Faculty Bylaws

Department of Mechanical Engineering
University of South Florida
4202 East Fowler Ave., ENG 030, Tampa, FL 33620

Last Revised: March 24, 2023
Approved: March 24, 2023

Mission Statement

The mission of the Mechanical Engineering Department is to provide a quality undergraduate and graduate education for students entering the mechanical engineering profession or seeking careers in related fields; to advance scientific knowledge through basic and applied research; to disseminate technical information through scholarly publication, conferences and continuing education; to advance the profession through service within the associated societies, and to promote activities which serve global development.

Preamble

The Department of Mechanical Engineering (ME), as an administrative unit of the College of Engineering of the University of South Florida, shall be governed by the following Articles of Governance, which do not supersede the Policy statements of the University of South Florida or the bylaws of the College of Engineering and the UFF Collective Bargaining Agreement.

This Department is not currently a multi-campus unit. If future faculty are hired at branch campuses, we will modify our tenure and promotion documents to ensure that those faculty are included in matters of tenure and promotion and to ensure they have a voice in promotion issues. We recognize the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

<u>**Articles**</u>

ARTICLE I. Structure of the Department
A. Membership
The ME department can confer one of the following classes of faculty appointments. All the following appointments require consent of the simple majority (>50%) of the ME voting faculty, followed by approvals of the Department Chair and the College Dean.

1. **Tenured / Tenure Track Faculty**: These are persons with faculty appointments as Assistant, Associate and Full Professors who are either tenured or are on the tenure track in ME.

2. **Instructors and Research Professors**: These are persons with renewable faculty appointments in ME, not eligible for tenure but eligible for promotion to higher levels according to the College of Engineering and University policies.

3. **Emeritus Faculty:** Individuals who are retired from the ME Department may be appointed as Emeritus Faculty by the President upon recommendation of the Chair and the Dean.

4. **Visiting Professors and Instructors**: The ME Department may grant Visiting appointments at the various ranks of Professor or Instructor depending on the appointee's scholarly or teaching record, respectively. Such positions are not eligible for tenure. Visiting faculty may be appointed for the period of up to one year at a

time. The appointment can be renewed at the discretion of the Chair. Such members will not participate in the departmental governance activities.

5. **Adjunct Faculty:** The Chair may appoint qualified individuals as Adjunct Faculty to teach courses on an as needed basis. The appointment will be for the duration of the course.

6. **Affiliate Faculty**: Individuals who are members of the faculty in another department within USF can be appointed in the rank of Affiliate Faculty annually, at the discretion of the Chair and final approval of the Dean. Affiliate faculty can participate in full in the academic life of the department but are limited in their ability to draw on departmental resources, except if an arrangement is made to have them participate in the instructional/research program. Affiliate faculty can serve as members in the thesis/dissertation committees, but cannot serve as a major professor. Such members will not participate in the departmental governance activities.

7. **Courtesy Faculty**: Individuals who are members of the faculty at another university or members of an outside organization (business or otherwise) can be appointed in the rank of Courtesy Faculty annually, at the discretion of the Chair and final approval of the Dean. Courtesy faculty can participate in full in the academic life of the department but are limited in their ability to draw on departmental resources, except if an arrangement is made to have them participate in the instructional/research program. Courtesy faculty can serve as members in the thesis/dissertation committees but cannot serve as a major professor. Such members will not participate in the departmental governance activities.

B. Voting Faculty

For points of business discussed in full faculty meetings that require a vote, the voting faculty shall consist of all tenured and tenure earning ME faculty members; Joint Faculty who are tenured or tenure earning with at least 50% of their salaries administered by the ME department; and full time ME Instructors. Similarly, these voting rights extend to points of business in committee meetings for faculty in committees to which they are appointed. Voting faculty on sabbatical or leave from the department shall retain voting privileges if present at a meeting, including through telepresence. "Faculty in residence" are those voting faculty that are not on leave, sabbatical, or assigned elsewhere, and will be used to establish the number of faculty required for a quorum.

