

DEPARTMENT of CHEMICAL AND BIOMOLECULAR ENGINEERING
UNIVERSITY OF DELAWARE
(Approved July 17, 2023)

BY-LAWS

PREAMBLE

We, the members of the Faculty of the Department of Chemical and Biomolecular Engineering in the College of Engineering at the University of Delaware, are committed to the continual improvement of academic standards and dedicated to the achievement of academic excellence. We are convinced that those directly involved in instructional and research activities must also play an active role in administrative and academic affairs relating to the Chemical and Biomolecular Engineering Department (hereinafter, “the Department”) and 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 that bear up the academic program.

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 Board of Trustees Bylaws, the University Faculty Senate Bylaws and Regulations, the Constitution of the Faculty of the University of Delaware, the Constitution and Bylaws of the College of Engineering, and the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors.

ARTICLE I. MISSION

These bylaws have been established to enhance our mission of fostering learning and advancing knowledge in the field of engineering science. We aim to achieve this mission by providing exceptional undergraduate and graduate education programs to all of our students.

- A. All matters relating to the educational and administrative affairs of the Department are committed to the Department’s Faculty for the purposes of departmental governance.
- B. The Department’s Faculty exercises control over all chemical engineering degree programs and curricula. The Faculty shall –
 - 1. provide for the establishment and deletion of curricula and courses;
 - 2. formulate educational and academic standards;
 - 3. recommend to the College for appropriate action the educational and academic policies relating to the administration of university services as they pertain to the Department; and
 - 4. adopt regulations governing its procedures.
- C. The Department Faculty is responsible for the nature and the quality of the Department's instructional, research, and service programs.

ARTICLE II. MEMBERSHIP OF FACULTY

- A. Faculty. The Departmental Faculty shall consist of the tenure-track Full Professors, Associate Professors, Assistant Professors; continuing-track Full Professors, Associate Professors, Assistant Professors; and full-time Instructors in the Department; Joint Faculty; Affiliated Faculty; Adjunct Faculty; Visiting Faculty and Emeritus Faculty. A faculty member on temporary leave shall retain faculty status. The letter of appointment will establish the classification of each faculty member.
- B. Voting Faculty. Voting membership is restricted to those members from the previous list of faculty who hold full-time tenured, tenure-track, or continuing-track positions and have primary or joint (MOU [memorandum of understanding]-based) appointments in the Department. Emeritus faculty may not vote.
- C. Joint and Affiliated Faculty. Joint and Affiliated Appointments are appointments made in a spirit of mutual benefit and to formalize a connection between the appointee and the Department with the purposes of (1) encouraging scholarly collaboration, and/or (2) exchanging educational experiences. Appointments are for a fixed period, are renewable, and any appointee must be nominated by a Voting Faculty member of the Department. Criteria for making a nomination would include: (1) teaching, (2) research, and/or (3) service with the level of appointment (Assistant, Associate or Full) commensurate to the individual’s resume. Joint Appointments are offered to individuals with full-time academic appointments in other units at the University of Delaware and

voting privileges for joint faculty are explicitly conferred in the associated MOU confirming appointment. Joint Appointment MOU appointment letters are renewable on a three-year basis. Affiliated Appointments are offered to other individuals; by University definition, individuals with Affiliated Appointments do not receive monetary compensation for that affiliation. Appointments are confirmed and renewed as a normal item of business at a regular faculty meeting.

- D. Adjunct Faculty. Adjunct appointments are made for persons who teach a course or courses in the department on supplemental ('S') contracts. Such appointments are made on a semester basis by the Chairperson in the normal course of preparing the teaching schedule for that semester.
- E. Visiting Faculty. Visiting Faculty are appointed by the Chairperson upon recommendation of a Voting Faculty member of the Department and are made on a semester basis.
- F. The duties of a member of the faculty of the department include the following:
 - 1. The teaching of each assigned course within the faculty member's general competence.
 - 2. Conducting research and/or other scholarly pursuits related to the field of appointment and satisfying the conditions that the work can be conducted openly and has a reasonable chance of leading to results publishable in professional print and digital media.
 - 3. Advising, encouraging and inspiring undergraduate and graduate students. For all undergraduate and graduate program aspects that require faculty advisement, a tenure-track (including non-zero joint appointments) or continuing-track faculty member of the Department must be the primary advisor or a primary co-advisor.
 - 4. Participating in the duties of departmental, college and university committees.
 - 5. Actively participating in professional meetings, symposia, and seminars; keeping the departmental chairperson informed of these activities.
 - 6. Seeking sponsorship for research and/or other scholarly pursuits.
 - 7. Improving personal knowledge and capabilities in the chosen professional area of specialty and possibly be involved in entrepreneurship and pursuing public service activities.
 - 8. Pursuing all activities that aid the other faculty and students in their progress toward reasonable goals.

