

*University of Washington
College of Engineering
Department of Mechanical Engineering*

CODE OF ORGANIZATION AND PROCEDURE

4 December 1996

Table of Contents

ARTICLES	Page
I. PREAMBLE.....	1
II. MEMBERSHIP AND VOTING MEMBERSHIP OF THE DEPARTMENT FACULTY.....	1
III. MEETINGS OF THE DEPARTMENT FACULTY.....	1
IV. CHANGES IN THE CODE OF ORGANIZATION AND PROCEDURE	3
V. DEPARTMENT COUNCIL.....	3
VI. INTEREST GROUPS.....	4
VII. STANDING COMMITTEES.....	6
VIII. STANDING COMMITTEE DUTIES AND RESPONSIBILITIES.....	7
IX. IMPLEMENTATION OF THE CODE.....	13

X. RULES OF ORDER..... 13

ARTICLE I. PREAMBLE

This Code, adopted by the Faculty of the Department of Mechanical Engineering, College of Engineering, University of Washington on May 2, 1991, under authority of the University of Washington Handbook Volume Two, Section 23-43 and 23-45, is designed to serve as a working guide on matters of organization and procedure in the Department. No part of this code is to be construed as contravening, supplanting, or otherwise negating, either directly or indirectly, any provision of the Faculty Code of the University or Code of Organization and Procedure for the Faculty of the College of Engineering. In any case of apparent conflict, the Faculty Code of the University or the Code of the College of Engineering prevails.

ARTICLE II. MEMBERSHIP AND VOTING MEMBERSHIP OF THE DEPARTMENT FACULTY

Members and voting members of the Mechanical Engineering Faculty shall be as defined in the Faculty Code, Section 21-31 and 21-32.

The definitions of various titles and the specification of voting rights for the various types of appointments may be found in the University of Washington Handbook, Volume 2, Section 24-34.

All nonvoting members of the faculty are encouraged and expected to participate in departmental affairs to the full extent permitted by the Faculty Code. It is the intention of the faculty that the Chairperson recognize all nonvoting members who wish to contribute during the meetings of the faculty in discussions, nominations, and motions. Nonvoting status shall apply only to meetings of the faculty and not to meetings of committees and/or subcommittees.

ARTICLE III. MEETINGS OF THE DEPARTMENT FACULTY

Section 1. Chairperson of Faculty Meetings

The Chairperson for meetings of the Department Faculty shall be the Department Chairperson. In the absence of the Chairperson, the Associate Chairperson will preside. In the absence of both Chairperson and Associate Chairperson, the Chairperson may designate a Chairperson pro tem.

Section 2. Frequency of Faculty Meetings

The Department Chairperson shall call a meeting of the faculty at least once per quarter (excluding summer), and shall distribute an agenda for each meeting at least one week prior to the meeting unless a standard agenda will be followed.

Section 3. Meetings of the “Committee of the Whole”

At the written request of five voting members of the faculty, the Chairperson of the Faculty Affairs Committee shall call a meeting of the faculty. The Chairperson of the “Committee of the Whole” shall be the Chairperson of the Faculty Affairs Committee. A written announcement of the meeting and agenda shall be distributed to the faculty and posted in the faculty lounge at least one week prior to the meeting.

ARTICLE IV. CHANGES IN THE CODE OF ORGANIZATION AND PROCEDURE

Changes in the Code of Organization and Procedure may be moved at a regularly scheduled meeting of the faculty provided intention to propose the change has been announced at a faculty meeting preceding the meeting by at least two weeks and that a copy of the proposed change has been distributed to the faculty and posted in the faculty lounge for the same period of time. A motion to make the proposed change must be passed by a two-thirds vote of the total voting faculty.

ARTICLE V. DEPARTMENT COUNCIL

There shall be a Department Council, advisory to the Department administration and empowered to carry out certain functions as described in this Article. The council may consider and recommend policy and/or procedures for the faculty. The Chairperson of the Department shall meet with the council on a regular basis, but not less than once per regular quarter prior to the general departmental faculty meeting. The Department Chairperson shall establish the agenda for the meetings and shall be responsible for timely publication of minutes and the council meetings.

