

Department of Engineering and Project Management
Bylaws for Program Structure
January 2014

The Mission statement of the Engineering and Project Management Graduate Program is to extend and enhance the skill sets of technical leaders and managers from fields of engineering, science, math, and computer science, through advanced education and training, and to promote and encourage high quality technical leadership and management.

1. Educational Policy

Educational policies for the Department of Engineering and Project Management are contained within the Graduate Student Handbook.

2. 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 Engineering and Project Management 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 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.

3. Amendments to the Department of Engineering and Project Management Program Bylaws

These bylaws are subject to change as needed to support the best interests of the Department of Engineering and Project Management. 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.