

ORGANIZATION OUTLINE AND BYLAWS  
OF THE DEPARTMENT OF ELECTRICAL AND  
COMPUTER ENGINEERING OF THE  
SPEED SCIENTIFIC SCHOOL

ARTICLE I.           PURPOSE

The purpose of these Bylaws is to establish the organization and legislative procedures of the faculty of the Department of Electrical and Computer Engineering (The Department) of the Speed Scientific School.

ARTICLE II.           FACULTY MEMBERSHIP<sup>1</sup>

A. Voting Faculty

All persons holding tenured or probationary full-time faculty<sup>2</sup> appointments as defined in Sections 4.1.3. and 4.1.4 of The Redbook, and whose primary academic appointment is in The Department of Electrical and Computer Engineering shall be voting members of the faculty. Their appointment by the Board of Trustees shall constitute their appointment as voting faculty members. Faculty members retain voting rights as long as the primary academic appointment remains in The Department. Voting members on leave shall vote unless they inform the Chair of The Department in writing that they wish not to vote during their leave.

B. Non-voting Faculty

All persons holding non-tenurable appointments (The Redbook Sec. 4.1.2) and all persons holding joint faculty appointments whose primary academic appointment is in another department shall be non-voting members of the faculty<sup>2</sup>. Upon agreement within The Department, persons holding joint faculty appointments in The Department can be accorded defined voting status within the Department, but not within Speed School at large. Adjunct faculty appointments shall be limited to three years, but are renewable. Their appointment by the Board of Trustees shall constitute their appointment as non-voting faculty members. Such persons are entitled to attend Speed School faculty meetings and Department faculty meetings and participate fully in the discussion at such meetings.

<sup>1</sup>See The Redbook Section 3.3.

<sup>2</sup>Includes Instructors, Assistant, Associate and Full Professors

C. Responsibilities

## 1. Legislative Powers

Except as otherwise provided by The Redbook, the Faculty of the Department of Electrical and Computer Engineering shall have general legislative powers over its own affairs including, but not limited to, admissions requirements, curricula, instruction, examination, personnel policy and procedures, collegiate structure, and recommendations through the President to the Board of Trustees for the granting of degrees. In particular, as stated in Section I.C. of the Minimum Guidelines for Promotion, Tenure and Periodic Career Review, the faculty of the Department shall develop a mission statement. The Chair of the Department of Electrical and Computer Engineering has the final approval of any mission statement developed by The Department faculty.

## 2. Committees

The voting faculty of The Department shall collectively be its governing body. They may establish committees, or other appropriate machinery for transacting the business of The Department under Rules of Governance, which must conform to The Redbook, these Bylaws and be approved by the Dean.

The faculty of The Department may establish as many committees as it deems necessary. Only those voting members of the faculty having at least 50 percent of their assigned duties in The Department shall be eligible to represent The Department faculty on any University, School or Administrative Committees.

## ARTICLE III. OFFICE OF THE DEPARTMENT CHAIR

The Office of the Chair of the Department of Electrical and Computer Engineering shall include the Chair and such Associate and Assistant Chairs as may be appointed. The Chair shall be the administrative head and academic leader of The Department. Responsibilities, duties and actions of the Chair shall be in keeping with the decisions, policies and regulations adopted by the Board of Trustees, the Office of the President, and the Faculty of the Department. Specific responsibilities and duties are to be specified in a detailed job description, which shall be approved by the Dean of the Speed Scientific School and Faculty of the Department, and shall be attached to these Bylaws. Job descriptions of Associate and Assistant Chairs shall be prepared by the Chair and be made available to The Department faculty. The Chair shall be reviewed in accordance with The Redbook.

## ARTICLE IV. FACULTY MEETINGS

A. Time of Meetings

The Department Chair may at any time call a Faculty Meeting. There shall be at least one Faculty Meeting in each academic term. Upon petition to the Chair by at least ten percent of The Department's voting Faculty, a special Faculty Meeting must be called as soon as practicable by the Chair.

B. Presiding Officer

The Chair of the Department, or that person's designee, shall normally chair all meetings.