The faculty of the Department may authorize the council to act on its behalf, to the extent permitted by the Faculty Code of the University of Washington and the College of Engineering. Such authorizations must be specific and must have become part of this Code under the provisions of Article IV, with the exception that only a majority vote shall be required. Revocation of authorizations shall be by the same procedure as authorizations.

The Department Council shall consist of the Chairperson of the Department, the Associate Chairperson, and the Representatives of the Interest Groups. Chairpersons of the Standing

Committees may attend meetings at the request of the Council, the Chairperson, or their own request. The Chairperson of the Department shall serve as the Chairperson of the Department Council.

The primary function of the Department Council shall be to advise the Department Chairperson. Areas of counsel should include, but not be limited to: faculty needs and recruitment, special needs related to areas of curriculum and teaching, and allocation of Department resources. The Department Council shall also meet with the Associate Chairperson to discuss course scheduling and teaching assignments as the need arises.

ARTICLE VI. INTEREST GROUPS

Section 1. Organization and Membership

Interest Groups shall be organized along the lines of the research and teaching interests of the faculty. They shall be designated as the following:

Energy and Fluids
Mechanics, Materials, and Manufacturing
Systems, Dynamics, and Design
Design

Each member of the Department faculty as defined in ARTICLE II shall be a member of at least one Interest Group. Faculty whose interests cross Group boundaries may be a member of more than one Group. However, each faculty member may have voting rights in only one Group — designated his/her “primary” group. Membership in other than the Group in which the person has voting rights shall be designated as “secondary” membership.

Designation of the Group memberships shall be the responsibility of the Faculty Affairs Committee. Such designations for each academic year shall take place at the last Spring Quarter meeting of the Faculty Affairs Committee in the preceding academic year. New faculty members shall be assigned to an Interest Group by the Faculty Affairs Committee at its first regular meeting after the new member joins the faculty. The preference of the individual faculty member in his/her assignment shall be the major consideration of the Faculty Affairs Committee in constituting the Groups, but disproportionate numbers of people in the Groups are to be avoided.

Section 2. Group Representation

As its first order of business at its first Autumn Quarter meeting each Interest Group shall elect a Representative from among its membership, with the requirement that the person must be a voting member of the faculty. The Group representative shall serve for a two-year term. He/she shall be responsible for organizing and carrying out the tasks that are specified in **Section 3** and shall serve as a member of the Department Council.

Section 3. Responsibilities

The Groups are assigned three major responsibilities:

1. At least annually, each Group shall examine its needs for new faculty. These needs shall be transmitted to the Department Chairperson. Each Group shall participate in the recruitment and selection of candidates for faculty positions within its area of interest.
2. Each Group shall meet at least annually to review the courses under its purview and the number of sections to be offered the following academic year, as proposed by the Associate Chairperson. At that time, recommendations for teaching assignments shall be made, subject to quarterly review and recommendations for reassignment.

It is the responsibility of individual faculty members to indicate their teaching interests to the Representatives of other Groups if they wish to be considered for teaching assignments outside their Group. These individuals shall be invited by the Representatives to attend meetings where teaching assignments, or reassignments, will be discussed.

3. Each Group shall be responsible for monitoring those courses which are under its purview. This responsibility shall be shared with the Undergraduate Education Committee and the Graduate Education Committee. Responsibility shall include, but not be limited to, the following:
 - a. Review of course information on file such as up-to-date outline, textbook prescription, design content (if appropriate), and preparedness of the instructor.
 - b. Review of course sequences for adequacy of preparation of students, relationship with College courses and courses in other departments, prerequisites, and laboratory and design content.

- c. Specification of the coordinator for each course.

ARTICLE VII. STANDING COMMITTEES

Section 1. Standing Committees

The Standing Committees of the Department shall be:

- Faculty Affairs Committee
- Undergraduate Education Committee
- Graduate Education Committee
- Research and Resources Committee

Section 2. Membership

Each Interest Group (as defined in **Article VI**) shall elect one voting faculty member to serve on each of the Standing Committees for a period of three years. Elections shall occur at the first meeting of the Interest Group which shall occur by the end of the second week of Autumn Quarter. Reelection shall be permitted. No more than two persons from any one Interest Group may be Chairpersons of standing committees at any one time. No faculty member may serve on more than one standing committee. For purposes of representation on the Standing Committees, a Group may elect to align itself with another Group for common representation. In the case of absence from an occasional meeting, Standing Committee members shall find an alternate to represent them at the Standing Committee meeting.

