

1 CALIFORNIA STATE UNIVERSITY, LONG BEACH

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4 COLLEGE OF ENGINEERING

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7 CONSTITUTION

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10 THIS DOCUMENT WAS REVISED AS FOLLOWS:

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13 Engineering Faculty Council on December 9<sup>th</sup>, 2020

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16 Tenure Line Faculty on March 19<sup>th</sup>, 2021

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20 PREAMBLE

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22 **T**he laws of the State of California, the regulations and policies of the California State University  
23 and California State University, Long Beach, and collective bargaining agreements shall override any  
24 provisions of this Constitution with which they are in conflict.

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26 Hereafter, “System” shall refer to the California State University; “University” to California State  
27 University, Long Beach; and “College” to the College of Engineering.

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30 ARTICLE 1 Faculty

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32 1.100 The Faculty of the College is composed of the Tenure Line Faculty and the Lecturer Faculty.

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34 1.200 Tenure Line Faculty shall consist of those tenured and probationary members of the Faculty of  
35 California State University, Long Beach (as defined by the Constitution and Bylaws  
36 of the Faculty of California State University, Long Beach) holding appointments in  
37 the College.

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39 1.300 Membership in this body shall not lapse because of leave of absence or administrative  
40 assignment. Members in the Faculty Early Retirement Program or the Pre-  
41 Retirement Reduction in Time Base program shall enjoy voting rights afforded by this document,  
42 and all other relevant policies.

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44 1.400 Powers of the Tenure Line Faculty

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47 1.410 The Tenure Line Faculty shall act on all matters specifically delegated to the  
48 Faculty of the College by System or University Policy and all matters delegated to it in  
49 this Constitution.

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51 1.420 The Tenure Line Faculty shall advise the Dean on matters concerning the general  
52 welfare of the College.  
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54 1.430 The Tenure Line Faculty shall take no action that abridges the autonomy of any  
55 department, except as the interests of the College are clearly of overriding concern.  
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57 1.440 The T e n u r e Line Faculty may if necessary, after duly informing the Dean, present  
58 to the Academic Senate, Vice Presidents, Provost, or the President of the University, all  
59 matters regarded as of general concern to the welfare of the College and/or of the University.  
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61 1.450 Tenure Line Faculty may establish committees and define their duties.  
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63 1.500 The Eligible Lecturer Faculty shall consist of temporary employees holding 3-year contract  
64 employment in the College with a time-base of at least 0.5 (7.5 WTU's) in the semester of service.  
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66 1.600 The Engineering Faculty Council, as defined in Article 6 of this Constitution, shall act on behalf  
67 of the Faculty on matters delegated to it by this Constitution or University Policies and on any  
68 other matters subsequently delegated by majority vote of the Tenure Line Faculty.  
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## 71 ARTICLE 2 Structure of the College

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73 2.100 The Dean of the College shall be a member of the Tenure Line Faculty of the College and is  
74 the administrative head of the College as defined by appropriate University policy.  
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76 2.200 Associate Dean(s) shall have retreat rights to a Department within the College, and shall serve at the  
77 pleasure of the Dean.  
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79 2.300 The Departments of the College shall be those in effect or approved at the time of the adoption  
80 of this Constitution and such other Departments as created, revised and/or merged in accordance  
81 with University Policy.  
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83 2.400 Other administrative offices or positions may be established by the Dean after consultation with the  
84 Engineering Faculty Council.  
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86 2.500 The Engineering Faculty Council shall be the representative body of the Faculty when the Faculty is  
87 not meeting.  
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## 90 ARTICLE 3 Dean

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92 3.100 The duties of the Dean are specified by University policy.  
93

94 3.110 The Dean shall be responsible for developing and maintaining an academic and  
95 administrative environment conducive to the achievement of the highest standards of  
96 student scholarship and Faculty Teaching Effectiveness; Research, Scholarship and  
97 Creative Activities; and University and Community Service.  
98

99 3.120 The Dean's Office shall facilitate communication among the College representatives on  
100 the Academic Senate, College representatives on University councils and committees,

101 and members of the Engineering Faculty Council, by providing timely information and  
102 assistance with such activities as arrangements for meetings, filing, ~~and~~ clerical and  
103 other support, as may be deemed useful.  
104

