0. MEMBERSHIP

The voting membership of the faculty of the EAS College consists of all individuals in the ranks of Assistant Professor (tenure-track), Associate Professor, and Professor, as well as those with the title of Instructor, and Senior Instructor if the appointment is at least half time.

1. EAS FACULTY GOVERNANCE PROCEDURES

All issues referred to the college faculty will be decided using the following process.

1. There will be one College Faculty Meeting each semester, to be held near the beginning of the semester.

2. An off-cycle Special College Faculty Meeting may be called with at least two weeks notice given in writing (email suffices).

3. Issues to be decided will be circulated in writing as Motions to the faculty at least two weeks prior to a regular or special meeting. These will come out of the college committees, from departments, or from the dean. Faculty should work through the college committees or their departments to get motions before the faculty in this forum. All motions will be collected by the Dean’s office and disseminated as a collective to the faculty. Motions will, therefore, be due to the Dean’s office no later than 16 days prior to a College Faculty Meeting.

4. Motions circulated in advance of the meeting are considered moved and seconded. Amendments can be moved and considered provided they receive a second or are considered a friendly amendment by the originator of the motions (the chair of the committee or department putting forth the motion would constitute the “originator of the motion”).

5. Each motion on the agenda of the meeting will be allotted a minimum discussion period, after which a vote can be called. A call for a vote on a given motion would require a second and would then require a majority vote of the voting members present at the meeting. Once called, a vote will ensue. The vote will typically be a show of hands. A closed ballot can be used if requested by a single faculty member present.

6. A motion can be tabled for a later College Faculty Meeting by a majority vote of the voting members present at the meeting. In such a case, the motion may be referred back to the originating committee and must be resubmitted before that later meeting.
7. A motion will pass by simple majority of votes cast at the meeting by the voting members. Proxies will be accepted, but each member present at the meeting can only hold a single proxy vote. Proxies must be communicated in writing to the meeting facilitator by signed paper. There must be at least 50% of voting members and proxies present at the meeting for passage of motions.

8. Every College Faculty Meeting will include, time permitting, time for Old Business and New Business. The New Business portion of the meeting will be an opportunity for motions not on the agenda to be made from the floor. If seconded, these motions will be placed on the agenda of the next College Faculty Meeting. The Old Business portion of the meeting will be devoted to addressing motions not resolved at previous faculty meetings. A motion made during the New Business portion of a meeting will be placed on the regular agenda of the next regularly scheduled meeting, but may also be considered in Old Business if a special meeting is called for some other purpose. A special meeting may also be called specifically for a motion made from the floor.

1.1 Faculty Elections

College faculty elections will be conducted using the following process.
1. A nominating period will occur prior to any faculty election. This period will begin no later than three weeks prior to the election and end no later than 1 week prior to the election.
2. Nominees must accept their nomination in order to appear on the faculty election ballot.
3. Self-nomination of eligible faculty member will be accepted during the nominating period.
4. The ballot will be circulated in writing to the voting faculty at least one week prior to the election.
5. Election will require a majority vote. Runoff elections including the top two vote getters will occur until a majority is achieved. In the event more than two are tied with the most votes, all will be included in the first run-off election. In the event there is a single top vote getter but more than one are tied with the second most, all of these will be included in the first run-off.

2. COMMITTEES

The college will have five faculty-driven standing committees (Executive, Curriculum, Personnel Review, Information Technology, Ph.D. Governance) and an external committee called the EAS Leadership Council (ELC).

2.1 EAS Leadership Council (ELC)

2.1.1 Duties
The EAS Leadership Council (ELC) works closely with the dean and faculty of the college. The ELC helps provide the support that the college needs to develop a first-class program to meet present and future needs of the Colorado Springs region.
The ELC advises the college on areas of excellence to be developed, degree programs needed, courses needed at UCCS, equipment availability, joint research areas, and cooperative faculty and student programs.

2.1.2 Membership
The ELC consists of Presidents, Chief Executive Officers, and Managers from representative engineering, science, and technology companies, various government agencies, and other leaders of the community as appropriate.

2.1.3 Vacancies
Vacancies are filled by the dean as required.

2.2 Executive Committee (EC)

2.2.1 Duties
The duties of the Executive Committee (EC) are to assist the Dean in administering and leading the College.

2.2.2 Membership
The voting membership of the EC consists of department chairs and assistant and associate deans. Others may be invited to attend meetings as needed.

