Governance Document
School of Engineering and Applied Science
Miami University – Oxford, Ohio

Revised by vote of faculty - June 2012
I. PRE AMBLE
This governance document defines the organization and responsibilities of the School of Engineering and Applied Science (SEAS). Departments, councils, and committees form the School’s organizational components. Mission, vision, values, and objectives establish the responsibilities assigned to the various components of the organization. This combination of organization and responsibilities has been developed by the faculty and administrators on a foundation of mutual trust and respect.

II. SEAS MISSION, VISION, AND VALUES
We, the students, faculty, staff, alumni, and friends of SEAS, are a community of life-long learners.

SEAS MISSION STATEMENT
Our mission is to serve society by providing high-quality undergraduate and graduate education in the fields of computing, engineering, and nursing. We are committed to creating an environment for teaching, learning, and scholarship that is intellectually-stimulating, interactive, and innovative, in which our faculty, staff, and students realize their full potential. Our guiding principle is to provide professional education integrated with Miami University’s traditional strength in liberal education.

We work to continually assess and improve teaching, learning, and critical thinking; to engage in scholarship of discovery, application, integration, and teaching; to contribute to the accumulated knowledge of the centuries through faculty and student research; to encourage creativity; and to promote the continuing intellectual growth of our community.

SEAS VISION STATEMENT
Our School’s programs are recognized nationally as among the best offered by schools whose primary emphasis is on undergraduate education and selected graduate programs. Our graduates are among the most sought and valued in the nation. Faculty, students, and staff are committed to and enthusiastic about teaching, learning, conducting research, and working together, as well as sharing these experiences with others. The spirit of excitement and cooperation is contagious and apparent to all.

We are recognized for anticipating emerging societal needs and for partnering with industry to create solutions that benefit society. The School is a model for achieving synergy between professional and liberal education; between undergraduate and graduate programs; and among scholarship, teaching, and service. The School is also recognized for good citizenship within the university and society.
SEAS VALUES

Everyone in SEAS values:
• Effective student learning and student success
• An intellectually stimulating and challenging environment
• Faculty growth and learning as teachers and scholars
• Diversity of staff, faculty, and student body
• Respect for the environment

We are committed to an environment that fosters:
• Innovation and creativity
• Ethical behavior
• Respect for others
• Teamwork
• International and global opportunities and perspectives
• Fact-based, collegial decision making
• Safety in all our professional endeavors

III. ORGANIZATION

A. SCHOOL AND DEPARTMENTS

The school offers programs in computing, engineering and nursing on the Oxford and regional campuses in the following departments:

1. OXFORD CAMPUS
   • Computer Science and Software Engineering
   • Electrical and Computer Engineering
   • Mechanical and Manufacturing Engineering
   • Chemical and Paper Engineering

2. REGIONAL CAMPUSES
   • Computer and Information Technology
   • Engineering Technology
   • Nursing

   A current listing of the degrees, minors, and certificate programs in the School of Engineering and Applied Science is contained in Appendix 1.

B. FACULTY

Members of the faculty hold the ranks of professor, associate professor, assistant professor, lecturer, instructor, visiting professor, visiting associate professor, or visiting assistant professor. The faculty has both the responsibility and authority to ensure that the educational programs within SEAS maintain standards and meet any requirements imposed by other governing bodies. The faculty deals with issues of student conduct. The faculty has the right to ensure their own welfare.

C. STAFF

Staff includes all persons not directly involved in the instructional process, both unclassified administrative persons and classified employees.

D. ADMINISTRATION

1. DEAN
The dean is responsible for the overall leadership and general welfare of SEAS. Specific duties are listed below.

**Duties of the dean**

<table>
<thead>
<tr>
<th>Academic Leadership of SEAS</th>
<th>Fiscal Management - Budget Planning and Allocation of Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Planning</td>
<td>Development and Fundraising</td>
</tr>
<tr>
<td>Set and Implement Academic Policies</td>
<td>Improvement of Physical Facilities and Equipment</td>
</tr>
<tr>
<td>Chair, SEAS Executive Council</td>
<td>Support of University-wide Goals</td>
</tr>
<tr>
<td>Enhance Undergraduate and Graduate Programs and Curriculum</td>
<td>Represent and Advocate for SEAS within Miami University</td>
</tr>
<tr>
<td>Foster Diversity</td>
<td>Maintain Close Relationships with Regional Campus Administrators</td>
</tr>
<tr>
<td>Accreditation</td>
<td>Represent SEAS and Miami University as a Member of State and National Groups (such as Ohio Engineering Deans’ Council and National Engineering Deans’ Council)</td>
</tr>
<tr>
<td>Recruitment, Retention, Rewarding and Rejuvenation of Faculty</td>
<td>Represent SEAS to External Agencies, Professional Associations, and the Public-at-Large</td>
</tr>
<tr>
<td>Faculty Development</td>
<td>Seek Advice from the Various Councils and Committees within SEAS</td>
</tr>
<tr>
<td>Evaluation of Tenure-Track Faculty Members and Those Faculty Members Who Aspire to Become Full Professors</td>
<td></td>
</tr>
</tbody>
</table>
2. ASSOCIATE AND ASSISTANT DEANS

The associate and assistant deans aid the dean in the administration of SEAS. The specific responsibilities are assigned by the dean and including those listed below. Note the associate deans responsibilities are split between undergraduate affairs and strategic initiatives.

Duties of the associate and assistant deans

<table>
<thead>
<tr>
<th>associate dean for strategic initiatives</th>
<th>associate dean for undergraduate affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• providing support for departmental assessment and SEAS liaison for university assessment initiatives</td>
<td>• facilitating development and approval of curriculum</td>
</tr>
<tr>
<td>• coordinating SEAS efforts in the areas of experiential learning and global presence</td>
<td>• interfacing with registrar office</td>
</tr>
<tr>
<td>• chairing SEAS P&amp;T committee</td>
<td>• coordinating scheduling within SEAS</td>
</tr>
<tr>
<td>• leading school-wide coordination of graduate programs and SEAS liaison to the graduate school</td>
<td>• coordinating Oxford accreditation visits, including preparation of SEAS self study report</td>
</tr>
<tr>
<td>• overseeing distribution of graduate assistantships</td>
<td>• chairing curriculum committee</td>
</tr>
<tr>
<td>• liaison to the office for advancement of research</td>
<td>• adjudicating dishonesty cases</td>
</tr>
<tr>
<td>• supporting SEAS development, external relations and corporate partnership initiatives</td>
<td>• chairing student grievance committee</td>
</tr>
<tr>
<td>• serving on university and divisional committees and teams</td>
<td>• coordinating SEAS activities on regional campuses</td>
</tr>
<tr>
<td>• other duties assigned by the dean</td>
<td>• overseeing SEAS office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>assistant dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>• student recruitment; liaison with office of admission</td>
</tr>
<tr>
<td>• student retention</td>
</tr>
<tr>
<td>• coordinate student placement; liaison with career services</td>
</tr>
<tr>
<td>• student data analysis as pertains to recruitment, retention, placement</td>
</tr>
<tr>
<td>• chief divisional advisor; chair of SEAS divisional committee of advisors</td>
</tr>
<tr>
<td>• advising initiatives, including summer orientation, identification of at-risk students, etc.</td>
</tr>
<tr>
<td>• review and updating of recruitment materials</td>
</tr>
</tbody>
</table>
• oversight of academic materials such as the bulletin and guidebook
• coordinator and primary advisor for general engineering
• liaison to SEAS undergraduate student advisory council
• liaison for the school with other offices and for various initiatives
• represent the dean at university events on university committees
### 3. DEPARTMENT CHAIRS

The department chair is the chief administrator within a department with duties listed below.

