



The UNIVERSITY of OKLAHOMA
Mewbourne College of Earth and Energy

Bylaws of College Faculty January 2018

Article I. Functions

The functions of the Mewbourne College of Earth and Energy (MCEE) Faculty shall be to approve candidates for degrees in the College; to approve academic courses, curricula, degree requirements and academic honors in MCEE; to elect representatives to University Committees, Councils and the Faculty Senate as required; to consider any matters that may affect the welfare of its members or the teaching, research, and public service policies of MCEE; and to formulate and forward recommendations to various university organizations and administrators.

Article II. Delegation of Powers to Academic Unit Faculty

The Regular Faculty within each MCEE unit (School or Department) constitute the primary authority on academic aspects of the curricula of that Unit. MCEE delegates to the Regular Faculty, within their respective units, the following powers and duties:

- (a) Determine its requirements for admission and graduation (subject to review by the MCEE Executive Committee)
- (b) Determine its curriculum and academic programs (subject to review by the MCEE Executive Committee)
- (c) Determine the scholastic standards required of its students
- (d) Recommend to the Board of Regents those of its students who qualify for University degrees
- (e) Make recommendations on academic unit actions and exercise the additional powers necessary to provide adequate instruction and supervision of its students
- (f) With respect to personnel matters, make recommendations to the Dean in accord with the provisions of the University Faculty Handbook, MCEE Policies and Procedures and Academic Unit Policies and Procedures.

MCEE Faculty is empowered to act on any curricular matter outside the purview of an established Unit Faculty.

Article III. Faculty Organization and Bylaws

Section 3.01 Membership of the Faculty: The Regular Faculty of the MCEE is composed of all faculty members with regular appointments with at least a 0.25 FTE appointment to include tenure-track, tenured, and renewable term appointments at the ranks of assistant professor, associate professor, and professor. All Faculty as defined in this section are eligible for College awards and funds, serve on College committees, and vote in matters of College governance.

Section 3.02 Officers of the Assembly: The presiding officer shall be the Dean of MCEE. In the Dean's absence, the Dean may designate any voting member of the Faculty to chair the meeting. If the Dean is not present and has not designated someone to chair the meeting, the Faculty shall elect one of its voting members to chair the meeting.

Section 3.03 Secretary and Parliamentarian: The presiding officer will appoint a parliamentarian (who shall be a member of the Faculty) and a Secretary (this person need not be a member of the Faculty) to take minutes during the meeting. These individuals will serve in that capacity only for meetings of the Faculty in the academic year in which they are appointed.

Section 3.04 Meetings of the Faculty: MCEE Faculty shall meet at least once each academic year (fall or spring semester). Meetings of the Faculty shall be scheduled by the Dean or his designee in the absence of the Dean, in compliance with the stated schedule.

- a) Faculty members may initiate a call for meetings by presenting a petition signed by a quorum of the Faculty to the Dean who shall convene a Faculty meeting within thirty days of that presentation
- b) Notification of the time and place for all Faculty meetings must be distributed in writing or by email at least thirty days prior to the meeting
- c) The presiding officer shall henceforth be referred to as the 'Chair' of the meeting

Section 3.05 Purposes of Meetings: Faculty meetings shall be held in order to accomplish the following purposes:

- a) To conduct business reserved to the College Faculty
- b) To provide a forum for Faculty discussion and guidance to the Dean on all matters involving College policies or significant changes in operating procedures to ensure Faculty participation in College governance.
- c) To conduct any appropriate elections.

- d) Additional meetings may be held for special purposes (such as a joint Faculty-Staff meeting convened for the dissemination of information), provided the required minimum of Faculty meetings is met

Section 3.06 Meeting Attendance: All Faculty are expected to attend and participate in College Faculty meetings. The Faculty of MCEE have responsibilities as defined in the University of Oklahoma Faculty Handbook, including a duty to be actively involved in the governance of the College. The administrative staff of the College and other guests may attend meetings and participate in discussions when invited by Faculty, but may not vote.

Section 3.07 Agenda: Within the order of business, the Chair shall determine and pre-distribute the agenda. A written or electronic agenda must be distributed to the Faculty at least 48 hours before the meeting is called to order. Deviation from the agenda requires majority approval. (A thirty day notification is required prior to any vote on change of Faculty Organization and Bylaws or Academic Standards and Regulations.)