105 3.130 The Dean's Cabinet shall be the primary advisory body to the Dean in all college-related  
106 matters. The Dean's Cabinet shall be composed of the Dean and Associate Deans,  
107 Department Chairs, the College Financial Officer, the Chair of Engineering Faculty  
108 Council and others designated by the Dean. Two faculty members elected by the Tenure  
109 Line Faculty shall serve as at-large members of the Dean's cabinet.  
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112 3.131 Selection of Dean  
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114 Applicable University Policy shall govern the selection of the Dean of the College.  
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117 ARTICLE 4 Associate Deans  
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119 4.100 The selection of Associate Deans shall be in accordance with University policies.  
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123 ARTICLE 5 The Departments of the College  
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125 The autonomy of the Departments of the College shall not be abridged except when the interests of  
126 the College are clearly of overriding concern.  
127

128 5.100 Department Chairs are appointed and reviewed according to University Policy.  
129

130 5.200 On all formal matters each department and its duly constituted committees shall have access to  
131 the Dean and Associate Deans, the Engineering Faculty Council and the College committees  
132 through its Chair.  
133

134 5.300 The Departments may initiate hiring requests and job descriptions of academic and non-  
135 academic personnel to be hired in compliance with current System, University and College  
136 policies, and collective bargaining agreements.  
137

138 5.400 Each Department shall conduct its own affairs in a manner that complies with current System,  
139 University and College policies, and collective bargaining agreements.  
140

141 5.500 Each Department shall elect the committees mandated by current System, University, and  
142 College policies, and collective bargaining agreements.  
143

144 5.600 Other standing and ad hoc committees may be formed by departmental action.  
145

146 5.700 Each Department shall be free to develop rules, procedures, and policy documents relating to its  
147 governance, and the selection of its committees, Chair and other officers, consistent with current  
148 System, University and College policies, and collective bargaining agreements. All department  
149 policy documents shall be reviewed by the Engineering Faculty Council for conformance with  
150 College policy.

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ARTICLE 6 Engineering Faculty Council

6.100 Composition of the Engineering Faculty Council

6.110 The number of Council members from each department is determined from the Full Time Equivalent Faculty (FTEF) generated by the department in the Fall semester preceding the election, according to the following: One (1) member for ten (10) or fewer FTEF; two (2) members for eleven (11) to thirty (30) FTEF; three (3) members for thirty-one (31) or more FTEF.

6.120 One Eligible Lecturer faculty elected at large.

6.130 The Dean and Associate Deans of the College, the Academic Senators from the College, the CFA representative from the College, the President of the Associated Engineering Student Body, and the Department Chairs shall be ex-officio, non-voting members of the Council.

6.140 The Council shall elect its own Chair, Vice Chair and Secretary from among its elected members. These officers shall constitute the Rules Committee of the Council, which shall be responsible for formulating the agenda for Council meetings.

6.150 The outgoing Rules Committee shall call an Engineering Faculty Council Organizational Meeting as soon as feasible following the election of new Council members in the Spring semester for the purpose of electing Council officers for the following academic year. Elections shall be by a majority of the votes cast by secret ballot.

6.160 The officers of the Council shall assume office at the beginning of the Fall semester.

6.170 In case the office of Chair becomes vacant, the Vice Chair shall assume the office of the Chair until a new Chair is elected by the Engineering Faculty Council.

6.180 In case the office of Vice Chair or Secretary becomes vacant, the Council shall hold an election for the office at the next regular meeting.

6.200 The Council shall determine the time and place of its meetings and shall publish the agenda and minutes of its meetings to the Faculty of the College. The Chair may call extraordinary meetings and is responsible for notifying the Council members.

6.210 For Engineering Faculty Council meetings, a simple majority of the elected members of the Council shall constitute a quorum.

6.300 The Dean and Associate Deans shall provide to the Council, upon request, materials relevant to matters before the Council, consistent with current System, University and College policies, and collective bargaining agreements.