**Duties of the department chair**

| Academic and administrative leadership of department (educational planning, scheduling, monitoring, and accreditation activities) |
| Faculty and staff performance evaluation |
| Recruitment and retention of faculty and staff members |
| Faculty and staff development |
| Promotion and tenure guidance and evaluation |
| Recruitment (including outreach) and retention of students |
| Resource management |
| Routine departmental administration (chair faculty meeting, implement curricular and program decisions made in faculty meetings, assignment of committees, committee chairs, graduate assistants) |
| Program development and publicity |
| Liaison with industry, academia, and alumni |
| Working with development office to enhance resources |
| Seeking advice and support from external constituencies including departmental student advisory council, and departmental advisory council |

### 4. MANAGER/DIRECTOR OF INFORMATION TECHNOLOGY

The manager/director of information technology plans, acquires, and supports computing and networking resources for faculty and staff, student laboratories, and classrooms in SEAS on the Oxford campus. Specific duties are listed below.

**Duties of the manager/director of information technology**

| Manage staff and budget for IT within SEAS. |
| Provide for the security of SEAS electronically-stored information |
| Provide a robust infrastructure for computing within the division |
| Provide support to faculty, staff, and students to facilitate their effective use of computing and information and network services. |
| Serve as a resource for faculty on integrating computing technology into the classroom to enhance learning, and to facilitate research. |
| Schedule and support a variety of audiovisual equipment related to classroom teaching. |
| Explore developing technology and encourage and support effective use of these resources in teaching and learning |
| Search out innovative ways to enhance the services provided |
| Work with an advisory council of users to plan, establish policies, and continually improve services |
| Represent the School on university-wide technology committees, to other divisions on technology matters, and to the VP of IT |
IV. SEAS ASSEMBLY

The SEAS Assembly is the governing body of the School and provides a forum for faculty and staff to participate in the governance and to raise and discuss issues of concern to the School.

1. VOTING

The voting membership includes professors, associate professors, assistant professors, lecturers, instructors with five or more years of residency, and associate and assistant deans. SEAS staff members may vote on non-academic issues as determined by the dean. Voting may be conducted at the meeting or by secure electronic means.

2. MEETINGS

Regular meetings will be conducted at least once an academic year. Special meetings may be called by a member of the assembly provided the member submits a written petition to the dean, containing signatures of at least 25% of the voting membership. The dean will call the special meeting at least ten working days prior to the meeting.

The dean is responsible for establishing an agenda with advice from executive council. Additional items will be placed on the agenda if they are submitted to the dean in writing at least five days prior to the meeting and are endorsed by at least five faculty members. The dean is responsible for distributing the agenda at least one week in advance of the meeting. Supplemental agenda items may be added by the dean at the meeting. The dean normally chairs these meetings.

V. SEAS COUNCILS AND COMMITTEES

A committee is a body designated to perform a function, such as investigating, considering, reporting, or acting on a matter. A council is an advisory body called together for consultation, deliberation, and/or discussion.

The membership of these bodies is determined by their objectives and need for representation across SEAS departments. On an annual basis, the dean defines the charge and appoints the chair of each body, unless otherwise stated. The chair is responsible for setting agendas and conducting meetings. A quorum is one-half of membership. The order of meetings may conform to Robert's Rules of Order, with agendas generally determined and distributed in advance and meeting minutes distributed within one week after the meeting.

A. EXECUTIVE COUNCIL

The objective of this council is to respond to operational and policy issues and to participate in a consultative and decision making process for coordinating divisional budget items and staffing requirements. Members include the dean, associate and assistant deans, department chairs, assistant to the dean, manager/director of computing resources, and others by invitation. Meetings are normally held monthly.

Sub-committees of this body, consisting of the appropriate mix of individuals, may meet to address specific issues.

B. CURRICULUM COMMITTEE

This committee serves as the divisional curriculum review and approval committee. It has authority within the division for the approval of all changes to the curriculum. The committee meets as needed. The chair of the committee is designated by the dean and is either a tenured associate or tenured assistant dean. The remaining membership consists of one tenured faculty member (which may be the chair) from each department and designated by the department. Departments are free to
choose the member by election or to seek a volunteer. Membership on the committee is considered a multi-year appointment, with three years being considered optimal.

C. SEAS UNDERGRADUATE STUDENT ADVISORY COUNCIL

The council acts in an advisory capacity to the dean on student concerns. The members act as a liaison between departmental student advisory councils and the dean and assistant dean. The council represents the student body at various events. Meetings are normally conducted monthly. In general, the dean appoints one or more students annually from each Oxford-based department based on the recommendation of the department chair. See Appendix 2 for the charter of this council.

D. SEAS ADVISORY COUNCIL

The purpose of the advisory council is to insure a positive linkage between the SEAS and business, industry, government, health professions, and other academic institutions. This relationship can be fostered through understanding, cooperation, and striving for common objectives.

Membership is comprised of representatives from business, industry, government, health professions, and other academic institutions. The dean appoints the members based upon recommendations from the department chairs. See Appendix 3 for the SEAS Advisory Council governance document.

E. FACULTY ADVISORY COUNCIL

The faculty advisory council serves in a consultative capacity to the dean with regard to matters of concern to the faculty and the dean. Membership shall consist of one member from each department, serving for a one-year term. The chair is selected by the council and is responsible for setting agendas, in consultation with the dean, and conducting meetings.

F. SEAS PROMOTION AND TENURE ADVISORY COUNCIL

The purpose of the council is to provide advice to the dean about the strengths and weaknesses of promotion and tenure candidates. The council provides consistent and independent assessment of candidates beyond the department level and ensures that the separate missions of Oxford and the regional campuses are understood and appreciated in the context of MUPIM promotion & tenure criteria. The chair of the council is an associate dean, a tenured full professor, designated by the dean. The remaining membership consists of one tenured member from each department, preferably at the rank of full professor, and designated by the department for a two-year term. Departments are free to choose the member by election or seek a volunteer. The department chair may be a member of this council. A member may serve multiple terms.

The candidates are discussed individually, no votes are taken, and the sense of all comments including any consensus is communicated verbally to the dean by the members of the committee. In assessing promotion candidates, members of the council whose academic rank is below the target rank of the candidate are excluded from the discussions.

G. DIVISIONAL GRIEVANCE COMMITTEE

The purpose of this committee is to give formal consideration to student grievances. The criteria, procedures, and responsibilities of the committee are outlined in Part I Chapter 7 of the current Miami University Student Handbook. The dean shall appoint one member and one alternate annually from each department based upon the recommendation of the department chair. The chair of the committee is an associate dean, and is responsible for consulting with committee members and establishing the agenda. The agenda will generally consist of the petition(s) for the grievance.
A meeting will be scheduled by the chair within one week after receipt of a grievance from a petitioner. The chair is also responsible for informing the petitioner of the committee's action within one week after the meeting.

