

**BYLAWS OF THE DEPARTMENT OF
MECHANICAL, AEROSPACE AND BIOMEDICAL ENGINEERING**
(Amended October 17, 2017)

Preamble

To provide a structure through which it may effectively discharge its responsibilities in the development and conduct of the Department's programs of instruction, research, and service, the Faculty of the Mechanical, Aerospace and Biomedical Engineering Department of the University of Tennessee agrees to govern itself according to these Bylaws.

These Bylaws are intended to facilitate the internal operation of the Department, and shall not supersede any existing University of Tennessee regulations or University of Tennessee Faculty Senate Bylaws.

ARTICLE I

The Department

A. The Faculty

The Faculty of the Department of Mechanical, Aerospace and Biomedical Engineering shall consist of all tenured and tenure-track faculty, UT-based joint faculty (JFU), ORNL-based joint faculty (JFO), research professors, adjunct professors, clinical professors and lecturers, including those holding visiting, temporary, and part-time appointments. All Faculty are welcome to attend faculty meetings.

B. Voting

- 1) Only tenured faculty may review and vote on tenure.
- 2) Only tenured faculty who are at or above the proposed rank of a tenured or tenure-track candidate may review and vote on promotion for that candidate.
- 3) Only tenured faculty may review and vote on retention of a tenure-track faculty member or renewal of a lecturer.
- 4) Only tenured faculty and lecturers at or above the proposed lecturer rank may review and vote on promotion of a lecturer.

- 5) All tenured and tenure-track faculty, and full-time faculty who are consistently engaged in teaching, may vote on curricular/academic issues.
- 6) All tenured, tenure-track and full-time faculty may vote on departmental matters other than those previously specified herein.

C. Administration

Administration of the Department shall be the responsibility of the Department Head. For each of the undergraduate programs in the department, the Department Head shall appoint a faculty member to serve as Program Coordinator and charged with taking a lead role in nurturing the program. The Department Head shall also appoint one or more Associate Department Heads to assist with administrative and other matters.

D. Meetings

There shall be at least two Faculty meetings per semester during each academic year. All meetings shall be called by the Department Head, or by his or her designee, or on the request of 20 percent of the tenured, tenure-track and full-time faculty in residence. ("In residence" means presently having assigned duties in the teaching and/or research program of the Department.) A quorum for meetings is defined as one-half of the tenured, tenure-track and full-time faculty in residence. For issues requiring a recorded vote, proxies may be submitted to a voting member. Except as may be specified elsewhere herein, meetings shall be conducted in accordance with Robert's Rules of Order. Motions brought by a committee will not require a second.

E. Agenda

At least two days prior to a meeting of the Faculty, the Department Head or his designee shall distribute to the faculty a draft agenda and a call for additional items for same. Under exceptional circumstances this condition may be waived.

F. Faculty Secretary

A Secretary of the Faculty shall be appointed by the Department Head with the duties of recording the minutes of the Faculty meetings, distributing copies of the minutes to each Faculty member, and maintaining a permanent file of minutes in the departmental office.

G. Functions

The Faculty shall receive at least one report each academic year from each departmental standing committee and shall have the right to review the work of these committees. The Faculty is responsible for all academic matters relating to the Mechanical Engineering, Aerospace Engineering and Biomedical Engineering.

ARTICLE II

Committees of the Department

A. Standing Committees

The following standing committees shall be established to aid the Faculty in the execution of its academic and related responsibilities. The Department Head shall be a member ex-officio of all standing committees except for the Department Head's Advisory Committee. Regular appointment or election as specified herein shall take place before the end of the Spring Semester and terms shall begin with the succeeding academic year. Each standing committee shall inform the Department of its substantive decisions and recommendations. Each standing committee chair shall be responsible for maintaining a file of minutes of committee meetings.

1) Curriculum and Assessment Committee

This committee shall be responsible for seeking ways of improving the undergraduate curricula. It shall also be responsible for seeking ways of recognizing and emphasizing teaching ability and classroom commitment. The committee shall have oversight responsibility for insuring that all aspects of the ABET process are being adhered to for each program. The committee shall review existing undergraduate curricula or curricular recommendations, including new undergraduate course proposals coming from individual faculty members. As a minimum, the committee shall be composed of the Associate Department Heads, one of whom serves as chair, and the Program Coordinator for each undergraduate program.

