

**BY-LAWS  
KIMMEL SCHOOL OF CONSTRUCTION MANAGEMENT AND TECHNOLOGY**

**ARTICLE I. NAME**

The name of this administrative unit shall be the Kimmel School of Construction Management and Technology ("Kimmel School"), one of six constituent colleges of Western Carolina University.

**ARTICLE II. MISSION AND VISION**

The Kimmel School offers Bachelor of Science degree programs in construction management, electrical and computer engineering technology, electrical engineering, and engineering technology, the Master of Science in Technology, and the online Master of Construction Management.

The Kimmel School is committed to its statewide mission for education and its regional mission for engagement. The Kimmel School provides innovative programs for students in construction management, engineering and technology in an environment that supports economic development, professional development, and engagement with business and industry.

The Kimmel School fulfills the academic missions of teaching (learning), scholarship (discovery), and service (engagement) by:

**TEACHING AND LEARNING**

- Focusing primarily on teaching and learning that advances professional knowledge and creative abilities through the application of construction management, engineering, technology, math, science, and business/management and by providing on-campus, distance and life-long education.
- Educating minds, developing creators and problem-solvers, promoting management/leadership skills, fostering critical thinking, lifelong learning, and promoting innovation to provide self-directed learners with a high quality education.

**SCHOLARSHIP AND DISCOVERY**

- Developing scholarly and creative endeavors that are recognized as critical components in faculty development and in the maintenance of management and technological literacy and life-long learning.
- Engaging in scholarly activities appropriate to construction management, engineering and technology applications.

**SERVICE AND ENGAGEMENT**

- Supporting engagement through professional, industrial, and community service activities for faculty and students.
- Utilizing the university's faculty and staff expertise for the benefit of students, industry, government, and society throughout Western North Carolina.

The School is responsible to the Office of the Provost and is organized into departments, and programs.

**ARTICLE III. MEMBERS**

Section 1. Membership in the Kimmel School is by virtue of appointment to the Faculty of Western Carolina University in one of the departments of the School. The general faculty of the Kimmel School shall consist of the persons who shall be approved by the Board of Trustees of Western Carolina

University for full-time, 9-month or 12-month faculty status at the rank of instructor or above, or as further provided by the Board of Governors of the University of North Carolina, including those who are participants in the University of North Carolina Phased Retirement Plan.

## **ARTICLE IV. ORGANIZATION**

### Section 1. Officers

IV. 1.1 The officers of the Kimmel School shall be

(a) Dean, Department Heads and Program Directors. These officers shall perform the duties prescribed by these By-laws, the *Faculty Handbook*, *The University Code*, and the parliamentary authority adopted by the School.

(b) The Dean of the School is the chief administrative officer of the Kimmel School and shall serve as chair of the faculty of the School.

(c) Department Heads are responsible to the Dean of the School.

(e) Program Directors are responsible to their respective Department Head.

### Section 2. Duties and Selection

IV. 2.1 The duties and selection of the Dean and Department Heads officers are as stated in the Faculty Handbook.

IV.2.2 The duties of the Program Directors are as defined by the Council of Deans. Program directors are selected by the Department Head, following consultation with the program faculty and the Dean.

### Section 3. Review of Officers

IV. 3.1 The work of the Dean shall be reviewed by the faculty on a schedule prescribed by the Office of the Provost or annually if none is prescribed. The review process is normally initiated and data collected and summarized by the Office of Institutional Planning and Effectiveness under the direction of the Provost, otherwise the review process shall be initiated and data collected and summarized by the Dean's Faculty Advisory Committee, or a subcommittee, and forwarded to the Provost. A copy of the summarized data will be given to the Dean.

IV. 3.2 The work of the Department Heads shall be reviewed by the faculty on a schedule prescribed by the Office of the Provost or annually if none is prescribed. The review process is normally initiated and data collected and summarized by the Office of Institutional Planning and Effectiveness under the direction of the Provost and forwarded to the Dean, otherwise the review process shall be initiated and data collected and summarized by the Dean's Faculty Advisory Committee, or a subcommittee, and forwarded to the Dean. A copy of the summarized data will be given to the Department Head.

IV. 3.3 The work of the Program Directors shall be evaluated by the Department Head within the Annual Faculty Review process.

## **ARTICLE V. MEETINGS**

Section 1. The general faculty of the School shall meet at least once each regular academic term during the year. Special meetings may be called by the Dean, and shall be called upon written request to the Dean by 25 percent of the members of the general faculty of the School. All full-time faculty shall have the right to vote. The presence of at least 50 percent of the members of the general faculty shall be necessary for a quorum. All meetings shall be announced and scheduled in such a manner that maximum attendance is encouraged.

Section 2. The Dean shall preside at all meetings.

