CIVIL & ENVIRONMENTAL ENGINEERING DEPARTMENT BY-LAW 55
September 1988; Revised March 11, 2005;

November 2015 Revision
(Approved by secret ballot Senate Faculty vote 11/12/2015, 14 yes, 2 no, 0 abstain)

I. Department Members

Senate Faculty include Regular Line Professors (Full, Associate, and Assistant). All Senate Faculty, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions.

II. Academic Personnel Actions

A. Appointments:

Full, Associate, and Assistant Professors vote on all appointments. The extension of voting rights is granted to all Assistant Professors to vote on all new department appointments that confer membership in the Academic Senate. (Approved 10-14-15, 18 Full and Associate faculty voting by secret ballot (16-Yes, 2-No and 0-Abstain).

B. Promotions

Full Professor Promotions and Hurdle Steps (Step VI and Professor Above-Scale). Full, Associate, and Assistant Professors vote on Promotions to Full Professor. (see C. Promotion & Merit Voting Extensions) [Eligible department faculty (11 full professors) passed this revision to the Department By-law 55 by 2/3rd majority (vote by secret ballot was 9-Yes, 2-No, 0-Abstain) on October 14, 2015.]

Associate Professor Promotions. Full, Associate, and Assistant Professors vote on Promotions to Associate Professor. (see C. Promotion & Merit Voting Extensions) [Eligible department faculty (16 Full & Associate Professors) passed this revision to the Department By-law 55 by 2/3rd majority vote (vote by secret ballot was 11- Yes, 5-No, 0-Abstain) on October 14, 2015.]

C. Promotion and Merit Voting Extensions

i. Extension of voting rights to Associate Professors: The extension of voting rights is granted to Associate Professors for the following actions: Promotions to Full Professor, Professor, Step VI and Professor Above Scale are granted by the present enfranchised voters.

ii. Extension of voting rights to Assistant Professors: The extension of voting rights is granted to Assistant Professors on the following actions: 4th year appraisals, non-reappointment, Termination, Promotion to Associate Professor, Promotion to Full Professor, Professor Step VI, Professor Above Scale are granted by the enfranchised voters.
D. **Merit Increase Committee:**
The following merit voting rights are delegated to an elected Merit Increase Committee (MIC), consisting of three (3) tenured faculty members. (On 10-14-15, 18 eligible faculty voted 16-Yes, 2-No and 0-Abstain to delegate merit voting rights to the MIC.) No member of the faculty may serve two consecutive terms on the Merit Increase Committee.
The cases considered by the committee are merit increases to Assistant Professor, Steps II, III, and IV; Associate Professor, Steps II, III, IV, and V; Professor, Steps II, III, IV and V, VII, VIII and IX, as well as, merit increases to Adjunct Professors and Lecturers (all ranks); and appointment of Visiting Professors; renewal of appointments for Assistant Professors and Acting titles (all ranks).

E. **Joint and Split Appointments**
Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other department member of the same rank.

F. **Five-Year Reviews**
Five-year reviews are managed by the Department Chair. These reviews typically involve independent review by an ad hoc committee, followed by a Chair recommendation. If they involve a merit or promotion they will be treated like other merit or promotion cases.