2) Graduate Programs Committee

This committee shall be responsible for coordination of all graduate programs in the Department. Specific responsibilities of the committee shall include making recommendations to the Graduate School regarding admission of students; reviewing proposed changes or additions to the Department's graduate curricula; making recommendations to the faculty regarding graduate curricular changes and changes in academic standards and policies; making recommendations to the Department Head regarding graduate course offerings, stipends for graduate students, and awarding of graduate fellowships, scholarships, and assistantships; reviewing office assignments for graduate students; and publication and maintenance of the Department's Graduate Student Handbook.

The committee shall be composed of the Director of Graduate Studies, who serves as chair, and at least six other members appointed by the Department Head.

3) Honors, Awards and Scholarship Committee

This committee shall be responsible for selecting and reviewing the performance of recipients of undergraduate fellowships, scholarships, assistantships, and other awards given by the department.

The committee shall be composed of a chair and at least two other members appointed by the Department Head.

4) Promotion, Tenure and Retention Committee

The committee consists of all tenured faculty for the purpose of tenure and retention decisions. For the purpose of promotion decisions, the committee shall consist of all tenured faculty with rank equal to or higher than that sought by each candidate. The Department Head shall appoint a subcommittee of the Promotion, Tenure and Retention Committee, consisting of a chair and a minimum of two other members, to comprehensively study the dossiers presented by candidates. The subcommittee shall report their findings of the strengths and weaknesses of candidates to the entire committee. The chair of the subcommittee shall act as the chair of the entire committee and is responsible for submitting a written report of the deliberations and vote of the entire committee to the Department Head. All votes shall be by secret ballot.

B. Ad Hoc Committees

The Department Head may appoint ad hoc committees as the need arises. The responsibilities and membership of these committees shall be established at the time of the announcement of their creation.

Article III**Recommendations for New Appointments**

Recommendations for new appointments to the Faculty shall follow the policies of the College and University. Prior to making an offer to a candidate for a faculty position, the Department Head shall receive a recommendation from a search committee and shall solicit comments from the tenured, tenure-track and full-time faculty.

Article IV**Amendments**

An affirmative vote of two-thirds of the tenured and tenure-track faculty shall be required to amend these Bylaws. Any proposed amendment to the Bylaws shall be circulated to the Faculty no less than ten days before the meeting at which it is to be considered. No amendment shall be voted on at the meeting at which it is introduced.

Article V**Emeritus Faculty**

Professor Emeritus is an honorary rank conferred on faculty members who have had a long and distinguished career that has reflected positively on the department and University. It is recognized that both the University and faculty can benefit from having a continued affiliation after retirement. Emeritus status is not automatic upon retirement, however, and granting it has procedural guidelines and nominal expectations.

The minimum requirements to achieve the Emeritus or Emerita designation are:

- A. Nominally ten years employed with the University of Tennessee, or other unique and exceptional service and impact.
- B. Meritorious accomplishments in one or more of the following areas:
 - 1) a distinguished career in research as exemplified by a strong external reputation and exceptional productivity plus a record of dedication to education and service to the University,
 - 2) a distinguished career as an educator with concomitant contributions to the University beyond the classroom, plus sufficient evidence of research productivity and service contribution, or
 - 3) a distinguished career in service to the University, plus sufficient evidence of research productivity and dedication to education.

Any individual who has satisfied the rigorous criteria for promotion to Professor is considered to be eligible for Emeritus status, but it is expected that the same level of excellence has been sustained after attainment of this rank. The official University policy also allows for tenured faculty of lower rank upon retirement to achieve the rank of Emeritus or Emerita with notable and exceptional long-term contributions.

To initiate the procedure within the Department, the retired faculty member must be nominated by a tenured faculty member in good standing in the Department. After the nomination is submitted to the Department Head, the formal process is initiated. Supporting documentation which summarizes the candidate's research, service and educational contributions are to be supplied to the Department Head by the candidate. The nomination letter and summary will be circulated to appropriate faculty on the Promotion, Tenure and Retention Committee for review and vote. Here, appropriate faculty is defined as tenured faculty in the Department. By the end of the following academic semester at the latest, a formal meeting will be held by the Promotion, Tenure and Retention Committee, and a vote will be taken and recorded. The Department Head shall summarize the recorded vote and his or her recommendation will be forwarded to the Dean for consideration to continue to process, following established University protocol.

Article VI

Faculty Workload

All full-time faculty are expected to perform duties as described in the document Faculty Workload and Departmental Expectations, which is posted [here](#). The portion of that document dealing with tenured faculty may be amended by majority vote of the tenured faculty. The portion dealing with tenure-track faculty may be amended by majority vote of the tenured and tenure-track faculty combined. The portion dealing with non-tenure-track faculty may be amended by majority vote of all full-time faculty.