

Bylaws of the Faculty

New York University

Tandon School of Engineering

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Bylaws of the Faculty
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Bylaws of the Faculty

ARTICLE I - NAME

The name of this organization is the Faculty of the New York University Tandon School of Engineering (hereafter, Tandon School of Engineering or TSOE). In these bylaws the faculty of the TSOE is referred to as the Faculty. This body consists of all Tenured and Tenure Track faculty and Continuing Contract Faculty (full-time, non-tenure track faculty).

ARTICLE II - PURPOSE, RESPONSIBILITIES, AND AUTHORITY

Section 1: Purpose

The purpose of the Faculty is to conduct those academic affairs of the Tandon School of Engineering which are delegated to it by the New York University Board of Trustees in accordance with the Charter of New York University and the Statement on Government of Colleges and Universities, American Council on Education, 1966. In addition, the Faculty has the prerogative of examining any matter bearing upon the academic affairs of TSOE in an effort to contribute to the continued well-being and improvement of the School. In case of discrepancy of these bylaws with NYU Faculty Handbook, the latter prevails.

Section 2: Responsibilities

The Faculty is responsible for initiating, considering, and making final *recommendations* on questions of educational policy and issues arising therefrom concerned with current operations of TSOE, and long-range policy, including, but not limited to:

- admissions policies
- proposals for new degree programs and courses
- the establishment of new educational and research units
- the size of TSOE, and
- matters concerning the status and privileges of the Faculty.

A question is one of academic policy if it bears upon conditions affecting instruction, study, research, publication, and other scholarly or cultural activities of Faculty members and students, or the environment in which these scholarly and cultural activities are pursued. Consequently, any aspect of TSOE's operation may be regarded as a question of educational policy and thus of concern to the Faculty. The Tandon School of Engineering

Administration hereinafter referred to as the Administration, and the Faculty have a joint responsibility in resolving such questions.

With respect to personnel appointments, the Faculty exercises the following responsibilities:

- 1) To nominate each year one non-faculty person, not employed by the TSOE, to serve a three-year term on the TSOE Board of Overseers;
- 2) To recommend candidates for all academic administrative positions, including those of Dean, Vice/Associate/Assistant Academic Deans, and Department Chairs.
- 3) To recommend faculty to serve on various TSOE Board of Overseers committees.

Other responsibilities of the Faculty include, but are not limited to, the following: (1) creating such councils and committees as it considers necessary or useful in fulfilling its function; (2) providing a mechanism for an exchange of views, information, and recommendations among the Faculty and the Dean and TSOE Board of Overseers; (3) recording its deliberations and actions through the minutes of its meetings and through the issuance of an annual report; (4) administering whatever monies are held on behalf of the Faculty.

Section 3: Authority

The authority of the Faculty with regard to academic, educational matters and its other responsibilities originates in (1) the Charter of New York University granted by the Board of Regents of the State of New York, dated January 30, 1890, as amended; (2) the policies, rules, and regulations established by the TSOE Board of Overseers and New York University Board of Trustees; and the provisions of the Polytechnic University and New York University Affiliation and Proposed Consolidation Agreement, dated June 20, 2008.

ARTICLE III – VOTING AND NONVOTING MEMBERS FOR MATTERS CONCERNING THE FULL FACULTY¹

Section 1: Voting Members

Voting members of the NYU Tandon School of Engineering Faculty are defined as all Tenured and Tenure-Track (T-TT) Faculty and all members of the Continuing Contract (CC) Faculty. Administration officials and professional librarians are Voting Members of the Faculty provided they hold professorial rank. Additionally, individuals may be granted

¹ This Article may be modified from time to time to assure compliance with evolving University policies.

voting rights as provided for in Section 4. These voting members have voting rights for matters concerning the full faculty. However, only T-TT faculty can vote for matters related to the tenure and promotion of T-TT faculty. Individual departments may have other arrangements for voting rights for departmental issues.

Section 2: Ex-Officio Members

Membership in the Faculty is also conferred ex-officio on the following TSOE officials if they do not hold professorial rank: Dean, Vice/Associate/Assistant Academic Deans. Ex-officio members are voting members of the Faculty.

Section 3: Non-Voting Members

Emeritus faculty, adjunct, and visiting faculty of all ranks are non-voting members.

