**MANUFACTURING & CONSTRUCTION MANAGEMENT DEPARTMENT**

**BY-LAWS**

**(Adopted March 11, 2003)**

**Revised February 13, 2008**

**Revised September 14, 2017**

# **PREFACE**

The Manufacturing and Construction Management Department’s programs respond to an increasing industry demand for highly qualified personnel who have a combination of technical and managerial skills. These programs of study therefore include a comprehensive knowledge of industrial or construction processes and applied technologies, in addition to business management and leadership skills, and a background in general education. Providing a broad range of educational and career enhancement opportunities, the Department prepares graduates for careers in the rapidly changing technological fields of construction, environmental health and safety, manufacturing, and robotics and mechatronics.

### DEPARTMENT BY-LAWS

## Department Meetings

1. The department will meet at the call of the Chairperson. All business at department meetings shall be conducted only when a quorum is present. A quorum shall consist of a two-thirds majority of the department’s full-time faculty members.
2. The first meeting shall be in September and thereafter scheduled monthly, or as needed during the academic year.
3. Department members may submit agenda items to the Department Chairperson at least one week prior to a scheduled meeting. The Chairperson will examine this listing of agenda items and establish the meeting agenda. The agenda will be distributed to faculty members not less than three (3) calendar days prior to the meeting.
4. Robert’s Rules of Order (latest edition) prevail.

#### Assignment and Scheduling of Courses

1. Responsibility and Procedure
2. The Chairperson or designaee shall represent the faculty during the gathering of data of student population or course requests and prepare teaching assignments and tentative schedule.
3. The Department Chairperson shall communicate all requested sabbatical, leaves of absence to the Program Coordinator immediately to ensure steps are taken to cover any courses normally taught by the faculty requesting time off.
4. The Chairperson shall submit a draft schedule to all faculty members for review prior to creation of a proposed schedule.
5. After consultation with individual faculty members, the proposed teaching assignment and schedule shall be submitted to members for approval.
6. The Chairperson shall submit the approved assignment and schedule to the proper administrative personnel.
7. If changes in the approved assignments and schedule are to be made, they will be discussed with the individuals concerned before implementation.

1. Program Coordinator: The Chair can delegate responsibilities and load credits to faculty Program Coordinators. The duties of Program Coordinators are as described in the document “Program Coordinators” dated May 2015 and appended to this document.
2. Procedure for winter and summer session scheduling:
3. The Department Chairperson or designee will identify those faculty members who are willing to teach winter and summer session courses.
4. Further changes in the winter and summer schedules required by unexpected circumstances may be made by the Chairperson in consultation with affected faculty when possible.
5. Courses will be assigned on the basis of course seniority as defined in C.
6. Resolution of Problems in Course Scheduling:

In the event that course scheduling problems arise among faculty, courses will be assigned on the basis of course seniority, whenever possible, to resolve the issue.

1. Faculty will be assigned to teach courses during regular semesters, winter and summer sessions according to course seniority. Course seniority is

achieved as follows, in descending order of weight:

1. Seniority rank is earned by the originator of the course to be taught.
2. Seniority rank is earned by the faculty member who has most often taught the course.
3. Seniority rank is earned by the faculty who has most often taught the nearest related course.
4. Department of Manufacturing and Construction Management full-time faculty will be given first opportunity of refusal for teaching courses offered by the Department.
5. In the event that the opportunity to teach a particular course is contested by faculty of equal seniority rank, the matter will be resolved by the Department Chairperson in consultation with the parties involved.
6. In emergency situations, the Department Chairperson will confer with affected faculty and may make, or adjust, faculty assignments as required to meet the Departmental obligation to offer a program of courses most suitable to student needs.
7. Faculty must be properly notified of proposed schedule changes to allow for proper course preparation.

#### Advising

1. Responsibility
2. Academic Advisingof students
3. All matriculated students in MCM Department programs shall be assigned an MCM department faculty advisor. Faculty members shall only advise students in the programs and for the degrees in which they teach.
4. Undergraduate and Graduate advising will be the responsibility of all MCM Department faculty.

1. The Department Chairperson will assign students to faculty academic advisors within the Department roughly alphabetically, based upon the first letter of the students’ last names. Each fall, new students will be assigned to advisors in such a way as to distribute the number of both the graduate and the undergraduate advisees evenly among full-time faculty advisors. New faculty members will build up to a full advising load over a period four years.
2. Undergraduate student internships shall be supervised by the academic advisor.

