ARTICLES OF ORGANIZATION
OF THE FACULTY ASSEMBLY OF THE
JAMES MCKELVEY SCHOOL OF ENGINEERING
WASHINGTON UNIVERSITY

1. The Faculty Assembly of the James McKelvey School of Engineering ("McKelvey Engineering" hereafter) shall consist of all its Regular Faculty. Regular Faculty: hold primary, tenured or tenure-track probationary appointments that are at least 25% in McKelvey Engineering with one of the following titles: professor, associate professor, or assistant professor; or hold full-time (100%) appointments in McKelvey Engineering with one of the following titles: teaching professor, senior lecturer, lecturer, or professor of practice.

A quorum of the Assembly shall be deemed present if at least one third of its members are in attendance, except that a quorum of at least half the members shall be required to amend the Articles of Organization.

In the event that a quorum is not achieved, no votes may be taken on principal motions; such motions may, however, be introduced and perfected. At the pleasure of a majority of members present, these motions shall either (i) be submitted to a mail ballot or (ii) be held over until the next meeting at which a quorum is achieved, when they shall constitute the first order of business. In the event that a mail ballot is decided upon, the Speaker shall send a ballot together with a copy of the motions to all eligible members of the Assembly, and only those ballots received within two weeks of the date of posting shall be counted.

Each year, at the first meeting of the Assembly, the Speaker shall distribute a list of its members, and this list shall remain in force until amended. The Speaker shall also distribute a list of persons who hold non-regular faculty appointments in McKelvey Engineering, as well as a list of administrators named by the Dean.

The Dean of McKelvey Engineering, or the Speaker of the Faculty Assembly, or the Faculty Assembly Advisory Committee may, at their individual or joint discretion, invite observers from other divisions of the University, non-regular faculty, School administrators, or representatives of student organizations to attend meetings of the Assembly. Such invitations shall be for a fixed time only and shall expire not later than the last day of June next following. Invitees shall have voice but not vote at meetings.

2. The governing body of the Assembly shall be a four-member Advisory Committee, the chair of which shall be the Speaker of the Faculty Assembly. Only a tenured member of the Assembly who holds the rank of professor or associate professor and is not a dean, department chair, or otherwise in a position of major administrative responsibility shall be eligible for election to the Advisory Committee. Advisory Committee members shall be elected for terms of two years each, and the terms shall be staggered such that two members retire each year. The Assembly, in a meeting held shortly before the end of the spring semester, shall elect by secret, written ballot two members of the Advisory Committee to replace the retiring Speaker and the other retiring member of the Committee. At the same time, a new Speaker shall be elected from among the two incumbent members of the Committee.
In the absence, temporary or otherwise, of the Speaker, his/her duties shall be assumed by the longest-serving remaining member of the Advisory Committee, with ties to be broken by length of time spent as regular faculty in McKelvey Engineering.

3. The Speaker shall be a member, with the right to vote, of any senior academic policy-making committee for McKelvey Engineering.

4. The Speaker shall call at least two meetings of the Assembly each semester, at which topics of import to the faculty shall be presented. The Advisory Committee shall be responsible for the selection of topics from those suggested by the faculty and for their presentation by one or more speakers, to be followed by general discussion by the Assembly.

5. Any member of the Assembly, if he/she deems it desirable for consideration of some important matter, may propose a meeting of the Assembly to the Speaker. If the Speaker and his/her Advisory Committee concur that the meeting is desirable, or upon receipt of a petition signed by at least five members of the Assembly, the Speaker shall call an Assembly meeting to be held within a reasonable period of time.

6. A. The Speaker shall formulate the proposed agenda for each meeting of the Assembly and shall present proposed topics, motions, and other agenda items to the Advisory Committee for review prior to the agenda’s general distribution. The proposed agenda shall be distributed to the faculty at least one week prior to the date on which the meeting is to be held.

   B. All motions to be acted upon at a given Assembly meeting shall have been placed on the distributed agenda for that meeting; except that any motion from the floor at a given meeting may be acted upon at that meeting only after a 3/4 affirmative vote for consideration. Motions from the floor which fail to obtain a 3/4 vote for consideration, unless withdrawn, shall be placed on the agenda for the next meeting.