- 200 6.400 The Council shall not interfere with the autonomy of any department except where the interests  
201 of the College, as determined by the Council and the Dean are of overriding concern. In such  
202 cases the Department Chair shall provide to the Council, upon request, materials relevant to  
203 matters before the Council to which the Chair has access, consistent with current System,  
204 University and College policies, and collective bargaining agreements.  
205
- 206 6.500 The Council shall advise the Dean on college-wide instructional matters in accordance with the  
207 instructional functions of the College. Instructional matters include—but are not limited to—  
208 regular, extension, computer-aided, Internet and televised instruction.  
209
- 210 6.600 The Council shall advise the Dean on college-wide research matters in accordance with the research  
211 functions of the College.  
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- 213 6.700 The Council shall advise the Dean on college-wide resource allocation matters.  
214
- 215 6.800 The Council shall serve as the nominating committee for elected College representatives to  
216 University committees, councils and the Academic Senate. Nominations may also be made from  
217 the floor at a meeting of the Faculty of the College.  
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- 219 6.900 College policies shall be approved by majority vote of the Tenure Line Faculty after receiving  
220 the recommendation of the Engineering Faculty Council. The policies shall be consistent with  
221 current System and University policies, collective bargaining agreements, and this Constitution.  
222
- 223 6.1000 Election of the Engineering Faculty Council  
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- 225 6.1010 From its Tenure Line Faculty, each department shall elect its Council member(s), and  
226 one alternate per member, rank ordered in the case of more than one alternate, to the  
227 Engineering Faculty Council by a majority of the votes cast by secret ballot of its  
228 Tenure Line Faculty. The election shall be held early in the Spring semester for the  
229 term beginning the following Fall semester.  
230
- 231 6.1020 Any department may recall its member(s) on the Council. The member(s) may be  
232 recalled by a two-thirds vote by secret ballot of the Tenure Line Faculty of the  
233 department. The recall election shall be conducted by the Council upon receipt of a  
234 petition signed by 25% of the Tenure Line Faculty of the department.  
235
- 236 6.1030 The Tenure Line Faculty Council members shall serve staggered two-year terms.  
237 Alternate members shall serve one-year terms.  
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- 239 6.1040 In the absence of a regular member, the highest rank-ordered alternate present and not  
240 already voting shall assume the seat of the absent member.  
241
- 242 6.1050 In case of a vacancy of an alternate, an election shall be conducted by the department  
243 as soon as possible in the manner prescribed above.  
244
- 245 6.1060 A voting member who is absent from the Council for three consecutive meetings, while on  
246 active pay status, shall be deemed to have resigned from the Council. The presence of  
247 an alternate member shall be counted as the presence of the regular member.  
248

249 6.1070 One Eligible Lecturer elected at large by the Lecturer Faculty employed during the  
250 semester of the election. The election shall be held early in the Spring semester for the  
251 term beginning the following Fall semester. The lecturer member shall serve a one-year  
252 term.  
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## 255 ARTICLE 7 Standing Committees 256

257 The College shall have the following standing committees with the powers specified in this  
258 Constitution and applicable University and System policies. Other standing committees required by  
259 University policies shall be formed in accordance with those policies. Standing Committees shall be  
260 elected in the Spring to begin operation the following Fall. Unless stated otherwise, there shall be  
261 exactly one committee member and one alternate from each Department. Committee members may be  
262 re-elected in perpetuity to any committee.  
263

264 7.010 With the exception of the Grade Appeals Committee, the Reappointment, Tenure and  
265 Promotion Committee and the Sabbatical Leave Committee, all other committees shall  
266 submit the minutes and agendas of their meetings to the Engineering Faculty Council in  
267 order to make them accessible to all Faculty.  
268

269 7.020 A voting member who is absent without excuse for three consecutive meetings of a  
270 standing committee, while on active pay status, shall be deemed to have resigned from the  
271 committee.  
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### 274 7.100 College of Engineering Curriculum and Educational Policies Committee 275

276 The Curriculum and Educational Policies Committee shall coordinate and approve all curriculum  
277 (undergraduate and graduate) and educational policy matters in the College and make  
278 recommendations to Engineering Faculty Council, Associate Deans, and the Dean.  
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281 7.110 The College of Engineering Curriculum and Educational Policies Committee shall be  
282 composed of one Tenure Line Faculty Member elected by each department for **one**  
283 **academic year term** and an Associate Dean, designated by the Dean who will be an ex-  
284 officio non-voting member. The chair of the committee shall be one of the elected faculty  
285 members.  
286

