environmental regulation compliance policy.
- C. Periodically review safety policies, procedures, and tools established by the Departments and College pertaining to shop, laboratory and chemical safety.
- D. Assist with development and implementation of the safety policies, procedures and tools.
- E. Review employee comments and concerns, regarding safety and health hazards related to shop, laboratory, and chemical safety.
- F. Serve as an interface for safety issues within the University by reporting concerns and issues to the Administration.
- G. Review accident reports and corrective actions and consider accident trends.
- H. Arrange announced annual inspections of laboratory and shop areas in conjunction with the University Department of Safety and Environmental Compliance to identify hazards, environmental violations and unsafe acts, and to suggest corrective action.

### Section 16

The first named faculty member on the Secretary's list of members elected and/or appointed to Standing or Ad Hoc Committees shall call a meeting of the members of that committee. At this first meeting, the members of that committee shall elect a chair from among themselves. This section does not apply to standing committees having appointed chairs.

## ARTICLE IX

### Awards

#### Section 1

College of Engineering Excellence in Teaching Award - Each year, the University of South Alabama College of Engineering acknowledges the central role of teaching in the College by recognizing faculty for their outstanding teaching contributions.

The recipient will be presented a cash award and plaque by **the College at the College's** Spring Faculty Meeting.

The Policy and Procedures for this award are:

- A. Evaluation Criteria: Successful nominees should have demonstrated extraordinary accomplishments in the following:
1. Highly creative and innovative teaching and teaching methods that are considered creative and/or innovative in the **context of the individual's field**
  2. Continual efforts to be an innovative and effective teacher
  3. Effective communication strategies and skills
  4. **The ability to creatively stimulate students' intellectual growth and personal development**
  5. Enthusiasm for teaching
  6. Commitment to learning
  7. Respect for students
  8. Classroom environment characterized by student involvement, frequent feedback, respect, cooperation
- B. Eligibility: The award is open to any full-time instructional faculty member at the University of South Alabama, College of Engineering. No departmental quotas shall exist regarding the number of nominations submitted. Recipients are not eligible for nomination for three consecutive years following the award. Thereafter, he/she is eligible.
- C. Nominating Procedures:
1. A faculty member may be nominated by any student organization officially recognized by the University or by any full-time faculty member, using the nomination form available from the Engineering **Dean's Office.**
  2. Additional information may be requested by the committee from the **nominee and from the nominee's department chairperson.**
    - a. Department Chair:
      - **Evaluative statement by nominee's chairperson;**

- Letters from students, alumni, and/or peers about the **applicant's teaching (unsigned letters and e-mails are not recommended)**;
  - A compilation of numerical data taken from the student evaluations of courses taught during the past three years;
  - **One or two pages of the ten "best" comments pulled from the applicant's student evaluations:**
  - Evidence of creativity in the development of new courses and in the preparation of projects (such as Honors thesis), and of external recognition for teaching accomplishments;
  - **Evidence of former students' accomplishments**
- b. **Nominee (Using form from Dean's Office, provide the following information):**
- Statement of teaching philosophy;
  - Listing of published teaching materials or of articles about teaching;
  - List of courses taught, enrollment and grade distribution for the past 3 years;
  - Awards and special recognition;
  - Teaching load for the past 3 years
- D. Time Line:
- January 15 - Deadline for receipt of nomination
- March 1 - Deadline for receipt for supporting (additional) information from **the nominee and the nominee's chair**
- Awards Luncheon (May) - Presentation of award
- E. Call for Nominations: Each year the call for nominations will be announced at the Departmental Chairs meeting, via e-mail to all faculty/staff/students.
- F. Selection Procedure: A committee consisting of one representative from each department will select the recipient. The departmental representatives **shall be that department's most recent recipient of the award. If no award recipient is available to serve, the department faculty shall elect one of its members to serve on the selection committee.**

## Section 2

College of Engineering Excellence in Research Award - Each year, the University of South Alabama College of Engineering acknowledges the central role of research in the College by recognizing faculty for their outstanding research contributions.

The recipient will be presented a cash award and plaque by **the College at the College's** Spring Faculty Meeting.

