Engineering Faculty Document No. 7-06
September 2006
(Modified April 15, 2009)

TO: The Faculty of the College of Engineering

FROM: The Engineering Curriculum Committee

RE: The Processing of Faculty Documents

The Engineering Curriculum Committee has approved the following procedure for the processing of Engineering Faculty Documents in order to be consistent with the bylaws of the College of Engineering. This action is now submitted to the Engineering Faculty with a recommendation for approval.

ENGINEERING FACULTY DOCUMENTS

1. Purpose. The purpose of this document is to specify the origination, format, processing, distribution, referral, approval, certification, recording of Engineering Faculty Documents, and the interpretation of the rules for their processing. An Engineering Faculty Document (EFD) is a document from an appropriate academic originating unit (School, Department, Division, Standing Committee, or Approved Program) of the College of Engineering, where the document is compatible with the bylaws of the College, and requires approval by the faculty in the College of Engineering. An EFD is indicated for the purposes of creating, modifying, or deleting courses, curricula, or policies that directly impact undergraduate and / or graduate education in the College of Engineering.
2. Origination. Proposed documents may be originated by any administrative division of the College of Engineering, or any committee or subcommittee or council, of the Engineering Faculty and as a result of action initiated at a faculty meeting. If the action of the document affects the curricula or operations of other units of Engineering, then the document origination should be made in consultation with those affected.

3. Format. Each proposed document shall conform to a format acceptable to the Office of the Dean of Engineering with the advice and consent of the Engineering Curriculum Committee (ECC). Each proposed document shall be identified by a document number issued by the Office of the Dean of Engineering and the date of the latest modification of the document. The action proposed by the document shall be clearly separated from explanatory information. Rules of the Graduate School which are applicable to the contents of the document shall be followed with respect to format and accompanying forms.
4. Initial Processing. Document processing shall depend upon its point of origin and its contents as:
    a. Documents originated by a subcommittee shall be either sent through the parent committee or they shall be sent to the parent committee with a request for endorsement, at the discretion of the subcommittee, but, in either case, the parent committee shall act within a period of two weeks of University session in one of the following ways:
        1. Request modification before further processing.
        2. Forward to the Engineering Leadership Team (ELT) and ECC with recommendations and/or comments.
    b. Documents originated by either ELT or ECC shall be reviewed by the other body within two weeks of University session. Unless the document is withdrawn by the originating body after receiving the comments and recommendations of the other, or after the time period has elapsed without comment, the document shall be distributed to the Faculty by the Office of the Dean of Engineering.

c. Documents from an appropriate originating unit which has curriculum responsibility, shall be forwarded directly to ELT and to ECC. If the document pertains to other divisions of the College of Engineering, such as when service courses are involved, then a copy of the document shall be sent to each affected division concurrently with submittal to ELT and ECC with a request that comments and recommendations be forwarded to ELT and ECC within one week.

5. Secondary Processing. Secondary processing shall proceed as follows:

a. All documents shall be simultaneously distributed to the membership of ELT and ECC.

b. The ELT shall take one of the four actions described below and shall inform ECC of the action taken within two weeks of University session:

1. approve as written.
2. refer to the Engineering Faculty with or without recommendation and/or comments.
3. return to the originating body with a request for modification or clarification.
4. table for a specified time period or to a prescribed event as approved by both the Dean of Engineering and the Chairman of ECC and announced to both committees.

c. Actions (1) or (2) above by ELT shall move the document to ECC and, in the absence of any ECC objection, the document shall be distributed to the Engineering Faculty.

d. Action (3) shall allow the originating body options of document modification or a resubmittal of the document to ELT in its original form. ECC shall receive a copy of the resubmittal request with any cited document modifications. ELT is restricted to actions (1), (2), and (4) on the resubmitted document.

e. Editorial modifications may be made by either the ELT or ECC with the consent of the other body and the originator.

f. ECC shall take the same actions and follow the same restrictions as the ELT except:

1. ECC time for action shall commence with the completed ELT action.
2. information on document modifications shall be sent by ECC to ELT, and ELT may revise their decision to actions (1), (2), or (4).

6. Approval. Proposed documents may be approved in any of the following ways:

a. by ECC acting for the Faculty, by Committee vote. ECC may act for the Faculty and approve a document only after a two-week period of university session following distribution of the document to the Faculty and unless a faculty member has requested in writing to the ECC Chair that the document be considered in an open meeting of the ECC, with an indication of the issues to be resolved. This process will consist of the following steps:

1. If the Chair of ECC is unable to resolve the issues, an open meeting of the ECC will be called to discuss the issues raised by the faculty. During this period, members of the ECC are expected to discuss the EFD and objections with their schools and to solicit the input of their faculty.
2. If the issues can be resolved with the consent of the originating body, the EFD will be submitted to the ECC for final approval on behalf of the faculty.
3. If the issues cannot be resolved, the EFD can be approved by a two-thirds vote of the entire ECC membership, otherwise the EFD will be referred to a vote by the entire faculty. Any document that is not approved is rejected and returned to the originating body with an explanation for the rejection.

b. by a ballot of the Faculty resulting by action taken at a Faculty meeting, to be conducted by ECC during University session.

c. by faculty action at a scheduled Faculty meeting. Document approval action by ECC shall be reported to, and subject to review at a scheduled Faculty meeting.

7. Certification. All approved documents (including all amendments thereto) shall be certified by the Chairman of ECC and these certified documents shall be distributed to the appropriate offices of the University by the Office of the Dean of Engineering. A certified document shall be a valid rule of the Faculty regarding those matters which are subject to its control.