C. Faculty Recruitment

Faculty recruitment will be conducted by a committee, appointed by the Chair, consisting of at least three ME Faculty and one USF faculty member external to ME. The Chair appoints the committee chair. The committee will conduct searches consistent with College and University guidelines.

D. Chair

1. The Chair serves at the pleasure of the Dean and is appointed for a renewable term. The Chair is the chief executive officer of the department and has the powers and responsibilities as delegated by the President, Provost, and Dean. In this capacity, the Chair will provide leadership and direct the administration of the Department's academic, fiscal, and operational activities. The Chair acts as a liaison between the Faculty and the College or the University. The Chair advocates the Department's needs and will promote policies that would advance the Department and the College. The Chair represents the Department outside the University. If considered necessary and supported by the Dean, the Chair may appoint an Associate Chair after consultation with the Faculty.

2. The Chair is evaluated according to the College's procedure. Every spring term, and in agreement with the College's Governance procedures, the departmental Governance representative coordinates a departmental vote of confidence by the Faculty.

3. The Chair has responsibility for the general administration of departmental affairs, including the following duties:

    i. supervise course scheduling and assign Faculty duties.
    ii. perform Faculty annual reviews.
    iii. perform/coordinate staff annual reviews.
    iv. perform/coordinate hiring departmental staff.
    v. make recommendations to the Dean on Faculty salary increases in accordance with University and College's policies and procedures.
    vi. negotiate salary, startup packages, and other terms for new Faculty.
    vii. facilitate the dissemination to the Faculty and staff University and College guidelines, procedures and policies as soon as possible upon receipt by the Department.
    viii. coordinate the preparation and submission of departmental recommendations on promotion and tenure.
    ix. appoint program coordinators, chairs and members of the departmental committees.
    x. mentor the Faculty.
    xi. coordinate external reviews of the Department.

E. Hiring a Chair

When the Chair's position becomes vacant, the College Dean will lead the search and selection process in consultation with the Faculty and in accordance with the College and University procedures.

F. Other Administrative Positions

1. **Graduate Director**

   The Graduate Director assists the Chair with the graduate program of the department and is appointed for a renewable annual term. The Graduate Director has responsibilities as delegated by the Chair. The Graduate Director acts as a liaison between the graduate students in the department and the Chair. The Graduate Director advocates the graduate program needs of the department and will promote policies that would advance the graduate program of the department. The Chair evaluates the Graduate Director annually according to the Department's procedure. The Graduate Director duties typically include the following:

   i. schedule/coordinate graduate course offerings of the department.
   ii. coordinate graduate curriculum reviews and recommend revisions.
   iii. recruit and assign Teaching Assistants to graduate and undergraduate courses.
   iv. perform/coordinate Teaching Assistant semesterly reviews.
   v. coordinate all graduate course proposals and course revisions.
   vi. coordinate the graduate student recruitment/talent acquisition and promotion of the graduate program.
   vii. coordinate graduate student application reviews.
   viii. coordinate/lead qualifying examination for Ph.D. students.
   ix. hold weekly graduate student advising/mentoring hours.
   x. facilitate the dissemination of University, College and Departmental guidelines, procedures, and policies to the graduate students.
   xi. mentor the graduate students.
   xii. coordinate the external graduate program review of the Department.

2. **Undergraduate Director**

   The Undergraduate Director assists the Chair with the undergraduate program of the department and is appointed for a renewable annual term. The Undergraduate Director has responsibilities as delegated by the Chair. The Undergraduate Director acts as a liaison between the undergraduate students in the department and the Chair. The Undergraduate Director advocates the undergraduate program needs of the department and will promote policies that would advance the undergraduate program of the department. The Chair evaluates the Undergraduate Director annually according to the Department's procedure. The Undergraduate Director duties typically include the following:

   i. schedule/coordinate undergraduate course offerings of the department.
   ii. coordinate undergraduate curriculum reviews and recommend revisions.
   iii. coordinate with the Graduate Director for assignment of Teaching Assistants to undergraduate courses.
   iv. coordinate all undergraduate course proposals and course revisions.
   v. coordinate the promotion of the undergraduate program.
   vi. hold weekly undergraduate student advising/mentoring hours.

vii. facilitate the dissemination of University, College and Departmental guidelines, procedures, and policies to the undergraduate students.
viii. mentor the undergraduate students.
ix. coordinate the external undergraduate program review of the Department.
x. address all undergraduate academic matters including transfer credits reviews, academic dismissals, College of Engineering scholarship award decisions, approvals for accelerated master's students, International student services, exchange program requirements, etc.