H. DIVISIONAL COMMITTEE OF ADVISORS

The committee provides input to the chief divisional advisor (the assistant dean) who chairs the committee and makes recommendations to the university interdivisional-committee of advisors on academic petitions excluding Miami Plan and university requirement modifications. The chief departmental advisor (or other chair-appointed designee) from each department is a member of this committee. A meeting will be scheduled by the chief divisional advisor on an as-needed basis after the receipt of an academic petition.

The chair is responsible for recording and distributing the meeting minutes to the dean and committee members, and informing each petitioner of the petition decision within one week of the meeting of the university interdivisional-committee of advisors.

I. DEPARTMENT CHAIR SEARCH AND SCREEN COMMITTEE

The committee's purpose is to recommend candidates for filling a chair vacancy to the dean. The dean will appoint a minimum of four committee members. At least two of the members will be from the searching department. One member will be a tenured faculty member from a related discipline. Additional committee members may be appointed by the dean to represent other constituencies. The chair of the committee will be appointed by the dean and is typically a current department chair from outside the searching department.

J. DIVISIONAL COMMITTEE ON EVALUATION OF ADMINISTRATORS

This committee carries out the divisional evaluation of administrators in accordance with the Miami University Policy and Information Manual (MUPIM). The membership of the committee shall consist of one member elected annually from each department. The committee operates using the principle that the committee member representing the department whose chair is being evaluated is excused from the entire evaluation process. The chair of the committee is appointed by the dean in accordance with the above principle, and may, therefore, vary during the academic year depending on the administrator being evaluated.

The committee will seek evaluations from faculty represented by the administrative unit and will prepare an evaluation report to be submitted to the dean. The committee chair is responsible for distributing evaluation materials to the faculty and distributing the results of the evaluations to the committee members.

The committee shall process the results of the evaluations to generate (1) quantitative data and (2) a summary of comments. The quantitative data and the summary of comments shall be derived from the raw data in such a way that the identities of the participants shall be hidden completely. The raw data and the committee’s summary evaluation and compilations of quantitative data and comments shall be sent to the dean by December 1. In accordance with the Miami University Policy and Information Manual (MUPIM), the committee shall share the generated quantitative data and summary of comments with the faculty in the relevant department for third-year reviews and for fifth-year reviews if the administrator is to be reappointed. This shall be done after the dean has shared the summary and compilations of quantitative data with the chair being evaluated and within three weeks after the start of the spring semester.
K. GRADUATE COUNCIL

The council facilitates coordination, communication, and consistent policies among SEAS graduate programs and advises the associate dean on matters pertaining to graduate programs. The chair of the council is an associate dean, designated by the dean. Membership includes the graduate directors of each SEAS graduate program or track, and one ex-officio student member from the SEAS Graduate Student council. Meetings are scheduled as needed by the chair of the council.

J. AD HOC COMMITTEES

These committees will be created to address specific issues that do not require resolution on an ongoing basis. These issues may be identified by the dean, faculty groups, department chairs, student advisory groups, SEAS advisory council, or the executive council. Members and chairs of these committees will be appointed by the dean from appropriate departments based upon recommendations from the department chairs. These committees will operate until the specific issue has been resolved or the committee has been disbanded by the dean. A premise for forming an ad hoc committee is that the issue can be resolved in a finite period of time; otherwise the issue should be given to a standing committee or subcommittee.

VI. AMENDMENT OF GOVERNANCE DOCUMENT

The main body of the divisional governance document will be formally reviewed every two years by the Faculty Advisory Council. Changes to the governance document shall require approval of two-thirds (2/3) of the divisional voting membership. Voting should be conducted electronically, but a special meeting of the membership could be called for the vote. Voting is organized by the dean’s office.

The appendices are given for reference only and do not require a faculty vote to be updated. The appendices should contain the most current versions of those documents as supplied by the responsible party. The Dean’s office is responsible for tracking changes to Appendix 1, and exchanging Appendix 2 or 3 as needed. Appendix 2 should be supplied by the chair of the SEAS undergraduate student advisory council, and Appendix 3 should be provided by the chair of the SEAS advisory council.
 Degrees, Minors, & Certificates

Bachelor’s degrees and majors

- Bachelor of Science in Nursing
  - traditional bachelor’s degree
  - completion program for Associate’s degree holders
- Bachelor of Science in Computer Science
- Bachelor of Science in Software Engineering
- Bachelor of Science in Engineering with a major in:
  - Bioengineering
  - Chemical Engineering
  - Computer Engineering
  - Electrical Engineering
  - Engineering Management
  - General Engineering
  - Manufacturing Engineering
  - Mechanical Engineering
- Bachelor of Science in Applied Science with a major in:
  - Engineering Technology (completion program for associate degree holders)

Minors

- Chemical Engineering
- Computational Science and Engineering
- Computer Engineering
- Computer Science
- Electrical Engineering
- Manufacturing Engineering
- Mechanical Engineering
- Paper Engineering

Master’s degrees and majors at the Oxford campus

- Master of Science, Computational Science and Engineering
- Master of Computer Science
- Master of Science with a major in Paper Science and Engineering

Associate degree programs at the regional campuses

- Computer and Information Technology
- Computer Technology
- Electrical and Computer Engineering Technology
- Mechanical Engineering Technology
- Technical Study (interdisciplinary)
- Nursing (last graduating class 2012)

Certificate Programs at the regional campuses

- Computer-Aided Drafting/Computer-Aided Manufacturing
• Computer Hardware Technology
• School Nurse Licensure (for BSN graduates)
SEAS Governance Document
Appendix 2
(for reference only)

SEAS Undergraduate Student Advisory Council

I. Mission
The mission of the Dean’s Student Advisory Council (hereafter called The Council) is to assist the School of Engineering & Applied Science (hereafter called The School) in fulfilling its mission of continually improving the environment for effective teaching, learning, critical thinking, and scholarship.

II. Objectives
A. To discuss the issues concerning The School.
B. To represent The School in activities requiring students’ representation for Miami University.
C. To foster communication among the departments in The School.
D. To facilitate interaction between The School’s leadership and its current and prospective students.

III. Meetings
A. General
   1. Meetings will take place once a month following a predefined agenda.
   2. Attendance will be taken at every meeting.
   3. Minutes will be taken.

B. Structure
   1. Meeting will begin with accepting the minutes from the prior meeting.
   2. Next, a student from each department will give a short description of occurrences in his/her department. This will keep the council informed of the issues throughout The School.
   3. The next item will be a report on action, if any action was agreed to at a prior meeting.
   4. The remainder of the agenda will revolve around the subject matter chosen by the executive committee and the dean.
   5. The end of each meeting will be an open forum for any member to bring up something he/she feels is important for the council to know.

IV. Method of Selecting Members
A. The department chairs will nominate two members from each of the Paper Science and Engineering, Manufacturing Engineering, Systems Analysis, Computer Science, Mechanical Engineering, Computer Engineering, Engineering, and Electrical Engineering majors and three members from the Engineering Management major consisting of one member from each specialty program within that major. Every department should ensure that of the two nominated members, at least one member of its departmental student advisory council serves on The Council.

B. In addition to the members nominated by the department chairs, up to 10 at-large members will be selected by The Council from a pool of interested student applicants. The Council will review the
student applications, discuss the student memberships, and will select the students to be at-large members based on the quality of their applications given the majority of The Council votes to accept the students’ applications.