### 287 7.200 The Elections Committee 288

289 The committee shall supervise all college-wide elections as specified by the Engineering Faculty  
290 Council and/or the Dean. Results of all elections shall be reported in writing to the Engineering  
291 Faculty Council Chair and the Dean within three working days after the deadline for the close of  
292 balloting.  
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295 7.210 The Committee shall consist of three Tenure Line Faculty members selected by the  
296 Engineering Faculty Council. Members shall serve **one-year** terms.  
297

### 298 7.300 The Environmental Health and Safety Committee

All environmental health and safety issues raised by students, staff and faculty within the College should be initially addressed at the departmental level, where appropriate. Efforts should be made to resolve departmental health and safety issues at the department level. Issues not resolved at the department level should be communicated to the Office of the Dean and to the Chair of the College Environmental Health and Safety Committee. The College committee shall consider the issues and make recommendations to the Engineering Faculty Council and the Dean.

7.310 The committee shall consist of one T e n u r e Line Faculty or staff member or Eligible Lecturer elected by each department, one student member selected by the Associated Engineering Student Body, and the College Safety Coordinator who shall act as Chair of the Committee. Elected members shall serve **one-year** terms and shall also be members of their department safety committee, if one exists.

7.320 The Dean, in consultation with the Engineering Faculty Council, shall appoint the College Safety Coordinator.

7.330 The College Safety Coordinator shall keep a log of all health and safety related incidents occurring within the jurisdiction of the College and reported in writing. The committee shall have access to the log.

7.340 The committee shall review and recommend to the Engineering Faculty Council and the Dean procedures, policies, and training for the health and safety of faculty, students, staff and visitors.

7.350 Safety manuals used in laboratory related activities must be submitted to this committee for approval.

7.360 The committee shall submit a report to the Engineering Faculty Council, the Dean, and the Departments at the end of each academic year. The report shall include a summary of all problems, recommendations and corrective actions taken at both the College and University levels.

#### 7.400 The Grade Appeals Committee

The committee shall have responsibility for the Grade Appeal procedure in the College. The committee shall function as prescribed by University Policy.

7.410 The committee shall consist of faculty and student members. The number of faculty members shall be equal to the number of Departments in the College. Faculty members may be from the same department and shall serve **one-year** terms. Faculty members and one faculty alternate shall be elected from Tenure Line Faculty members, all elected by the T e n u r e Line Faculty of the College. One student member and one s t u d e n t alternate shall be selected by the Associated Engineering Student Body. If a member must recuse oneself due to an appeal involving that member, the appropriate alternate shall serve.

7.420 Student members shall not be eligible to hold any office of this committee.

#### 7.500 The Reappointment, Tenure and Promotion committee

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7.510 The committee shall function in accordance with System and University policies on Reappointment, Tenure and Promotion as well as the College Reappointment, Tenure and Promotion Policy Document.

7.520 The committee shall evaluate the College Reappointment, Tenure and Promotion Policy document as needed and provide the Engineering Faculty Council and the Dean with its recommendations for future considerations.

7.530 The committee shall consist of one full-time tenured Faculty from each department, elected by secret ballot by the Tenure Line Faculty of the College. Members shall serve **one-year** terms.

7.540 Only committee members with a higher rank than the candidates being considered for evaluation can participate in Reappointment, Tenure and Promotion evaluation of the candidate.

7.550 In case there is no eligible member to serve on this committee from any department, the department shall nominate a member from a related academic discipline(s). Faculty participating in the Faculty Early Retirement Program may serve on the committee in accordance with the Collective Bargaining Agreement.

#### 7.600 The Sabbatical Leave Committee

7.610 The committee shall function in accordance with University and College policies on Sabbatical Leave.

7.620 The committee shall consist of one full-time tenured member per department elected by secret ballot by the Tenure Line Faculty. Members shall serve **one-year** terms.

#### 7.700 The Scholarship Committee

7.710 The committee shall normally select recipients of College level scholarships and shall coordinate matters related to other student scholarships, awards and nominations for awards from outside agencies. The Chair of the committee shall report to the Engineering Faculty Council on the actions of the committee annually.

