



# Bylaws of the Environmental Engineering Program

University of Colorado, Boulder

Effective March 2022

I. Faculty

A. Membership

1. Voting members of the faculty shall consist of all EVEN program faculty (hereinafter Program faculty) holding at least a 50% appointment with the title of instructor, senior instructor, teaching professor, scholar in residence, assistant professor, associate professor, professor, research assistant professor, research associate professor, or research professor.

2. Program faculty are expected to attend a majority of EVEN faculty meetings, unless excused due to leave or administrative assignment.

3. Program faculty are expected to contribute service and teaching to EVEN through annual engagement in at least three of the following activities, unless excused due to leave or administrative assignment.

a) Teaching a course in which EVEN students are the primary audience, including specialized EVEN electives or required courses in the undergraduate and graduate EVEN curricula,

b) Mentoring and advising EVEN undergraduate students,

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a) Recall is initiated by a petition signed by 50% of the voting members. The director may be recalled by a two thirds majority vote of the Program faculty, with the resulting recommendation forwarded to the Dean for approval.

B. Roles and Responsibilities

1. The EVEN director serves as the leader and executive officer of the EVEN program, administering the program with faculty concurrence and in accordance with the rules and policies of the College and University.

2. The director calls meetings of the EVEN Program faculty and EVEN executive committee.

3. The director establishes ad hoc program committees in collaboration with the executive committee, and appoints committee chairs. The director chairs the executive committee.

4. In consultation with the executive committee, the director tracks EVEN faculty members' engagement with the program and provides feedback on their service for consideration in annual merit reviews by rostering departments.

5. The director oversees EVEN staff and personnel matters, including hiring new staff, annual staff performance evaluations, and staff professional development.

6. The director is responsible for the financial integrity of the program, in collaboration with the Dean of the College.

7. The director is responsible for ensuring the academic integrity of the EVEN program, including ensuring that the undergraduate program continues to meet ABET accreditation guidelines and that both undergraduate and graduate programs stay current with directions of the environmental engineering profession and EVEN education.

8. The director organizes the EVEN professional advisory board and represents the program to external constituencies, including in development efforts.

III. Associate Directors

A. Appointment and Responsibilities

1. The associate directors are appointed by the EVEN director with the approval of the Dean.

2. The associate directors report to the EVEN director in matters related to their EVEN program responsibilities.

3. The roles and responsibilities of each of the associate directors is specified in a job description developed by the director in consultation with the executive committee and the prospective associate director. It is normally expected that one associate director would serve as chair of the undergraduate committee and the other as chair of the graduate committee.

#### IV. Standing Committees

##### A. Organization

1. The EVEN program will have three standing committees: the executive committee, the undergraduate committee, and the graduate committee. Each of these committees will aim to have at least one representative from every department having three or more faculty members among the EVEN program faculty.

##### B. Executive Committee

1. The executive committee is comprised of the director and associate directors with additional members appointed by the director as needed for effective administration of the EVEN program and to meet the requirements under IV.A.1. The executive committee participates in evaluating the performance of the EVEN director and Program faculty and advises the director on program matters including strategic direction and initiatives and curricular offerings and implementation. The executive committee is responsible for ensuring effective communication among standing committees and between EVEN and departments where Program faculty are rostered.

##### C. Graduate Committee

1. The graduate committee is comprised of at least four faculty members and the graduate coordinator. The chair serves as one of the associate directors. The graduate committee oversees the graduate curriculum, policies, and procedures, including review and approval of new or modified courses, graduate award nominations, and graduate student petitions, grade appeals and other grievances. The committee oversees administration of graduate examinations. The committee leads graduate student recruiting, reviews applications for admission to the graduate program, and approves admission offers and offers for financial support. The chair of the graduate committee represents the program as a voting member of the college's graduate education council.

##### D. Undergraduate Committee