Section 3.08 Quorum of the Assembly: A minimum of 51 percent of the currently appointed voting members of the College as enumerated by the Secretary, constitutes a quorum. Sabbatical leaves, leaves without pay, or other circumstances creating an extended absence from the campus do not constitute “current appointments” for this purpose.

Section 3.09 Proxy Participation:

A motion to refer to a mail or email ballot of the Faculty shall be in order after the call for the question but before the vote is taken on any substantive matter before the Faculty, and it shall be adopted providing 25 percent of the members present, favor such a motion. A substantive matter shall be taken as being confined to main motions. A summary of the arguments on the motion, pro and con, which were presented at the Faculty meeting and which are germane to the issue, shall be prepared by the secretary and sent, along with the ballot to each member of the Faculty.

Section 3.10 Elections: All open positions of an elected nature and under the control of the College or assigned to the College (such as Faculty Senate) shall be filled in the following way:

- a) Nominations may be made by a nominating committee. Nominations must also be opened to the floor and may, at the Chair’s discretion, be wholly from the floor. A motion to close nominations requires a two-thirds majority of those present.
- b) Faculty Senate seats allocated to MCEE will be allocated to each academic unit within the college in proportion to the number of faculty in each academic unit. If a seat must be shared among academic units, then the members of those academic units should elect a senator to represent those units.

- c) Each voting member shall vote for as many candidates as there are equivalent positions (i.e., two different votes for two vacant Senate slots). A member may not cast more than one vote for the same candidate simultaneously.
- d) A majority is required for election. If a majority is not reached on the first ballot, a second balloting of the two candidates receiving the highest number of votes shall be held.
- e) All votes in elections shall be by secret ballot. Tellers shall be appointed by the Dean or the presiding officer to distribute, collect, and count the ballots, and to report the vote.
- f) In the event that it is not practical to conduct an election at a regularly scheduled Faculty meeting, a mail or electronic ballot is permissible. Electronic balloting must ensure that the sanctity and anonymity of the voting process is maintained. Insofar as possible, the same procedures apply as for an election held in a meeting (nominating committee, opportunity for nominations from the floor, etc.)

Section 3.11 Committee Membership: All College standing and ad hoc committees shall consist of at least three voting members of the assembly, with suitable representation of College disciplines. Nonmembers may serve ex-officio.

Section 3.12 Committee Reports: Those committee reports that recommend actions or establish policies, i.e., any except those that are purely informational, require adoption by the assembly. The report itself constitutes a motion and a second, even in the case of a nominating committee. All committees will make written reports to the Dean at least annually.

Section 3.13 Changes in Rules and Procedures: The Faculty Organization, Bylaws, and Procedures may be revised, deleted, or supplemented in the following manner:

- a) Following the motion, its seconding and discussion, any motion to change the regulations shall be automatically tabled until the next Faculty meeting
- b) At least one week prior to the succeeding meeting, the Chair shall provide each Faculty member with a written or electronic statement of the motion and a statement of the policy it supersedes, if any
- c) Passage of the motion at the succeeding meeting will require a two-thirds majority of the Faculty voting, provided that a quorum exists at the time of the vote
- d) The rules and regulations of the College may not be changed during the summer

Article IV. Conduct of Meetings

Section 4.01 Order of Business:

- a) Count for quorum and call to order
- b) Reading of minutes (may be done by distribution of written or electronic copy at least 24 hours prior to meeting)
- c) Reports by the Chair, other officers, and standing committees. Includes announcements
- d) Reports by special or ad hoc committees
- e) Unfinished business. All tabled motions from previous meetings should be automatically considered in order of tabling, unless dated for a later meeting (they may be re-tabled, however). Also, business from the past agenda is considered
- f) New Business
- g) Introduced by the Chair
- h) From the Floor

Section 4.02 Quorum Checks: Quorum checks are required at the initiation of the meeting, before suspension or change of the rules and upon a motion. In addition, quorum checks may be requested at any time by a motion to check for quorum. A count shall be made by the Secretary. If no quorum exists, adjournment is automatic. This motion takes precedence over all but that to adjourn. All pending motions are tabled.

