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Chair, MSEG*

DEPARTMENT OF MATERIALS SCIENCE AND ENGINEERING

BYLAWS

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INTERIM DEAN
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Preamble

We, the members of the Faculty of the Department of Materials Science and Engineering in the College of Engineering at the University of Delaware, concerned with continual improvement of academic standards and dedicated to the achievement of academic excellence, are convinced that those directly involved in instructional and research activities also must play an active role in administrative and academic affairs relating to the Materials Science and Engineering Department (hereinafter, “the Department”). Therefore, being aware that a regular authorized and representative agency of the Department must serve this function if academic excellence is to be achieved, maintained and improved, we hereby formalize these Bylaws to establish and constitute the official channel of faculty opinion in all matters which bear upon the academic program.

Article I

Mission

These Bylaws of the Department and the powers of the faculty shall be consistent with, and subordinate to, the policies of and authority delegated by: the University Charter, the Trustee Bylaws, the University Faculty Senate Bylaws and Regulations, the Constitution of the Faculty of the University of Delaware, the Bylaws of the College of Engineering, and the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors.

35 These Bylaws exist to better fulfill our mission of cultivating both learning and the
36 advancement of knowledge in the engineering sciences by providing all of our students with
37 outstanding graduate education programs so that they will know how to reason critically and
38 independently yet cooperate productively.

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40 A. All matters relating to the educational and administrative affairs of the Department
41 are committed to the Department's Faculty for the purposes of governing the
42 Department.

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44 B. The Department's Faculty exercises control over all Materials Science and
45 Engineering degree programs and curricula. The Faculty shall 1) Provide for the
46 establishment and deletion of curricula and courses; 2) Formulate educational and
47 academic standards; 3) Recommend to the College for appropriate action the
48 educational and academic policies relating to the administration of university
49 services (e.g., university library, computing center, etc.) as they pertain to the
50 Department; and 4) Adopt regulations governing its own procedures.

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52 C. The Department Faculty is responsible for the nature and the quality of the
53 Department's instructional, research, and service programs.

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56 **Article II**

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58 **Membership of Faculty**

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60 A. **Faculty.** The Departmental Faculty shall consist of the Full Professors,
61 Associate Professors, Assistant Professors, Continuing Non-Tenure Track Faculty,
62 and full-time Instructors in the Department; Faculty with Joint, Secondary,
63 Affiliated, or Research Appointments; Faculty with Adjunct Appointments;
64 Lecturers; Visiting Faculty; and Emeritus Faculty. A faculty member on temporary

65 leave shall retain faculty status. The letter of appointment will establish the
66 classification of each faculty member.

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68 B. **Voting Faculty.** Voting membership is restricted to those members from the
69 previous list of Faculty who hold full-time tenured, tenure-track, or continuing
70 non-tenure track, Instructor or Research appointments primarily in the Department.
71 Faculty with Joint appointments in the Department, as defined by a Memorandum
72 of Understanding, may also vote. Faculty with Secondary, Affiliated, or
73 Adjunct appointments; Lecturers; Visiting faculty; and Emeritus faculty may not
74 vote.

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76 C. **Joint, Secondary, Affiliated, Research, and Adjunct Appointments.**

77 Joint, Secondary, Affiliated, Research, and Adjunct appointments are appointments
78 made in a spirit of mutual benefit and to formalize a connection between the
79 appointee and the Department with the purposes of 1) Encouraging scholarly
80 collaboration, and/or 2) Exchanging educational experiences. The categories of
81 appointment are defined below. Unless otherwise stated below, appointments are for
82 a fixed period of three years and are renewable. Any appointee must be nominated by
83 a Voting Faculty member of the Department. Criteria for making a nomination would
84 include: 1) Teaching, 2) Research, and/or 3) Service. The level of appointment
85 (Assistant, Associate, or Full) will be commensurate with the individual's resume.
86 Individuals with Joint, Secondary, Affiliated, and Research appointments may serve
87 as primary research advisors. Appointments are confirmed as a normal item of
88 business at a regular faculty meeting usually following a research seminar by the
89 Faculty candidate.