Section 3. Leadership

Each Standing Committee shall elect its Chairperson from among its membership, with the requirement that the Chairperson of a Standing Committee must be a voting member of the faculty and that the same person may chair only one Standing Committee. The Chairperson for the one-year term beginning in Autumn Quarter shall be elected no later than the end of the third week of the Autumn Quarter by the current members of the Committee.

Section 4. Absence or Inability to Serve

It shall be the responsibility of each faculty member to anticipate periods of absence from the Committee due to leave, research appointment, administrative

work, or other reasons. If the period of absence is to be equal to or greater than one year, the faculty member shall submit a resignation to the Interest Group Representative with a copy to the Committee Chairperson. The Interest Group Representative shall hold a timely election of a replacement for the remainder of the unfulfilled term. For periods of absence less than one year, the Committee may choose to function without a replacement, elect a substitute Chairperson from its membership if the absentee is Chairperson, or request a temporary substitute from the Interest Group.

Section 5. Duties and Responsibilities

The duties and responsibilities are delineated in **Article VIII** of this Code. In addition, it is understood that the members of Standing Committees shall function as liaison between their respective Interest Groups and the various Standing Committees. Communication between the Interest Groups and the Standing Committees is to be carried out by the Committee members on a regular basis.

ARTICLE VIII. STANDING COMMITTEE DUTIES AND RESPONSIBILITIES

Section 1. Faculty Affairs Committee

Purpose: The purpose of the Faculty Affairs Committee is to promote the general welfare of the faculty and to facilitate professional development in the areas of teaching and research.

Responsibilities: The Faculty Affairs Committee shall be responsible for considering and recommending policy and/or procedures to the faculty in all matters within the purview of the Department relating to the interests of the faculty, including:

- a. New appointments to the faculty.
- b. Promotions and merit increases of the faculty.
- c. Granting of tenure.
- d. Professional leave.
- e. Teaching and grading standards.
- f. Professional ethics.
- g. Affirmative action.

A principal function of the Committee shall be to promote faculty development, including:

- a. Providing introductory information to new faculty.
- b. Helping junior faculty in determining their roles, and assisting them in their professional growth.
- c. Ensuring that established annual review procedures are completed.
- d. Nominating candidates for University committees, and for Faculty Senate representatives.
- e. Surveying results showing Department course grades and making a report to the faculty.

The Committee shall specify the membership of the Interest Groups. The composition of these groups shall be such that every member of the Faculty is assigned to at least one group, and the assignment shall be acceptable to the faculty member. The Committee shall also suggest reorganization of the Interest Groups when warranted by changes in faculty makeup or interests.

The Committee shall be responsible for general oversight of this Code.

The Committee may also serve an informal conciliatory role on any matter upon request from an individual member of the Faculty.

Membership and Chairperson Selection: The Committee shall consist of one representative from each Interest Group. The Committee shall elect its chairperson in accord with **Article VII, Section 3**.

Organization: The Committee shall organize itself such that it can meet its responsibilities. It may form subcommittees to propose policy and/or procedures and to carry out policy.

Section 2. Undergraduate Education Committee

Purpose: The purpose of the Undergraduate Education Committee shall be to consider and recommend policy and/or procedures to the faculty related to undergraduate curricular matters and undergraduate student affairs.

Responsibilities: The Committee shall periodically review the existing program of studies to determine its adequacy with respect to the current and future requirements of the profession and its compliance with the requirements of the accrediting agency. It shall report its findings and recommendations to the faculty at least once per academic year.

The Committee shall have direct responsibility for the following:

- a. Undergraduate curriculum, procedures for the introduction of new courses, and review of new course proposals.
- b. Standards of student academic performance.
- c. Admissions.
- d. Continuation policy.
- e. Student part-time status.
- f. Student scholarships.
- g. Minority admissions and continuation.