ARTICLE II. Departmental Faculty Meetings

1. A quorum is defined as the presence of 2/3 of the voting faculty in residence for the semester during which the meeting is called. Faculty members on sabbatical, on leave of absence, or assigned elsewhere are not considered to be in residence.

2. The Chair will convene the Faculty, generally, once a month. Additional meetings may be called by the Chair as needed. Faculty meetings will be scheduled by the Chair, preferably at the beginning of the academic term/year, and these dates and times will be communicated to the Faculty. The Chair will solicit agenda items from Faculty and prepare an agenda for each meeting.

3. Ordinarily the Chair will chair the faculty meeting. The Chair may make proposals and suggestions, participate actively, and lead discussions, but shall not make formal motions. The Chair is a voting member of the department and his/her right to vote is not confined to the case of breaking a tie.

4. Informality is desired in the conduct of the faculty meetings; however, in case of unresolved disagreements as to procedure, Robert's Rules of Order shall apply except as otherwise specified in this document.

5. All votes require a simple majority of those present to pass, with the exception of amending these Bylaws.

6. A secret ballot will be taken if a personnel issue is involved, if the Chair believes the issue demands one, or if any faculty member requests a secret ballot either before or during the meeting.

7. Minutes of all meetings will be made available to the faculty and kept as a permanent electronic record. The specific actions taken regarding students, faculty, faculty recruiting, or other personal matters will be confidential and will not be included in the general minutes. Records of such matters will be retained by the Chair who shall make them available to the participating faculty member on request.

8. The ME Department will hold elections whenever the Faculty Senate seat for the department is vacant, and the result will be forwarded to the Faculty Senate Office.

The Senator will represent the department in the Senate, and will report back to the department faculty on Senate business at department faculty meetings.

ARTICLE III. Committees
A. Standing Committees
Faculty members are appointed to committees by the Chair for a term of one year, to be automatically renewed until a new service assignment is determined by the Chair. An exception is the set of Tenure and Promotion Committees, which are composed as detailed below.

1. **Tenure and Promotion Committees**
   The evaluation of tenure and promotion cases, including the mid-tenure review, is restricted to faculty of higher rank. The composition of each committee is as follows:
   a. All tenured faculty members are on the tenure committee;
   b. All Associate and Full Professors are part of the committee for promotion to Associate Professor;
   c. All Full Professors are part of the committee for promotion to Full Professor;
   d. All Associate and Full Professors and Instructor IIs and IIIs are on the committee for promotion to Instructor II;
   e. All Full Professors and Instructor IIIs are on the committee for promotion to Instructor III.

2. **Annual Evaluation Committees**
   The annual evaluation of junior faculty is restricted to faculty of higher rank. The composition of each committee is as follows:
   a. All Associate and Full Professors and Instructor IIs and IIIs are part of the committee for annual evaluation of Assistant Professors. Instructors provide input and vote only on the teaching component of evaluations;
   b. All Associate and Full Professors and Instructor IIs and IIIs are on the committee for annual evaluation of Instructor Is.

3. **The Undergraduate Committee**
   The duties of the Undergraduate Committee will include the following.
   - Review undergraduate curriculum and recommend revisions.
   - Review and present to faculty all undergraduate course proposals and course revisions.
   - Review and recommend revisions for undergraduate advising and mentoring procedures.
   - Develop and implement undergraduate recruitment procedures.
   - Maintain articulation with the Undergraduate Councils of the College and the University.

4. **The Graduate Committee**
   The duties of the Graduate Committee will include the following.
   - Review graduate curriculum and recommend revisions.
   - Review and present to faculty all graduate course proposals and course revisions.