C. Agenda

The agenda for all Faculty Meetings shall be compiled and ordered by the Chair of the Department or his/her designee. The agenda shall include all items originating from the Chair and The Department faculty. The Chair shall distribute the agenda to all Department faculty members at least two days in advance of the meeting.

D. Meeting Minutes

The Department Chair shall provide sufficient staff to record the meeting and prepare the minutes. Minutes shall be distributed with the agenda for the next meeting to all Department faculty members. Agendas and approved minutes shall be sent to the Office of the Dean of the Speed Scientific School and to the University Archives. Records of the meeting shall be kept for one year.

E. Faculty Meeting Parliamentarian

The Department Chair shall appoint a Department Parliamentarian at the beginning of each academic term. The Parliamentarian's principal duty is to advise the presiding officer of the Department Faculty meeting, upon request, on matters of rules of order and of The Speed Scientific School and the Department of Electrical and Computer Engineering Bylaws.

F. Quorum

Fifty percent of the entire Department voting Faculty shall constitute a quorum.

G. Participation

Only faculty members as defined in Article II may participate in debate.

ARTICLE V. DEPARTMENT EXECUTIVE ADVISORY COMMITTEE

A. Responsibilities

The Department Executive Advisory Committee shall serve as an advisory body to the Department Chair.

B. Function

The function of the Executive Advisory Committee is to review and advise the Department Chair concerning operational issues and policies in the Department.

C. Structure

Members of the Department Executive Advisory Committee shall consist of the Associate Chair, the Director of Graduate Studies, and The Department Office Manager.

#### ARTICLE VI. COMMITTEES OF THE FACULTY

The faculty shall have the power to create or dissolve Standing Committees of the Faculty of the Department of Electrical and Computer Engineering. The decision to create or dissolve a Standing Committee requires a favorable vote of two-thirds of those voting but not less than a majority of the entire voting faculty. If a majority of the faculty members present at a meeting so wish, a mail ballot may be utilized. The charge, method of selecting members and terms of office for each standing committee must be approved by The Department's Faculty by majority vote. The list of Standing Committees, their charges, method of selecting members and terms of office shall be maintained by the Chair. Each committee is responsible for annually reviewing its charge and proposing changes to it, when needed, to The Department Faculty.

The list of Standing Committees is presented in Attachment II to these Bylaws.

#### ARTICLE VII. PARLIAMENTARY AUTHORITY

The Department of Electrical and Computer Engineering Faculty and Committee meetings shall be governed by the rules contained in the current edition of Robert's Rules of Order in all cases in which they are not inconsistent with these Bylaws or any special rules of order which the Faculty may adopt.

#### ARTICLE VIII. PROCEDURE FOR AMENDMENTS

Any faculty member may propose an amendment to these Bylaws. If endorsed by at least four other faculty members, the amendment will be placed on the agenda of the next Faculty

Meeting for discussion. A copy of the proposed amendment, and a copy of the Article or Section to be amended, shall be distributed to each faculty member at least one week prior to the Faculty Meeting. Approval of the amendment may be made after such discussion by a favorable vote of two-thirds of those voting, but not less than a majority of the entire voting faculty. If a majority of the faculty present so wish, a mail ballot may be utilized. Amendments receiving sufficiently many votes will be forwarded through appropriate channels to the Dean of the Speed Scientific School.

## ATTACHMENTS

- (I) Job Descriptions
  - A. Job description for the Chair of the Department of Electrical and Computer Engineering.
  - B. Job description for the Associate Chair of the Department of Electrical and Computer Engineering.
  - C. Job Description for the Director of Graduate Studies of the Department of Electrical and Computer Engineering.
  
- (II) Standing Committees in the Department of Electrical and Computer Engineering.
  - A. ECE Assessment Committee
  - B. ECE Awards Committee
  - C. ECE Computer Committee
  - D. ECE Promotion and Tenure Committees
  - E. ECE Equipment Committee
  - F. ECE Curriculum Committee
  - G. ECE Faculty Activity Committee

ATTACHMENT (I-A)  
RESPONSIBILITIES AND DUTIES OF THE CHAIR OF THE DEPARTMENT OF  
ELECTRICAL AND COMPUTER ENGINEERING

Responsibilities and duties of the Chair shall include:

1. To be the chief educational and administrative officer of the department, providing liaison between the Dean and the Departmental faculty.
2. To schedule teaching assignments for the Department=s courses consistent with the instructional, research and service commitments of that Department=s faculty.
3. To implement departmental personnel policy with regard to promotion, tenure, merit evaluations, retention of faculty and addition of new faculty.
4. To mentor junior faculty members.
5. To ensure fiscal and ethical compliance in Departmental operations.
6. To develop and implement policies and staff support for Departmental operation.
7. To assist in development activities and serve as a liaison with the Development Office.
8. To serve as liaison between the Department and the Provost and VPR.
9. To serve as a leader in continued development of undergraduate and graduate programs.
10. To maintain the accreditation standing of the Department's academic programs.
11. To represent the Department external affairs.
12. To take a leadership role in fostering research and education activities, including collaborative programs with other state institutions.
13. To coordinate the Departmental interaction with the ECE Board of Advisors.
14. To develop and implement, in coordination with the Faculty and the Dean, the Departmental Strategic Plan.

## ATTACHMENT (I-B)

### RESPONSIBILITIES AND DUTIES OF THE ASSOCIATE CHAIR OF THE DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

Responsibilities and duties of the Associate Chair shall include:

1. To propose teaching schedules for each semester.
2. To reply to routine correspondence.
3. To handle student requests for advance standing, transfer credit, course substitution.
4. To handle initial issues relative to student complaints.
5. To handle interaction with the Co-op Office.
6. To attend meetings as the Chair's representative when the Chair is unable to attend.
7. To review and approve M.Eng theses, and issue approval letter.
8. To have signature authority when the Chair is absent from the Department.
9. To assist with curriculum issues relative to joint programs with other state institutions.
10. To supervise hourly staff and conduct annual performance evaluations.
11. To supervise undergraduate catalog revisions.
12. To handle routine revisions in the curriculum and maintain up to date lists of Departmental electives (engineering science; science, math, computer science and ECE design)
13. To handle routine interdepartmental issues.
14. To be available to meet with each undergraduate student once per semester to advise on progress toward BSEE degree, including courses to be taken.
15. To participate in search for new faculty.



## ATTACHMENT (I-C)

### RESPONSIBILITIES AND DUTIES OF THE DIRECTOR OF GRADUATE STUDIES OF THE DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

1. To serve as a liaison with the Graduate School on MS and PhD programs in ECE.
2. To promote MS and Ph.D. programs in the ECE Department.
3. To recommend to the Chairman the assignment of ECE Teaching Assistants.
4. To recommend graduate students for fellowships available to ECE students.
5. To administer recruitment, admission and mentoring of graduate students.
6. To advise the ECE Department on graduate curricula.
7. To perform related duties as assigned by the Chairman.
8. To review and approve PhD dissertations on matters of style and format.
9. To recommend Graduate Catalog revisions.
10. To attend ECE Executive Advisory Committee meetings.

## ATTACHMENT (II)

### STANDING COMMITTEES IN THE DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

- A. ECE Assessment Committee
- B. ECE Awards Committee
- C. ECE Computer Committee
- D. ECE Promotion and Tenure Committees
- E. ECE Equipment Committee
- F. ECE Curriculum Committee
- G. ECE Faculty Activity Committee

## ATTACHMENT (II-A)

**STANDING COMMITTEE NAME: ECE ASSESSMENT COMMITTEE**

**COMPOSITION:** The Chair of the Department of Electrical and Computer Engineering appoints committee members for three-year terms. At any time, the committee is composed of a minimum of three faculty members and a minimum of one staff member. Members are eligible for reappointment when their terms expire.

**COMMITTEE CHARGE:**

To ensure that all assessment processes and cycles are conducted and completed in a timely manner. To achieve this, the Assessment Committee is:

- A. To bring to the attention of both the faculty and the Curriculum Committee various issues and recommendations for their considerations.
- B. To collect and conduct an assessment of the inputs from constituencies on a continuing basis.
- C. To evaluate how well the program is achieving the program education objectives and program outcomes.
- D. To collect data, assess program educational objectives and program outcomes and their significance.
- E. To update the faculty and the Curriculum Committee about its findings.