Section 4: Elected Members

Any person associated with the TSOE may be elected as a voting or non-voting member of the Faculty by a favorable vote of two thirds of the Faculty casting mail or electronic ballots. The ballot is conducted in the manner specified in Article VI, Section 2 (Amendments, Procedure). Biographical sketches of candidate members should accompany the ballot. Nominations for such elections are to be made in writing and must be sponsored by at least five voting members of the Faculty.

Section 5: Restriction

Following the University Bylaws, “No Tenured/Tenure Track Faculty member or Full-Time Continuing Contract Faculty member, other than librarians, will be permitted to enroll as a candidate for a degree or be recommended for a degree in course, unless specifically excepted by the Board. A degree candidate, other than a librarian, who accepts appointment as a Tenured/Tenure Track Faculty member or a Full-Time Continuing Contract Faculty member must thereupon relinquish such candidacy, unless specifically excepted by the Board.”

ARTICLE IV - ORGANIZATION OF THE FACULTY

Section 1: Officers²

1.1 The Speaker: Will preside at all meetings of the Faculty; he or she must be a voting member of the Faculty who is not an Administration official with rank higher

² Duties of Officers are summarized in Appendix F.

than Department Chair; the Speaker serves for two years.

- 1.2 The Speaker-Elect: In the absence of the Speaker, the Speaker-Elect assumes the duties of the Speaker. The Speaker-Elect must be a member of the Faculty who is not an Administration official with rank higher than Department Chair and assumes the position of Speaker after one year of service as Speaker-Elect.
- 1.3 The Secretary: Maintains the records of the Faculty, supervises preparation and distribution of the agenda and minutes of all meetings as required by these Bylaws. The Secretary must be a voting member of the Faculty, serves for two years, and is eligible for re-nomination.
- 1.4 The Immediate Past Speaker: Upon completion of his/her term as Speaker he/she remains on the Faculty Executive Committee (FEC) until the next Speaker Elect begins his/her term. This is normally a period of one year.
- 1.5 Both the Speaker-Elect and the Secretary positions on the Faculty Executive Committee (FEC) are open to all voting members of the Faculty.

Section 2: Senators and Alternate Senators for Tenured/Tenure Track Faculty

In accordance with the directives of the New York University Senate, a certain number of the T-TT Faculty serve on the University Senate for a term of three years. The number is designated by the University Senate. They also serve on the University Tenured/Tenure Track Faculty Senators Council (T-FSC). Additional members serve as Alternate Senators. At least three nominees should be presented for each Senatorial position (whenever possible). Elections for the senators should be held prior to the University Commencement in May. The name of each representative to the Senate should be transmitted to the Secretary of the Senate within five days of the University Commencement in May.

The FEC will nominate candidates for each senator position. The FEC informs the Faculty of these nominations by TSOE email. Additional nominees may be proposed by a petition signed by ten or more members of the T-TT Faculty. The petition must reach the Nominations and Elections Committee within 10 working days of the announcement of the nominees proposed by the FEC, at which time nominations are closed.

The Nominations and Elections Committee conducts the election of Senator(s) and Alternate Senator(s) along with the annual election of other standing committee members. Only full-time tenured and tenure track faculty are eligible to vote. The candidate with the largest vote(s) will serve as Senator(s) and the candidates with the next largest votes will serve as Alternate Senator(s).

The Senator(s) or an Alternate Senator shall report to the Faculty at least twice each semester regarding the deliberations of the New York University Senate and T-FSC and issues requiring input from the Faculty.

Section 3: Senators and Alternate Senators for Continuing Contract Faculty

In accordance with the directives of the New York University Senate, a certain number of Continuing Contract faculty serve on the University Senate for a term of three years. The number is designated by the University Senate. The senator(s) also serve on the University Continuing Contract Faculty Senators Council (C-FSC). Additional continuing contract faculty members serve as Alternate Senators.

The Nominations and Elections Committee conducts the election of Continuing Contract Faculty Senator(s) and Alternate Senator(s) in accordance with the procedure prescribed by the New York University Senate. All full-time continuing contract faculty are eligible to vote. The candidate with the largest vote(s) will serve as Senator(s) and the candidates with the next largest vote(s) will serve as Alternate Senator(s).

The Continuing Contract Faculty Senator(s) or Alternate Senator(s) shall report to the Faculty at least twice each semester regarding the deliberations of the University Senate and C-FSC and issues requiring input from the Faculty.