- Develop and implement a program for advertising and promotion of graduate program.
- Act on graduate student applications.

5. **The ABET and SACS Accreditation Committee**
   The duties of ABET Accreditation Committee will include the following.
   - Send notes to faculty before each semester on the "closing the loop" requirement for their courses (based on self-assessment in the previous semesters when the courses were taught).
   - Follow up with faculty to ensure completion of undergraduate course self-assessment at the end of every semester, and also ensure that self-assessment and the syllabus are in the ABET folder.
   - Perform departmental assessment as required by ABET requirements.
   - Prepare self-study document for ABET visits.
   - Ensure that the SACS assessment process is updated as degree requirements are modified.
   - Follow up with faculty to ensure completion of assessment process at the end of every year.
   - Prepare necessary documentation for SACS visits.

6. **The Safety Committee**
   The duties of the Safety Committee will include the following.
   - Work with the College of Engineering Safety Committee.
   - Assess and report compliance with safety guidelines and standard minimum required safety protocols in teaching and research laboratories

Other standing committees may be appointed and/or dissolved as circumstances warrant. Standing committee chairpersons shall present oral report of their activities at the faculty meetings, as required.

B. Ad Hoc Committees

Ad hoc committees may be appointed and/or dissolved by the Department Chair as circumstances warrant. Ad hoc committees include Faculty Search Committees, Interview Panels, committees to organize one-time events, or other committees deemed appropriate by the Chair.

ARTICLE IV. Annual Evaluation of Faculty

Faculty will be evaluated annually according to their assigned effort. Instructors are typically assigned effort in Teaching and Service. Research Professors are typically assigned effort only in Research and Service. Tenure-earning and Tenured faculty are typically assigned effort in the areas of Research, Teaching, and Service. Candidates for tenure or promotion are directed to the Department of Mechanical Engineering *Guidelines for Tenure and Promotion* which establish the cumulative criteria and procedures for promotion. If the expectations described herein are in any way unclear,

faculty are encouraged to consider their previous annual evaluations and to seek additional feedback from the evaluation committee and/or Department Chair.

Evaluative Criteria

All evaluative criteria are rough guidelines; activities that have greater impact will be given greater weight. Expectations will be in correlation to the faculty rank. Ratings will be based on all of the information provided and will consider the amount of effort assigned to each faculty. The guidelines given assume typical assignments. Higher and lower assignment percentages will result in increased or decreased expectations for each category. Consistent with USF policies on nepotism and consensual relationships, spouses, partners, or amorous couples may not evaluate one another.

Faculty are evaluated on a scale of 1-5 (0.5-point increments may be assigned) where:

- An Outstanding (5) contribution is typified by *exceeding expectations in many* activities in the categories listed below for each area.

- A Strong (4) contribution is typified by *exceeding expectations in some and meeting expectations in many* activities in the categories listed below for each area.

- A Satisfactory (3) contribution is typified by *meeting expectations in many* activities in the categories listed below for each area.

- A Weak (2) contribution is characterized by *meeting expectations in some* activities in the categories listed below for each area.

- An Unacceptable (1) contribution is reflected by *not meeting expectations* in any activities in the categories listed below for each area.

Product Categories and Activities by Effort Area

Research

Evaluation of contributions to research will be based on information provided in the faculty self-evaluation and any other information known to the Annual Evaluation Committee and to the Chair. Faculty members are expected to conduct high-quality research and produce scholarly works from that research with excellence and impact recognized at national and international levels.

Typical research product categories include (but are not limited to):
  a. Funding of and competitive application for grants
  b. Publications in peer-reviewed journals and conference proceedings
  c. Publication of books, book chapters, monographs, or other forms such as non- refereed conference proceedings and published abstracts
  d. Presentations at national and international conferences
  e. Invited seminars and talks

f. Support of Ph.D. students and postdoctoral scholars
g. Research related awards
h. Patents or other technology transfer for research-related inventions
i. Scientific instruments, software, codes, and/or databases

Teaching

Evaluation of contributions to teaching will be based on information provided in the faculty self-evaluation, student evaluations, and any other information known to the Annual Evaluation Committee and to the Chair.