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91 1. Joint Appointments - The term Joint faculty appointment will refer to an
92 academic appointment made to someone with a primary academic
93 appointment in another department. The Joint appointment may be
94 split funded between departments or funding might reside entirely in the
95 home (primary) department (Faculty Handbook – Section 4: Personnel Policies for Faculty –

96 Faculty Appointments and Conditions of Employment – Updated 11/2/2006). Joint appointments
97 are established by a Memorandum of Understanding that defines the
98 responsibilities of the faculty member to every department where she/he holds
99 appointments. Faculty who hold Joint appointments in the Department of
100 Materials Science and Engineering will have voting rights and may serve as
101 primary research advisors.

102 2. Secondary Appointments - All Secondary faculty appointments refer to an
103 academic appointment made to a professional in the same or other department.
104 If the person does not have a core faculty appointment (that is, they are a
105 professional and do not have a faculty appointment to “return to”), then a
106 faculty appointment for them would be “secondary” (Faculty Handbook – Section 4:
107 Personnel Policies for Faculty – Faculty Appointments and Conditions of Employment – Updated
108 11/2/2006). Faculty who hold Secondary appointments in the Department of
109 Materials Science and Engineering do not have voting rights, but may serve as
110 primary research advisors.

111 3. Affiliated Appointments – All Affiliated faculty appointments are a courtesy
112 appointment offered to individuals with full-time faculty appointments in
113 other units at the University of Delaware. Faculty who hold Affiliated
114 appointments in the Department of Materials Science and Engineering do not
115 have voting rights, but may serve as primary research advisors.

116 4. Research Faculty Appointments – Research appointments are for individuals
117 with significant responsibilities for externally-funded and sponsored programs
118 of research. Because the salary of Research faculty derives largely or
119 exclusively from grants and contracts, research responsibilities generally
120 constitute all or most of the Research faculty’s workload. While Research
121 faculty do not have ongoing responsibilities for regularly scheduled
122 undergraduate and graduate instruction and advisement, they may supervise
123 undergraduate and graduate students who participate in their research
124 programs. Research Faculty may participate in scheduled instruction, on a
125 voluntary basis, so long as that participation is consistent with their research
126 responsibilities. Funding to support the appointment of Research faculty must

127 be continuous during the term of an appointment contract. Because
128 appointments are made to fulfill external grant and contract responsibilities,
129 the renewal limit on temporary appointments does not apply; renewals may be
130 approved that are congruent with the terms of external contracts
131 (Faculty Handbook – Section 4: Personnel Policies for Faculty – Faculty Appointments and Conditions
132 of Employment – Updated 11/2/2006). Faculty who hold Research appointments in the
133 Department of Materials Science and Engineering will have voting rights and
134 may serve as primary research advisors.

- 135 5. **Adjunct Appointments** – Adjunct faculty are members of the academic staff
136 who are appointed for a limited period of time during the year(s) in which
137 they are actively involved in the teaching and research program of the
138 University. Persons holding appointment as Adjunct (Professor,
139 Associate Professor, Assistant Professor, or Instructor) must make a
140 contribution to the University in the form of teaching, research, or
141 consultation. Adjunct status is accorded only after the regular academic
142 review and evaluation. Rank is established according to the same criteria as
143 regular faculty. Adjunct faculty are not eligible for tenure. No stipend is
144 paid; terms of appointment are annual only, and contracts are not
145 automatically renewed (Faculty Handbook – Section 4: Personnel Policies for Faculty –
146 Faculty Appointments and Conditions of Employment – Updated 11/2/2006). Faculty who hold
147 Adjunct appointments in the Department of Materials Science and
148 Engineering do not have voting rights and may not serve as primary research
149 advisors.