### Section 3. Purpose of Meetings

V. 3.1 The purpose of the periodic School meetings shall be to advise and discuss with the faculty major priorities within the School and the University. The Dean may bring to vote items relating to the general direction of the School. Specific concerns may be referred to appropriate committees within the School.

V. 3.2 The Dean may call for specific committee reports to be presented to the faculty for discussion.

V. 3.3 School meetings shall supplement but not replace the work of the Faculty Senate and other units of the faculty governance system. Meetings should provide forums for discussion, shared information, and general policy direction. The goal of the meetings shall be to further the concept of a community of scholars working to improve the School and the University.

## **ARTICLE VI. COMMITTEES**

### Section 1. General

#### VI. 1.1 Standing Committees

(a) The Kimmel School will have the following Standing Committees:

- (1) School Elections Committee
- (2) School Tenure, Promotion, and Reappointment Committee
- (3) Dean's Faculty Advisory Committee
- (4) Dean's Student Advisory Committee
- (5) Kimmel School Curriculum Committee
- (6) Kimmel School Safety Committee

(b) Additional standing committees may be constituted by the Dean upon the advice of the Department Heads and/or the General Faculty of the School.

VI. 1.2 *Ad hoc* committees may be appointed by the Dean.

VI. 1.3 All committee chairs are expected to seek the consultation of faculty members, administrators, or others who have expertise in the area of their committee's responsibilities and to seek input from all interested faculty. Committee chairs are empowered to form subcommittees, either *ad hoc* or standing. Subcommittee members may be appointed by the committee chair and, when appropriate, may include persons not on the committee.

VI. 1.4. Committee members shall be elected at the regularly scheduled annual elections held by the School. Committee members will take office on the date of the first School Faculty Meeting preceding the fall term.

VI. 1.5. All committee meetings shall be scheduled and announced in such a way that maximum attendance is encouraged.

### Section 2. School Elections Committee

VI. 2.1. The Committee shall be composed of three full-time faculty members, elected from the School at large, with the provision that each department has representation. The Chairperson will be the person serving in the final year of his/her term. Initially, one person will be elected to a one year term, one person to a two year term and one person to a three year term. Thereafter, all members will serve staggered three year terms and be eligible for reelection.

VI. 2.2. The School Elections Committee shall conduct all elections for School representatives to all University and School committees. It shall devise appropriate and uniform election procedures which shall be approved by the Dean's Faculty Advisory Committee in advance of each election. The Committee shall maintain and post a record of all elections for the previous five years. In addition to the duties specified in the Faculty Constitution with regard to some elections, the Committee shall promulgate its own rules of procedure. The Committee shall ensure that all nominations for elections conducted under its supervision are open. Questions of eligibility for nominations shall be resolved by the Committee. The

person who receives the highest number of votes without being elected shall be the alternate for each position decided by the election. The alternate shall be named by the Committee to fill, until the next general election, any vacancy that may occur. Should the naming of the alternate violate a rule of representation, or if a suitable replacement cannot be found following these procedures, the Dean will appoint a replacement to fill the vacancy until the next annual election.

### Section 3. School Tenure, Promotion, and Reappointment Committee

VI. 3.1 The Kimmel School shall operate as a College regarding all policies and procedures in the Faculty Handbook.

VI. 3.2 The School Tenure, Promotion, and Reappointment Committee shall be composed of the Dean as the nonvoting Chair and six full-time faculty members, half elected by the School faculty to a staggered three-year term and half appointed by the Dean, following Faculty Handbook guidelines. *If a non-tenured faculty member serves on the committee, the term of that person shall be one year.*

VI. 3.3 The Committee shall meet at the call of the Dean and 2/3 of the membership will be required for a quorum.

VI. 3.4 Absentee ballots will be allowed for TPR committee members who have read the file(s)/material(s) but are not able to attend the meeting.

VI. 3.5 The Committee will make recommendations to the Dean on all candidates for tenure, promotion, and 4<sup>th</sup> year reappointment. In addition, the committee will review all candidates receiving negative recommendations from either the department committee and/or the department head. The Dean may consult with the committee in making recommendations for other reappointments.

### Section 4. Dean's Faculty Advisory Committee

VI. 4.1. The Dean's Faculty Advisory Committee shall be composed of the Dean of the School, who shall serve as Chair, and two members elected by each department.

VI. 4.2. The Term of Membership shall be for two years.

VI. 4.3. Initially, two members shall be elected for two year terms and two members elected for one year terms as specified on the ballot for each department.

VI. 4.4. The Dean's Faculty Advisory Committee shall serve as a communication, planning, and policy recommending body for administrative matters relating to the School. Its essential purpose is to assist the Dean in the administration of the School. It is expected that Committee members will represent their constituent faculty in bringing matters of information and concern to the Committee. It is also expected that Committee members will communicate deliberations of the Committee to their constituents.