Section 4: Meetings

- 4.1 Ordinary Meetings: The Faculty meets at least four times each semester at dates and times selected by the FEC and announced by the Secretary at the start of the fall semester. The voting members will be able to vote on all matters that come to this Faculty body. Any motion that is passed by less than a 60% majority will be reintroduced for a formal vote by an electronic ballot, and will not take effect until the electronic vote takes place. For the electronic ballot, the motion must pass by a simple majority. Upon request of any voting member and on any matter under consideration, the Faculty may separately poll and record the votes of the T-TT faculty and the CC faculty. The results of these polls are advisory and intended to inform the voting faculty of the separate viewpoints and/or concerns of the two faculty groups.
- 4.2 Special Meetings: The Speaker may call Special Meetings at any time. The Speaker will also call Special Meetings if requested to do so by the Dean or the FEC (Article IV, Section 3) or if petitioned to do so by at least 20 percent of the voting members of the Faculty.
- 4.3 Calendar: The Faculty year begins on September 1 and ends on August 31.

- 4.4 Agenda: The agenda for an Ordinary Meeting is prepared by the FEC and is distributed electronically to the Faculty by the Secretary at least one week prior to the meeting. The agenda will give the text of any motions or resolutions that have explicitly been formulated in connection with items to be presented and that have not already been distributed. Any member of the Faculty has the right to propose items for the agenda by submitting such items to the Speaker at least two weeks prior to the scheduled meeting. The agenda for each meeting will permit the introduction of new business at the meeting itself. However, items not on the agenda are not subject to vote if at least 10 percent of the voting members present object; such items shall be put on the agenda of the next regular meeting. The Secretary also prepares the agenda of the Special Meetings, in the same way as for Regular Meetings and distributes it to the faculty as soon as practicable before the meeting. A Special Meeting shall be limited to the item or items for which the Special Meeting is called.
- 4.5 Conduct of Meetings: Twenty (20) percent of the voting members constitute a quorum for both Ordinary and Special Meetings. A call for a quorum takes precedence over all other motions. In all other matters of procedure, Robert's Rules of Order (the latest revision) are followed, except where the Faculty establishes a rule of its own. TSOE faculty members who are not voting members of the Faculty may attend all meetings of the Faculty. The Faculty, its FEC, or the Speaker may invite any member of the TSOE community to participate in the discussion at a meeting. However, only Voting Members, including Ex-Officio Members, of the Faculty are eligible to propose motions or to vote. Proxy voting is not allowed.

Section 5: Standing Committees of the Faculty

- 5.1 General: All Standing Committees operate in accordance with written guidelines prepared by each Committee unless otherwise indicated in these Bylaws. Members of the Faculty are entitled to examine the guidelines of any Committee and make suggestions for their improvement to the Committee. Each Committee should submit a report to the Faculty at least once during each academic year. The Speaker and the chairs of standing committees will schedule these reports in an efficient and practical fashion. All members of standing committees must be voting members except as noted below, but no Administration official with rank higher than Department Chair may be the Presiding Officer of a Standing Committee. Terms of service for members and presiding chairs of committees commence on September 1st.

Membership composition by T-TT and CC faculty for each committee is described below. Non-voting full time faculty elected by the Faculty or appointed by their

department to serve on a committee shall have voting rights on that committee.

5.2 Faculty Executive Committee (FEC)

5.2.1 Membership: The FEC consists of the Speaker, the Secretary of the Faculty, two T-TT Faculty Senators, one CC Faculty Senator, and the Chair of the Finance Policies Committee. In addition, the Speaker-Elect serves as a member until assuming the duties of Speaker at which time the Immediate Past Speaker serves for one year or until there is a new Speaker-Elect. Members of the FEC must be voting members of the Faculty.

5.2.2 Duties: The FEC is the chief policy-making body of the Faculty. It is responsible for evaluating the overall state of the TSOE, and for developing appropriate policy recommendations. All of its proposals are subject to approval by the Faculty.

The FEC is concerned with the general operation of the Faculty and with the improvement of such operations. It has the following specific duties: (a) to prepare the agenda for Faculty meetings; (b) to establish terms of office for members of Faculty Committees, except where otherwise specified; (c) to nominate members of the Faculty to serve on all Standing Committees, subject to ratification by the Faculty; (d) to establish Ad-Hoc Committees of the Faculty, to appoint the members of these committees, and to terminate these committees; (e) to review the operation of all Faculty committees; (f) to nominate members of TSOE Board of Overseers, where appropriate; (g) to maintain communication between the Faculty, Administration and TSOE Board; and (h) to act for the Faculty on urgent matters at such times as it is clearly impractical or impossible to convene the Faculty (such actions should be reported to the next Faculty meeting for review).