2.3 Curriculum Committee (CC)

2.3.1 Duties
The Curriculum Committee (CC) is responsible for the coordination and integration of all curricular issues affecting the college. The CC is responsible for approval of all curricular requirement changes for all programs. The committee is also responsible for approval of new courses, changes to existing courses, and discontinuance of courses. The CC reports regularly to the faculty the actions that it has taken. The CC also conducts a continuous study of all policies affecting the educational function of the college, reviewing entrance and graduation requirement, how the various curricula relate to one another, and any administrative acts related to the education effectiveness of the curricula or faculty. The CC is responsible for recommending to the faculty the addition of new programs, major changes to existing programs, or discontinuance of programs. The CC regularly refers to the faculty its finding for final action.

2.3.2 Membership
This committee consists of one voting member from each department, exclusive of the department chair, in the EAS College.

2.3.3 Term of Office of Members
The normal term shall be three years. About one third of the terms should end each year. The chair is chosen from among the members by vote of the committee for a one-year term.

2.3.4 Vacancies
Vacancies are filled by appointment by the dean in consultation with the Executive Committee.

2.4 Personnel Review Committee

2.4.1 Duties
This Personnel Review Committee (PRC) considers all personnel actions within the College. These actions include tenure, promotion, comprehensive, and reappointment reviews as well as appeals of annual faculty reviews and salary determinations and grievances of the faculty.

2.4.2 Membership
Membership will consist of tenured full professors, one from each of the departments and one from outside the College.

2.4.3 Terms of Office
Terms for the EAS members of the PRC will be three years. The terms of the EAS members will be staggered. Selection of the EAS members of the committee will be by election with the condition that no two members are elected from the same department. All tenured and tenure-track faculty of the College are eligible to vote. All tenured full professors in the EAS College will stand for election, unless they request, in writing to the Dean, that their names be removed from consideration. Election is by majority of votes cast. In case of a run-off election, the names of the individuals with the two highest vote totals will be resubmitted to the faculty for consideration. Faculty on leave are eligible to vote. The election will occur in May of each year. An election will be held to fill any unexpired term. The member of the FLRC (Personnel Review Committee) from outside the College will be chosen by the executive committee in consultation with the Dean. The term for this member will be one year. The FLRC (Personnel Review Committee) shall choose one of their members as chair, and the chair appointment is valid for one year. A member of the FLRC (Personnel Review Committee) may not serve as a member of a primary unit evaluation committee or the second level review committee.

2.4.4 Staff Support
The dean’s office will provide staff support for this committee.

2.5 Information Technology (IT) Committee

2.5.1 Duties
The Information Technology (IT) Committee is charged with the responsibility to plan and coordinate the use and acquisition of information technology for the college as well as provide policy advisement to the college on matters related to distance. The IT
Committee is also charged with maintaining the college Five-year Plan for Instructional IT needs working in consultation with the dean. The IT Committee will consider requests from college faculty for research information technology support and make recommendations to the dean for funding consideration.

2.5.2 Membership
Voting members will be one voting member from each department and an EAS voting member teaching in the Bachelor of Innovation program. The college IT Administrator will be the non-voting member of the committee.

2.5.3 Term of Office of Members
The normal term shall be three years. About one third of the terms should end each year. The chair is chosen from among the voting members by vote of the committee for a one-year term.

2.5.4 Vacancies
Vacancies are filled by appointment by the dean in consultation with the Executive Committee.

2.6 Ph.D. Governance Committee

2.6.1 Duties
This committee is responsible for all aspects of the operation for the Doctor of Philosophy in Engineering degree, including definition of scope, establishment of assessment procedures, approval of admission of students, establishing of minimum degree requirements for EAS faculty approval, procedures for the establishment of new Ph.D. in Engineering programs. In addition the committee recommends course establishment across EAS departments at the Ph.D. level to the EAS Curriculum Committee.

2.6.2 Membership
This committee consists of one voting member from each department, in the EAS College.

2.6.3 Term of Office of Members
The normal term shall be three years. About one third of the terms should end each year. The chair is chosen from among the members by vote of the committee for a one-year term.