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151 **D. Lecturers and Visiting Faculty.** Lecturers are appointed by the Chairperson to fill
152 specific teaching needs of the Department. Visiting Faculty are appointed by the
153 Chairperson upon recommendation of a Voting Faculty member of the Department.
154 These appointments are made on a semester basis.

159 E. **The duties of a member of the faculty of the department include the following:**

- 160 1. The teaching of assigned courses within the faculty member's general
161 competence.
- 162 2. Conducting research and/or other scholarly pursuits related to the field of
163 appointment and satisfying the conditions that the work can be conducted
164 openly and has a reasonable chance of leading to results publishable in
165 professional media.
- 166 3. Advising, encouraging, and challenging graduate students. Faculty with
167 voting privileges and Faculty with Secondary or Affiliated appointments may
168 supervise undergraduate research and graduate program aspects that require
169 faculty advisement. Every doctoral dissertation and masters thesis committee
170 must include at least one Voting Faculty member with 50% or greater
171 appointment within the Department.
- 172 4. Participating in the duties of departmental, college, and university committees.
- 173 5. Actively participating at professional meetings, symposia, and seminars;
174 keeping the departmental chairperson informed of these activities.
- 175 6. Seeking sponsorship for research and/or other scholarly pursuits.
- 176 7. Improving personal knowledge and capabilities in the chosen professional
177 area of specialty.
- 178 8. Pursuing all activities in a manner that aids the other faculty and students in
179 their progress toward reasonable goals.

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182 **Article III**

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184 **Membership of Professional Staff**

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186 **A. Professional Staff.**

- 187 1. The **Assistant to the Chairperson** of the Department shall provide general
188 administrative assistance to the Chairperson on all matters relating to the
189 instructional program as well as the research activities of the Department;

190 including, but not limited to, scheduling of classes, facility and facility
191 operations, and proposal preparation/submittal including interactions with the
192 University Research Office.

193 2. The **Facilities Coordinator** of the Department shall report to the Assistant to
194 the Chairperson and provide for responsible operation of Departmental
195 facilities and safe and proper utilization of the physical plant used by the
196 Department.

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199 **Article IV**

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201 **Meetings**

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203 A. **Presider.** The Chairperson of the Department shall preside over Department Faculty
204 meetings.

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206 B. **Meetings.** The Department Faculty shall meet at least once a semester at times
207 determined by the Chairperson. Under normal circumstances, the Department
208 Faculty shall meet monthly during the Fall and Spring Semesters. Special meetings
209 of the Faculty may be called by the Chairperson, or by written petition of 15 percent
210 of the voting membership of the Department Faculty presented to the Chairperson, or
211 by a majority vote at a regular or special faculty meeting. The Chairperson shall
212 establish dates for regular meetings and distribute the list to faculty members within
213 three weeks after the start of the academic year. Written notice of special faculty
214 meetings shall be given to the Faculty at least forty-eight (48) hours (not including
215 Saturdays, Sundays or official University holidays) in advance of such meetings,
216 preferably with one week's notice.

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218 C. **Agenda.** The agenda for the faculty meeting shall be established by the Chairperson
219 with input from voting membership of the Department Faculty. The agenda for each
220 faculty meeting must be distributed to the Faculty at least forty-eight (48) hours

221 (not including Saturdays, Sundays or official University holidays) before the meeting,
222 but preferably one week in advance. Under new business, resolutions introduced
223 from the floor shall be entertained. Any resolution, which is introduced from the
224 floor and is not part of an agenda item, will be placed on the agenda of the
225 next meeting, at which time action can be taken. A resolution concerning death of a
226 person associated with the Department can be acted upon at the meeting at which it is
227 introduced. The Chairperson shall decide the items of business that are to be
228 discussed only among the Voting Faculty members of the Department.

