

**Department of Civil, Environmental & Architectural Engineering**  
**Bylaws for Program Structure**  
**February 28, 2014**

**Preface: These Bylaws describe the educational and evaluation policies and standing committees of the Department of Civil, Environmental & Architectural Engineering of the University of Kansas. Procedures for amending the Bylaws are included.**

*Department Mission: The mission of the Department of Civil, Environmental and Architectural Engineering is to provide students with an outstanding engineering education and be a leader in research and service.*

**1. Educational Policies**

*Educational policies for the Department of Civil, Environmental & Architectural Engineering are contained within the Undergraduate and Graduate Student Handbooks.*

**2. Evaluation Policies**

*Departmental evaluation policies for Promotion and Tenure are found in the Procedures and Guidelines for Conducting Promotion and Tenure Evaluations for Faculty in the Department of Civil, Environmental & Architectural Engineering, and for annual faculty evaluation are found in the Department of Civil, Environmental & Architectural Engineering Faculty Evaluation Plan.*

**3. Standing Committees**

*Standing Committees provide a venue for Department Faculty to exchange information between faculty and the administration of the department, and to communicate information to the Dean. These committees may recommend the use of physical resources, budgetary matters, personnel practices, and relationships to other elements of the University and broader community.*

*Unless stated otherwise, all members of a committee have voting rights within that committee. Typical committee votes concern items that will advance to the full Department Faculty for a final vote (e.g. a proposal to add a new elective course to the curriculum, or a slate of candidates to be offered GTA positions). Standing committees are those that address the ongoing activities of the Department. The Chair will form ad hoc committees to address needs of a more immediate and temporary nature, such as new faculty hires.*

*The Chair will, in consultation with Department faculty, designate chairpersons for each standing committee. Committee compositions will be determined based on faculty interests to the maximum extent possible. Committee membership will be ongoing, unless a faculty member requests to shift his or her participation to a different committee.*

*The following is a list of Department of Civil, Environmental & Architectural Engineering Standing Committees:*

- a. *Curriculum Committee*  
*The primary charge of the Curriculum Committee is to provide general oversight of Department required and elective course content. The Committee shall keep itself informed on the current accreditation rules of ABET. The Curriculum Committee conducts a periodic (at least once every two years) assessment of the curriculum so as to understand enrollment trends, potential scheduling difficulties, how well the curriculum is meeting program and student needs, etc. The Committee also develops and reviews proposals for course changes and new course offerings on an as needed basis.*
- b. *ABET Committee*  
*The ABET Committee is charged with collecting supporting information, overseeing, and writing the self-study report in preparation for ABET accreditation. The Committee will also assist the Chair during the ABET visit.*
- c. *Promotion and Tenure Committee*  
*The Promotion and Tenure (P&T) Committee is charged to assist Department Faculty in preparing their dossier for tenure and/or promotion. The P&T Committee coordinates the review of all teaching evaluations, collection of external letters of support, and leads the discussion of candidate evaluation with the Department Faculty.*
- d. *Sabbatical Leave Committee*  
*The Sabbatical Leave Committee is charged to review all applicants from the Department of Civil, Environmental & Architectural Engineering and provide a recommendation to the Chair. The Chair will forward all necessary documentation to the School Sabbatical Leave Committee.*

*These bylaws are subject to change as needed to support the best interests of the Department of Civil, Environmental & Architectural Engineering. Any Department Faculty member may propose an amendment to the bylaws. The Chair will circulate proposed amendments to all Department Faculty at least one week in advance of any meeting or vote on said amendments. The Department Faculty shall approve, modify, or reject any propose bylaws amendment by a 50% quorum.*