7. The Recording Secretary of the Engineering Faculty Assembly shall be the Associate Dean for Students in the Office of Engineering Undergraduate Student Services. He/she shall be responsible for recording the minutes of each meeting and for distributing its proposed agenda, as supplied by the Speaker, to the faculty as prescribed in Article 6A.

8. All courses, degrees, and curricula, including changes thereof, offered by McKelvey Engineering, as well as other proposals related to major changes in academic policy, shall be approved by a majority vote of the Assembly.

   Proposals for changes in course offerings, degrees, curricula, and other matters related to academic policy normally shall originate from the committees responsible for these matters. Individual faculty members or groups wishing to make such proposals should direct them to the appropriate committee. Proposals from the committees shall be transmitted to the Speaker to be placed on the agenda as motions to be considered at the next regular meeting of the Assembly.
9. The McKelvey School Registrar shall present to the Assembly lists of recommended candidates to be awarded degrees by McKelvey Engineering. Recommended candidates shall be approved or disapproved by a majority vote of the Assembly. The results of this vote shall be recorded by the Registrar as the recommendation of the Engineering Faculty.

10. A. The Assembly shall annually review the appointment of the Dean of McKelvey Engineering by mail ballot, except for a Dean serving his/her first semester. The Speaker of the Engineering Faculty Assembly shall call a Special Meeting of the Assembly each academic year during the last month of the fall semester. At this meeting, at which the Dean shall not be present, the Speaker shall report the results of the ballot. This ballot shall be sent to the Assembly’s members at least two weeks prior to the Special Meeting. The numerical result of the ballot shall be transmitted by the Speaker to the Chancellor as the recommendation of the Engineering Faculty.

B. Each department shall annually determine its voting members. The voting members include faculty with titles of professor, associate professor, and assistant professor and may include faculty who hold full-time (100%) appointments in McKelvey Engineering with one of the following titles: teaching professor, senior lecturer, lecturer, or professor of practice. Voting members shall annually review the appointment of its department chair, except for a chair serving his/her first semester. The senior tenured member of the departmental faculty shall call a special meeting of the department during the last month of the fall semester. At this meeting, at which the department chair shall not be present, the departmental faculty shall, by secret ballot, vote upon a recommendation for the reappointment of the department chair. Each department shall provide a means of absentee ballot, such that each of its regular faculty members may have his/her vote counted. The numerical result of this vote shall be made known to the faculty of the department and transmitted by the senior tenured faculty member of the department to the Dean of McKelvey Engineering as the recommendation of the department.

C. At the annual departmental vote on recommending reappointment of a department chair, the Dean may add to the ballot such questions as he/she sees fit to ascertain the state of the department.

11. The representative of the McKelvey Engineering on the University Senate Council shall be chosen from the tenured faculty by a vote of the Assembly. This selection, when required, shall be made at the last regular Assembly meeting of the spring semester, so that the representative shall be qualified to begin his/her term of office on the following September 1. The term of office shall be for three years, as specified by the Articles of the Washington University Faculty Senate. The years of election for McKelvey Engineering are 2021, 2024, 2027, and each successive third year thereafter. In the absence, temporary or otherwise, of the Senate Council Representative, the Speaker shall appoint a temporary replacement.

12. A. The Assembly designates its Advisory Committee, with the Speaker as chair, to serve as the standing faculty committee required by Article VI.B.1.e of the University’s Policy on Academic Freedom, Responsibility and Tenure to review the claim of a faculty member on probationary appointment that he/she has received inadequate or unfair consideration in terms of the relevant standards of the school. The Advisory Committee shall report its findings to the faculty member, dean (or equivalent administrative officer) and the provost (or other designee of the chancellor). The Advisory Committee shall not substitute its judgment on the merits for that of the
B. In the event that the term of service of a member of the Advisory Committee expires before a review process is completed, that person shall continue to function as a member of the review committee until the review is completed.

13. These Articles of Organization may be altered or replaced, in whole or in part, by a motion adopted by a two-thirds majority vote of Assembly members at an Assembly meeting where a quorum of at least half the Assembly’s members has been established.

Revised May 3, 2019 based on changes by the Faculty Assembly on

March 29, 1976
April 29, 1977
October 18, 1983
May 5, 1989
April 27, 1990
February 23, 1996
May 1, 1998
December 14, 2001
March 10, 2011
May 3, 2019