The goal of teaching in the department is to promote students' learning, intellectual development, and career preparation. Towards this goal, faculty are expected to achieve excellence in teaching, as evidenced by a successful track record of classroom teaching, mentoring of undergraduate and graduate students, and active participation in curricular development and/or innovation in engineering education. The self-evaluation should identify evidence of this proficiency, for example by including context and impact of their teaching activities. Typical teaching activities include (but are not limited to):
a. Course improvements
b. Numerical student evaluations and narratives of students' comments
c. Evidence of meeting student learning outcomes
d. ABET related analysis and documentation
e. Peer evaluations
f. Teaching awards and other recognitions of teaching accomplishments
g. Documentation of innovative teaching methods, and attendance at teaching workshops
h. Documentation of incorporating educational research findings in courses taught
i. Student mentoring and training
j. Publishing a textbook(s)

Service

Evaluation of contributions in the area of service will be based on information provided in the faculty self-evaluation and any other information known to the Annual Evaluation Committee and to the Chair. Faculty are expected to have substantive service at the national and/or international level, with the appropriate amount and stature of such service external to the university increasing with the rank of the candidate.

Typical service product categories include (but are not limited to):
a. Active participation in faculty meetings and governance
b. Service on university, college, or department committees
c. Service as it relates to mentoring and leadership
d. Service to the profession in the form of engagement and leadership in organizations related to the discipline
e. Peer review activities and editorial roles in the publication of scientific works
f. Peer review in the funding process
g. Organization and participation in scientific meetings, seminars and workshops
h. Outreach or service to the community and other institutions
i. Awards for service-related activities

Note: In order for a faculty member to earn a *Satisfactory*, *Strong*, or *Outstanding* rating in service, a faculty member must minimally be regularly involved in Departmental meetings and must actively contribute to the life of the Department and its constituencies.

Potential Information to Include in the Self-Evaluation

Research
- Narrative self-assessment that discusses the focus of the research program; expresses contribution to university, college, and Department goals; evaluates progress against the goals from the previous year and relative to career status; and sets goals for the coming year.
- Research grants or training grants funded/submitted
  - Nature and extent of the faculty member's contribution to the research or training program (e.g. role of faculty member as reflected in principle investigator or co-investigator status; extent of research activities involved; mentoring of grant personnel such as post-docs or students).
  - Quality of the funding source (e.g. federal, state, foundation, corporate, university internal; quantity of funds involved)
  - Support for graduate students and postdoctoral scholars
- Peer reviewed articles (journals, proceedings or book chapter) or books submitted and/or accepted
  - Nature and extent of the faculty member's contribution to the research (e.g. role of faculty member as reflected in authorship status; extent of research activities involved such as a multiple or single experiments, case study or studies, systematic literature review, narrative review, edited volume, monograph, etc.).
  - Quality of the journals, proceedings or books according to indicators such as impact factors, acceptance rates, quality of publisher, and/or influence of publication on a particular research community
- Scholarly presentations
  - Proper reference format with full author list.
  - Nature of the presentation (invited/contributed, peer-reviewed/non-peer reviewed), role of faculty member, special status (e.g., won award, keynote, panelist, etc.)
  - Title and scope (e.g., international, national, regional, local)
- Intellectual property
  - Patent applications and granted patents
  - Technology transfer activities

Teaching
- Narrative self-assessment that discusses teaching philosophy relative to University, College, Department, and individual teaching goals, including setting forth teaching goals for the coming year.