C. The council should be heterogeneous in composition with regard to major program, class standing, gender, race, and ethnicity.

V. Duties of Members
A. Members shall attend all Council meetings.
   1. Two unexcused absences per semester will result in loss of membership on The Council.
   2. If a member contacts the secretary of The Council with a valid reason for missing a meeting, the member will be granted an excused absence.

B. Members shall inform The Council of the main issues being discussed in the department advisory councils.

C. Members should bring all documents and be prepared for the discussion topics.

D. Members shall participate in the SEAS Advisory Council meetings as schedule permits.

E. Members shall represent The Council in The School’s activities such as
   1. Recruitment activities
   2. Beginning of the year picnic
   3. Guest speakers
   4. Other school sponsored events, such as the Divisional Recognition Ceremony

Duties of Executive Committee
A. The Executive Committee shall consist of four officers:
   1. President
   2. Vice President
   3. Secretary
   4. Executive Member

B. Officers will serve a term of one calendar year in any particular office.

C. Officers shall work collectively with the dean to develop meeting agendas and ensure the smooth running of The Council.

D. Officers shall ensure the charter is followed.

E. Officers shall develop documents pertinent to The Council.

F. Officers shall distribute to the members of The Council monthly reports, including minutes from the previous meeting and the agenda for the next meeting.

G. Officers shall meet as an executive committee within two weeks prior to each monthly meeting.

H. Officers shall schedule and announce meetings early, ensuring adequate notice.

Duties of Executive Committee Officers
A. President
1. Meet with the dean prior to meeting and collectively create an agenda.
2. Run meetings.
3. Distribute agenda and attachments at and before the meeting.

B. Vice-President
   1. Motivate members.
   2. Order food and drink for meetings.
   3. Serve as president in the president’s absence.

C. Secretary
   1. Keep meeting minutes and attendance.
   2. Provide updated membership to all members.

D. Executive Member
   1. Assist officers in any means necessary.
   2. Serve as an officer in their absence.

Election Method
A. Elections should be conducted by secret ballot for the offices of president, vice-president, and secretary.
   1. Office of The President must be held by a previous member of The Council.
   2. Ballots will be counted by The Council advisor.
   3. New officers will be announced immediately following the election.

B. The Executive Member shall be appointed by the elected members. In so far as possible, the person appointed shall:
   1. Be from a major different from those of the elected members.
   2. Have shown interest in council leadership.

C. A council member may nominate him/herself or another member. Should a nominee not be elected to higher office, the member will automatically be nominated for the next position to be elected. For example, if a nominee runs for President and is not elected, the nominee will be automatically nominated for the Vice President position.

D. Each nominee shall state their qualifications and goals as an officer.
E. Elections shall be held at the last meeting of the fall semester.
F. Terms shall run concurrent to the calendar year.

Advisor of the Council
A. The advisor of The Council shall be the Assistant Dean of the School of Engineering and Applied Science.

Revising the Charter
A. The Council must have a quorum of 50% of its membership to vote on a revised charter.
B. There must be a two-thirds (2/3) majority vote to accept charter revisions.
The School of Engineering & Applied Science very much values the commitment of Advisory Council members to the School and the time and effort that members contribute on behalf of the School. There are two types of members of the Council: regular members and emeriti members. The guidelines for regular members are described below. Emeriti members are not expected to attend meetings. The contact information for Emeriti members will be maintained by the school and they will be sent special mailings and may be contacted regarding special projects or programs.

I. MEMBERSHIP
The following guidelines pertain to regular membership status:
- Appointments to the Advisory Council are made for a three-year term.
- Members are expected to attend meetings in the both the Fall and Spring semesters. The Fall meeting includes the entire SEAS Advisory council meeting in the morning, followed by the department meetings in the afternoon. The Spring meeting is a department meeting only.
- Members are expected to attend a minimum of three meetings (out of six meetings) in a three year term. At the end of a member’s three year term, the attendance and contribution of the member will be evaluated and the term may be renewed at the discretion of the department chair and/or the dean. A council member may request a change of status from regular member to emeriti member at any time.
- A department chair and/or the dean may ask a regular member to change to emeriti status at the end of each three year term.
- At the discretion of the department chair and/or dean, an emeriti member may be reinstated as a regular member.

II. OBJECTIVES
1. Assist the School of Engineering & Applied Science in maintaining and improving the quality of its programs and curricula by insuring that they are relevant in meeting the needs of society.
   - Provide information of new trends and forecasts through speakers, seminars, and workshops.
   - Contribute to the continual reassessment of curricula through review with faculty, students, and alumni.
   - Provide information on society’s need for new programs.
2. Assist the School of Engineering & Applied Science in obtaining quality students.
   - Provide awareness to community about Miami University and the School of Engineering & Applied Science.
   - Provide assistance in making prospective students aware of society’s needs for people who gain competencies provided by the programs in Engineering & Applied Science.
   - Provide assistance in maintaining the student summer intern and co-op programs.
   - Provide or assist in identifying sources for funding student scholarships.
4. Assist the School of Engineering & Applied Science in obtaining the necessary support to maintain and enhance its programs.
   - Provide or assist in acquisition of needed laboratory equipment.
   - Provide or assist in funding applied research.

5. Assist in maintaining and improving the image of the School of Engineering & Applied Science within a university that has a liberal arts heritage.
   - Provide a means to communicate the need for diversity in a university setting.

6. Be available whenever necessary to advise the Dean of the School of Engineering & Applied Science in matters which would be beneficial to the School, the Advisory Council, and society.

III. LEADERSHIP

EXECUTIVE COMMITTEE

The members of the Executive Committee are appointed by the dean with recommendations from the department chairs. The members of the executive committee are the dean and associate deans of the School of Engineering and Applied Science, an advisory council member representing each academic department, and a maximum of three at-large members chosen from the advisory council at the discretion of the dean. The assistant to the dean is an ex-officio member. The term of the executive committee members is three years, renewable for an additional three years at the discretion of the dean and department chairs. The executive committee meets the day before the regular Fall meeting to review the meeting agenda and determine the role of each executive committee member during the meeting. The agenda for the executive committee is determined by the dean, in consultation with the President of the Advisory Council.

PRESIDENT

The President of the Advisory Council will preside over the regular meetings. The president will be available to the dean for consultation on issues between meetings. The president is chosen by the dean, in consultation with the Executive Committee of the Advisory Council and the Executive Council of the school. The President of the Advisory Council is a member of the Executive Committee. The term of the president is three years.

MEETINGS

There are typically two meetings held each year. Meetings held in the Fall semester will include the entire SEAS Advisory Council. This meeting is planned by the dean in consultation with the executive committee and the SEAS Executive Council. The Fall meeting is coordinated by the assistant to the dean, whose responsibility is to invite members and distribute the agenda at least one month prior to the meeting.

The dean is responsible for establishing the agenda for the Fall meeting in consultation with Executive Committee members and the SEAS Executive Council. All department chairs and group discussion leaders are to take minutes during their meetings and provide these minutes to the assistant to the dean for publishing.

Meetings held in the Spring semester are planned and held by a department or a cluster of departments. The individual departments or groups of departments have the responsibility to plan the meeting and invite the members.
I. PREAMBLE
This governance document defines the organization and responsibilities of the School of Engineering and Applied Science (SEAS). Departments, councils, and committees form the School’s organizational components. Mission, vision, values, and objectives establish the responsibilities assigned to the various components of the organization. This combination of organization and responsibilities has been developed by the faculty and administrators on a foundation of mutual trust and respect.