The Policy and Procedures for this award are:

- A. Evaluation Criteria: Successful nominees should have demonstrated extraordinary accomplishments in the following:
1. Refereed publications, articles, presentations, books
  2. Graduate student guidance
  3. Scholarly and Creative Activities (including information on panels or workshops organized or served on)
  4. Service to professional research organizations
  5. Externally sponsored Research
  6. Special citations/prizes for best essay or books
  7. Scholarly citation
- B. Eligibility: The award is open to all tenure track faculty in the College of Engineering. Recipients are not eligible for nomination for three consecutive years following the award. Thereafter, he/she is eligible. Material submitted for consideration must have been completed within the past five years and at the University of South Alabama.
- C. Nominating Procedures:
1. Applications/nominations are made to the Engineering Dean using the form provided. Applications must be in the required format to be considered.
  2. The Dean invites qualified applicants/nominees to submit the additional personal information related to Publications, Graduate Student Guidance, Scholarly activity, Service to Research Organizations, Externally Sponsored Research, Special Awards, and Citations.
- D. Time Line:  
January 15 - Deadline for receipt of nomination  
  
March 1 - Deadline for receipt for supporting (additional) information from the nominee  
  
Awards Luncheon (May) - Presentation of award
- E. Call for Nominations:  
  
Each year the call for nominations will be announced at the Departmental Chairs meeting, via e-mail to all faculty/staff/students.
- F. Selection Procedure: A committee consisting of one representative from each department will select the recipient. The departmental representatives



**shall be that department's most recent recipient of the award. If no award recipient is available to serve, the department faculty shall elect one of its members to serve on the selection committee.**

### Section 3

College of Engineering Outstanding Staff Award – Each year the University of South Alabama College of Engineering acknowledges the critical role of our staff personnel in the College by recognizing a staff person for his or her outstanding contributions.

The **Recipient will be presented a \$500 salary supplement and plaque at the College's Spring Awards and Recognition Luncheon.**

The Policy and Procedures for this award are:

- A. Evaluation Criteria: Successful nominees should have demonstrated extraordinary accomplishments in the following:
  1. Dedication to the success of our engineering students
  2. Continual efforts to be helpful to all engineering students
  3. Effective communication strategies and skills
  4. Treating students as our customers and a valuable asset to the college
  5. Dedication to his or her department, the college, and the University of South Alabama
  6. Commitment to excellence in his or her work for the college
  7. Respect for students, faculty and others who are involved in the college
  
- B. Eligibility: The award is open to any full-time staff member at the University of South Alabama College of Engineering. No departmental quotas shall exist regarding the number of nominations submitted. Recipients are not eligible for nomination for three consecutive years following the award. Thereafter, they are again eligible.
  
- C. Nominating Procedure:
  1. A staff person may be nominated by any student organization officially recognized by the University or by any full-time faculty member or administrator, using the attached nomination form.
  
  2. Additional information will be requested by the committee from the **nominee's department chairperson or supervisor and from the nominator** including:
    - a. **Evaluative statement by nominee's** chairperson or supervisor

- b. Letters from students, faculty, administrators, alumni **and/or peers about the nominee's contributions** (unsigned letters and emails are not recommended)
- c. Evidence of service to students and faculty
- d. Evidence of exceptional efforts on behalf of the college

D. Time Line

January 15 - Deadline for receipt of nomination

March 1 - Deadline for receipt for supporting (additional) information from the nominee

Awards Luncheon (May) - Presentation of award

E. Call for Nominations: Each year the call for nominations will be announced at the Departmental Chairs meeting and via e-mail to all faculty/staff/students.

F. Selection Procedure: A committee consisting of the department Chairs and the Dean will select the recipient.

ARTICLE X

Amendment

Section 1

Amendments to these laws may be made at a regular or special meeting or by mail ballot.

Section 2

A proposed amendment to be voted upon must be presented in writing to the faculty at a preceding regular or special meeting.

Section 3

To be adopted, a proposed amendment must be approved by two-thirds of those who vote, provided the number of ballots cast is no less than the number constituting a quorum.