



Revised School of Engineering Faculty Bylaws 03/25/2025

I. FUNCTIONS

The Faculty of the School of Engineering shall conduct the government of the School of Engineering, subject to the following limitations:

- A. The Faculty is a Committee of the Merced Division of the Academic Senate, is responsible to the Division, and may, from time to time, be instructed by the Division.
- B. Graduate studies and higher degrees are subject to the rules and coordinating powers of the Graduate Council.
- C. The Faculty is not responsible for student discipline.

II. MEMBERSHIP

The Faculty of the School of Engineering shall consist of those members of the Academic Senate designated in Merced Division Bylaws, Part III. Title II.¹ Only Academic Senate members with a 50% or greater appointment in the School of Engineering may vote in matters of business pertaining to the School of Engineering.

III. OFFICERS

A. Chair Term and Responsibilities

The Chair shall take office on the first day of the Fall semester and shall serve until the first day of the following year's Fall semester.

The Chair's duties include:

- i. Serving as the Chair of the Engineering Executive Committee (ExComm).
- ii. Presiding over all meetings of the Faculty of the School of Engineering.
- iii. Representing the Faculty in all appropriate aspects of the School, in written

¹ <https://senate.ucmerced.edu/bylaws-merced-division#p3t2>

and verbal communication.

- iv. Advising the appointed administrative officer(s) (e.g. Dean, Associate Dean) in the administration of the School.
- v. Establishing and maintaining liaison with other Faculties of the Merced Division through their elected school officers.
- vi. Facilitating communication with School of Engineering faculty regarding ExComm and Senate business, including electronic communication.
- vii. Ensuring that Senate rules are followed, such as annual voting on rules governed by **Senate Bylaw 55**² and elections of officers.
- viii. Any other such duties as the Faculty shall direct.
- ix. The Chair shall not serve for more than one academic year and shall be ineligible to serve as Department representative on the ExComm for at least one year following appointment. An exception to this rule is when the Vice-Chair/Secretary unexpectedly becomes Chair during the academic year.

B. Vice-Chair Term and Responsibilities

The Vice-Chair/Secretary shall take office after the first ExComm meeting of the Fall semester and shall serve until the first day of the following year's Fall semester.

The Vice-Chair/Secretary's duties include:

- i. Serving as the Vice-Chair/Secretary of ExComm.
- ii. Presiding in the absence of the Chair at meetings of ExComm and the Faculty.
- iii. Directing the transcription and distribution of minutes for meetings of ExComm and the Faculty, the distribution of all calls to meetings, and the maintenance of a current roster of members of the Faculty.
- iv. The Vice-Chair/Secretary from one academic year becomes the de facto ExComm Chair the following academic year, providing operational continuity.

C. Elections

- i. Since the Vice-Chair/Secretary from the previous academic year becomes the

² <https://senate.universityofcalifornia.edu/bylaws-regulations/bylaws/blpart1.html#bl55>

Chair in a normal transition, yearly elections are necessary only for the Vice-Chair/Secretary. If the current Vice-Chair/Secretary does not move into the Chair position, elections for the Chair are also required.

- ii. Elections for the Chair, when necessary, shall normally take place during the last academic year meeting of the ExComm. Elections for the Vice-Chair/Secretary shall normally take place during the first meeting of the ExComm in the Fall semester.
- iii. The Chair and the Vice-Chair/Secretary shall be elected from the voting members of ExComm and by the voting members of ExComm, who are representatives of the Departments in the School of Engineering.
- iv. Nominations for the Chair and the Vice-Chair/Secretary are made by the voting members of the ExComm at the request of the Dean of the School of Engineering during an election meeting. The nominee must acknowledge willingness to serve, if elected.
- v. By default, the voting is handled by secret paper ballot. New ballots will be administered until a candidate is selected. If a quorum of voting members is not present for whatever reason, an electronic ballot will be organized by the School of Engineering staff. Every voter will write the name of their selected nominee on their ballot.
- vi. The Chair and Vice-Chair/Secretary positions shall be filled by the candidate receiving the highest number of votes. In the case of a tie, a new ballot is administered.
- vii. In the case that there is only one candidate nominated for the position of Chair, the election by ballot shall be omitted and the sole candidate shall be declared elected. The same procedure applies to elections for the Vice-Chair/Secretary position.

D. Replacements

- i. If the Chair is unable to complete their term of office, the Vice-Chair/Secretary shall assume the position of Chair, unless a special election is called. The partial term as Chair for the Vice-Chair/Secretary should not count in their expected one-year service as Chair.
- ii. If the Vice-Chair/Secretary is unable to complete their term of office, either by assuming the office of Chair or for another reason, elections for Vice-Chair/Secretary are organized by the ExComm. The partial term as Vice-Chair/Secretary shall not count as a full term and could be followed by a new full term via the aforementioned election process.