ARTICLE III. MEMBERSHIP OF PROFESSIONAL STAFF

- A. The Business Administrator of the Department shall provide general administrative assistance to the Chairperson on all matters relating to the instructional program as well as the research activities of the Department, including, but not limited to, scheduling of classes, facility and facility operations, and the Department budget.
- B. The Laboratory Manager of the Department shall report to the Business Administrator and provide for safe and proper utilization of the physical plant used by the Department.
- C. The Undergraduate Program Coordinator shall participate in the management of the department's undergraduate recruiting program, provide quality undergraduate student advising, manage the department's undergraduate student programming, facilitate documentation for continued accreditation of the undergraduate program, attend Undergraduate Education Committee meetings, and engage in other related undergraduate student activities as needed.
- D. The Graduate Program Coordinator shall participate in the management of the department's graduate program, manage the department's graduate student programming, manage the graduate recruiting program, attend Graduate Education Committee meetings, and perform other related graduate student activities as needed.

ARTICLE IV. MEETINGS

- A. Presider. The Chairperson of the Department shall preside over Department Faculty meetings.
- B. Meetings. The Department Faculty shall meet at least once a semester at times determined by the Chairperson. Special meetings of the Faculty may be called by the Chairperson, or by written petition of 15 percent of the voting membership of the Department Faculty presented to the Chairperson, or by a majority vote at a regular or special faculty meeting. The Chairperson shall establish dates for regular meetings and distribute the list to faculty members within two weeks before the beginning of each semester. Written notice of special faculty meetings shall be given to the Faculty at least forty-eight (48) hours (not including Saturdays, Sundays or official University holidays) in advance of such meetings, preferably with one week's notice.

- C. Agenda. The agenda for the faculty meeting shall be established by the Chairperson. Other items can be added by a written petition to the Chairperson of 15 percent of the voting membership of the Department Faculty. The agenda for each regular faculty meeting must be distributed to the Faculty at least forty-eight (48) hours (not including Saturdays, Sundays or official University holidays) before the meeting, but preferably one week in advance. Under new business, resolutions introduced from the floor shall be entertained. Any resolution introduced from the floor and not part of an agenda item will be placed on the agenda of the next meeting for action. A resolution concerning the death of a person associated with the Department can be acted upon at the meeting at which it is introduced. The Chairperson shall decide the items of business that are to be discussed only among the Voting Faculty members of the Department.
- D. Minutes of Meetings. Under the direction of the Chairperson, a record of each faculty meeting shall be prepared and distributed to each faculty member within two weeks of the meeting reported. Any prior pertinent actions will be reported to the Faculty prior to a subsequent meeting. A permanent record of minutes shall be filed in the Chairperson's Office.
- E. Quorum. One-half of the Voting Faculty members of the Department not on leave shall constitute a quorum. The Faculty shall abide by its own rules of procedure, but in cases where it has adopted no explicit rules, or where applicability or interpretation of rules is in doubt, Robert's Rules of Order – Newly Revised shall govern. A Parliamentarian may be appointed by the Chairperson to ensure conformity.
- F. Order of Business. The first part of the agenda will consist of old business, which will be disposed by vote of those present. Any resolution received by the Faculty at least one week before the meeting will be considered old business. The second part of the agenda will consist of new business.
- G. Items Requiring a Vote of the Faculty. The following items must be discussed in a regular or special faculty meeting and brought to a vote by the entire Department faculty: creation or elimination of programs, changes in names of the Department or any of its degree programs, and resolutions or motions which have effect upon the University, Colleges or Departments of the University other than the College of Engineering or its Departments. The proposed action will be considered to have been recommended by the faculty if it has the support of a majority of the voting members of the Department present at the meeting. The tally should be noted clearly in any related proposals from the Department to the College.

