



Fairfield
UNIVERSITY

School of Engineering

GOVERNANCE DOCUMENT

2017

Approved by SOE Faculty on April 14, 2017

Approved by University President:

A handwritten signature in black ink, appearing to read "Lynn Babington", written over a horizontal line.

Dr. Lynn Babington, RN

Date: 5-30-17

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Introduction

The School of Engineering (SOE) of Fairfield University began offering degree programs in the fall semester of 1994. In 1995 the Fairfield University Board of Trustees approved the first Governance Document for the School of Engineering. Since that time, programs have been added and nationally accredited. Additionally, dual BS/MS degrees have been established. Fairfield SOE was created from the acquisition of the Bridgeport Engineering Institute (BEI) which had operated continuously from 1924.

The School of Engineering subscribes to the Vision and Mission of Fairfield University. The Vision, Mission, and Values of the SOE are stated in Appendix E.

I. CONSTITUENCIES, DEPARTMENTS AND PROGRAMS

The School of Engineering of Fairfield University has four major constituencies, namely, students, faculty, administration, and the Advisory Board.

In addition to full time day students, the student body includes fully employed individuals seeking to complete either a bachelor's or master's degree part-time.

In addition to full time faculty who are subject to the provisions of the Fairfield University Faculty Handbook, the School benefits from the services of practicing engineering professionals, listed as lecturers or adjuncts, who typically teach up to two courses per semester in subjects in their technical specialty and provide a link between the classroom and engineering practice and contribute to curriculum development and design.

The School's administration serves to fulfill the needs of students and faculty within the framework of Fairfield University, and to benefit from strategic advice and philanthropic guidance from the SOE Advisory Board. The SOE Advisory Board along with the individual program advisory boards provide informed working relationship with industry and business.

The School of Engineering is committed to a constructive and responsible role, to foster collegial relationships of trust, respect, and open lines of communication and collaboration within the school and across the University.

I.1. Department and Program Definition

A department of instruction is a body of faculty responsible for a curriculum leading to a degree. A department may encompass one or more programs. Programs are organized areas of study that lead to a designated degree upon completion of the program requirements and graduation. All faculty members who teach courses offered by a department shall be members of that department upon appointment. Curricular needs of students in the School of Engineering are also serviced by programs in the College of Arts and Sciences such as mathematics, physics, chemistry, and economics and in the School of Business such as ethics.

I.2. Educational Policies

Departments and programs shall determine their own educational policy, including the conduct of courses and methods of instruction within the general framework of principles adopted by the General Faculty and School of Engineering and administered by the Dean of the School.

Matters of concern to specific departments and programs shall be acted upon only after members of the department or program in question shall have had reasonable opportunity to discuss them and to make recommendations.

An individual faculty member shall be the implementer of instruction for the courses assigned and shall have freedom of instruction within the course scope as determined by the department or program.

II. ADMINISTRATION

The administration of the school includes the Dean, Associate Dean, Assistant Dean, Program Directors, and Departmental Chairpersons.

The objective of the Administration is to see that the Mission of the School is carried out in cooperation with the Faculty of the School.

II.1. Dean

The Dean is the chief academic officer of the School of Engineering (SOE) and must provide vision and leadership. The Dean's primary responsibilities include: faculty development and recruiting; planning and developing the budget and managing financial resources; initiating strategic initiatives leading to additional resources, prestige, and higher program rankings; planning, implementing and evaluating the School's academic programs, in coordination with Department Chairs and Program Directors. In addition, the Dean represents the University and the School in a variety of corporate, community and advancement activities.

II.2. Associate and/or Assistant Dean

Associate and/or Assistant Dean(s) are appointed by the Dean with the approval of the Provost. They report to the Dean of the School and assist the Dean in areas of responsibilities prescribed by the Dean.

