*Central Connecticut State University
 Technology & Engineering Education Department*

# By-Laws

# I

The following By-Laws govern the Technology Education Department in conjunction with the AAUP-CSU Contract. No section of these By-Laws shall supersede the AAUP­ CSU Contract.

ARTICLE I

DEPARTMENT CHAIRPERSON

1. Selection
	1. The Department chairperson shall be chosen according to AAUP guidelines as stated in the current AAUP/CSU Contract for a term of three (3) years with the privilege of succession.
	2. An election conducted by the DEC Chair, shall be by written ballot of the faculty in the spring term of the incumbent chair's second year of office. The name of the nominee receiving the highest number of votes shall be submitted by the Department Chairperson to the Dean of the School of Technology who will forward the recommendation to the President. The appointment will then be made by the President.
	3. The Department Chairperson-elect shall assist the incumbent Department Chairperson in the duties of the office in the academic year preceding the Department chairperson-elect's appointment.
2. Duties and Responsibilities
	1. The Department Chairperson is responsible for those matters concerning personnel, curriculum, budget, facilities, interdepartmental activities, and student concerns which specifically relate to the Technology Education program. The Chairperson's efforts will be directed in the best interest of the students and faculty.
	2. The Department Chairperson supervised the departmental staff personnel.
	3. The Department Chairperson supervises the advisory system for students majoring in the Department and consults with students on Departmental issues and other program matters.
	4. The Department Chairperson is responsible for maintaining appropriate departmental records.
	5. In scheduling classes and making course assignments, the Department Chairperson shall employ the procedure described in Article II
	6. The Department Chairperson shall call and chair Department meetings.
	7. The Department Chairperson will serve an ex-officio member of all department committees.
	8. The Department Chairperson will serve as a voting member of School of Technology Advisory Council.
	9. The Department Chairperson shall orient part-time faculty who are employed to teach courses in the chairperson's program.
	10. The Department Chairperson shall investigate student complaints and handle them confidentially in compliance with current university practice.

# ARTICLE II SCHEDULING

1. Procedure for Regular Semester Scheduling:
	1. Receipt of the first preliminary schedule will be announced to the faculty by the Department Chairperson. Faculty are then obligated to input information relevant to schedule preparation to the Chairperson.
	2. The Department Chairperson in collaboration with school of technology personnel will prepare the schedule on the basis of cycling patterns, faculty input, and projected student needs.
	3. The Department Chairperson will meet with the Associate Dean of the School of Technology to review the proposed schedule and to ascertain if there are schedule conflicts or further scheduling needs.
	4. The Department Chairperson will inspect the schedule proofs to identify and resolve conflicts.
	5. The proposed final schedule will be reviewed and each faculty member will be notified in writing of the teaching assignment.
	6. Faculty are obligated to notify the Department Chairperson of any desired assignment changes within one week of receipt of their teaching assignment.
	7. Changes in the schedule mandated by unexpected circumstances may be made by the Department Chairperson in consultation with affected faculty when possible.
2. Procedure for Summer Session Scheduling:
	1. The Department Chairperson will work collaboratively with the faculty to develop summer schedule based on faculty interests and student needs.
	2. Conflicts will be resolved according to the guidelines described in section III.
	3. Proposed summer school schedules will be presented to the Associate Dean of the School of Technology to review for any problems.
	4. Further changes in the summer schedule required by unexpected circumstances may be made by the Department Chairperson in consultation with affected faculty when possible.
3. Resolution of Problems in Course Scheduling:

In the event that course scheduling problems among faculty arises, courses will be assigned on the basis of program seniority, whenever possible, to resolve these issues.

* 1. Faculty will be assigned to teach courses during regular semesters,

pre-session, and summer session according to course seniority. Course seniority is achieved as follows:

* + 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 member who has most often taught the nearest related course.
	1. 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.
	2. In emergency situations, the Department Chairperson may make, or adjust, faculty assignments as required to meet the Department obligations to offer a program of courses most suitable to student needs.
1. Course Scheduling for part-time faculty:

Full-time faculty have right to first refusal on a course prior to the course being made available to part-time faculty members.

* 1. Part-time faculty will be assigned to teach courses according to course seniority. Course seniority is achieved as follows:
		1. The part-time faculty member who was the originator of the course to be taught.
		2. The part-time faculty member who has most often taught the course.

ARTICLE III DEPARTMENT MEETINGS

1. Department Meetings
	1. All business at department meetings shall be conducted only when a quorum is present. A quorum shall consist of two-thirds of the department's full-time faculty members.
	2. Meeting will occur regularly throughout the academic year according to a schedule approved by the faculty. A majority of the department faculty or the department chairperson may request a special meeting as necessary.
	3. Department members may submit agenda items to the Chairperson one week prior to a scheduled meeting. The Chairperson will request this listing of agenda items and establish the meeting agenda.
	4. An agenda for each meeting shall be available to each department member two days prior to the meeting.
	5. Minutes shall be recorded at all department meetings.
	6. Secretarial duty shall rotate alphabetically among faculty when the department secretary is not available.
	7. In the absence of the Chairperson, department meetings will be conducted by the Chairperson's designee.