II. SEAS MISSION, VISION, AND VALUES
We, the students, faculty, staff, alumni, and friends of SEAS, are a community of life-long learners.

SEAS MISSION STATEMENT
Our mission is to serve society by providing high-quality undergraduate and graduate education in the fields of computing, engineering, and nursing. We are committed to creating an environment for teaching, learning, and scholarship that is intellectually-stimulating, interactive, and innovative, in which our faculty, staff, and students realize their full potential. Our guiding principle is to provide professional education integrated with Miami University’s traditional strength in liberal education.

We work to continually assess and improve teaching, learning, and critical thinking; to engage in scholarship of discovery, application, integration, and teaching; to contribute to the accumulated knowledge of the centuries through faculty and student research; to encourage creativity; and to promote the continuing intellectual growth of our community.

SEAS VISION STATEMENT
Our School’s programs are recognized nationally as among the best offered by schools whose primary emphasis is on undergraduate education and selected graduate programs. Our graduates are among the most sought and valued in the nation. Faculty, students, and staff are committed to and enthusiastic about teaching, learning, conducting research, and working together, as well as sharing these experiences with others. The spirit of excitement and cooperation is contagious and apparent to all.

We are recognized for anticipating emerging societal needs and for partnering with industry to create solutions that benefit society. The School is a model for achieving synergy between professional and liberal education; between undergraduate and graduate programs; and among scholarship, teaching, and service. The School is also recognized for good citizenship within the university and society.
SEAS VALUES

Everyone in SEAS values:
- Effective student learning and student success
- An intellectually stimulating and challenging environment
- Faculty growth and learning as teachers and scholars
- Diversity of staff, faculty, and student body
- Respect for the environment

We are committed to an environment that fosters:
- Innovation and creativity
- Ethical behavior
- Respect for others
- Teamwork
- International and global opportunities and perspectives
- Fact-based, collegial decision making
- Safety in all our professional endeavors

III. ORGANIZATION

A. SCHOOL AND DEPARTMENTS

The school offers programs in computing, engineering and nursing on the Oxford and regional campuses in the following departments:

1. OXFORD CAMPUS
   - Computer Science and Software Engineering
   - Electrical and Computer Engineering
   - Mechanical and Manufacturing Engineering
   - Chemical and Paper Engineering

2. REGIONAL CAMPUSES
   - Computer and Information Technology
   - Engineering Technology
   - Nursing

   A current listing of the degrees, minors, and certificate programs in the School of Engineering and Applied Science is contained in Appendix 1.

B. FACULTY

Members of the faculty hold the ranks of professor, associate professor, assistant professor, lecturer, instructor, visiting professor, visiting associate professor, or visiting assistant professor. The faculty has both the responsibility and authority to ensure that the educational programs within SEAS maintain standards and meet any requirements imposed by other governing bodies. The faculty deals with issues of student conduct. The faculty has the right to ensure their own welfare.

C. STAFF

Staff includes all persons not directly involved in the instructional process, both unclassified administrative persons and classified employees.

D. ADMINISTRATION

1. DEAN
The dean is responsible for the overall leadership and general welfare of SEAS. Specific duties are listed below.

### Duties of the dean

<table>
<thead>
<tr>
<th>Academic Leadership of SEAS</th>
<th>Fiscal Management - Budget Planning and Allocation of Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Planning</td>
<td>Development and Fundraising</td>
</tr>
<tr>
<td>Set and Implement Academic Policies</td>
<td>Improvement of Physical Facilities and Equipment</td>
</tr>
<tr>
<td>Chair, SEAS Executive Council</td>
<td>Support of University-wide Goals</td>
</tr>
<tr>
<td>Enhance Undergraduate and Graduate Programs and Curriculum</td>
<td>Represent and Advocate for SEAS within Miami University</td>
</tr>
<tr>
<td>Foster Diversity</td>
<td>Maintain Close Relationships with Regional Campus Administrators</td>
</tr>
<tr>
<td>Accreditation</td>
<td>Represent SEAS and Miami University as a Member of State and National Groups (such as Ohio Engineering Deans’ Council and National Engineering Deans’ Council)</td>
</tr>
<tr>
<td>Recruitment, Retention, Rewarding and Rejuvenation of Faculty</td>
<td>Represent SEAS to External Agencies, Professional Associations, and the Public-at-Large</td>
</tr>
<tr>
<td>Faculty Development</td>
<td>Seek Advice from the Various Councils and Committees within SEAS</td>
</tr>
<tr>
<td>Evaluation of Tenure-track Faculty Members and Those Faculty Members Who Aspire to Become Full Professors</td>
<td></td>
</tr>
<tr>
<td>Recruitment, Selection, and Evaluation of</td>
<td></td>
</tr>
<tr>
<td>Department Chairs</td>
<td></td>
</tr>
<tr>
<td>Recruitment, Selection, and Evaluation of Associate and Assistant Deans and Assistant to the Dean</td>
<td></td>
</tr>
<tr>
<td>Support of University-wide Goals</td>
<td></td>
</tr>
<tr>
<td>Represent SEAS and Miami University as a Member of State and National Groups (such as Ohio Engineering Deans’ Council and National Engineering Deans’ Council)</td>
<td></td>
</tr>
<tr>
<td>Represent SEAS to External Agencies, Professional Associations, and the Public-at-Large</td>
<td></td>
</tr>
<tr>
<td>Seek Advice from the Various Councils and Committees within SEAS</td>
<td></td>
</tr>
</tbody>
</table>
2. ASSOCIATE AND ASSISTANT DEANS

The associate and assistant deans aid the dean in the administration of SEAS. The specific responsibilities are assigned by the dean and including those listed below. Note the associate deans responsibilities are split between undergraduate affairs and strategic initiatives.

Duties of the associate and assistant deans

<table>
<thead>
<tr>
<th>associate dean for strategic initiatives</th>
<th>associate dean for undergraduate affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• providing support for departmental assessment and SEAS liaison for university assessment initiatives</td>
<td>• facilitating development and approval of curriculum</td>
</tr>
<tr>
<td>• coordinating SEAS efforts in the areas of experiential learning and global presence</td>
<td>• interfacing with registrar office</td>
</tr>
<tr>
<td>• chairing SEAS P&amp;T committee</td>
<td>• coordinating scheduling within SEAS</td>
</tr>
<tr>
<td>• leading school-wide coordination of graduate programs and SEAS liaison to the graduate school</td>
<td>• coordinating Oxford accreditation visits, including preparation of SEAS self study report</td>
</tr>
<tr>
<td>• overseeing distribution of graduate assistantships</td>
<td>• chairing curriculum committee</td>
</tr>
<tr>
<td>• liaison to the office for advancement of research</td>
<td>• adjudicating dishonesty cases</td>
</tr>
<tr>
<td>• supporting SEAS development, external relations and corporate partnership initiatives</td>
<td>• chairing student grievance committee</td>
</tr>
<tr>
<td>• serving on university and divisional committees and teams</td>
<td>• coordinating SEAS activities on regional campuses</td>
</tr>
<tr>
<td>• other duties assigned by the dean</td>
<td>• overseeing SEAS office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>assistant dean</th>
<th>associate dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>• student recruitment; liaison with office of admission</td>
<td></td>
</tr>
<tr>
<td>• student retention</td>
<td></td>
</tr>
<tr>
<td>• coordinate student placement; liaison with career services</td>
<td></td>
</tr>
<tr>
<td>• student data analysis as pertains to recruitment, retention, placement</td>
<td></td>
</tr>
<tr>
<td>• chief divisional advisor; chair of SEAS divisional committee of advisors</td>
<td></td>
</tr>
<tr>
<td>• advising initiatives, including summer orientation, identification of at-risk students, etc.</td>
<td></td>
</tr>
<tr>
<td>• review and updating of recruitment materials</td>
<td></td>
</tr>
</tbody>
</table>
• oversight of academic materials such as the bulletin and guidebook
• coordinator and primary advisor for general engineering
• liaison to SEAS undergraduate student advisory council
• liaison for the school with other offices and for various initiatives
• represent the dean at university events on university committees
3. DEPARTMENT CHAIRS

The department chair is the chief administrator within a department with duties listed below.

