

College of Engineering

Apportionment Appeals Committee

Policies and Procedures

Approved April 6, 2009

I. Purpose

- A. The College of Engineering (CoE) Apportionment Appeals Committee (AAC) exists in response to BOR 4.3 (b) (2). The AAC is responsible for reviewing and deciding issues of faculty apportionment that are unresolved between a faculty member and the faculty member's unit administrator. The AAC is concerned with apportioned responsibility (i.e. teaching, extension, service, research, and administrative responsibilities) and issues related to the equitable expectations for each apportionment.

II. Duties and Responsibilities of Officers

A. Membership of the Committee

1. Membership shall consist of 9 elected, tenured faculty members. Each administrative unit shall have no more than one representative on the Committee.
2. The Membership shall elect a Committee Chair, a Vice Chair and a Recording Secretary, all by simple majority from the 9 elected members. The term of each Officer shall be 12 months, with no more than two consecutive terms being served in any one position. The start of the Officer's term is the beginning of the fall semester.

B. Voting Membership

1. All 9 elected members of the Committee are voting members with respect to any and all Committee business matters, i.e. apportionment disputes, By-laws, By-Law modifications, procedures, procedural modifications, and election of Officers.

C. Duties

1. Committee Chair- The Chair shall call meetings, establish meeting times, supervise meetings and serve as the voice of the committee in interactions with the College administration, the faculty member, and the unit administrator involved in a dispute.

2. Vice Chair- Serves in place of the Chair if the Chair is unavailable or unable to perform his/her duties, or recuses himself/herself from the matter in front of the Committee.
3. Recording Secretary- Record meeting minutes including attendance, post the minutes on the Committee's Blackboard website in a timely fashion, and inform members that the minutes have been posted. Accept corrections/modifications to minutes for period of one week after initial posting.

D. Selection

1. All College of Engineering administrative units are eligible to nominate a faculty member for Committee membership if they are not currently represented by a voting member on the Committee, or if their representative's term is ending. Incumbent Committee members are eligible for re-election.
2. A vote of all College faculty members shall determine the 9 voting Committee Members. Each eligible administrative unit must nominate one tenured faculty member for the available positions. The positions are filled by the faculty receiving the most votes, e.g. for "n" available positions the top "n" faculty receiving votes are elected.
3. The ballot from the election shall be retained until the next election by the Dean of the College of Engineering or his/her designee. If a committee member resigns or is no longer capable of sitting on the committee, that individual will be replaced by the person with the next highest number of votes from the previous election who was not elected to the Committee. The individual who replaces a Committee member will assume the term of the person replaced.
4. The vote shall be conducted and tabulated by the Dean of the College of Engineering or his/her designee.

E. Term of Office

1. Elections shall be held annually. The term length is two years. The number of members elected shall be staggered such that four members are elected to the committee in even numbered years and five members are elected to the committee in odd numbered years. The official term of the new members starts at the beginning of the fall semester. It is agreed that four of the initially elected members shall serve a 3-year term to allow for proper staggering of the membership.
2. The Dean of the College of Engineering or his/her designee shall maintain a list of all Committee members and their terms of office.

III. Policies of the Committee

- A. The policies of the Apportionment Appeals Committee are the rules that provide for the governance of the Committee. Nothing in these Policies shall be construed to restrict the Committee from time-to-time to alter, amend, revise or repeal the provisions in whole or in part.
- B. All Committee meetings shall be governed by Roberts Rules of Order, current edition
- C. A quorum shall be achieved if more than 50% of the elected members are in attendance or are attending by technology. If a quorum is present, all votes must achieve an affirmative vote of more than 50% of the elected members in attendance for the action to pass. A meeting wherein less than 50% of the elected members are in attendance can still be conducted. However, no vote shall be binding if a quorum is not present.
- D. Any elected member is allowed to recuse himself/herself from a matter in front of the Committee if he/she believes a conflict of interest exists.
- E. The work and deliberations of the committee are confidential. The meetings of the Committee shall be closed to the faculty and administration, except for witnesses or other individuals deemed necessary and appropriate by the Committee.
- F. If the tenure home of the academic unit involved in the dispute is not represented on the Committee for any reason, the Committee, at its sole option, may appoint an individual from that academic unit to serve on the Committee in a temporary, non-voting capacity and shall serve at the pleasure of the Committee.
- G. Each party in the dispute will be provided a complete copy of the materials provided by the opposing party, edited for confidentiality.
- H. All matters involving all Committee actions shall be by open vote.

IV. Procedures of the Committee

A. Definitions

1. Dispute

A dispute exists when either an academic unit's administrator or a faculty member declares an impasse on an issue involving apportionment.

2. Teaching, Service, Research and Extension

The definition of teaching, service, research and extension shall be as defined on the Senior Vice Chancellor for Academic Affairs' website.

B. Procedures

1. The party that declares an impasse shall inform the Dean of the College of Engineering in writing of the impasse and shall request that the Dean forward the appeal to the Apportionment Appeals Committee.
2. The Committee shall investigate the matter referred to it and make known its findings and decision to the person(s) concerned, and/or other administrators concerned, including appropriate deans, directors and vice-chancellors.
3. Either party may ask the Committee to reconsider the Committee's decision. The request for reconsideration must be filed within 30 days of a decision being rendered. The Committee will process the request in a timely fashion.
4. At the conclusion of the decision making process, all work product developed by the Committee shall be transferred to the Dean of the College of Engineering, or his/her designee, who will archive the materials.