

THE GEORGE WASHINGTON UNIVERSITY
SCHOOL OF ENGINEERING AND APPLIED SCIENCE

ORDINANCES
(Updated October 2012)

I. Faculty and School Structure

- A. The members of the Faculty of the School of Engineering and Applied Science are the persons who are appointed in the School in Grades of Academic Personnel specified in Section 1 of the Faculty Code of the George Washington University. The President, the Provost, the Registrar, the Director of Admissions of the University and the University Librarian are ex-officio members of the Faculty.**
- B. The Faculty of the School of Engineering and Applied Science is grouped into academic departments of instruction. Each Department is headed by a chair who is a member of the regular active status faculty of that Department.**
- C. The Dean of the School of Engineering and Applied Science is the chief administrative officer of the School.**
- D. There may be three Associate Deans who are members of the regular active status faculty, with such duties as are designated by the Dean. One of the Associate Dean(s) shall be designated by the Dean to assume the duties of the Dean, for a period not to exceed three months in the event of the absence or disability of the Dean.**
- E. Regular active status members of the Faculty, including instructors with at least one full academic year of service at the George Washington University, may vote on all matters that come before the Faculty. Those Research Professors, Associate Research Professors, and Assistant Research Professors who are recommended annually by their Department Faculty Personnel Committees in anticipation of contributions to the academic programs of the School, may vote at SEAS faculty meetings, except in those matters reserved to regular members of the Faculty by the Faculty Code, and except for votes on appeals from rulings by the chair. No absentee ballots or voting by proxy will be permitted. Members of the Faculty who are enrolled for degrees in the School of Engineering and Applied Science shall not vote on matters concerning the requirements for degrees for which they are enrolled. Upon request of any member of the Faculty entitled to vote, the vote shall be taken by secret ballot.**

- F. **Formal divisions within the School or Departments may be established after prior approval by the Faculty of the School, or the Faculty of the appropriate Departments, respectively.**

II. Responsibilities of the Dean

- A. **The Dean is responsible for the supervision and development of all of the resources of the School: the instructional and research programs, the faculty and staff, the physical facilities in use by the School, and the financial resources necessary for its programs, this all in a manner consistent with the policies of the other schools and colleges of the University.**
- B. **The Dean presides at meetings of the School and, with the faculty, develops policies in keeping with the University-wide guidelines.**
- C. **The Dean recommends appointments, promotions, and tenure based upon recommendations of the School Departments, and with advice of the School-wide Personnel Committee established in accordance with Article IV Section D of the Faculty Code ensures that the principles stated in the Faculty Code and these Ordinances in regard to such actions are carried out.**
- D. **With the assistance of the Departments, the Dean prepares annual and long-term budgets. It is the Dean's responsibility to assume leadership of the faculty in attracting funds to the School for the development of its facilities, programs, and staff.**
- E. **The Dean, in conjunction with the appropriate faculty committees and administrative personnel, will keep the Faculty informed on a semester basis as to the status of resources, budgets, and programs of the School and each Department and Institute.**

III Responsibilities of the Faculty

- A. **The faculty members are individually responsible for conforming to the University statement of Professional Responsibilities as described in the Faculty Code and Ordinances: to all policies, rules, and regulations adopted by the University and/or Faculty of the School of Engineering and Applied Science, and to reasonable administrative requirements of the University.**
- B. **The Faculty shall develop and recommend to the Dean and the Provost all matters relating to educational policy, and shall participate in the decisions relating to the conduct of programs leading to School of Engineering and Applied Science degrees.**

- C. The Faculty may delegate its responsibility for implementation of such educational policies and the conduct of degree programs to the appropriate Departments. Department faculties may recommend the addition or deletion of courses within established degree programs to the Dean and Provost.**
- D. The Faculty, before every graduation, shall vote whether to give its approval to candidates recommended by their respective Departments to receive degrees.**
- E. A Dean's Council, consisting of the Dean and the Faculty members elected to the University Senate, shall exist to consider matters referred to it, including items of student discipline and student relationships.**
- F. The Faculty shall elect representatives to the University Senate in accordance with the provisions of the Faculty Organization Plan.**
- G. The Faculty shall create such standing and special committees as it deems appropriate and shall determine the composition and method by which the committee members shall be chosen. Where matters of direct interest to students are involved, the Faculty may also include student members on its committees.**
- H. The Faculty shall develop and recommend standards of admissions. Questionable or rejected cases shall be referred to the appropriate Department.**