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230 D. **Minutes of Meetings.** Under the direction of the Chairperson, a record of each
231 faculty meeting may be prepared and distributed to each faculty member within
232 two weeks of the meeting reported. Any prior pertinent actions will be reported to the
233 Faculty prior to a subsequent meeting. A permanent record of faculty minutes shall
234 be filed in the Chairperson's Office.

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236 E. **Quorum.** One-half of the Voting Faculty members of the Department not on leave
237 and with a 50% or greater appointment within the Department shall constitute a
238 quorum. The Faculty shall abide by its own rules of procedure, but in cases where it
239 has adopted no explicit rules, or where applicability or interpretation of rules is in
240 doubt, Robert's Rules of Order – Newly Revised shall govern. A Parliamentarian
241 may be appointed by the Chairperson to assure conformity.

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243 F. **Order of Business.** The first part of the agenda will consist of old business, which
244 will be disposed by majority vote of those present. Any resolution received by the
245 Faculty at least one week prior to the meeting will be considered old business.
246 The second part of the agenda will consist of new business. New business included in
247 the agenda will require a two-thirds vote of those present for disposition.

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249 G. **Items Requiring a Vote of the Faculty.** The following items must be discussed in a
250 regular or special faculty meeting, and brought to a vote by the entire Department
251 faculty: creation or elimination of specific courses, changes in names of the

252 Department or any of its degree programs, and resolutions or motions which have
253 effect upon the University, Colleges, or Departments of the University other than the
254 College of Engineering or its Departments.

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256 The proposed action will be considered to have been recommended by the faculty if it
257 has the support of a majority of the voting members of the Department present at the
258 meeting. The tally should be noted clearly in any related proposals going from the
259 Department to the College.

262 Article V

264 **Officers**

266 **A. Chairperson of the Department.**

- 267 1. The Chairperson of the Department shall have general administrative
268 authority over department affairs, exercise leadership in the formulation of
269 policies, introduce educational ideas and proposals, and stimulate discussions
270 leading to improvement of the educational programs of the Department.
271 Responsibilities shall include both strengthening the Department and
272 its programs plus interpreting and defending those programs to the College
273 and to the University community.
- 274 2. The Chairperson shall have the authority to make budgetary recommendations
275 to the Dean of the College of Engineering, and shall consult with the
276 Department Faculty concerning budgetary matters that affect the Department
277 as a whole.
- 278 3. The Chairperson may appoint a committee to advise on any matters of
279 concern to the Department.

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B. The Departmental Chairperson is responsible for the following:

1. Recommendations for new appointments, reappointments, and promotions within the department to the Dean of Engineering, after consultation with faculty members in the department.
2. An awareness of the professional and scholarly activities of faculty members in the department.
3. General supervision of the work of staff and students employed by the department.
4. Formulation, control of quality and improvement of educational programs, assistance to graduating students with career placement. The faculty should be consulted concerning these tasks and to assist with these tasks.
5. Review of performance of faculty and staff, assignment of workloads consistent with contracts existing between the University and the AAUP.
6. Preparation of departmental budgets, and supervision of the expenditure of departmental funds in cooperation with other members of the department.
7. The formulation and execution of departmental policies in cooperation with the other members of the department and the execution of the policies of the University and the College of Engineering insofar as they affect the department.
8. Supervision and performance review on a continuing basis of directors of research centers and any administrative assistants or associates in the department.

C. In Addition to those duties from the College of Engineering Bylaws, the Chairperson is also responsible for:

1. Initiating and actively participating in fund-raising activities inside and outside of the University that benefit the Department and are in alignment with University and College development plans.
2. Providing special attention to identifying collaborative and/or interdisciplinary research opportunities.
3. Promoting the Department by publicizing Department achievements.

314 **Article VI**

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316 **Standing Committees**

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318 A. **General Function.** The functions of the Faculty Committees are to investigate,
319 advise and recommend in those areas assigned and delineated below.

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321 B. **Standing Committees.**

322 1. **Formation or Deletion.** Standing committees can be formed or deleted by
323 majority vote of the entire Department Faculty.