ARTICLE V. OFFICERS

- A. Chairperson of the Department.
 - 1. The Chairperson of the Department shall have general administrative authority over department affairs, exercise leadership in the formulation of policies, introduce educational ideas and proposals, and stimulate discussions leading to the improvement of the educational and research programs of the Department. Responsibilities shall include both strengthening the Department and its programs plus interpreting and defending those programs to the College and to the University community.
 - 2. The Chairperson shall have the authority to make budgetary recommendations to the Dean of the College of Engineering and shall consult with the Department Faculty concerning budgetary matters that affect the Department as a whole.
 - 3. The Chairperson may appoint committees to advise on any matters of concern to the Department.
- B. The Departmental Chairperson is responsible for the following (from College of Engineering Bylaws):
 - 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 and assistance to graduating students with career placement. The faculty should be consulted concerning these tasks and will assist with these tasks.
 - 5. Review of performance of faculty and staff, and 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. Promoting the Department by publicizing Department achievements.
 3. Identifying collaborative and interdisciplinary research opportunities.
- D. Policy regarding rotation of the Department Chairperson.
1. Each Chairperson is expected to serve a single five-year term. The Dean is expected to appoint a Chairperson Search Committee during the final year of the Department Chairperson's term.
 2. The principal mission of the Search Committee is to administer the process whereby the department faculty recommends its choice for Department Chairperson to the Dean. This process will include the development, by nomination of candidates, and self-nomination, of a list of candidates willing to be considered. Any full-time tenured faculty member at the level of Full Professor may be nominated as a candidate.
- E. Associate Chairperson.
1. The Associate Chairperson shall administer, improve, and generally strengthen the educational programs of the Department, and will be the point of contact with other undergraduate and graduate programs in the university and the College of Engineering.
 2. The Associate Chairperson shall support the Department Chairperson on all matters related to the daily and long-term operation of the undergraduate and graduate education programs.
 3. The Associate Chairperson shall recommend to the Chair the assignments of teaching responsibilities in the undergraduate and graduate programs. The Associate Chairperson will coordinate with the Department's faculty Graduate Program Director the assignment of teaching assistants. The Associate Chairperson will arrange for the professional review of teaching performance for P&T and for performance appraisals as needed.
 4. The Associate Chairperson will regularly review the content of all required undergraduate courses to ensure that the collection of courses meets the criteria for a degree in Chemical Engineering and that content of each required course meets the prerequisite requirements for succeeding courses in the program. This includes coordination with the Department Chairperson, Undergraduate Program Director, and other faculty member(s) responsible for overseeing continued accreditation of the undergraduate program.
 5. The Associate Chairperson shall be selected by a majority of the faculty in an anonymous vote from a list of nominations and self-nominations of faculty members willing to be considered. Any full-time faculty member (tenure or continuing track) of the department may be nominated as a candidate, including the incumbent.
 6. The Associate Chairperson is appointed for a period of three years.

ARTICLE VI. STANDING COMMITTEES

- A. General Function. The functions of the Faculty Committees are to investigate, advise and recommend in those areas assigned and delineated below.
- B. Standing Committees.
1. Formation or Deletion. Standing committees can be formed or deleted by majority vote of the entire Department Faculty (by mail ballot).
 2. Eligibility. Each member of the Voting Faculty shall be eligible for membership on standing committees with the power to vote. The Department Chairperson is an ex-officio member of all committees except the Promotion and Tenure Committee. Members are appointed by the Chairperson.
 3. Presider. Presiders of the standing committees shall be appointed by the Chairperson. If the committee has been in existence for more than one academic year, the presider is usually appointed from those who have served on the committee for at least one academic year.
 4. Terms of Office. The terms of office of members of standing committees shall be for the academic year and are appointed annually. Terms of office begin on the first day of the academic year following their

appointment through the spring semester (and into the summer – if there is business), except when a vacancy arises.