ATTACHMENT (II-B)

**STANDING COMMITTEE NAME: ECE AWARDS COMMITTEE**

**COMPOSITION:** The Chair of the Department of Electrical and Computer Engineering appoints committee members for three-year terms. At any time, the committee is composed of a minimum of two faculty members and an ECE Office staff member with access to student record database information. Members are eligible for reappointment when their terms expire.

**COMMITTEE CHARGE:**

Select recipients of honors, awards, and scholarships. To achieve this, the Awards Committee will:

- A. Select recipients for ECE student honors, awards, and scholarships.
- B. Recommend ECE students for school-wide honors, awards, and scholarships.
- C. Review high school student applications for scholarships and pass along recommendations to the Chair.
- D. Make recommendations to the Chair for alumni awards.

## ATTACHMENT (II-C)

**STANDING COMMITTEE NAME: ECE COMPUTER COMMITTEE**

**COMPOSITION:** The ECE Department shall have a Computer Committee of four members. Each member shall be appointed by the Department Chairman at the beginning of the Fall Semester. Each shall serve two years. Initially, the terms shall be two members with 1-year terms and two members with 2-year terms. The Department Chair shall be invited to all committee meetings. A common member shall serve on the Computer and the Equipment committee.

**COMMITTEE CHARGE:**

- A. To advise the Department Chairman on all computer-related issues.
- B. To develop and maintain a departmental plan for computer hardware purchases.
- C. To develop and maintain a departmental plan for software acquisition, including purchase, user group/public domain, and a possible limited orderly plan for software produced by students, staff, and faculty.
- D. To ensure the library receives adequate requests for computer-related books and journals, and to provide recommendations on procedures for reporting faulty equipment to the Electronics Shop and for maintenance scheduling.
- E. To prepare drafts, for approval by the departmental faculty, of curriculum matter involving computers.
- F. To consider a program of on-going education for faculty and students in the computer area.
- G. To assist in the blending and revising of compatible computer planning at the Departmental, School, and University levels relative to ECE interests.
- H. To perform overseer role for the departmental computers and software.

The formal status of the committee shall be that of doing planning and advising for final action by the Department on academic matters and final action by administrators on fiscal and administrative matters.

ATTACHMENT (II-D)

**STANDING COMMITTEE NAME: ECE PROMOTION AND TENURE COMMITTEE**

**COMPOSITION:** The Promotion and Tenure Committee (for promotion to Associate Professor cases) consists of all the ECE faculty members at the rank of Professor and Associate Professor. For promotion to Professor it consists of all ECE faculty members with the rank of Professor. For tenure cases it consists of all ECE faculty members who are tenured.

**COMMITTEE CHARGE:**

To make recommendations to the ECE Chairman concerning all promotion and tenure issues. Committee reviews, on an annual basis, the progress of tenure track faculty members toward tenure and the progress of junior faculty members toward promotion. It assists the ECE Chairman in the preparation of promotion and tenure triptychs and coordinates with the Speed School PAT Committee.

Committee meets:

- A. Each fall semester to consider promotion and tenure progress reviews and recommendations to the Speed School PAT Committee.
- B. On an as-needed basis when requested by the ECE Chairman, for example in connection with faculty recruiting issues.
- C. At the request of ECE faculty members, for example, to address the faculty on promotion progress issues.

ATTACHMENT (II-E)

**STANDING COMMITTEE NAME: ECE EQUIPMENT COMMITTEE**

**COMPOSITION:** The committee shall consists of three members appointed by the Chairman of the Electrical and Computer Engineering Department.

**COMMITTEE CHARGE:**

To advise the Chairman of the Electrical and Computer Engineering Department on matters concerning laboratory equipment. These matters include:

- A. Instructional equipment needs.
- B. Research needs.
- C. Equipment needed by the Electronics Shop to facilitate repairs.

The committee shall serve as a coordinator for instructional and research plans involving equipment.

The committee will consult with and coordinate its efforts with the ECE Department Computer Committee and the Electronic Shop on all matters of mutual concern.

ATTACHMENT (II-F)

**STANDING COMMITTEE NAME: ECE CURRICULUM COMMITTEE**

**COMPOSITION:** The Committee shall have four members, whose areas of interest span reasonably well the teaching areas of the Department. Committee members shall be appointed by the Department Chair, and one of them shall be designated to serve as Committee Chair for a year.