All matters of importance to the Faculty not within the purview of other standing committees are referred to the FEC, including, but not limited to, educational policy, admissions policy and research policy.

5.3 Finance Policies Committee

5.3.1 Membership: The Finance Policies Committee consists of three voting members of the Faculty with no more than one from the same department. The numbers of T-TT faculty and CC faculty, respectively, should be as specified in Appendix C. In addition, the Speaker and the Speaker-Elect or immediate past-Speaker serve on this committee. Some Faculty members of the Committee should preferably have some knowledge of finance and accounting and/or administrative experience. The members serve for three

years, staggered so that one elected member changes each year. The Committee elects its own Presiding Officer at the first Committee meeting of the academic year, with the results communicated promptly to the Secretary of the Faculty. The Committee's Presiding Officer is also an ex-officio member of the Faculty FEC. Ex-officio members of the Finance Policies Committee include the TSOE Chief Financial Officer and one member of his/her staff, appointed for the academic year at his/her recommendation.

5.3.2 Duties: The Finance Policies Committee acts as an advisory body to the Faculty regarding finance matters at TSOE in general and their impact on academic programs in particular. The Committee acts as a consultative body with the TSOE Administration in the formulation of the TSOE's budgets so as to help ensure that these budgets reflect sound educational priorities consistent with policies and priorities of New York University. The Committee may request financial data from the Administration in sufficient detail to make meaningful budget recommendations regarding these academic priorities. The Committee may also, at its discretion, engage in studies pertaining to TSOE's finances in conjunction with other standing committees or departments of the Administration as it sees fit. The Committee will make reports and recommendations on all matters studied and on budget consultations at least once each semester, and give a summary report to the Faculty for the academic year at an appropriate Faculty meeting during the latter portion of the year.

5.4 Student Affairs Committee

5.4.1 Membership: The Student Affairs Committee consists of three full-time members of the Faculty, each elected for an overlapping three-year term (i.e., one member is elected each year). The numbers of T-TT faculty and CC faculty, respectively, should be as specified in Appendix C. Four students also serve on the committee. Two undergraduate students are selected by the Student Council and two are selected by the appropriate organization representing the graduate student body or by the Dean in the absence of an organization. The following members of the Administration also serve ex-officio: the Dean of Engineering or his/her designee, and the Dean of Student Affairs.

5.4.2 Duties: The Student Affairs Committee is responsible for addressing allegations of academic misconduct (e.g. plagiarism, cheating) against students. It is incumbent on the Committee to consider any written complaint presented by any student, faculty member, or member of the

Administration. The committee must keep a confidential file of each of its actions, with a copy submitted to the Office of the Dean. It makes a general report on its activities to the Faculty on an annual basis and on any specific recommendations for action to the Faculty as appropriate.

Allegations of non-academic misconduct as outlined in the University Student Conduct Policy and other University-wide policies of a non-academic nature, shall be addressed under the University Student Conduct Procedures as administered by the Office of Student Conduct and Community Standards.

5.5 Undergraduate Curriculum and Standards Committee

5.5.1 Membership: The Undergraduate Curriculum and Standards Committee consists of one full-time member of the Faculty from each academic department with a TSOE undergraduate program. Members of the Committee are selected to serve by their respective department faculty and each has one vote in the Committee. The Dean of Engineering, or his/her designee, serves as ex-officio voting member. The Committee elects its own Presiding Officer. Each year, two students from different departments appointed by the undergraduate student council and approved by the committee chair serve as non-voting members representing the undergraduate student body. The Courant Mathematics Department, acting as the Mathematics Department for TSOE, should have a representative in the committee who has voting right only on matters related to the undergraduate programs or courses offered by the department.

5.5.2 Duties: The Undergraduate Curriculum and Standards Committee considers all matters pertaining to the undergraduate educational program. It will make reports and recommendations on such matters to the Faculty, as needed.

5.5.3 Meetings of this committee are open to all faculty and staff, and agendas shall be published in advance for members of the Committee.

5.6 Graduate Curriculum and Standards Committee

5.6.1 Membership: The Graduate Curriculum and Standards Committee consists of one full-time member of the Faculty from each academic department with a TSOE graduate program. Members of the Committee are selected to serve by their respective department or program faculty and each has one vote in the Committee. The Dean of Engineering, or his/her designee, serves as ex-officio voting member. The Committee shall elect its own Presiding

Officer. Each year, two students from different departments appointed by the graduate student council and approved by the committee chair serve as non-voting members representing the graduate student body. The Courant Mathematics Department, acting as the Mathematics Department for TSOE, should have a representative in the committee who has voting right only on matters related to the graduate programs or courses offered by the department.