324 2. **Eligibility.** Each member of the Voting Faculty shall be eligible for
325 membership on standing committees with the power to vote. The Chairperson
326 is an ex-officio member of all committees except the Promotion and Tenure
327 Committee. No faculty member should serve concurrently on more than
328 two (2) standing committees of the Department Faculty. Members are
329 appointed by the Chairperson.

330 3. **Presider.** Presiders of the standing committees shall be appointed by the
331 Chairperson. If the committee has been in existence for more than one
332 academic year, the presider is usually appointed from those who have served
333 on the committee for at least one academic year.

334 4. **Terms of Office.** The terms of office of members of standing committees
335 shall be for the academic year and are appointed annually. Terms of office
336 begin on the first day of the academic year following their appointment
337 through the spring semester (and into the summer if there is business),
338 except when a vacancy arises.

339 5. **Filling of Vacancies.** The Chairperson will make appointments to fill
340 unexpired terms when vacancies arise.

345 6. **Procedures of Standing Committees.**

- 346 a. Informal procedures shall govern all committee meetings, but a written
347 record of any major actions and a brief summary of any pertinent
348 deliberations shall be submitted to the Chairperson by the appointed
349 president.
350 b. Each committee shall meet at least once in the fall semester and once
351 in the spring semester and make a report of its activities to the
352 Chairperson at least once each year.
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354 C. **Composition and Function of Faculty Standing Committees.**

355 1. **Undergraduate Education Committee.**

- 356 a. **Composition:** At least one faculty member from each of the “soft”
357 and “hard” materials areas.
358 b. **Presider:** Chosen by the Chairperson, this individual serves as the
359 Department’s representative on the College Educational Activities
360 Committee, as the Department’s Undergraduate Advisor, and is
361 responsible for making decisions relative to the awarding of the
362 undergraduate Minor in Materials Science and Engineering.
363 c. **Function:**
364 1) Reviews additions or deletions of courses and changes in
365 undergraduate course descriptions appearing in any University
366 Catalog prior to submittal to the College.
367 2) Reviews effectiveness of departmental courses and programs
368 for accreditation purposes.
369 3) Recommends new or revised educational programs.
370 4) Contacts departmental faculty to determine course transfer
371 and/or allowable substitutions for program requirements for
372 undergraduate Minor in Materials Science and Engineering.
373 d. **Actions:** Actions taken under the authority delegated to the
374 committee by items c. 1)-4) shall be decided by the committee
375 members.

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2. **Graduate Education Committee.**

- a. **Composition:** At least one faculty member from each materials discipline: “hard” materials and “soft” materials with the same faculty member being able to represent more than one discipline.
- b. **Presider:** Chosen by the Chairperson.
- c. **Function:**
 - 1) Reviews additions or deletions of courses and changes in graduate course descriptions appearing in any University Catalog prior to submittal to the College.
 - 2) Reviews all changes in the graduate curriculum involving the number, composition or prerequisites of required courses, or any changes that alter the total hours for graduation. The committee recommends approval or rejection of each of the changes to the Department Faculty prior to submittal to the College.
 - 3) Coordinates all graduate recruitment activities and events.
 - 4) Coordinates the Department’s graduate mentoring activities.
 - 5) Coordinates with the College on all graduate honors and awards.
- d. **Actions:** Actions taken under the authority delegated to the committee by items c. 1)-5) shall be decided by the committee members.

3. **Promotion and Tenure Committee**

- a. **Composition:** The Department Promotion and Tenure Committee consists of all tenured members of the Department except for two people: the Chairperson of the Department and the Department’s member serving on the College of Engineering P&T Committee. Importantly, only those members at or above the rank being considered in a submitted dossier are considered voting members and may participate in any discussion.