7.720 The committee shall consist of one Tenure Line Faculty member or eligible Lecturer elected by each department in the College, the president of the Associated Engineering Student Body or designee, and a designee of the Dean of the College. Members shall serve **one-year** terms. At the request of the Dean's office, the EFC may elect additional at-large faculty members to serve on the committee.

#### 7.800 The Research and Scholarly Activities (RSCA) Committee



397 7.810 The Committee shall have responsibility related to **RSCA** awards and grants and  
398 the promotion of research and other scholarly and creative activities in the College.  
399

400 7.820 The Committee shall consist of one Tenure Line Faculty member elected by each  
401 department in the College and the College's representative to the University Scholarly  
402 and Creative Activities Committee as an ex officio non-voting member. Members shall  
403 serve **one-year** terms. Elected members of this committee may not apply for awards and  
404 grants it controls.  
405

406 7.900 College Awards Committee  
407

408 7.910 The Committee shall consist of one Tenure Line Faculty member elected by each  
409 department in the College. The College representative to the University Scholarly and  
410 Creative Activities Committee, and Representative to the Faculty Personnel Policies  
411 Council shall be n o n - v o t i n g ex-officio members. Elected Members shall serve  
412 **one-year** terms.  
413

414 7.920 In accordance with the University Policy, the Committee shall rank nominees for the  
415 University awards that require review at the College level and forward their rankings and  
416 recommendations to the Academic Senate.  
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418 7.930 Other College awards, under purview of the College Award Committee, shall be dealt  
419 with in accordance with the criteria and timelines associated with such an award.  
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422 ARTICLE 8 Ad Hoc Committees  
423

424 8.100 Ad hoc committees may be established by the Dean, by the Engineering Faculty Council, or by  
425 the Tenure Line Faculty in a college-wide meeting. The charge to, composition of, and method  
426 of membership selection of ad hoc committees shall be specified at the time the committees are  
427 established.  
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429 8.200 A voting member who is absent without excuse for three consecutive meetings of an ad hoc  
430 committee, while on active pay status, shall be deemed to have resigned from the committee.  
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432 ARTICLE 9 Tenure Line Faculty Meetings  
433

434 9.100 Robert's Rules of Order Revised shall prevail at all meetings of the College or its committees.  
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436 9.200 In this section, a majority is defined as more than half of the indicated members. For general  
437 meetings such as those held by a department or by the College, 50% + 1 of Tenure Line  
438 Faculty in active pay status minus those on difference-in-pay leave or on sabbatical leave but  
439 not attending shall constitute a quorum. For all other standing College and ad-hoc  
440 committees under jurisdiction of this document, 50% + 1 of the Tenure Line Faculty in active  
441 pay status on the committee shall constitute a quorum.  
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444 9.300 The Chair of the Engineering Faculty Council shall schedule college-wide meetings at least once per  
445 academic year.  
446

447 9.400 The Engineering Faculty Council may call meetings on its own or upon petition of 20% of the  
448 Tenure Line Faculty members. If called upon by petition, the meeting shall be scheduled within  
449 15 working days of receipt of the Faculty petition by the Chair of the Engineering Faculty  
450 Council.  
451

452 9.500 College meetings shall be announced in writing and via email to the Faculty at least five  
453 working days prior to the meeting. The agenda for the meeting shall be included in the  
454 announcement.  
455

456 9.600 Agenda approval or modification shall be the first item of business at all meetings.  
457

458 9.700 College meetings shall be presided by the Chair of the Engineering Faculty Council or designee.  
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## 461 ARTICLE 10 College Policy

462

463 10.010 College Policy can be proposed by the Dean and Associate Deans, the Engineering  
464 Faculty Council, any faculty committee, or any faculty member.  
465

466 10.020 All proposals shall be considered by the Engineering Faculty Council which, in  
467 turn, may refer any proposal to an appropriate committee or to the Tenure Line  
468 Faculty. The recommendation of the Council and/or Tenure Line Faculty shall be  
469 forwarded to the Dean for action.  
470

471 10.030 The Dean may agree with the recommendation, put it in force, and communicate this  
472 decision to the Faculty of the College, or may disagree and return the proposal and the  
473 reason(s) for the disagreement, within ten working days, to the Engineering Faculty  
474 Council for further consideration.  
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## 477 ARTICLE 11 College Elections and Policy Votes