8. Recording. The Office of the Dean of Engineering shall provide status reports to ELT and to ECC in a manner and frequency which is acceptable to both committees and it shall maintain files of certified documents and also of those in process. Actions which are approved on the floor of an Engineering Faculty meeting which should, in the opinion of ECC, be recorded as an Engineering Faculty Document, shall be prepared by the Secretary of the Engineering Faculty in consultation with ECC and it shall be certified by ECC.

9. Questions relating to the interpretation of this document shall be referred to ECC for decision.

10. This document supersedes EFD No. 22-69 of 3 February 1970.

Raymond J. Cipra, Chair

Engineering Curriculum Committee

Engineering Faculty Document No. 22-69
3 February 1970

TO: The Engineering Faculty

FROM: The Committee on Faculty Relations

RE: The Processing of Faculty Documents

ENGINEERING FACULTY DOCUMENTS

1. Purpose. The purpose of this document is to specify the origination, format, processing, distribution, referral, approval, certification, recording of Engineering Faculty Documents, and the interpretation of the rules for their processing.

2. Origination. Proposed documents may be originated by any administrative division of Engineering, or any committee or sub-committee or council, of the Engineering Faculty and as a result of action initiated at a faculty meeting. If the action of the document affects the curriculum or operations of other units of Engineering, then the document origination should be made in consultation with those affected.

3. Format. Each proposed document shall conform to a format acceptable to the Office of the Dean of Engineering with the advice and consent of the Committee on Faculty Relations. Each proposed document shall be identified by a document number issued by the Office of the Dean of Engineering and the date of the latest modification of the document. The legislation proposed by the document shall be clearly separated from explanatory information. Rules of the Graduate School which are applicable to the contents of the document shall be followed with respect to format and accompanying forms.

4. Initial Processing. Document processing shall depend upon its point of origin and its contents as:
   a. Documents originated by a subcommittee shall be either sent through the parent committee or they shall be sent to the parent committee with a request for endorsement, at the discretion of the subcommittee, but, in either case, the parent committee shall act within a period of two weeks of University session in one of the following ways:
      (1) Request modification before further processing,
      (2) Forward to the Advisory Committee (AC) and CFR with recommendations and/or comments.
   b. Documents originated by either AC or CFR shall be reviewed by the other body within two weeks of University Session. Unless the document is withdrawn by the originating body after receiving the comments and recommendations of the other, or after the time period has elapsed without comment, the document shall be distributed to the Faculty by the Office of the Dean of Engineering.
   c. Documents originated by a School, or by a Council or Committee which has curriculum responsibility, shall be forwarded directly to AC and CFR. If the document pertains to other divisions of Engineering, such as when service courses are involved, then a

- copy of the document shall be sent to each affected division concurrently with submittal to AC and CFR with a request that comments and recommendations by forwarded to AC and CFR within one week.

5. Secondary Processing. Secondary processing shall proceed as follows:
   a. All documents shall be simultaneously distributed to the membership of AC and CFR.
   b. Within two weeks of University session, AC shall take one of the four actions below and it shall inform CFR of the action taken:
      (1) approve as written.
      (2) refer to the Engineering Faculty with or without recommendation and/or comment.
      (3) return to the originating body with a request for modification or clarification.
      (4) table for a specified time period or to a prescribed event as approved by both the Dean of Engineering and the Chairman of CFR and announced to both committees.
   c. Actions (1) or (2) above by AC shall move the document to CFR and, in the absence of any CFR objection, the document shall be given Engineering Faculty distribution. Action (3) shall allow the originating body options of document modification or a resubmittal of the document to AC in its original form. CFR shall receive a copy of the resubmittal request with any cited document modifications. AC is restricted to actions (1), (2), and (4) on the resubmitted document.
   d. Editorial modifications may be made by either the AC or CFR with the consent of the other body and the originator.
   e. CFR shall take the same actions and follow the same restrictions as the AC except:
      (1) CFR time for action shall commence with the completed AC action.
      (2) information on document modifications shall be sent by CFR to AC, and AC may revise their decision to actions (1), (2), or (4).

6. Approval. Proposed documents may be approved in any of the following ways:
   a. by CFR acting for the Faculty, by Committee vote. CFR may act for the Faculty and approve a document only after a two-week period following distribution of the document to the Faculty and only if no faculty member has requested in writing that the document be referred to the faculty.
   b. by a mail ballot of the Faculty resulting from action taken at a Faculty meeting, to be conducted by CFR during University session.
   c. by Faculty action at a scheduled Faculty meeting. Document approval action by CFR shall be reported to, and subject to review, at a scheduled Faculty meeting.

7. Certification. All approved documents (including all amendments thereto) shall be certified by the Chairman of CFR and these certified documents shall be distributed to the appropriate offices of the University by the Office of the Dean of Engineering. A certified document shall be a valid rule of the Faculty regarding

those matters which are subject to its control. Such documents shall serve as bylaws of the Faculty.

8. Recording. The Office of the Dean of Engineering shall provide status reports to AC and CFR in a manner and frequency which is acceptable to both committees and it shall maintain files of certified documents and also of those in process. Actions which are approved on the floor of an Engineering Faculty meeting which should, in the opinion of CFR, by recorded as an Engineering Faculty Document, shall be prepared by the Secretary of the Engineering Faculty in consultation with CFR and it shall be certified by CFR.

9. Interpretation. Questions relating to the interpretation of this document shall be referred to CFR for decision.

10. This document supersedes E and MS Document No. 5-62 of 26 September 1962.

Supporting Documentation