Members shall serve two-year staggered terms; thus, in the steady-state, two members will be appointed each year. The Committee shall be started by appointing two members for two years, and two members for one year. The term of new members shall begin on July 1.

**COMMITTEE CHARGE:**

- A. Review of curriculum changes, including proposed courses, and for the assessment of the need for review of existing courses and policies. In order to carry out this responsibility, the Committee shall receive recommendations for curriculum changes and proposed courses, and may initiate its own recommendation.

Actions of the Committee in response to this charge shall be in the form of recommendations to the Chair and/or to the Electrical and Computer Engineering Department Faculty, as appropriate. In preparing these recommendations, the Committee shall consult with appropriate faculty.

- B. Assist the Chair to ensure the ABET curriculum requirements are met.
- C. Respond to other curriculum-related matters as appropriate and as the need arises.



ATTACHMENT (II-G)

**STANDING COMMITTEE NAME: ECE FACULTY ACTIVITY  
COMMITTEE**

**COMPOSITION:** The ECED-FAC shall consist of three members and an alternate who shall be tenured faculty having full-time appointments in the Electrical and Computer Engineering Department. The alternate shall serve in the capacity of a member who must defer participation in any particular committee proceedings due to conflict of interest.

**COMMITTEE CHARGE:**

The Electrical and Computer Engineering Department Faculty Activity Committee (ECED-FAC) shall be responsible for performing the tasks assigned to this committee as described in the following documents:

- A. Organizational Outline and Bylaws of the Speed Scientific School.
- B. Personnel Policies and Procedures.
- C. Plan for Implementation of Periodic Career Reviews.
- D. The statement of expectation for proficient performance by tenured Electrical Engineering faculty.
- E. All other Electrical and Computer Engineering Department documents existing or to be created that relate to evaluations of faculty.

These tasks are:

- A. Annually, within two weeks of receiving all the faculty activity plans, the ECED-FAC shall look for and help resolve serious disparities in workload, examine letters of disagreement, and discuss its findings with the reporting official according to the procedures in the Personnel Policies and Procedures Document.
- B. Annually, within two weeks of receiving all evaluations for a particular year, relevant letters and faculty activity reports, the ECED-FAC shall look for and help resolve serious disparities in evaluations, examine letters of rebuttal, and shall discuss its findings with the reporting official according to the procedures in the Personnel Policies and Procedures Document.

ATTACHMENT (II-G) - Continued

- C. Annually the ECED-FAC shall prepare and forward a recommendation to the reporting official on the five-year performance of all tenured faculty who are scheduled to undergo a periodic career review.

**CONFLICT OF INTEREST:**

A member will defer participation in any committee proceedings involving his or her own faculty activity plan, annual performance evaluation, or periodic career review.

**SELECTION:**

Members and alternates are elected by the voting faculty of the Electrical and Computer Engineering Department in accordance with Electrical and Computer Engineering Department procedures.

**TERMS:**

At steady state, the term of office of the members and the alternate shall be three years. To staff the committee initially and to create staggered terms, one member shall be elected for a term of one year, one member shall be elected for a two-year term, and the member and alternate shall be elected for three-year terms. If an abnormal vacancy occurs, an eligible member of the faculty shall be elected to complete the remainder of the term. Faculty members who have served for a previous term are eligible to be re-elected.

ATTACHMENT (II-H)

**STANDING COMMITTEE NAME:**       **EE APPLICANCY QUALIFYING  
EXAM COMMITTEE**

**COMPOSITION:**   The Chair of the Department of Electrical and Computer Engineering appoints committee members in consultation with the ECE faculty for three-year terms. Members are eligible for reappointment when their terms expire. Committee members must be members of the graduate faculty.

**COMMITTEE CHARGE:**

- A.    In coordination with the ECE Graduate Studies Director, develop the schedule for offering exams and post the relevant information on the ECE web page.
- B.    In consultation with the faculty collect questions and prepare the AQE exam.
- C.    Administer the exam and collect grades from faculty members providing examination questions.
- D.    Advise the ECE Graduate Studies Director of the results of the exam, in writing
- E.    The Committee will reconcile all issues related to the AQE Exam.

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