IV. EXECUTIVE COMMITTEE

A. Membership

The Committee shall consist of:

- i. One Representative from each Department in the School of Engineering, as of the first day of the Fall semester, directly elected by that Department.
- ii. Once a new Department is approved by ExComm and moves through the University approval process, it can have a Representative to ExComm. However, this Representative can observe the meetings and may contribute to the discussion, but does not have voting rights. Full membership begins on the day when the Department is officially approved by the Chancellor/Provost.
- iii. The Dean of the School shall serve as an *ex officio* member, non-voting.

B. Officers

- i. The Chair of ExComm shall serve as the Chair of the School of Engineering.
- ii. The Vice-Chair/Secretary of ExComm shall serve as Vice-Chair/Secretary of the School of Engineering.

C. Duties

- i. Represent the Faculty in all aspects of the School of Engineering.
- ii. Provide general oversight of the academic programs in the School and bring before the Faculty of the School any recommendations ExComm may deem advisable.
- iii. Approve all course request forms (CRFs) and make recommendations to the appropriate Undergraduate/Graduate Council on all matters related to undergraduate/graduate education (e.g., review and approval of new or revised degree programs, including extension courses).
- iv. Serve as an advisory body on matters concerning the welfare of students in the School.
- v. Review and propose faculty votes for changes to School Bylaws and Regulations.

- vi. Serve as the primary point of contact between the School of Engineering and the Merced Division Senate Assembly.
- vii. Facilitate communication with School of Engineering faculty regarding ExComm and Senate business.
- viii. Appoint members to all committees either within the School of Engineering, or on behalf of the School of Engineering, unless otherwise assigned by the Dean, the Senate, or the Department.
- ix. Ensure that Departments carry out all specified annual elections.
- x. Confer with and advise the Dean or Dean's designee and other administrative agencies regarding academic planning, budget, and resource allocations.

D. Meetings

- i. The ExComm shall meet as necessary, but not less than once per semester, including meetings via electronic means. Normally, ExComm would expect to meet once per month during the academic year in order to discuss and approve academic proposals (e.g., CRFs). Votes and discussions may be conducted by email.
- ii. A majority of the ExComm membership shall constitute quorum. For example, if there are eight ExComm members, a majority would be five, while the minority would be three (thus, five members present would constitute a quorum). The Dean, serving as an ex-officio member, is not included in the count when determining the number needed for a quorum.

E. Elections and Terms of Service

- i. Every Department shall elect their Representative to ExComm for the upcoming academic year before the last ExComm meeting of the current academic year. For example, the Representatives for the 2023-2024 academic year shall be elected before the last ExComm meeting of the academic year 2022-2023.
- ii. Every Department has the freedom to decide how their Representative is elected.
- iii. Terms of office are for a full academic year and begin on the first day of the academic year.

- iv. A Department Representative can serve on the ExComm for at most three consecutive academic years.
- v. The Vice-Chair/Secretary has to be eligible to serve as the ExComm Chair in the upcoming academic year.

F. Recusals

- i. Every member of ExComm is automatically recused from voting on any issue related to the Department it represents.
- ii. If the Chair is recused, the Vice-Chair/Secretary assumes the duties of the Chair for the issue in discussion. If the Vice-Chair/Secretary is also recused, another member of ExComm is chosen to lead the discussion.
- iii. Recusals apply only to voting, not to the discussions.

V. MEETINGS

- A. The Faculty shall meet at such times as it may determine or upon the request of the Chair or the Vice-Chair/Secretary. Upon the written request of five voting members, a special meeting must be called by the Chair or, in their absence or incapacitation, by the Vice-Chair/Secretary. The call to all meetings must be sent to all members of the School faculty at least five days of instruction prior to the scheduled meeting.
- B. The Chair of the Faculty is authorized to call informal meetings of the Faculty for the purpose of presentation or discussion of matters of interest to the Faculty or a large group thereof.
- C. Quorum: One third of the voting members of the Faculty of the School of Engineering shall constitute a quorum (including those participating via electronic means). There shall be no votes by proxy.

VI. VOTING REQUIREMENTS

- A. Enactment, amendment or repeal of the Bylaws requires a two-thirds vote of those present and voting at a meeting of the School, assuming that a quorum is satisfied, or of those voting by mail or electronic ballot, provided that written (mail or electronic) of the amendments shall have been sent to each member of the Faculty at least five days of instruction prior to the meeting at which the amendments are to be moved. No amendment shall be made that is inconsistent with legislation of the systemwide Academic Senate or the Merced Division of the Academic Senate.
- B. All other business requires a majority of the valid votes.

- C. Abstentions will not count in the calculation of the two-thirds votes required for approval of Bylaws (or changes to Bylaws) or the majority necessary to pass other business.