

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

Department of Electrical and Computer Engineering, College of Engineering
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MEMO

March 25, 1992

From: P. Panayotatos, Chair *ad hoc* committee on Dpt. Bylaws

To : All ECE Faculty

Subject : Department Bylaws

Please find following the department bylaws as amended and approved by the faculty meeting of the 25th of March. Please take a few minutes to look at them and return this MEMO to Ms. Muller by March 31st with your written ratification vote below so that these bylaws can be given to the Dean.

Name: _____

Circle one

VOTE TO ADOPT

VOTE NOT TO ADOPT

ABSTAIN



Bylaws of the Department of Electrical and Computer Engineering

(Adopted by the Faculty on 03/25/1992)

I. PREAMBLE

These bylaws are intended to govern the affairs of the Department in accordance with the provisions set out in the articles that follow. The bylaws, and any amendments thereto, shall be consistent with all applicable sections of the College of Engineering (COE) bylaws and University Regulations. In the event of conflict, the University, Graduate School and College of Engineering regulations shall prevail.

II. MEMBERSHIP OF THE FACULTY

Members of the Faculty of the Department shall include:

1. The Dean of the College of Engineering *ex officio*
2. Professors, associate professors, assistant professors, instructors, and members of the research staff of equivalent rank as well as visiting faculty of equivalent rank.

III. VOTING PRIVILEGES

- A. General: Voting members of the Faculty of the Department shall be those faculty members, listed in Section II, who occupy 50 percent or more of a position in the current budget of the Department, except instructors or research staff of equivalent rank with less than one full calendar year of service. Faculty holding a tenured or tenure-track line in the department shall be eligible to vote regardless of whether they satisfy the Department budget requirement above or not.
- B. For Officers: Eligibility to Vote for Department Officers is governed by the same rules as Eligibility to Vote for Nomination of Chair in the COE Bylaws section VI.H.

IV. DUTIES AND POWERS

Under the powers delegated by the President, and subject to University regulations, the Faculty has jurisdiction over its own academic matters as follows:

- A. Establish the requirements necessary for admission into its various curricula.
- B. Establish the requisite curricula for its academic work, provide for the schedule of courses and establish appropriate teaching load guidelines consistent with University and COE policies.

- C. Encourage the research work of its faculty and students.
- D. Adopt regulations regarding attendance, grading, scholastic standing and other appropriate matters of the Department consistent with overall COE policies.
- E. Adopt regulations governing its own procedures.
- F. Propose, through the College, amendments to the College and University regulations.

V. OFFICERS OF THE DEPARTMENT

- A. Chairperson: The chairperson shall have general administrative responsibility for the program of the Department in accordance with Section VI.E of the bylaws of the Faculty of the College of Engineering. He/she shall be nominated in accordance with Section III.B of the Department bylaws.

Nomination to chairperson and eligibility to serve shall be in accordance with the bylaws of the Faculty of the College of Engineering, Sections VI.E, F, G, H and in force at the time of the balloting.

- B. Executive Officer: The executive officer shall be a full time faculty member of the Department and will assist the chairperson in instructional scheduling, student advising, appointments of Ad Hoc Committee members, and in any other duties assigned by the chairperson. The executive officer shall be appointed by the chairperson, for a term coinciding with the term of the chairperson, with the advice of the Department Faculty.
- C. Graduate Director: The graduate director shall be a full member of the Graduate Faculty and a full-time Faculty member of the Department as described in Section II above. The graduate director shall be responsible for the administrative conduct of the graduate program and shall be nominated in accordance with the bylaws of the Graduate Program in Electrical Engineering.
- D. Secretary of the Faculty: The secretary of the Faculty shall be elected annually by the Department Faculty in its first Fall Meeting and shall be responsible for keeping adequate records of the deliberations and resolutions in departmental meetings. The Secretary will ensure that bylaws, amendments to bylaws and policy resolutions adopted by the Faculty are readily accessible for reference.