Duties of the department chair

- academic and administrative leadership of department (educational planning, scheduling, monitoring, and accreditation activities)
- faculty and staff performance evaluation
- recruitment and retention of faculty and staff members
- faculty and staff development
- promotion and tenure guidance and evaluation
- recruitment (including outreach) and retention of students
- resource management
- routine departmental administration (chair faculty meeting, implement curricular and program decisions made in faculty meetings, assignment of committees, committee chairs, graduate assistants)
- program development and publicity
- liaison with industry, academia, and alumni
- working with development office to enhance resources
- seeking advice and support from external constituencies including departmental student advisory council, and departmental advisory council

4. MANAGER/DIRECTOR OF INFORMATION TECHNOLOGY

The manager/director of information technology plans, acquires, and supports computing and networking resources for faculty and staff, student laboratories, and classrooms in SEAS on the Oxford campus. Specific duties are listed below.

Duties of the manager/director of information technology

- manage staff and budget for IT within SEAS.
- provide for the security of SEAS electronically-stored information
- provide a robust infrastructure for computing within the division
- provide support to faculty, staff, and students to facilitate their effective use of computing and information and network services.
- serve as a resource for faculty on integrating computing technology into the classroom to enhance learning, and to facilitate research.
- schedule and support a variety of audiovisual equipment related to classroom teaching.
- explore developing technology and encourage and support effective use of these resources in teaching and learning
- search out innovative ways to enhance the services provided
- work with an advisory council of users to plan, establish policies, and continually improve services
- represent the School on university-wide technology committees, to other divisions on technology matters, and to the VP of IT
IV. SEAS ASSEMBLY
The SEAS Assembly is the governing body of the School and provides a forum for faculty and staff to participate in the governance and to raise and discuss issues of concern to the School.

1. VOTING
The voting membership includes professors, associate professors, assistant professors, lecturers, instructors with five or more years of residency, and associate and assistant deans. SEAS staff members may vote on non-academic issues as determined by the dean. Voting may be conducted at the meeting or by secure electronic means.

2. MEETINGS
Regular meetings will be conducted at least once an academic year. Special meetings may be called by a member of the assembly provided the member submits a written petition to the dean, containing signatures of at least 25% of the voting membership. The dean will call the special meeting at least ten working days prior to the meeting.

The dean is responsible for establishing an agenda with advice from executive council. Additional items will be placed on the agenda if they are submitted to the dean in writing at least five days prior to the meeting and are endorsed by at least five faculty members. The dean is responsible for distributing the agenda at least one week in advance of the meeting. Supplemental agenda items may be added by the dean at the meeting. The dean normally chairs these meetings.

V. SEAS COUNCILS AND COMMITTEES
A committee is a body designated to perform a function, such as investigating, considering, reporting, or acting on a matter. A council is an advisory body called together for consultation, deliberation, and/or discussion.

The membership of these bodies is determined by their objectives and need for representation across SEAS departments. On an annual basis, the dean defines the charge and appoints the chair of each body, unless otherwise stated. The chair is responsible for setting agendas and conducting meetings. A quorum is one-half of membership. The order of meetings may conform to Robert's Rules of Order, with agendas generally determined and distributed in advance and meeting minutes distributed within one week after the meeting.

A. EXECUTIVE COUNCIL
The objective of this council is to respond to operational and policy issues and to participate in a consultative and decision making process for coordinating divisional budget items and staffing requirements. Members include the dean, associate and assistant deans, department chairs, assistant to the dean, manager/director of computing resources, and others by invitation. Meetings are normally held monthly.

Sub-committees of this body, consisting of the appropriate mix of individuals, may meet to address specific issues.

B. CURRICULUM COMMITTEE
This committee serves as the divisional curriculum review and approval committee. It has authority within the division for the approval of all changes to the curriculum. The committee meets as needed. The chair of the committee is designated by the dean and is either a tenured associate or tenured assistant dean. The remaining membership consists of one tenured faculty member (which may be the chair) from each department and designated by the department. Departments are free to
choose the member by election or to seek a volunteer. Membership on the committee is considered a multi-year appointment, with three years being considered optimal.

C. SEAS UNDERGRADUATE STUDENT ADVISORY COUNCIL

The council acts in an advisory capacity to the dean on student concerns. The members act as a liaison between departmental student advisory councils and the dean and assistant dean. The council represents the student body at various events. Meetings are normally conducted monthly. In general, the dean appoints one or more students annually from each Oxford-based department based on the recommendation of the department chair. See Appendix 2 for the charter of this council.

D. SEAS ADVISORY COUNCIL

The purpose of the advisory council is to insure a positive linkage between the SEAS and business, industry, government, health professions, and other academic institutions. This relationship can be fostered through understanding, cooperation, and striving for common objectives.

Membership is comprised of representatives from business, industry, government, health professions, and other academic institutions. The dean appoints the members based upon recommendations from the department chairs. See Appendix 3 for the SEAS Advisory Council governance document.

E. FACULTY ADVISORY COUNCIL

The faculty advisory council serves in a consultative capacity to the dean with regard to matters of concern to the faculty and the dean. Membership shall consist of one member from each department, serving for a one-year term. The chair is selected by the council and is responsible for setting agendas, in consultation with the dean, and conducting meetings.

F. SEAS PROMOTION AND TENURE ADVISORY COUNCIL

The purpose of the council is to provide advice to the dean about the strengths and weaknesses of promotion and tenure candidates. The council provides consistent and independent assessment of candidates beyond the department level and ensures that the separate missions of Oxford and the regional campuses are understood and appreciated in the context of MUPIM promotion & tenure criteria. The chair of the council is an associate dean, a tenured full professor, designated by the dean. The remaining membership consists of one tenured member from each department, preferably at the rank of full professor, and designated by the department for a two-year term. Departments are free to choose the member by election or seek a volunteer. The department chair may be a member of this council. A member may serve multiple terms.

The candidates are discussed individually, no votes are taken, and the sense of all comments including any consensus is communicated verbally to the dean by the members of the committee. In assessing promotion candidates, members of the council whose academic rank is below the target rank of the candidate are excluded from the discussions.