II.3. Department Chairpersons and Program Directors

The leadership of departments and programs shall be appointed by the Dean upon proper authorization from the Provost and with consideration of recommendation of the respective faculty. Eligibility for the position of Department Chair shall be restricted to full-time tenured faculty. Every four years, a departmental meeting will be held to recommend reappointment of the current department chair or to elect a new department chair; final approval of the

reappointment recommendation or election to be by the dean. (Refer to Appendix A for the Chairperson's duties and responsibilities.)

III. FACULTY

III.1. Definitions

A *full time faculty* member is any faculty member under full time faculty contract with the University.

All *part time lecturers and adjunct faculty* are engaged, by contract, on a term by term basis for teaching assignments.

III.2. Academic Freedom

All full time and part time faculty members shall have freedom of course instruction within the scope of the courses assigned and consistent with the interests of the School and the Academic Freedom section of the Fairfield University Faculty Handbook.

III.3. Voting Rights

Full time faculty members only shall have full voting rights at all meetings of the School of Engineering General Faculty and in meetings of faculty in the department or program of which she/he is a member.

III.4. Teaching Responsibilities

All full time and part time faculty members shall be responsible for teaching all courses assigned to them. This responsibility shall include, with the guidance of the Chairperson or program director, the planning of syllabi and course materials, development and administration of all instruments measuring student performance, including exams, papers and other activities, computing and reporting all grades as required by the School of Engineering and the University, and participating fully in the implementation of the School's Assessment/Evaluation/Continuous Improvement program.

III.5. Student Advising and Mentoring

Full time faculty members serve as faculty advisors to students in the School, as they are assigned by the Dean and chair/director of programs. Faculty Advisors shall be present to advise students as needed and shall be available for the same purpose at regularly scheduled times throughout the semester, as well as during registration periods. Faculty Advisors will receive lists of their advisees at the start of the school year and will have access to files on their advisees until the student graduates or changes advisor.

III.6. Curriculum Development

Faculty members participate, under the Chair's direction, in curriculum development for their area or program, as well as for their individual classes. Syllabi for individual courses are prepared according to standards developed in the School in the framework of the Assessment/Evaluation/Continuous Improvement program of the School.

III.7. Support Requirements

The School shall provide sufficient and adequate support staff, including secretarial, clerical and research assistance, for the development and maintenance of quality in all teaching, research, professional and community activities, subject to the constraints of the resource allocation process of the School of Engineering and the University.

III.8. Research support

Support shall be provided, within the limits of the school's resources, to members of the faculty to pursue their research interests. This research support shall include, but not be limited to, expenses for participation at approved conferences, publication expenses as needed, and student research assistants. Faculty are also expected to develop external funding to support summer salaries and graduate research assistants to further develop their research focus.

IV. STUDENTS

IV.1. Engineering Student Society

To further educational objectives of the School, students shall have the opportunity to join the Engineering Student Society (ESS), or to create a new engineering club, as the need arises, under the School's guidance. These organizations foster interactions among students, and guide possible career development in a given field of study. Students serve as officers of these organizations. Advisors are appointed by the Dean in consultation with the student membership. ESS will be the umbrella organization for student clubs of professional societies, i.e. Institute for Electrical and Electronics Engineers (IEEE), American Society of Mechanical Engineers (ASME), Society of Women Engineers (SWE), Engineers Without Borders (EWB), Society of Automotive Engineers (SAE), Project Management Institute (PMI), etc.

IV.2. Elections and Representatives to Dean's Student Advisory Council (DSAC)

Student representatives at large will be selected at the beginning of the fall semester for a period of one year. Student representatives are expected to attend all regular meetings of the DSAC. Students in each area of study will vote for the representative at large in that area only. Additionally, one officer from the ESS and one officer from each club under the ESS will be selected for DSAC membership by the ESS and respective club student membership. The students will be given an equal vote and will have an equal opportunity to participate in DSAC meetings to provide support to the Dean and Faculty in planning, organization and implementation of various special events to support the SOE throughout the academic year. The

DSAC meets regularly with the Associate Dean or Assistant Dean to plan events such as National Engineers' Week activities as well as regional and national conference participation.