Membership and Chairperson Selection: The Committee shall consist of one representative from each Interest Group, and the Undergraduate Advisor (ex officio, with vote). The Committee shall elect its Chairperson in accord with **Article VII, Section 3.**

Organization: The Committee shall organize itself such that it can meet its responsibilities. It may form subcommittees to propose policy and/or procedures, and to carry out policy.

Section 3. Graduate Education Committee

Purpose: The purpose of the Graduate Education Committee shall be to consider and recommend policy and/or procedures to the faculty related to graduate curricular matters and graduate student affairs. The Committee shall also make recommendations regarding the graduate research environment of the Department. It shall have oversight of all graduate administrative functions within the Department and interactions with the Graduate School and other Graduate Programs.

Responsibilities: The Graduate Education Committee shall meet at least annually to review all aspects of the Graduate Program. It shall prepare a report to the Department Chairperson and the Faculty stating the numbers and kinds of graduate degrees conferred, the numbers of graduate students, and the quality of facilities. The report shall comment on the general well-being of the program and the research environment and make recommendations for improvements.

The Committee shall also have direct responsibilities over the following:

- a. Graduate curriculum.
- b. Admissions.
- c. Review of progress of graduate students toward degrees.
- d. Enforcement of the continuation policy.
- e. PhD examinations.
- f. Graduate student affairs.
- g. Minority admissions and continuation.

Membership and Chairperson Selection: Members must be members of the Graduate Faculty. The Committee shall consist of one representative from each Interest Group, and the Graduate Program Advisor (GPA) or his/her alternate in his/her absence. The Alternate GPA shall attend meetings of the Committee. The Committee shall elect its Chairperson in accord with **Article VII, Section 3**.

Organization: The Committee shall organize itself such that it can meet its responsibilities. It may form subcommittees to propose policy and/or procedures and to carry out policy.

Section 4. Research and Resources Committee

Purpose: The purpose of the Research and Resources Committee is twofold:

1. To maintain general oversight of matters related to research in order to improve the research and education environment within the Department.
2. To recommend policy and procedures to the Faculty for the utilization of the physical resources in the Department.

Responsibilities: Research concerns of the Committee include, but are not limited to the following:

- a. Encouragement of a scholarly research environment among faculty in the Department and with faculty in other departments.
- b. Coordination with the College Research Committee.
- c. Consideration of policy and procedures for the granting of funds for research programs supported from Department resources.

- d. Dissemination of information regarding the availability of research funds.
- e. Efficient and orderly processing of proposals for research grants and contracts.

Several departmental support functions are closely related to an active research environment and are also the responsibility of the Committee. These functions include the following:

- a. Affiliates Program.
- b. Development Fund.
- c. Alumni Relations.
- d. Relations with the Washington Technology Center.

The Committee shall also be responsible for policy and procedures regarding departmental resources related to the security and utilization of items including, but not limited to, the following:

- a. Computer facilities not owned by faculty or staff.
- b. Laboratory space and equipment.
- c. Teaching, research, and meeting space controlled by the Department.
- d. Office space for faculty, students, and staff.
- e. Student and faculty lounges.
- f. Parking areas.

The Research and Resources Committee shall recommend policy to the Faculty and Department Chairperson with regard to the utilization of the nonacademic staff in the Department. However, it is recognized that the Department Chairperson has direct responsibility for, and authority over, the nonacademic staff of the Department.

The Research and Resources Committee shall meet at least annually to review research matters and the utilization of resources. The Committee shall produce an annual report to the Chairperson and Faculty that summarizes the uses and condition of resources and the recommendations for future acquisitions and allocations. The report shall also include a report of research funding within the Department, and financial reports of the Affiliate Fund and the Development Fund.

MEMBERSHIP AND CHAIRPERSON SELECTION: The Committee shall consist of one representative from each Interest Group. The Committee shall elect its chairperson in accordance with **Article VII, Section 3**.

Membership on the Committee shall be as stated in **Article VII, Standing Committees**, except that special requirements of the Committee function may make it desirable to select one or more members of the faculty for special assignments. Such appointments are allowed and may be made by a simple majority of the Committee membership. Special appointments are to be for a one-year term, but they may be renewed each year.