2. Thesis and Special Project advising

 a. The Department Chairperson or academic advisor may recommend faculty advisors for Thesis and Special Projects in consultation with the faculty member and graduate student. Graduate students may request an advisor of their choosing. The Faculty may accept or decline the requested assignment. Faculty members should maintain up-to-date information on research and publications on their faculty webpages.

1. Function
2. To provide guidance and advising services to undergraduate or graduate students within the Department.
3. To help students identify academic requirements to complete , B.S., O.C.P., and/or M.S. degree programs.

#### Procedure for Election and Recall of Department Positions, Departmental Senators and/or Members of Certain University-Wide Committees

1. The department faculty shall nominate and elect members for appointment to the following positions and terms:
2. Department Chairperson (see section VIII).
3. Department Evaluation Committee (see section VI).
4. Faculty Senator and Alternate (Two Years)
5. Curriculum Committee and Alternate (Two Years)
6. Graduate Studies Committee and Alternate (No Limit)
7. AAUP Department Liaison (No Limit)
8. Elections shall be by majority vote at a regularly scheduled department meeting in accordance with Item I of the by-laws.
9. Recall
10. A request for recall of a person appointed to any of these positions shall be by petition signed by at least one-half of the department’s full-time faculty and submitted to the Chairperson.
11. The Chairperson shall place the item on the agenda of the next department meeting for discussion and action.
12. In the event of recall the Department Chairperson shall prepare and distribute secret ballots. A majority vote of all full-time department faculty shall determine the necessary action.
13. If the Department Chairperson is under recall and refuses to participate, then the Chair is automatically recalled.
14. In the event of recall the senator’s alternate or university-wide committee member’s alternate shall fill the vacancy.

#### Curriculum Changes

##### Procedure

1. All proposals within the School of Engineering, Science, and Technology to add, change or delete technical or non-technical courses, to consider requirements or a change in requirements for majors in degree programs, and/or matters pertaining to the curriculum of the department in terms of degree requirements on the undergraduate or graduate level shall be submitted to the Department Chairperson for review.
2. Proposals will be placed on the agenda at a department meeting for discussion and action.
3. Copies of proposals shall be submitted to each faculty member for review at least one week prior to the department meeting.
4. Upon departmental approval, the proposed changes will be forwarded to the appropriate university committee.

#### Department Evaluation Committee (DEC)

##### Membership

1. Three tenured faculty members elected by department (as provided by Contract).
2. DEC members will elect a Chairperson.
3. Term is for two years for elected members of DEC. Each DEC member shall be elected for a two-year term to stagger so that maximum change each year will be two members.
4. Function
5. To evaluate and recommend, to the Chairperson of the department and to the Dean of the School, matters concerning evaluation, hiring, tenure, promotion and retention or non-renewal of all teaching faculty members of the department, including full-time, part-time, and temporary faculty.

2. The Department Chairperson and at least one member of the DEC will serve on all Departmental Search Committees. To ensure diversity and subject matter representation, the Department Chairperson may appoint additional members to a Search Committee.

1. Sabbatical Leaves
2. Request for sabbatical leave shall be directed to the DEC and Department Chairperson for review, at the same time and by to the contractual due date.
3. The Department Chair must take actions to make sure course offerings shall be adjusted as required to accommodate scheduled sabbatical leaves.
4. It will be the responsibility of the DEC to make recommendations according to contract guidelines. If the Chair wishes to submit an appraisal of the application, they must submit their letter to the DEC prior to the deadline for submission to the Dean’s office.
5. Procedures:
6. Shall conform to guidelines as established by the Contract.

VII. Provision for By-Law Changes and/or Amendment

1. The Department Chairperson will place the review/revision of department by-laws on the agenda of a scheduled department meeting at least once each academic year.
2. Amendments to these by-laws **must be presented in written form to faculty members not less than fifteen working days prior to a faculty meeting** called for the purpose of consideration of adoption of said amendments. If approved for adoption, the reviewed by-laws shall be placed on agenda for next meeting for final adoption.
3. A faculty meeting will be held not less than fifteen working days after presentation of the proposed changes for final action on the proposed changes.