ARTICLE IV

DEPARTMENT, SCHOOL AND UNIVERSITY COMMITTEE ASSIGNMENTS

1. Department, School and University Assignments
	1. All full-time faculty members in the department are expected to serve on department, school and university committees.
	2. Elections for committee assignments will occur during the Spring semester of the preceding academic year.
	3. Faculty members will make reports of committee action during regularly scheduled department meetings.
	4. Procedure for Recall of Departmental Senators and/or Members of University Wide Committees:
		1. A request for recall of department senator or committee representative shall be by petition, signed by at least one­ third of the department's full-time faculty and submitted to the Chairperson.
		2. The Chairperson shall place the item on the agenda of the next department meeting for discussion and action.
		3. In the event of recall, the Department Chairperson shall prepare and distribute ballots. A majority vote of all full­ time department faculty is required for action.
		4. In the event of recall, the senator's alternate or college­ wide committee members alternate shall fill the vacancy until a new member is chose by a special election to be completed within two weeks following the recall action.

ARTICLEV

DEPARTMENTAL EVALUATION COMMITTEE (DEC)

1. Membership:
	1. The Department Evaluation Committee will be elected by the department and will consist of three tenured faculty members at the rank of Assistant Professor or higher.
	2. The Department Chairperson may choose to serve as an ex-officio
	(non­voting) member of this committee.
	3. The term shall be for two years, staggered, for elected members.
	4. DEC members will annually elect a DEC Chairperson and secretary from the elected members.
2. Function:
	* 1. Evaluate and recommend, to the Dean of the School of Technology, matters concerning the evaluation, dismissal, tenure, promotion, and retention of all teaching faculty members of the Department, including full-time, part-time and temporary faculty. Prioritized order for recommendation will be at the discretion of the committee.
		2. Operate in the matters of recruitment consistent with university policy by processing applications, screening, and interviewing candidates. The DEC will make recommendations to the Department Chairperson to be forwarded to the appropriate administrative officers.
		3. Consider and recommend to the Department Chairperson priority in the hiring of full-time and part-time teaching faculty.
		4. Consider, review, and recommend Sabbatical Leave requests.
			1. Request for sabbatical leave shall be direct to the DEC for review.
			2. The DEC will make recommendations according to contract guidelines.
3. Procedures for Full-time and Part-time Faculty Evaluation:

FULL-TIME FACULTY EVALUATION

* 1. All evaluation procedures and timelines will adhere to current AAUP/CSU contract requirements.
	2. The DEC will request appropriate documentation from the faculty to assist in making its evaluations.
	3. The DEC will request and use student evaluations in making its evaluations. The forms will be consistent with AAUP/CSU guidelines.
	4. The administration and tabulation of the instrument will be consistent with AAUP/CSU guidelines.

PART-TIME (ADJUNCT) FACULTY EVALUATION

* 1. The evaluation of a part-time faculty member will take place after the faculty member teaches a course for the first time or after the faculty member teaches the same course for two semesters or as requested by the Department Chairperson. The focus of the evaluation process is to assess the effectiveness of the faculty member's teaching.
		1. Student feedback will be obtained for each course using appropriate departmental or university course information survey data.
		2. Course materials including, but not limited to, syllabus, meeting schedule, handouts, tests, course requirements, and student evaluation criteria will be submitted to the DEC for review.
		3. The DEC will review the materials presented and make a recommendation to the Department Chairperson. Copies of the recommendation will be made available to the part-time faculty member.
		4. The Department Chairperson and DEC members may meet with the part-time faculty members to resolve any issues of concern.

ARTICLE VI TRAVEL FUNDS PRIORITIES

1. Presentation of papers and attendance at professional meetings are vital sources of faculty development that are encouraged by the Department of Technology Education. All members of the faculty will provide input as to travel priorities within the budget provided for such matters.
	1. Travel issues and budget will be discussed at regular department meetings. Faculty are encouraged to plan travel requests early in the academic year as travel funds may be limited to contractual specifications. The Department Chairperson will inform the faculty of the amount of travel funds available when such items are released by the University.
	2. Faculty members will recommend to the Department Chairperson travel requests from each member. Department members shall consider the following priorities (from high to low) in the allocation of travel funds to department members:
		1. Members of the department presenting papers at conventions or similar events or who are society or board officers.
		2. Members accompanying students to regional or national conferences.
		3. Members attending out-of-state conventions or similar events.
		4. Members attending in-state conventions or similar events.
	3. Members requesting travel funds to support faculty development or enhancement will be given special consideration upon presentation of appropriate documentation.

ARTICLE VII

ADOPTION AND AMENDMENT OF THE BYLAWS

1. Adoption
	1. The Bylaws shall become effective upon a favorable vote by a majority of the Department's full-time faculty at a regularly called department meeting.

II. Amendment Procedure

1. An amendment to the Bylaws may be proposed by any full-time department member at any regular meeting or at any special meeting called for such purpose during the academic year.
2. Written copies of a proposed amendment shall be delivered to all department members at least five working days in advance of the meeting date.
3. The first action by the Department shall be to accept the proposed amendment for consideration or to reject it. Such action to be accomplished by a majority vote of full-time department members.
4. If a proposed amendment is accepted for consideration, the second action by the Department will be to hold hearings on the amendment. Such hearing will be called by the Chairperson in the manner specified for regular and special department meetings. The purpose of such hearing will be to clarify the provisions of the proposed amendment and to provide for the resolution of controversial considerations, if any. The proposed amendment may properly be modified or changed by a majority vote of those present. Following the hearings, the proposed amendment will become an agenda item at the next department meeting.
5. Final action by the Department will be to consider the proposed amendment for incorporation within the Bylaws, along with any changes and/or recommendations resulting from the hearings. Amendments shall be adopted following approval by majority vote.
6. The Bylaws shall be reviewed periodically. The Department Chairperson may appoint an ad hoc committee for this purpose. Revisions recommended by this committee will be presented to the Department as amendments to the Bylaws in accordance with amendment procedures above.