VI 4.5. The Dean's Faculty Advisory Committee shall also, in close co-ordination with the Dean's Office, refine, implement, and evaluate annually the plan and schedule for administering faculty awards for the College. It shall be responsible for arranging for appropriate recognition of the finalists and for making arrangements to have the award(s) presented in the appropriate forum.

VI. 4.6. The Dean's Faculty Advisory Committee shall also identify prospective student nominees from within the Kimmel School for appropriate University-level student awards, urging that they seek nomination from the faculty or nominating them from the Committee. It shall compile a list of all nominees for these awards from the Kimmel School for the Dean so that appropriate recognition can be given these nominees. The Dean's Faculty Advisory Committee shall also serve as the Selection Committee for any intra-college student awards.

VI. 4.7. The Committee shall meet at least once each term, at the call of the Dean, or upon the request of at least three of its members addressed to the Dean. A schedule of meeting dates will be published at the beginning of each semester.

### Section 5. Dean's Student Advisory Committee

VI. 5.1. The Committee shall be composed of the Dean, who shall serve as Chair, at least two undergraduate students selected from each department to include at least one representative of each

degree program, and two graduate students. Members will be appointed by the Dean in consultation with the Heads of all Departments. All terms shall be for one year, with members eligible for successive terms.

VI. 5.2. The duty of the Student Advisory Committee shall be to advise the Dean on matters of mutual interest.

VI. 5.3. The Committee shall meet at least once each term and at the call of its Chair or at the request of more than one-fourth of its members.

#### Section 6. Kimmel School Curriculum Committee

VI. 6.1. The Committee shall be composed of the Associate Dean or Dean's designee, who shall serve as non-voting chair and two full time members elected by each department within the College. (Department Heads/School Directors are eligible to serve.)

VI. 6.2. All terms shall be for two years and members will be elected to staggered terms such that two terms end each year. There is no limitation on succession or number of terms. The dean may appoint additional members for unspecified terms as needed.

VI. 6.3. The Curriculum Committee shall be responsible for review and approval of all undergraduate and graduate curriculum changes in the College.

VI. 6.4. Meetings shall be called by the Associate Dean or Dean's Designee. Committee members will have a minimum of one week to review AA-5 requests prior to a called meeting.

#### Section 7. Kimmel School Safety Committee

VI. 7.1. The Committee shall be composed of the Dean or Dean's designee, who shall serve as chair and two full time members from each department plus one from the Rapid Center appointed by the Dean in consultation with the Dean's Faculty Advisory Committee. (Department Heads/School Directors are eligible to serve.) The University Safety and Risk Management Officer or his designee shall serve on this committee as an ex-officio member.

VI. 7.2. All terms shall be for two years and members will be appointed to staggered terms such that three terms end each year. There is no limitation on succession or number of terms. The dean may appoint additional members for unspecified terms as needed.

VI. 7.3. The functions of the committee are to: conduct regularly scheduled meetings to discuss accident prevention, accident reviews, safety promotion, items of note from individual departmental safety meetings, and other pertinent subjects; develop/update written safety policies and procedures to meet current organizational and regulatory requirements; identify safety issues across the School and offer recommendations for improvement; provide feedback to staff regarding the status of programs and workplace recommendations; and heighten safety awareness across the school.

VI. 7.4. Meetings shall be called by the Dean or Dean's Designee.

#### Section 8. Elections for Representatives to the Faculty Senate

VI.8.1. All elections for representatives from the Kimmel School to the Faculty Senate will be conducted in accordance with Article II Section 3 of the Faculty Constitution and these By-laws; however, no more than one faculty member from a single department within the Kimmel School may serve as a Faculty Senate Representative from the Kimmel School unless serving as a Senator-at-Large.

### **ARTICLE VII. PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the School in all cases to which they are applicable in which they are not inconsistent with these By-laws and any special rules of order the School may adopt.

#### **ARTICLE VIII. AMENDMENT OF BY-LAWS**

Section 1. These By-laws can be amended at any regular meeting of the School by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing to each faculty member of the School at least two weeks in advance of the meeting or at the previous regular meeting.

#### **ARTICLE IX. ELECTRONIC BALLOTING**

Section 1. The School Elections Committee may, at the request of the Dean and with the unanimous approval of the School Elections Committee, conduct electronically any election, vote, or poll of the faculty required or specified in the By-Laws in lieu of calling a special or regular meeting of the faculty as specified under Articles V and VIII.

For the purpose of this Article, receipt of responses from fifty percent (50%) of the members of the Kimmel School as defined in Article III shall constitute a quorum.

In the event that a quorum is not achieved, the Dean shall have the option to call a special meeting of the faculty for the expressed purpose of conducting the ballot under the procedures described in Article V.