VI. MEETINGS OF THE FACULTY

- A. Meetings
 1. There shall be a regular meeting at least twice per semester. The agenda of a regularly scheduled meeting shall be distributed by the secretary of the Faculty two days before the meeting.

2. Other special meetings may be called only during the academic year, by the chairperson as the need arises, or upon written request by any two members of the Faculty. The rest of the procedure for convening special faculty meetings shall be governed by COE bylaws Section IV.A.2.
3. A quorum shall be established by a simple majority of the voting members for the current semester. It is the responsibility of the presiding officer to establish that a quorum exists. If a quorum does not exist, the meeting reconvenes after one week, at which time the meeting is assumed to satisfy quorum with one third of the voting members present.

B. Conduct of Meetings

1. Presiding Officer: The chairperson or his appointed delegate shall be presiding officer unless the dean is present and presides.
2. Rules of Order: Robert's Rules of Order shall govern the conduct of meetings and the adoption of resolutions and reports in all issues not otherwise specified in these bylaws.
3. Voting: On the call of any member, voting shall be by secret ballot as mandated by COE bylaws section VI.D.6.
4. Student representatives are invited to attend open faculty meetings as non-voting participants.
5. The faculty may at any time by majority vote move to close a meeting to all except the voting members of the faculty.

VII. COMMITTEES OF THE FACULTY

- A. Executive Committee: It shall include the Chairperson, the Executive Officer and the Graduate Director. The committee shall be responsible for advising the chairperson in faculty teaching assignments, according to the established norms, Teaching Assistant appointments and TA allocations. The chairperson or the appropriate officer, can act alone in pre-approving changes from the teaching schedule, including re-scheduling of classes and lectures by a substitute. No such changes are legal without such pre-approval.
- B. Departmental Committee: It shall include all Department Faculty members plus students as per COE bylaws section V.B.20. The minimum number of student members shall be three; one junior, one senior, and one graduate student. Responsibility for conducting the elections of student members shall jointly be with the chairperson and the student officers of the IEEE and HKN.
- C. Tenured Faculty Committee: This committee, consisting of all tenured voting members of the Department Faculty, shall be responsible for all departmental recommendations concerning faculty appointments, reappointments, and promotions in accordance with the established university procedures. In case of

new faculty appointments, the advice of all faculty members in the field of expertise of the position shall be sought. Meetings of this committee shall be called by the chairperson as the need arises or upon request by any committee member. Decisions shall be made by majority vote. Only faculty of rank of full professor and above shall participate in cases involving promotion to that rank.

- D. Scholastic Standing Committee: consisting of as many members as the usual load of student evaluations indicates, is chaired by the Executive Officer and is charged with assisting the Executive Officer with his/her task in presenting recommendation for action to the COE Scholastic Standing Committee in accordance with the established COE guidelines and Departmental policy. In case of conflict the latter shall prevail.
- F. Curriculum Committee: Consists of six faculty members, elected by the faculty yearly in such a way as to reflect the main areas of specialization (groups). The committee elects its own chair, reviews the curriculum periodically, evaluates course proposals and ascertains the department's equipment and TA needs and makes recommendations to the Executive Committee and the faculty.
- G. Ad Hoc Committees: shall be appointed by the chairperson as the need arises.

VIII. REPRESENTATION

- A. Except of the chairperson who represents the department administration, no member of the faculty can represent the body of the faculty unless specifically authorized by the faculty meeting through an appropriate resolution.
- B. All voting members of the faculty shall include their affiliation with the Department of Electrical and Computer Engineering, in addition to any other affiliation, in all professional or scientific endeavors.

IX. AMENDMENTS

These bylaws may be amended at any regular meeting of the Faculty of the Department by two thirds majority of all voting members of the Faculty. The request for an amendment to be placed on the agenda of the meeting must be made in writing to the Department Secretary of the Faculty at least seven working days before the day of the meeting.

X. SCHEDULE

These bylaws take effect on the date of their approval by the faculty.