- 5.6.2 Duties: The Graduate Curriculum and Standards Committee considers all matters pertaining to the graduate educational program (MS, PhD and Advanced Certificates). It will make reports and recommendations on such matters to the Faculty, as needed.

5.7 Tenure and Promotion Committee

- 5.7.1 Membership: The Tenure and Promotion Committee (TPC) consists of seven tenured full professors of the TSOE. Four members from four different departments are elected by the Faculty; the other three are appointed by the Dean of Engineering, who should take into account the departmental diversity of the committee. None of the members of the committee may hold any administrative positions of Department Chair or higher.

In the election of the four members, there may be more than one nominee from each department but at most one (the one receiving the most votes) can be elected to the TPC. A rare exception for electing a second member from a department already represented on the TPC may be made if these two members are elected in different years and if no alternative is available from a department that is not already represented on the TPC. Each member will serve a term of two to three years, which term shall be specified on the election ballot. Only tenure and tenured faculty can vote for the election.

- 5.7.2 Duties: The Committee on Tenure and Promotion acts as an advisory body to the Dean regarding the tenure-track review, tenure, and promotions of faculty members. It operates in accordance with the documents titled “Tenure and Promotion at the New York University Tandon School of Engineering” and “Third-Year Review at The New York University Tandon School of Engineering” as approved by the Faculty and appended to these Bylaws.
- 5.7.3 Additional Operational Procedures: Members of the TPC must observe the following additional rules concerning the conduct of their deliberations:

- a) No member of TPC may vote on the promotion, reappointment, or granting of tenure to a member of his/her home department. Members may participate fully in discussions regarding such cases. For TPC matters, home department includes all TSOE departments in which a TPC member holds a joint appointment.
- b) Each member of TPC, except a member from the same department as the candidate, shall vote to “recommend” or “not recommend” the appointment, reappointment, promotion or granting of tenure of the candidate as appropriate. No abstentions or other recommendations are permitted.
- c) A motion is considered to be positive when a majority of the votes are to “recommend” the candidate for the proposed action.
- d) If the TPC issues a recommendation that is contrary to that given by the candidate’s department, the department shall be notified and given the opportunity to provide a prompt rebuttal before the Administration makes a final decision.

5.8 Committee on Nominations and Elections

5.8.1 Membership: The Committee on Nominations and Elections consists of three voting members of the Faculty elected to serve three staggered terms of three years. The numbers of T-TT faculty and CC faculty, respectively, should be as specified in Appendix C. The Committee elects its own Presiding Officer.

5.8.2 Duties: The Committee on Nominations and Elections requests, in writing, no later than April 15 of each year, nominations for Officers as appropriate. It makes nominations and conducts elections for these positions as specified in Article V, Section 1 and Section 2.

The Committee on Nominations and Elections is also responsible for (1) supervision of procedures for the amendment of these Bylaws (see Article VI, Section 2); (2) conducting all Faculty balloting.

5.9 Faculty Awards Committees

The following is a list of current faculty awards. Specifics about the award criteria, award amount, and award selection committees are specified in separate documents and are available in the TSOE website. These documents are subject to FEC approval.

Teaching Awards:

- Distinguished Teacher Award
- Jacobs Excellence in Education Award
- Dean's Award for Excellence in Online Education

Research Awards:

- Excellence in Research Award
- Junior Faculty Research Award
- Institute Associate Professor
- Institute Professor

Inclusive Excellence Award for Faculty

This is an evolving list. Creation of any new awards or removal of existing awards will need to be approved by the FEC. Award proposals should include a description of the award, nomination procedure, selection committee formation, the evaluation criteria, form of the award, and specify how conflicts of interest are handled.

5.10 Grievance Committee

5.10.1 Membership: The School of Engineering Faculty Grievance Committee consists of three tenured full Professors and two Continuing Contract Faculty members who are either Industry Professors or Senior Lecturers. These members are elected by the Faculty as part of the standing committee elections. Faculty holding administrative positions at the rank of department chair or higher are excluded from the committee. The Continuing Faculty members shall participate in hearing and evaluating only those grievances that are filed by Continuing Faculty members.

The Committee elects its own Presiding Officer.