- Documentation of efforts to improve content delivery, to develop curriculum, or to otherwise contribute to student success outside of the typical requirements of one's course load.
- Quality of student evaluations of teaching (in relation to the level and content of the courses taught, the number of students enrolled, and the percent completing the evaluation)
    - Ratings in relation to the size, level, and nature of content of the course taught
    - Percent of students responding to evaluation
    - Summary of and responses to individual student comments
    - Explanations for why particular courses may have received low evaluations with plans for correction
- Peer review or observation of teaching. This could be completed by another faculty member in the Department, or by someone outside the Department (e.g., Center for Teaching Excellence)
- Student mentoring
    - Descriptions of all activities should include the depth of involvement (chair, supervisor, committee member, etc.), status of the project, and outcomes including any presentations or publications/submissions.
    - Ph.D. dissertations
    - Master's theses
    - Undergraduate Honors theses
    - Directed research activities
- Training grant or research grant administration that involves mentoring
    - Nature and type of administration, including depth of involvement in post-doc or student mentoring
    - Number of post-docs or students involved, and number directly supervised
    - Outcomes including any presentations or publications/submissions
- For Instructors only, publications and presentations relating to the science of teaching and learning should be included in this area.

Service
- Narrative self-assessment that discusses the nature of the service activities; expresses contribution to university, college, and Department goals; evaluates progress against the goals from the previous year and relative to career status; and sets goals for the coming year.
- Service on university, college, or Department committees
    - Describe responsibilities, type and degree of involvement
    - Whether elected or appointed
- Service as it relates to mentorship
    - Formal and informal mentoring of faculty relating to teaching and/or research
    - Leadership or advising of student organizations and activities
- Service to the profession
    - Formal activity in societies, organizations, or agencies in the discipline or related to the discipline beyond paid membership

- - - Scope and status of society (e.g. international, national, state, local; disciplinary or interdisciplinary membership)
      - Describe responsibilities, type and degree of involvement (e.g. chair, co-chair, fellow, board/senior member, member)
      - Whether elected or appointed
  - Peer-review activities
      - Grant review activity (include funding agency, participation in panels, depth and extent of involvement)
      - Peer reviews for books, articles, or conferences (specify type and number of items reviewed and for which publisher, journal, society, committee, or Department)
  - Editorial activity
      - Journal or series editor or associate editor (describe scope and nature of activities, time commitment, quality of outlet)
      - Formal appointment to editorial, review, or advisory boards (describe scope and nature of involvement)

  - Seminars and workshops primarily oriented to continuing professional education in the discipline or related to the discipline
      - Extent and nature of participation (e.g. organizer, participant, discussant)
      - Status of venue (e.g. international, national, state, or local organization)
      - Whether participation was invited or submitted
  - Inter-Institutional Invitations
      - Invitations to participate in promotion and tenure process or related academic evaluations, program evaluations, etc.
      - Describe nature and extent of invitation, standing of institution
- Service to the community
  - Describe the nature and extent of the activity including:
      - The community involved (e.g. global, national, regional/state, local)
      - Extent of curricular engagement between university and community (e.g. address community-identified needs, deepen students' civic and academic learning, enhance community well-being, and enrichment to the scholarship of the institution).
      - Outreach activity (i.e. provision of institutional resources for community use with benefits to both campus and community)
      - Partnership activity (e.g. collaborative interactions with community and related scholarship for the mutually beneficial exchange, exploration, and application of knowledge, information, and resources such as research, capacity building, economic development, etc.).

ARTICLE V. Tenure and Promotion

The Department will follow the procedures for tenure and promotion and non-tenure track advancement set forth in the policies of the University and College. The Department will provide written guidelines for those seeking tenure and/or promotion to Associate or Full Professor.

ARTICLE VI. Amendments

Any ME faculty member may propose amendments to this governance document. A proposed amendment must be submitted in writing (or via email) to the Chair who will place it on the agenda within the next three scheduled departmental faculty meetings. The ME faculty may refer the amendment for review by a departmental committee. Upon completion of the review of the amendment within a reasonable time, the proposed change will be placed on the agenda of the next faculty meeting, where after a discussion a vote will be taken. Upon request by any faculty, the vote must be by secret ballot. A 2/3 vote of all voting faculty members in residence plus those on leave, but present, is necessary to pass such amendments.

ARTICLE VII: Effect

Upon approval by 2/3 of the voting faculty on August 28, 2020, this Mechanical Engineering Faculty Governance Document shall become effective on the first day of the Spring 2021 semester.