IV. 3 Communications with Students

The Dean will communicate with the student body on a regular basis each semester. New students will be met by school administrators and faculty before the beginning of each semester for the purpose of orientation.

V. ADVISORY BOARD, COMMITTEES AND COUNCILS

V.1. School Advisory Board

The Advisory Board of the School of Engineering assists in carrying out the mission of the School as it pertains to maintaining a close working relationship with industry and the engineering profession. The main functions of the SOE Advisory Board will be to provide strategic and philanthropic support to the SOE. As part of this relationship the Board assists the University President, Provost and the Dean of the School prioritizing school initiatives. The Board may also advise the President in appointing the School leadership.

In addition, the Advisory Board assists the University administration, particularly the University Advancement Division, in the development of scholarship and equipment funds, restricted and unrestricted. The Board will also contribute to funding the SOE initiatives and may recommend appropriate allocation of these funds in support of the School's mission.

The membership of the Board should be no less than fifteen, appointed by the President upon the Dean's recommendation for renewable terms of 3 years. The Board members shall be selected from industry, the engineering profession, and the community at large, on the basis of their promise of contribution to the success of the School. The Board elects its own chair, vice chair and other officers as necessary for renewable annual terms. The Board meets a minimum of two times a year, and shall invite periodically the Provost to attend a meeting. The Board appoints committees as needed to carry out its responsibilities.

V.2. Program Industrial Advisory Boards

Each Department Chair shall appoint an Industrial Advisory Board for each program in the department of members who shall be senior or management engineering professionals in the department's specialty and active in local industry. The main purpose of the program Industrial Advisory Boards will be to provide input related to the national ABET accreditation of the program, strategic planning, program development insight, and unique industry perspectives. The Department Chairperson chairs the Industrial Advisory Board and calls regular meetings at least once a year. The Industrial Advisory Board shall assist in assessment of the curriculum, advise on employment trends and opportunities, advise on technical developments and their relationship to courses and the curriculum and review the Program's Educational Objectives for ongoing relevance. The Associate Dean serves as a member of the program Industrial Advisory Boards as representative of the administration of the School of Engineering.

V.3. Bridgeport Engineering Institute Fellows (BEIF)

The BEIF consists of members of the School of Engineering faculty, staff, and administration, who have been honored for long-term and honorable service to the School and its vision, and to the community at large. The Dean of the School of Engineering is a member Ex-Officio of the BEIF. The BEIF provide support on an ad hoc basis, as requested by the Dean of the School.

VI. GOVERNANCE STRUCTURES

VI.1. The SOE General Faculty

a. Meetings

The SOE General Faculty will meet at least once each semester and at other times upon call of the Dean of the School or by petition of one-fifth of the faculty.

- Those entitled to participate and vote at such meetings are all full time faculty members of the school. The Dean may invite other persons to participate in faculty meetings from time to time.
- Written notice of School faculty meetings shall be given to all faculty members at least ten business days prior to each meeting. This time limit shall not apply to meetings called on an emergency basis.
- 2/3 or more of the current full-time faculty shall constitute a quorum thereof. The affirmative vote of a plurality of those present at a meeting shall control, unless otherwise required by these Governance Procedures.
- Full time faculty members have a contractual obligation to attend meetings of the SOE General Faculty, as well as all departmental meetings.

b. Elections

Whenever the Faculty is required to elect individuals to an office or committee, or whenever an election by the School is required for any other purpose nominations shall be made and/or volunteers announced at a meeting of the faculty. Election shall take place at that meeting and may be by secret ballot. Ballots shall be counted and the results announced by a member of the faculty designated by the chairperson of the meeting. Other methods of election must take place before the next scheduled faculty meeting.

c. Ad Hoc Committees

Ad Hoc committees may be created by the faculty or the Dean to deal with specialized issues relating to the School.