- 407 b. **President:** The Chairperson will designate a president who must be a
408 tenured full professor.
- 409 c. **Function:** Once the president is selected, the committee is
410 autonomous. It considers requests for promotion and appeals from
411 individual faculty, and, based on the department's, college's, and
412 University's criteria and procedures, formulates its own
413 recommendations, and forwards those recommendations to the
414 Department Chairperson. This Committee also is responsible for
415 post-tenure periodic faculty review.
- 416 d. **Criteria:** The Department stresses certain qualifications for
417 promotion; the Department's Promotion and Tenure Committee is
418 required to consider these qualifications in reaching its evaluations and
419 recommendations. The Department's policies and practices pertaining
420 to promotion and tenure have been approved by the College and the
421 University Faculty Senate Committee on Promotion and Tenure.
422 A copy of these documents will be given to all new faculty during
423 their first semester. Reference: Promotion and Tenure Document,
424 approved by Department of Materials Science and Engineering faculty
425 3/98.
- 426 e. **Report to Candidate:** The results of the review by the Department
427 committee shall be promptly reported in full and in writing to the
428 candidate, who must be given sufficient time to consider whether to
429 withdraw candidacy or appeal before the Department's
430 recommendation are forwarded with the dossier for review and
431 recommendation by the Chairperson.
- 432 f. **Additional Evidence:** Before reaching a final decision the committee
433 may, indeed is encouraged to, consult with the candidate regarding
434 additional evidence that might clarify the promotion dossier.
435 The committee should allow a reasonable amount of time for this
436 purpose.

- 437 g. **Chairperson's Action:** The Chairperson shall review the dossier and
438 shall either endorse or recommend against the promotion in a written
439 notification to the candidate and department committee.
440 The Chairperson shall also forward the dossiers and statements of
441 action on them to the College of Engineering Committee on
442 Promotions and Tenure.
- 443 h. **Appeal:** Candidates who wish to appeal the decision of the
444 Department Committee must notify the Committee in writing no later
445 than five working days following receipt of the committee's decision.
446 The committee will schedule hearings that will be convened by the
447 presider of the committee. It is strongly recommended that the
448 candidate attend the appeal meeting. Representatives of the candidate
449 can also attend and participate in the appeal meeting. Evidence in
450 support of the appeal must be submitted to the committee at least
451 24 hours prior to the hearing. Likewise, appeal of the decision of the
452 Chairperson must be made in writing no later than five working days
453 following receipt of the Chairperson's decision. Evidence in support
454 of the appeal must be submitted to the Chairperson prior to a personal
455 meeting.

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457 4. **Facilities & Safety Committee.**

- 458 a. **Composition:** At least one faculty or staff person and the
459 Department's Facilities Coordinator.
- 460 b. **Presider:** Chosen by the Chairperson, this individual serves as the
461 faculty liaison between the Department and the University Safety and
462 Facilities groups.
- 463 c. **Function:**
- 464 1) Reviews labs and the facilities under the guidance of the
465 University Safety and Facilities groups to guarantee a safe
466 learning environment and to address other facility-related
467 concerns.

468 **Article VII**

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470 **Special Committees**

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- 472 A. **Ad Hoc Committees.** Ad Hoc Committees of the Faculty may be created by the
473 Chairperson's initiative or following the majority vote of the Voting Faculty at a duly
474 constituted meeting. Presiders of such committees shall be responsible for providing
475 a written report to the Faculty no later than June 1 of each year, or if the
476 Ad Hoc Committee is terminated within the academic year, a terminal report shall be
477 distributed within thirty (30) days of the committee's termination.

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480 **Article VIII**

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482 **Amendments and Effective Date**

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- 484 A. This Constitution can be changed only through mail balloting, by a two-thirds vote of
485 the total voting membership of the Department Faculty. Petitions for such changes
486 must be presented for discussion at a faculty meeting preceding the balloting by
487 two weeks or more.
- 488
- 489 B. Nothing in these Bylaws shall be understood to give the Department any powers
490 which contravene the rights of the University Faculty. These Bylaws shall take effect
491 on the first day of the month after their adoption.