Organization: The Committee shall organize itself such that it can meet its responsibilities, and it may include subcommittees for computer facilities, faculty lounge, student lounge, key policy, various laboratories spaces, parking and space planning or other subcommittees that are deemed useful by the Committee.

ARTICLE IX. IMPLEMENTATION OF THE CODE

Prior to Autumn Quarter 1984, the Department Chairperson designated the membership and leadership of the Interest Groups – pro tem – for the purpose of electing representation to the Standing Committees. During a meeting of the faculty prior to Autumn Quarter 1984, the Interest Groups met and elected two representatives to each of the Standing Committees.

In order to create overlapping terms, elections following Autumn Quarter 1984 shall be for terms (years) as shown in the following table.

	E&F	MM&D	SD&D	M&IE
Faculty Affairs Committee	2,3	1,2	1,3	2,3
Undergraduate Education Committee	1,2	1,3	2,3	1,3
Graduate Education Committee	1,3	2,3	2,3	1,2
Research and Resources	2,3	2,3	1,2	1,3

Subsequent terms of office shall be for the normal three-year term as stated in **Article VII**.

RULES OF ORDER

1. Parliamentary Rules

The Rules of Parliamentary Procedure for the meetings of faculty, the Department Council, the Standing Committees, their subcommittees, the Interest Groups, and all other committees of this Department shall be the latest revision of Roberts Rules of Order. If there is conflict with the Rules of Order adopted by the Faculty, the duly adopted Departmental Rules of Order shall prevail.

2. Minutes of Department Faculty meetings

Minutes of Department Faculty meetings shall be kept by a recording secretary or an alternate, who is a voting member of the faculty, and who shall be elected by the faculty each year. The secretary shall distribute the minutes to the faculty before the next meeting. The first item of business at each meeting of the faculty shall be the correction and approval of the minutes of the last meeting.

3. Procedure for Recommendation for Promotion

The Chairperson of the Department shall preside over all meetings where promotion and tenure recommendations are being made. The list of eligible faculty shall be announced, and each candidate shall be reviewed. After the review of faculty candidates of one rank has been completed, the Chairperson shall call for a motion that the first candidate be “considered as a candidate for promotion.” If no motion is made, the Chairperson shall pass to the next candidate, and so on. If a motion is made and seconded, voting shall be done by secret ballot. A two-thirds favorable vote of all ballots shall be required to carry this motion. After all candidates of the same rank have been considered in this way, each candidate who was chosen for consideration shall be voted on for recommendation for promotion, and this shall be the vote of record.

4. Absentee Ballots

If it happens that an eligible voting member of the faculty cannot be present at a faculty meeting, absentee ballots will be accepted provided that the absent voter has had the opportunity to study all information relevant to the action under consideration. The information may be supplied by mail if necessary. If absentee ballots are used, they shall be handled in the following manner:

- a. Absentee ballots must be received before the beginning of the meeting at which the vote is to be taken. If the vote is postponed to a later meeting by action of the faculty present, the ballot shall be counted at the later meeting unless it is withdrawn by the voter.

- b. The ballot must be exactly of the same form used by those present at the meeting, and it shall be enclosed in a plain envelope sealed by the voter. The plain envelope containing the ballot shall be enclosed in another sealed envelope which shall carry the name of the voter and the specific action for which the vote is cast.
- c. The ballots and envelopes may be requested from the Department Chairperson by an eligible faculty member who expects to be absent, and they may be mailed to him/her upon request.
- d. The sealed envelopes containing the ballots shall be removed from the outer envelopes and given to the tellers at the time the vote is taken. The tellers shall remove the inner envelopes and add the ballots to those cast by the faculty present before counting the votes.

5. Record Keeping

The Chairperson of the Department shall be responsible for the repository of all minutes generated by Department committees and all policy statements adopted by the faculty. He/she shall take direct responsibility for the production of minutes of the Department Council. Any committee, subcommittee, ad hoc committee, or special committee shall be responsible to an Interest Group or a Standing Committee, and it shall be the responsibility of the Group Representative or the Standing Committee Chairperson to ensure that all meetings of the committees are documented in the form of minutes and that these are properly filed in the Department Office.