5.10.2 Duties: The duties of the Grievance Committee are detailed in Appendix D: Grievance Procedures for Tenured and Tenure-Track Faculty and Appendix E: Grievance Procedures for Continuing Contract Faculty. These documents were approved by the Faculty and appended to these Bylaws.

5.11 Other Committees

The FEC may establish *ad hoc* committees in order to carry out particular functions. Any matter not specifically within the jurisdiction of an existing standing committee or ad-hoc committee is referred to the FEC. All ad-hoc committees are automatically dissolved at the end of the term of the Speaker.

ARTICLE V - NOMINATIONS AND ELECTIONS

Section 1: Breadth of Representation

The Committee on Nominations and Elections and the FEC shall attempt to nominate people for all Committees of the Faculty in such a way that they are representative of the various relevant constituencies of the Faculty with due recognition to the size of the constituency. The nominations shall include representation from the continuing contract faculty, as specified in Appendix C.

Section 2: Speaker-Elect and Secretary of the Faculty

2.1 Nomination Procedure: The Committee on Nominations and Elections (NEC) shall nominate at least one candidate for each position, securing her/his consent to serve, if elected. The NEC will inform all voting members of the Faculty of these nominations either by TSOE email or in writing no later than May 1, together with a statement that further nominations may be made by any twenty voting members of the Faculty, if submitted in writing to the Presiding Officer of the Committee no later than three weeks following distribution of the ballots. The Presiding Officer of the Committee shall secure the consent of such additional nominees to serve, if elected.

2.2 Election Procedure: Paper ballots or a secure, anonymous electronic process may be used. If paper ballots are used, they are to be distributed through TSOE mail no later than June 1. Ballots (paper or electronic) carry the names of all individuals who have consented to serve, if elected, and shall also contain instructions for voting and, in the case of paper ballots, for the return of ballots to the Committee. Ballots complying with such instructions and received by the Committee on or before July 1 constitute the entire vote in the election. The election shall be decided by a simple majority of the votes cast. If no candidate receives a majority vote, a run-off election is held between the two candidates receiving the largest number of votes. The run-off election is scheduled so that the results may be announced on or before August 1.

If at all possible, the Committee on Nominations and Elections should strive to complete all stages of balloting by May 1. The dates specified herein are considered the latest practical dates that could be used, and reflect the difficulty in finding candidates for all open positions. When an earlier election schedule is possible, all dates are adjusted to provide similar notification, distribution, and vote submission periods.

2.3 Assumption of Office: The term of all elected officers and committee members begins on September 1 following the election and continues to August 31 of the last year of their specified terms.

Section 3: Nomination of Members for Standing Committees

The FEC nominates candidates for all vacancies on standing committees except for the FEC and informs the Faculty of these nominations in writing. Further nominations may be made by any ten voting members of the Faculty if submitted in writing to the Presiding Officer of the Committee on Nominations and Elections within ten days after nominations are announced by the FEC. In general, the schedule for nominations and elections should follow the same schedule as that established for the Speaker-Elect and Secretary of the Faculty in Section 2 of this Article.

Section 4: Special Nominations and Elections

In the event that an opening occurs that is deemed of importance to the Faculty, temporary appointment will be made by the Committee on Nominations and Elections where the opening is on the FEC, and by the FEC for all other Committees. Such appointment will last through the current academic year. Further nominations and elections will be held as specified in this Article.

ARTICLE VI - AMENDMENTS

Section 1: Authority to Propose Amendments

Amendments to these Bylaws may be proposed by the FEC, the Dean, or by a petition signed by at least ten percent of the full-time voting members of the Faculty.

Section 2: Procedure

The proposed amendment is distributed to the Faculty by the Secretary at least one week before the Faculty meeting at which it is to be discussed. Following this meeting, the Committee on Nominations and Elections distributes, via TSOE email, copies of the proposed amendment to the voting members of the Faculty, and instructions for voting. An approval of the amendment by a two-thirds majority of those voting members of the Faculty who vote is required for adoption. The Committee on Nominations and Elections informs the Faculty in writing of the results of the balloting. Approved amendments are submitted to the TSOE Board by the Secretary for its concurrence.

Appendix A
Tenure and Promotion at the New York University Tandon School of Engineering

Appendix B
Third-Year Review at the New York University Tandon School of Engineering

Appendix C
Tandon School of Engineering Guidelines for Full-time Continuing Contract Faculty: Appointment, Reappointment, and Promotion and Voting Rights

Appendix D
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Appendix F
Duties of Speaker and Secretary of the Faculty