Section 4.03 Motions—General Procedures: When a motion has been made, seconded, and stated by the Chair, the assembly is not at liberty to consider any other business until this motion has been disposed of. If the motion is long and involved, the Chair asks the mover to submit it in writing to the Chair. The mover cannot withdraw his/her motion after it has been stated by the Chair. All motions should be seconded (except for those few special types of motions, such as a Call for Division, that Roberts Rules of Order specifically lists as not requiring a second), which may be done without rising or addressing the Chair. A motion to refer to a mail or electronic ballot of the Faculty shall be in order after the call for the question but before the vote is taken on any substantive matter before the Faculty, and it shall be adopted provided a quorum favors such a motion. A substantive matter shall be taken as being confined to main motions. A summary of the arguments on the motion, pro and con, which were presented at the Faculty meeting and which are germane to the issue, shall be prepared by the Secretary and sent, along with the ballot to each member of the Faculty.

Section 4.04 Rules of Order - All meetings of the College Faculty, its committees, and departmental faculties shall be conducted according to the current edition of Robert's Rules of Order Newly Revised with the exception of those rules specified in the bylaws or any special rules of order the organization might adopt. A quorum for the conduct of business shall be 51% of the College membership.

These Bylaws may be amended at either of the regular meetings of the College Faculty by a two-thirds majority vote of the members present. The proposed amendment must be recommended by at least five (5) members of the College Faculty and distributed to the Faculty by the Chair at least ten (10) working days prior to the scheduled meeting. An amendment becomes effective when approved by the College Faculty.

Article V. Standing Committees, Ad Hoc Committees and Task Forces

Except for the Executive Committee and the Service Committee, standing advisory committees and their membership are determined by nomination and Faculty vote annually. Each year the Dean shall provide to all standing committees specific tasks and objectives that outline the minimum committee duties for that year. College committees should have representation from each unit in the College and student participation where appropriate. Committees required by the University for either Colleges or units will function as defined by the University except that they will exist at the College level. The following standing committees (committee size in parentheses) are named for the purpose of carrying out the business of the Faculty:

- (a) Executive Committee (5 members)
- (b) Information Technology Committee (7 members)
- (c) Teaching and Research Support Committee (6 members)
- (d) Nominations Committee (4 members)
- (e) Service Committee (5 members)
- (f) Academic Appeals Committee (4 members)
- (g) Diversity and Inclusion Committee (6 members)

The objective of these committees is to provide broad Faculty input into the operation of the College, including planning and setting of College goals, policies, and procedures. Along with the established standing committees, temporary ad hoc committees also may be created as necessary either by the Dean or by the standing committees. In the event that a duly elected member of the Faculty is not able to function as a committee member for whatever reason, an alternate will be chosen from the list of those Faculty nominated but not elected in the previous election. If this procedure fails to provide a replacement, a Faculty member will be appointed by the Dean. All committees will make written reports to the Dean at least annually.

Section 5.01 Executive: The Executive Committee shall consist of the Dean, the Associate Dean(s), directors of the academic units, Director of the Oklahoma Geological Survey and Director of Development. An ex-officio member, appointed by the Dean, will sit with the committee to provide support. The committee is chaired by the Dean and will advise on policy, planning and budget issues in ways that will include but not be limited to the following:

- a) Monitor proposed legislation of the Faculty in order to define and keep current the charge to each of the standing committees.
- b) Communicate regularly with standing committees.
- c) Establishing the agenda for and the conduct of the general Faculty meetings.
- d) Propose policy statements and recommendations.
- e) Assist on matters of budget planning and priorities, on the evaluation of departments and schools for the purpose of budget allocations, and on strategic planning.
- f) The Executive Committee shall have the final decision on any Academic Appeals that arise in the College.
- g) Each year the chairperson will appoint a subcommittee to assist in the annual evaluation of the Dean conducted by the Senior Vice President and Provost. The subcommittee will consist of one member from each area of the College and a student member. The Faculty of each College in cooperation with the Senior Vice President and Provost shall develop written procedures and criteria for the annual and comprehensive evaluation of the College Dean. Evaluation procedures should provide the opportunity for input into the evaluation from the Faculty, chairs/directors, staff, students, and appropriate external constituencies of the College.
- h) The Executive Committee normally will meet at least once each month, with other meetings scheduled by the committee as needed.