IV Meetings of the Faculty

- A. Regular meetings of the Faculty shall be scheduled at least once each semester.**
- B. Notice of regular Faculty meetings shall be distributed by electronic-mail to all persons eligible to attend at least fourteen days before each meeting. The agenda shall be distributed in the same manner at least seven days before such a meeting.**
- C. Special meetings of the Faculty may be called by the President of the University, the Provost, the Dean (or in his/her absence by the Designated Associate Dean) or by written petition signed by at least ten (10) members of the Faculty, specifying the proposed agenda. The notice and agenda of such special meetings shall be distributed by electronic-mail to all members of the Faculty at least five days before the meeting commences.**

V Attendance and Conduct of Meetings

- A. Attendance at faculty meetings is limited to members of the Faculty, the liaison Representatives from other Schools and Colleges of the University, and invited visitors. The Chair, as authorized by the Faculty, may extend the privilege of the floor to persons other than members of the Faculty.**
- B. The President of the University, the Provost, or the Dean (or in his/her absence the Designated Associate Dean) is authorized to extend the invitation of the Faculty to visitors to attend Faculty meetings.**
- C. Nothing in this section shall be interpreted as abridging the right of the Faculty to vote itself into executive session, a session consisting of voting members only, at any time.**
- D. Forty percent (40%) of the Faculty, less those faculty who are on sabbatical or approved leave of absence, who are eligible to vote constitutes a quorum.**
- E. Notwithstanding item D. above, those faculty who are on sabbatical or approved leave of absence may vote as long as they are in attendance or available on teleconference or other similar means during the meeting, in which case their number will not be deducted as on sabbatical or approved leave of absence.**
- F. Faculty who are on sabbatical or approved teleconference request may participate in meetings. Such requests may be approved by either a SEAS department chair or the dean's office, depending on who is facilitating such teleconferencing.**
- G. The basis for determining a voting result is the usual basis for decision. That is to say, the basic requirement for approval of an action or choice is a majority vote. A majority vote is more than half of the votes cast, excluding blank paper ballots or abstentions.**
- H. The Dean or Designated Associate Dean shall serve as Chair of regular Faculty meetings.**
- I. Except as otherwise specifically ordered in these Ordinances, *Robert's Rules of Order* (most recent edition) shall be used as the authority for conduct of all meetings of the Faculty.**
- J. A SEAS Faculty Meeting is the method by which matters “come before the faculty”. However, except for personnel or organizational changes, a matter may be brought to the SEAS Faculty for consideration by electronic-mail or ballot box voting. A matter for electronic-mail or ballot box voting may be brought forward as a motion only by a SEAS Department or a SEAS Standing Committee. This procedure requires at least five days notification. If at least five members eligible to vote request the matter be debated, the electronic-mail process is halted and the matter is brought to the next SEAS Faculty Meeting.**

K. Written minutes of the Faculty Meetings, including full text of matters voted upon, shall be distributed to the Faculty as soon as possible, but not later than one month after each meeting.

VI Amendment of Ordinances

A. These Ordinances of the School of Engineering and Applied Science may be amended by two-thirds (2/3) vote of the voting members of the Faculty present at a regular meeting. A two-thirds vote means at least two thirds of the votes cast, excluding blank paper ballots or abstentions.

VII Faculty Code of the George Washington University

A. Nothing in these Ordinances shall be construed in such a manner as to conflict with provisions of the Faculty Code of the George Washington University, the provisions of which are hereby incorporated by reference. If any conflict is found, the provisions of the Faculty Code shall prevail.

Approved:

October 5, 2012