VIII. Department Chairperson

1. Selection: The Department Chairperson shall be nominated and elected as per Section IV. The term is three years.

B. Accountability: The Department Chairperson has the dual responsibility of leading the department in fulfilling its responsibilities in academic and personnel areas and of facilitating the functioning of the department. The Department Chairperson is the normal channel of communications between the department and other departments, division/areas or like groupings, offices and the administration. (Collective Bargaining Agreement; 2007-2016, article 5.23)

C Department Personnel: The Chairperson is responsible for encouraging each member of the department to fulfill their professional obligations.

The Chairperson, in cooperation with faculty, determines the need for new faculty, appoints faculty advisors where applicable and is responsible for establishing faculty committees within the department.

The Chairperson encourages and helps make provision for activities conducive to the professional growth of the department.

D. Curriculum: The Chairperson exercises leadership in the area of curriculum development and is responsible for providing information on course offerings, course descriptions and curriculum requirements including catalog copy.

E. Student Relationships: The Chairperson consults with students on departmental problems and issues and supervises the academic advisement of student through faculty advisors.

F. The Chairperson is responsible for ensuring that all faculty send to the Bookstore orders for textbooks for courses offered by the department each semester.

G. The Department Chairperson will be an ex-officio member of all department committees with voting rights only in tie-breaking situations.

H. The Chairperson shall keep an accurate record of Faculty Committee Assignments. Faculty Committee Assignments shall be made at a regular faculty meeting. Current committees assignments will be distributed to faculty prior to the meetings called for the purpose of electing committee members.

I. The Department Chairperson, in consultation with Program Coordinators, may assign a department member to act as coordinator of the following:

1. Industry AdvisoryBoards
2. Laboratories

## Program Assessment

1. A standard course syllabus (following the standard format for the School of Engineering, Science, and Technology) shall be updated each semester the course is offered and submitted to the Department Chairperson. The submission deadline is the first week of each semester.
2. Each department degree program (or group of similar programs) shall have an Industrial Advisory Board composed of appropriate industrial representatives.

Programs are validated and evaluated annually. The assessment process is based on mission statements, program objectives, and assessment of program outcomes.



Manufacturing & Construction Management Department

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Policy for Program Coordinators

Effective 1 May 2015

1. The program coordinator is a member of the faculty who is tasked with supporting the Department Chair in administering a specific academic program. The duties of the program coordinator include, but are not limited to:
	1. Preliminary scheduling of program courses.
	2. Collection and analysis of program assessment metrics.
	3. Identification of potential adjuncts.
	4. Initial transfer student advising.
	5. Program accreditation.
	6. Initial preparation of program material for inclusion in the Department’s annual report.
	7. Assisting with admissions advising and recruitment.
2. The program coordinator for each program will be appointed by the Department Chair and will serve a term of one academic year.
	1. Program coordinators must be tenured or tenure-track faculty.
	2. There will be no term limits for program coordinators.
	3. The Department Chair may also serve as a program coordinator.
	4. A faculty member may be the program coordinator for more than one program at the same time.
3. Program coordinators will receive reassigned time for performing their duties. This reassigned time will be come from the reassigned time contractually provided to the Department Chair.
	1. Program coordinators for undergraduate degree programs will receive 1.0 load credits per semester of reassigned time.
	2. Program coordinators of graduate degree programs will receive 0.5 load credits per semester of reassigned time.
4. At the time of implementation of this policy, the following are the defined programs of the Manufacturing & Construction Management Department:
	1. Undergraduate Programs:
		1. Bachelor of Science in Construction Management
		2. Bachelor of Science in Manufacturing Management, including the Bachelor of Science in Technology Management
		3. Bachelor of Science in Robotics & Mechatronics Engineering Technology
	2. Graduate Programs:
		1. Master of Science in Construction Management, including the Official Certificate Program in Construction Management
		2. Master of Science in Technology Management, including the Official Certificate Programs in Lean Manufacturing & Six Sigma Quality, Supply Chain & Logistics Management, and Environmental & Occupational Safety
5. The contents of this policy are approved by the tenured and tenure-track faculty and may be revised or changed by a majority vote of those faculty.

Signed By:

Jacob P. Kovel, Ph.D., P.E.

Associate Professor & Chair