G. DIVISIONAL GRIEVANCE COMMITTEE

The purpose of this committee is to give formal consideration to student grievances. The criteria, procedures, and responsibilities of the committee are outlined in Part I Chapter 7 of the current Miami University Student Handbook. The dean shall appoint one member and one alternate annually from each department based upon the recommendation of the department chair. The chair of the committee is an associate dean, and is responsible for consulting with committee members and establishing the agenda. The agenda will generally consist of the petition(s) for the grievance.
A meeting will be scheduled by the chair within one week after receipt of a grievance from a petitioner. The chair is also responsible for informing the petitioner of the committee's action within one week after the meeting.

H. DIVISIONAL COMMITTEE OF ADVISORS
The committee provides input to the chief divisional advisor (the assistant dean) who chairs the committee and makes recommendations to the university interdivisional-committee of advisors on academic petitions excluding Miami Plan and university requirement modifications. The chief departmental advisor (or other chair-appointed designee) from each department is a member of this committee. A meeting will be scheduled by the chief divisional advisor on an as-needed basis after the receipt of an academic petition.

The chair is responsible for recording and distributing the meeting minutes to the dean and committee members, and informing each petitioner of the petition decision within one week of the meeting of the university interdivisional-committee of advisors.

I. DEPARTMENT CHAIR SEARCH AND SCREEN COMMITTEE
The committee's purpose is to recommend candidates for filling a chair vacancy to the dean. The dean will appoint a minimum of four committee members. At least two of the members will be from the searching department. One member will be a tenured faculty member from a related discipline. Additional committee members may be appointed by the dean to represent other constituencies. The chair of the committee will be appointed by the dean and is typically a current department chair from outside the searching department.

J. DIVISIONAL COMMITTEE ON EVALUATION OF ADMINISTRATORS
This committee carries out the divisional evaluation of administrators in accordance with the Miami University Policy and Information Manual (MUPIM). The membership of the committee shall consist of one member elected annually from each department. The chair is appointed by the dean.

The committee will seek evaluations from faculty represented by the administrative unit and will prepare an evaluation report to be submitted to the dean. The committee chair is responsible for distributing evaluation materials to the faculty and distributing the results of the evaluations to the committee members.

The committee's summary evaluation and compilations of quantitative data and remarks shall be sent to the dean by December 1. In accordance with the Miami University Policy and Information Manual (MUPIM), the committee shall share its summary evaluation with the faculty in the relevant department for third-year reviews and for fifth-year reviews if the administrator is to be reappointed. This shall be done after the dean has shared the summary and compilation of quantitative data with the chair being evaluated and within three weeks after the start of the spring semester.

K. GRADUATE COUNCIL
The council facilitates coordination, communication, and consistent policies among SEAS graduate programs and advises the associate dean on matters pertaining to graduate programs. The chair of the council is an associate dean, designated by the dean. Membership includes the graduate directors of each SEAS graduate program or track, and one ex-officio student member from the SEAS Graduate Student council. Meetings are scheduled as needed by the chair of the council.
J. AD HOC COMMITTEES

These committees will be created to address specific issues that do not require resolution on an ongoing basis. These issues may be identified by the dean, faculty groups, department chairs, student advisory groups, SEAS advisory council, or the executive council. Members and chairs of these committees will be appointed by the dean from appropriate departments based upon recommendations from the department chairs. These committees will operate until the specific issue has been resolved or the committee has been disbanded by the dean. A premise for forming an ad hoc committee is that the issue can be resolved in a finite period of time; otherwise the issue should be given to a standing committee or subcommittee.

VI. AMENDMENT OF GOVERNANCE DOCUMENT

The main body of the divisional governance document will be formally reviewed every two years by the Faculty Advisory Council. Changes to the governance document shall require approval of two-thirds (2/3) of the divisional voting membership. Voting should be conducted electronically, but a special meeting of the membership could be called for the vote. Voting is organized by the dean’s office.

The appendices are given for reference only and do not require a faculty vote to be updated. The appendices should contain the most current versions of those documents as supplied by the responsible party. The Dean’s office is responsible for tracking changes to Appendix 1, and exchanging Appendix 2 or 3 as needed. Appendix 2 should be supplied by the chair of the SEAS undergraduate student advisory council, and Appendix 3 should be provided by the chair of the SEAS advisory council.
Degrees, Minors, & Certificates

Bachelor’s degrees and majors

• Bachelor of Science in Nursing
  o traditional bachelor’s degree
  o completion program for Associate’s degree holders
• Bachelor of Science in Computer Science
• Bachelor of Science in Software Engineering
• Bachelor of Science in Engineering with a major in:
  o Bioengineering
  o Chemical Engineering
  o Computer Engineering
  o Electrical Engineering
  o Engineering Management
  o General Engineering
  o Manufacturing Engineering
  o Mechanical Engineering
• Bachelor of Science in Applied Science with a major in:
  o Engineering Technology (completion program for associate degree holders)

Minors

• Chemical Engineering
• Computational Science and Engineering
• Computer Engineering
• Computer Science
• Electrical Engineering
• Manufacturing Engineering
• Mechanical Engineering
• Paper Engineering

Master’s degrees and majors at the Oxford campus

• Master of Science, Computational Science and Engineering
• Master of Computer Science
• Master of Science with a major in Paper Science and Engineering

Associate degree programs at the regional campuses

• Computer and Information Technology
• Computer Technology
• Electrical and Computer Engineering Technology
• Mechanical Engineering Technology
• Technical Study (interdisciplinary)
• Nursing (last graduating class 2012)

Certificate Programs at the regional campuses

• Computer-Aided Drafting/Computer-Aided Manufacturing
• Computer Hardware Technology
• School Nurse Licensure (for BSN graduates)
SEAS Governance Document

Appendix 2
(for reference only)

SEAS Undergraduate Student Advisory Council

I. Mission
The mission of the Dean’s Student Advisory Council (hereafter called The Council) is to assist the School of Engineering & Applied Science (hereafter called The School) in fulfilling its mission of continually improving the environment for effective teaching, learning, critical thinking, and scholarship.

II. Objectives
A. To discuss the issues concerning The School.
B. To represent The School in activities requiring students’ representation for Miami University.
C. To foster communication among the departments in The School.
D. To facilitate interaction between The School’s leadership and its current and prospective students.

III. Meetings
A. General
   1. Meetings will take place once a month following a predefined agenda.
   2. Attendance will be taken at every meeting.
   3. Minutes will be taken.

B. Structure
   1. Meeting will begin with accepting the minutes from the prior meeting.
   2. Next, a student from each department will give a short description of occurrences in his/her department. This will keep the council informed of the issues throughout The School.
   3. The next item will be a report on action, if any action was agreed to at a prior meeting.
   4. The remainder of the agenda will revolve around the subject matter chosen by the executive committee and the dean.
   5. The end of each meeting will be an open forum for any member to bring up something he/she feels is important for the council to know.

IV. Method of Selecting Members
A. The department chairs will nominate two members from each of the Paper Science and Engineering, Manufacturing Engineering, Systems Analysis, Computer Science, Mechanical Engineering, Computer Engineering, Engineering, and Electrical Engineering majors and three members from the Engineering Management major consisting of one member from each specialty program within that major. Every department should ensure that of the two nominated members, at least one member of its departmental student advisory council serves on The Council.

B. In addition to the members nominated by the department chairs, up to 10 at-large members will be selected by The Council from a pool of interested student applicants. The Council will review the
student applications, discuss the student memberships, and will select the students to be at-large members based on the quality of their applications given the majority of The Council votes to accept the students’ applications.