2.6.4 Vacancies
Vacancies are filled by appointment by the dean in consultation with the Executive Committee.

3. PROMOTION AND TENURE CRITERIA AND PROCEDURES
The EAS College will comply with UCCS Policy 200-001.

4.  ANNUAL MERIT/SALARY SETTING PROCESS

4.1  Policy
UCCS policy 300-016 Compensation Principles for Faculty will be followed for yearly salary setting.

4.2  Evaluation Criteria
The Department RPT criteria will be used for the yearly salary setting evaluation of faculty by Chairs. The evaluation of Chairs and Associate/Assistant Deans will be performed by the Dean using the Department RPT criteria for teaching and research, and Chair Evaluation Criteria for service.

4.3  Evaluation Process
Faculty members will fill out the Faculty Report of Professional Activity (FRPA) form in January for the previous calendar year (CY).

Faculty members will meet with their department chairs during the month of February for the yearly evaluation. The approved individual workload for the CY will be used in the evaluation. (Workloads are developed using the EAS Workload Policy). Attention also will be given to the five-year academic plan of the faculty member. The Chair will complete the Faculty Evaluation Worksheet (FEW) for discussion with the Dean. Note that the FEW will be given to faculty member after the Chair has discussed it with the Dean with possible changes to the ratings.

Chairs and Associate/Assistant Deans will meet with the Dean in March for their yearly evaluation. Dean will fill out the FEW similar to the process given in the previous paragraph.

Chairs will meet with Dean in March to review the FEWs. The Dean may make changes based on the discussion with the Chairs. The Chairs are then to immediately provide the faculty their approved FEW.

The FEWs will be stored with the EAS Financial Assistant for use in yearly salary setting.

4.4  The Yearly Evaluation Process for Faculty Members on Sabbatical Leave
Whenever possible, the faculty member on sabbatical leave will submit their FRPA form at the usual time on all activities that occurred at the University before the faculty member left on sabbatical leave. An additional written report will be submitted to cover the time absent from the University while on sabbatical leave. This written report will be attached to the FRPA form.
The same review process will be applied to the faculty member on sabbatical leave or on leave of absence as on Item 4.3 above, except that the meeting with the department chair will be waived if circumstances and location of the sabbatical leave make this meeting inconvenient. In this case, the faculty member on sabbatical leave or on leave of absence will be sent a written evaluation of his or her performance during the past year.

4.5 **Salary Setting**

Campus leadership provides salary pool for college faculty raises. The Dean will apportion the salary pool monies to departments and faculty evaluated by the dean based on faculty salaries. Chairs will generate raise recommendations for the department faculty using three-year averages (or other averages as mandated by campus administration) in the FEWs. Chairs will provide their salary raise recommendations to the Dean who will then make a final determination of raises and submit to Provost and campus Human Resources office as required. The Dean will separately make salary raise recommendations for the faculty members evaluated by him/her using criteria similar to college faculty using the apportioned raise pool monies.

5. **AMENDMENTS AND APPROVAL**

5.1 **Initial Adoption**

Initial adoption of these policies and procedures shall be by affirmative ballot by at least two thirds of the voting members of the college faculty.

5.2 **Changing Standing Committees**

Changes to the duties, membership, terms of office, or vacancies in sections of the descriptions for the faculty-driven standing committees may be made by mutual agreement of the particular committee members and the Dean. Such changes shall be reported to the faculty.

5.3 **Ad Hoc Committees**

The Dean of the College, in consultation with the Executive Committee, may form ad hoc committees to deal with occasional issues outside of the responsibilities of the standing committees that may come up in a given a year.

5.4 **Amendments/Additions**

Amendments/Additions to this document, other than the changes to standing committees described above, require approval of a majority vote of the voting members.

Notice of the proposed amendment shall be given to all members of the voting faculty at least thirty days before an amendment is to be considered. The amendment may be made at any regular or special meeting of the faculty or via email during the academic year,
except for the first thirty days of the academic year. If the amendment is made via email then an accompanying mail ballot will be used.

Amendments may be proposed by any voting member of the faculty or by any standing committee of the faculty.

Amendments shall be available to all members of the faculty within a period of sixty days following the date of the amendment. The entire set of policies and procedures shall be posted on college website for secured access to faculty members.