Section 5.02 Information Technology: The Information Technology Committee shall consist of seven members, one from each of the academic units, one from OGS, one at large, elected by the Faculty, two students and the College IT Liaison. An ex-officio member, appointed by the Dean, will sit with the committee to provide support.

The Information Technology Committee will advise the Dean and the Directors on issues related to the use of computing, networking, and information technology in the instructional, research, and service efforts of the College, and will meet to address and act on issues which are broad in scope and impact multiple departments and for the creation and revision of long-range goals for technology in the College.

The Information Technology Committee will meet periodically, as determined by the committee and otherwise as necessary to consider other matters.

Section 5.03 Teaching and Research Support: The Teaching and Research Support Committee shall consist of six members, one from each academic unit and one at large, elected by the Faculty, one from OGS and two students, preferably one undergraduate and one graduate student. An ex-officio member, appointed by the Dean, will sit with the committee to provide support.

- a) The committee will be charged with examining ways to enhance the teaching and research functions in the College.
- b) The Teaching and Research Support Committee normally will meet periodically, as determined by the committee and otherwise as necessary to consider other matters.

Section 5.04 Nominations: The Nominations Committee shall consist of four members, one from each academic unit and one at large, elected by the Faculty and one from OGS. An Ex Officio member, appointed by the Dean, will sit with the committee to provide support.

- a) The committee will be charged with providing a slate of qualified Faculty members for all standing committees of the MCEE for elections to be held annually in the spring of each academic year. As well as a slate of qualified Faculty members for committees/open positions assigned to the College.
- b) The Nominations Committee normally will meet periodically, as determined by the committee and otherwise as necessary to consider other matters. The committee will also be responsible for organizing all College-wide elections.

Section 5.05 Service Committee: Shall consist of at least five but no more than seven members. The members and committee chairs shall be appointed by the Dean of MCEE. At least two members of the committee must be representative of staff, two must be representative of Faculty, and one must be representative of researcher employees. Committee members should have at least one year of full-time experience in one of these positions.

- a) Generate and successfully implement ideas for the development and promotion of public service opportunities and activities, both internally and externally.
- b) The Service Committee shall meet at least bi-monthly during the academic year.

Section 5.06 Academic Appeals Committee: Shall consist of at least five members. One Faculty from each academic unit and one student from each academic unit. An ex-officio member, appointed by the Dean, will sit with the committee to provide support.

- a) It shall be the primary function of the committee to mediate or adjudicate disputes that have not been satisfactorily resolved at the department level.
- b) Meetings scheduled by the committee as needed. Meetings may be closed to the public.

Section 5.07 Diversity and Inclusion Committee: Shall consist of at least seven members. Two members from each academic unit and one member from the Oklahoma Geological Survey and one designated chairperson which may be from any unit in the college and shall be appointed by the Dean of MCEE.

- a) Advocate for underrepresented groups by providing a safe and secure place for discussions regarding diversity and inclusion issues.
- b) Coordinate with the OU community to provide programming, events, training and outreach.

Article VI. Evaluation of the Dean

The Faculty of the College will participate in a comprehensive evaluation of the Dean's performance at least once every five years. Methods of collecting relevant information from Faculty will be established by the Executive Committee during the year preceding the evaluation. Details for this process are available in the Faculty Handbook and the MCEE Policies and Procedures.

Article VII. Board of Visitors

MCEE Board of Visitors is made up of alumni and friends of the College. The purpose of the Board is to advise and assist the Dean on matters pertaining to relationships with alumni and on other matters relating to financial development in support of the College's research and teaching programs.

RECORD OF REVISIONS

Revisions will be recorded on this form by indicating the date and person making the revision. In addition, the document directing the revision will be filed behind this page.

CHANGE #	NAME OF PERSON MAKING CHANGE	DATE
1	MCEE Dean	7/2016
2	OU Provost Review	11/2016
3	MCEE Faculty Revisions	2/2018
4	Provost (S. Pulat) Approval of Revisions received	3/13/2018