VI.2. SOE Curriculum Committee

- a. The SOE Curriculum Committee shall consist of two full time faculty from each department and one SOE representative(s) to UCC.
- b. At the first meeting of the academic year, the Committee shall elect a chair from among the voting members.
- c. The SOE Curriculum Committee will meet as necessary to meet “first or second step” requirements as appropriate in the university governance procedures related to all aspects of academic approvals as delineated in the Journal of Record.
- d. The SOE Curriculum Committee will meet as reasonably requested and scheduled by the SOE Curriculum Committee chair to advise on matters related to SOE curricula.

VII. AMENDMENT PROCEDURE

All amendments to this document must be accepted by both the University President and full-time faculty members of the School of Engineering. Faculty approval is obtained by a two-thirds vote of those present and voting at a regularly scheduled meeting of the faculty of the School.

APPENDIX A.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

DEPARTMENT CHAIRPERSON

A. FACULTY RELATIONSHIPS

1. Course Selection and Assignment:

- Schedule curricula consistent to national standards, in consultation with the Dean and University Registrar.
- Assign courses and select and recommend the appointment of faculty required for courses assigned.
- Monitor course enrollments and reallocate full-time faculty affected by course cancelation.

2. Training and Development- Provide formal and informal opportunities for training the faculty in matters of School policy, syllabi planning, class leadership and faculty responsibilities. Review with department faculty their professional development and goals and resource needs and make recommendations in accordance with departmental policies.

3. Supervision - Provide close supervision of faculty classroom performance through classroom visitations for formal peer evaluation of teaching, informal and formal conversations with individual faculty members.

4. Examinations and tests - Oversee faculty responsibility for preparation of examinations and tests to meet the standards established in the Department and School.

B. STUDENT RELATIONSHIPS

1. Personnel - Actively participates in matters of student performance, reviews student complaints or conduct within the scope of authority. Acts as the first referral for student complaints after the student has discussed with the individual faculty member and before referral to the dean's office.

2. Conditional examinations - Approve and arrange for the presentation of any conditional examinations offered within the department.

C. CURRICULA AND PLANNING

1. Content - Is responsible for the content of all curricula within the assigned departmental programs and course areas. Must secure general approval of department full-time faculty for any major changes in the curricula, and report to the Dean.

2. Laboratories- Is responsible for identifying laboratory needs and, in coordination with the Laboratory staff submit to the Dean requests for equipment acquisition.

3. Planning - With the assistance of the assigned faculty, continuously studies and updates the long-term departmental and program development, and initiates curricula to provide the best possible academic experience for the students.

D. SYLLABI

1. Course Content - Review the content of all syllabi of courses offered in the Department and report to the Dean confirming compliance with the standards established in the School.

2. Textbooks – Review all texts and supplementary materials chosen by faculty for use in the courses within the department.

E. BUDGETS

1. Study the needs of the department and prepare an annual budget request for approval of the Dean.

2. Supervise the expenditures within the department to assure proper control of the approved budget appropriations.

F. EQUIPMENT

1. Is responsible for the effective use of all laboratory demonstration materials and equipment within the department, in coordination with Laboratory staff.
2. Advises the Administration, in cooperation with Laboratory staff, of any change in status of equipment or materials including procurement, transfer, or retirement to assure proper inventory records.
3. Identifies opportunities for external funding and assists in the writing of grant proposals.

G. MEETINGS AND COMMUNICATIONS

1. Conducts formal and informal department meetings as required. Formal meetings are required twice annually. The Department Chairman presides at such meetings.
2. Attends all regular and special Meetings requested by the Dean.
3. Attends all School faculty meetings and participates as required in presenting information, or securing information from the school faculty.

H. OTHER RESPONSIBILITIES

1. Oversees departmental collaborations with internal and external partners, in accordance with departmental policies.
2. In cooperation with the Dean and Departmental Faculty recruit competent personnel for new or vacated positions, conducting the search in conformity with University and affirmative action guidelines.
3. Makes recommendations regarding promotion and tenure in accordance with Department and University guidelines.
4. Develops and coordinates the assignment of undergraduate students to faculty advisors.
5. Initiates and coordinates strategic departmental initiatives leading to higher program rankings, with support from the Dean.