C. The council should be heterogeneous in composition with regard to major program, class standing, gender, race, and ethnicity.

V. **Duties of Members**

A. Members shall attend all Council meetings.
   1. Two unexcused absences per semester will result in loss of membership on The Council.
   2. If a member contacts the secretary of The Council with a valid reason for missing a meeting, the member will be granted an excused absence.

B. Members shall inform The Council of the main issues being discussed in the department advisory councils.

C. Members should bring all documents and be prepared for the discussion topics.

D. Members shall participate in the SEAS Advisory Council meetings as schedule permits.

E. Members shall represent The Council in The School’s activities such as
   1. Recruitment activities
   2. Beginning of the year picnic
   3. Guest speakers
   4. Other school sponsored events, such as the Divisional Recognition Ceremony

**Duties of Executive Committee**

A. The Executive Committee shall consist of four officers:
   1. President
   2. Vice President
   3. Secretary
   4. Executive Member

B. Officers will serve a term of one calendar year in any particular office.

C. Officers shall work collectively with the dean to develop meeting agendas and ensure the smooth running of The Council.

D. Officers shall ensure the charter is followed.

E. Officers shall develop documents pertinent to The Council.

F. Officers shall distribute to the members of The Council monthly reports, including minutes from the previous meeting and the agenda for the next meeting.

G. Officers shall meet as an executive committee within two weeks prior to each monthly meeting.

H. Officers shall schedule and announce meetings early, ensuring adequate notice.

**Duties of Executive Committee Officers**

A. President
1. Meet with the dean prior to meeting and collectively create an agenda.
2. Run meetings.
3. Distribute agenda and attachments at and before the meeting.

B. Vice-President
   1. Motivate members.
   2. Order food and drink for meetings.
   3. Serve as president in the president’s absence.

C. Secretary
   1. Keep meeting minutes and attendance.
   2. Provide updated membership to all members.

D. Executive Member
   1. Assist officers in any means necessary.
   2. Serve as an officer in their absence.

Election Method
A. Elections should be conducted by secret ballot for the offices of president, vice-president, and secretary.
   1. Office of The President must be held by a previous member of The Council.
   2. Ballots will be counted by The Council advisor.
   3. New officers will be announced immediately following the election.

B. The Executive Member shall be appointed by the elected members. In so far as possible, the person appointed shall:
   1. Be from a major different from those of the elected members.
   2. Have shown interest in council leadership.

C. A council member may nominate him/herself or another member. Should a nominee not be elected to higher office, the member will automatically be nominated for the next position to be elected. For example, if a nominee runs for President and is not elected, the nominee will be automatically nominated for the Vice President position.

D. Each nominee shall state their qualifications and goals as an officer.
E. Elections shall be held at the last meeting of the fall semester.
F. Terms shall run concurrent to the calendar year.

Advisor of the Council
A. The advisor of The Council shall be the Assistant Dean of the School of Engineering and Applied Science.

Revising the Charter
A. The Council must have a quorum of 50% of its membership to vote on a revised charter.
B. There must be a two-thirds (2/3) majority vote to accept charter revisions.
The School of Engineering & Applied Science very much values the commitment of Advisory Council members to the School and the time and effort that members contribute on behalf of the School. There are two types of members of the Council: regular members and emeriti members. The guidelines for regular members are described below. Emeriti members are not expected to attend meetings. The contact information for Emeriti members will be maintained by the school and they will be sent special mailings and may be contacted regarding special projects or programs.

I. MEMBERSHIP
The following guidelines pertain to regular membership status:
- Appointments to the Advisory Council are made for a three-year term.
- Members are expected to attend meetings in the both the Fall and Spring semesters. The Fall meeting includes the entire SEAS Advisory council meeting in the morning, followed by the department meetings in the afternoon. The Spring meeting is a department meeting only.
- Members are expected to attend a minimum of three meetings (out of six meetings) in a three year term. At the end of a member’s three year term, the attendance and contribution of the member will be evaluated and the term may be renewed at the discretion of the department chair and/or the dean. A council member may request a change of status from regular member to emeriti member at any time.
- A department chair and/or the dean may ask a regular member to change to emeriti status at the end of each three year term.
- At the discretion of the department chair and/or dean, an emeriti member may be reinstated as a regular member.

II. OBJECTIVES
1. Assist the School of Engineering & Applied Science in maintaining and improving the quality of its programs and curricula by insuring that they are relevant in meeting the needs of society.
   - Provide information of new trends and forecasts through speakers, seminars, and workshops.
   - Contribute to the continual reassessment of curricula through review with faculty, students, and alumni.
   - Provide information on society’s need for new programs.
2. Assist the School of Engineering & Applied Science in obtaining quality students.
   - Provide awareness to community about Miami University and the School of Engineering & Applied Science.
   - Provide assistance in making prospective students aware of society’s needs for people who gain competencies provided by the programs in Engineering & Applied Science.
   - Provide assistance in maintaining the student summer intern and co-op programs.
   - Provide or assist in identifying sources for funding student scholarships.
o Provide information about career opportunities for Engineering & Applied Science graduates.

4. Assist the School of Engineering & Applied Science in obtaining the necessary support to maintain and enhance its programs.
   o Provide or assist in acquisition of needed laboratory equipment.
   o Provide or assist in funding applied research.

5. Assist in maintaining and improving the image of the School of Engineering & Applied Science within a university that has a liberal arts heritage.
   o Provide a means to communicate the need for diversity in a university setting.

6. Be available whenever necessary to advise the Dean of the School of Engineering & Applied Science in matters which would be beneficial to the School, the Advisory Council, and society.

III. LEADERSHIP

EXECUTIVE COMMITTEE

The members of the Executive Committee are appointed by the dean with recommendations from the department chairs. The members of the executive committee are the dean and associate deans of the School of Engineering and Applied Science, an advisory council member representing each academic department, and a maximum of three at-large members chosen from the advisory council at the discretion of the dean. The assistant to the dean is an ex-officio member. The term of the executive committee members is three years, renewable for an additional three years at the discretion of the dean and department chairs. The executive committee meets the day before the regular Fall meeting to review the meeting agenda and determine the role of each executive committee member during the meeting. The agenda for the executive committee is determined by the dean, in consultation with the President of the Advisory Council.

PRESIDENT

The President of the Advisory Council will preside over the regular meetings. The president will be available to the dean for consultation on issues between meetings. The president is chosen by the dean, in consultation with the Executive Committee of the Advisory Council and the Executive Council of the school. The President of the Advisory Council is a member of the Executive Committee. The term of the president is three years.

MEETINGS

There are typically two meetings held each year. Meetings held in the Fall semester will include the entire SEAS Advisory Council. This meeting is planned by the dean in consultation with the executive committee and the SEAS Executive Council. The Fall meeting is coordinated by the assistant to the dean, whose responsibility is to invite members and distribute the agenda at least one month prior to the meeting.

The dean is responsible for establishing the agenda for the Fall meeting in consultation with Executive Committee members and the SEAS Executive Council. All department chairs and group discussion leaders are to take minutes during their meetings and provide these minutes to the assistant to the dean for publishing.

Meetings held in the Spring semester are planned and held by a department or a cluster of departments. The individual departments or groups of departments have the responsibility to plan the meeting and invite the members.