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479 Prior to a college-wide election, the Engineering Faculty Council shall present its nominees to a  
480 College-wide Faculty meeting, at which time additional nominations may be made from the floor.  
481

482 11.100 In elections requiring secret ballots, the Elections Committee shall prepare ballots with the names  
483 of the nominees and distribute them to all Tenure Line Faculty and the Eligible Lecturer Faculty,  
484 as appropriate.  
485

486 11.110 The ballots shall list the nominees in random order without departmental designation, unless  
487 required by the type of election.  
488

489 11.120 At least five working days shall elapse between the time the ballot is issued and the  
490 deadline for its return.  
491

492 11.130 The Elections Committee shall publish the results of elections within three working days  
493 after the deadline for the return of ballots. All ballots shall be retained by the Chair of  
494 the Engineering Faculty Council for one calendar month after the publication of election  
495 results.  
496

497 11.200 In the initial election, a majority of the ballots cast for a given position shall be required for election.  
498 If a run-off is required, election shall be by a plurality vote. In a run-off election, the nominees  
499 receiving fewest votes shall be dropped from consideration until the number of nominees  
500 remaining is twice the number of vacancies minus one, but never fewer than two. Any tie shall  
501 be broken by drawing lots.  
502

503 11.300 In the case of an election where members are to be elected for varying terms of office, the  
504 person(s) getting the higher number of votes shall be declared elected for the longer term(s). If  
505 there is a tie vote among the elected members, the decision for a longer term shall be made by  
506 drawing lots.  
507

508 11.400 Vacancies for college-wide elected positions shall be filled, where appropriate, by the  
509 Engineering Faculty Council until an election for a replacement can be conducted.  
510

511 11.500 In the case of a vote on a policy, a majority of the votes cast shall determine the outcome.  
512

513 11.600 Alternate Representatives

514 11.610 Election of Alternate representatives shall take place after all positions have been elected.  
515 11.620 Alternates must receive a majority of the vote and are ordered by the number of votes  
516 received.  
517 11.630 Run-off elections will be conducted in accordance with 11.200.  
518 11.640 The number of Alternates for each ballot is determined by the Engineering Faculty Council  
519 but no less than one Alternate per ballot.  
520

521 11.700 University Committee and Council membership elections shall be conducted at least one month  
522 prior to the University deadline.  
523  
524

525 ARTICLE 12 Amendments  
526

527 12.100 The Engineering Faculty Council shall have the power to propose amendments to this Constitution.  
528

529 12.200 Amendments may also be proposed by a petition of 10% of the Tenure Line Faculty presented to  
530 the Chair of the Engineering Faculty Council.  
531

532 12.300 All amendments shall be distributed by the Engineering Faculty Council to the Tenure Line  
533 Faculty at least five working days prior to the Tenure Line Faculty meeting scheduled for the  
534 discussion of these amendments. Following such discussion, all amendments shall be voted upon  
535 by secret ballot.  
536

537 12.400 An amendment to this Constitution shall become effective when it has received an affirmative  
538 vote of the majority of the total number of Tenure Line Faculty by secret ballot and is approved  
539 by the President of the University or designee. In case of disapproval, the reason(s) for  
540 disapproval shall be documented with reference to specific System and University Policy.  
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543 ARTICLE 13 Interpretation  
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545 Questions regarding the interpretation of this Constitution and the Policies of the College shall be  
546 resolved by the Engineering Faculty Council in consultation with the Dean and approved by the President

547 of the University or designee. In case of disapproval of an Engineering Faculty Council interpretation, the  
548 reason(s) for disapproval shall be documented by the President of the University or designee.

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#### 550 ARTICLE 14 Adoption

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552 This Constitution shall become effective when it has received an affirmative vote of the majority of  
553 the Tenure Line Faculty of the College of Engineering by secret ballot and is approved by the president  
554 of the University or designee.

555

556 14.100 College Policy Documents in effect at the time this Constitution becomes effective shall  
557 remain in effect until the appropriate superseding Policy Document has been approved.

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559 14.200 Any College of Engineering Constitution(s) in existence shall be declared null and void upon  
560 adoption of this Constitution.

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#### 563 ARTICLE 15 Reposition

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565 When adopted, this Constitution and all College Policy Documents shall be maintained by the  
566 Engineering Faculty Council and shall be available online.

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