5. Filling of Vacancies. The Chairperson will make appointments to fill unexpired terms when vacancies arise.
6. Procedures of Standing Committees.
 - a) Each standing committee should have an agenda and keep minutes for all its meetings.
 - b) The agenda for a committee meeting will be distributed to all faculty at least 48 hours prior to the meeting, and minutes should be distributed to all faculty within two weeks of a committee meeting.
 - c) Informal procedures shall govern all committee meetings, but a written record of any major actions and a brief summary of any pertinent deliberations shall be submitted to the Chairperson by the appointed president.
 - d) Each committee shall meet at least once in the fall semester and once in the spring semester and make a report of its activities to the Chairperson at least once each year.

C. Composition and Function of Faculty Standing Committees.

1. Undergraduate Education Committee.

- a) Composition. Appointed by the chair, and composed of the Undergraduate Program Director faculty member, the Associate Chairperson, and, at minimum, all faculty members with administrative responsibility for the undergraduate program or positions on related college-level committees.
- b) President. Undergraduate Program Director. The Undergraduate Program Director will:
 - (1) Coordinate the Department's undergraduate professional mentoring activities alongside the Undergraduate Program Coordinator, including the initial onboarding of undergraduate students and will coordinate revisions to the undergraduate program policies.
 - (2) Coordinate with the College and University on all undergraduate student honors and awards nominations.
 - (3) Coordinate all undergraduate recruitment activities and events, attending or coordinating the department representation at local and national recruiting events and student competitions, and coordinating decision weekends.
 - (4) Oversee continued accreditation of the undergraduate program.
 - (5) Coordinate faculty advising in consultation with the Associate Chair.
- c) Function. The Undergraduate Education Committee oversees the training of students in the undergraduate program and will perform the following functions:
 - (1) Reviews and approves additions or deletions of courses and changes in undergraduate course descriptions appearing in any University Catalog prior to submittal to the College.
 - (2) Reviews all changes in the undergraduate 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) Reviews effectiveness of departmental courses and programs for accreditation purposes.
 - (4) Recommends new or revised undergraduate educational programs.
 - (5) Determines course transfer and/or allowable substitutions for program requirements including courses appropriate for the technical elective requirement, all in coordination with relevant faculty members and course instructors.
- d) Actions. Actions taken under the authority delegated to the committee by items c. shall be decided by a majority vote of committee members – votes may be handled by electronic communication. The above functions may be discharged by subcommittees appointed for the purpose.

2. Graduate Education Committee.

- a) Composition. Appointed by the chair, to include the Graduate Program Director, Associate Chairperson, and at minimum all faculty members with administrative responsibility for the graduate program of the department.
- b) President. Graduate Program Director. The Graduate Program Director will:
 - (1) Coordinate the Department's graduate mentoring activities, including the initial onboarding of graduate students, recommending the assignment of PhD advisors, overseeing PhD qualifying examinations, and will coordinate revisions to the graduate program policies.
 - (2) Coordinate with the College and University on all graduate student honors and awards nominations.
 - (3) Coordinate the assignment of teaching assistants in consultation with the Associate Chair and Chair.
- c) Function. The Graduate Education Committee oversees the training of students in the graduate program and will perform the following functions:

- (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) Contacts departmental faculty to determine course transfer and/or allowable substitutions for program requirements including courses appropriate for the technical elective requirement.
 - d) Actions. Actions taken under the authority delegated to the committee by items c. These shall be decided by a majority vote of committee members – votes may be handled by electronic communication. The above functions may be discharged by subcommittees appointed for the purpose.
3. Graduate Program Committee.
- a) Composition. Appointed by the chair, to be composed at minimum of two faculty: the Graduate Admissions Director and the Graduate Program Director.
 - b) Presider. Co-presided by the Graduate Admissions Director and Graduate Program Director. The Graduate Admissions Director will:
 - (1) Coordinate all graduate recruitment activities and events, including identifying potential candidates, attending or coordinating the department representation at local and national recruiting events, coordinating spring recruitment weekends, and maintaining records of recruitment activities.
 - (2) Coordinate all admissions to the PhD and MChE programs.
 - c) Function. The Graduate Program Committee has the responsibility of recruiting and overseeing the training of students in the graduate program. The Graduate Admissions Director will be responsible for the recruitment of new students to the graduate programs. The Graduate Program Director is responsible for overseeing current students in the program. The Graduate Program Committee will work with the Department's Graduate Program Coordinator to perform necessary functions.
 - d) Actions. Actions taken under the authority delegated to the committee by items c. These shall be decided by a majority vote of committee members – votes may be handled by electronic communication. The above functions may be discharged by subcommittees appointed for the purpose.
4. Promotion and Tenure Committee.
- a) Composition. The Department Promotion and Tenure Committee consists of all tenured voting members of the Department. However, only those members at or above the rank being considered for a submitted dossier are voting members and may participate in any discussion. For cases involving continuing track faculty, all continuing track faculty at or above the rank being considered for a submitted dossier are voting members and may participate in any discussion.
 - b) Presider. The presider must be a tenured full professor and should be elected by a majority of the voting faculty. This designee may not represent the Department on the College Promotion and Tenure Committee.
 - c) Function. Once the presider is selected, the committee is autonomous. It considers requests for promotion and appeals from individual faculty, and, based on the Departments', College's and Faculty Senate's criteria and procedures, formulates its own recommendations, and forwards those recommendations to the Department Chairperson. This Committee also is responsible for post-tenure periodic faculty review.
 - d) Criteria. The Department stresses certain qualifications for promotion; the Department's Promotion and Tenure Committee is required to consider these qualifications in reaching its evaluations and recommendations. The Department's policies and practices pertaining to promotion and tenure have been approved by the College and the University Faculty Senate Committee on Promotion and Tenure. All new faculty will receive a copy of these documents during their first semester of appointment.
 - e) Report to Candidate. The results of the review by the Department committee shall be promptly reported in full and in writing to the candidate, who must be given sufficient time to consider whether to withdraw candidacy before the Department's recommendation are forwarded with the dossier for review and recommendation by the Chairperson.
 - f) Additional Evidence. Before reaching a final decision, the committee may, and indeed is encouraged to, consult with the candidate regarding additional evidence that might clarify the promotion dossier. The committee should allow a reasonable amount of time for this purpose.
 - g) Chairperson's Action. The Chairperson shall review the dossier and shall either endorse or recommend against the promotion in a written notification to the candidate and department committee. The

Chairperson shall also forward the dossiers and statements of action on them to the College of Engineering Committee on Promotions and Tenure.

- h) Appeal. Candidates who wish to appeal the decision of the Department Committee must notify the Committee in writing no later than two business days following receipt of the committee's decision. The committee will schedule hearings that will be convened by the presider of the committee. Evidence in support of the appeal must be submitted to the committee at least 24 hours before the hearing. Likewise, an appeal of the decision of the Chairperson must be made in writing no later than two business days following receipt of the Chairperson's decision. Evidence in support of the appeal must be submitted to the Chairperson before a personal meeting.

5. Facilities & Safety Committee.

- a) Composition. At least two faculty members and the Department's Laboratory Manager.
- b) Presider. Chosen by the Chairperson, this individual serves as the faculty liaison between the Department and the University Safety and Facilities groups.
- c) Function. Reviews instructional and research laboratories and the facilities under the guidance of the University Safety and Facilities groups to guarantee a safe learning environment and to address other facility-related concerns.

6. Equity Committee.

- a) Composition. Five members elected by the department faculty, at least one of whom shall hold the rank of Professor.
- b) Presider. Chosen by the committee from among its members.
- c) Function. At the request of any faculty member or of the chair, evaluates an individual's workload assignments with respect to long term equity and balance. Provides recommendations to the chair and the faculty member resulting from this evaluation.
- d) Action. The committee's recommendations require the assent of at least three of its five members. Minority report(s) may also be issued by the committee's dissenting member(s).

ARTICLE VII. SPECIAL COMMITTEES

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

ARTICLE VIII. AMENDMENTS AND EFFECTIVE DATE

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