

**Bylaws of the Department of Electrical and Computer Engineering
(Adopted by the Faculty on May 08, 2019)**

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 School of Engineering (SoE) bylaws and University Regulations. In the event of conflict, the University, Graduate School and School of Engineering regulations shall prevail.

II. MEMBERSHIP OF THE FACULTY

Members of the Faculty of the Department shall include:

- (1) The Dean of the School 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 greater of a position in the current budget of the Department, except instructors or research staff or 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 SOE 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 SoE policies.
- (C) Encourage the research work of its faculty and students.
- (D) Adopt regulations regarding attendance, grading, scholastic stand and other appropriate matters of the Department consistent with overall SoE policies.
- (E) Adopt regulations governing its own procedures.
- (F) Propose, through the School, amendments to the School 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 School 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 School of Engineering, Section VI.E,F,G,H and in force at the time of the balloting.

The Chairperson shall be responsible for the formation and selection of Faculty to the following Departmental committees:

- Curriculum Committee
- Outreach Committee
- ABET Committee
- Colloquium Committee
- Faculty Search Committee
- Diversity Committee
- Chairperson Search Committee

- (B) **Undergraduate Director and Associate Undergraduate Director:** The Undergraduate Director and the Associate Undergraduate Director, if appointed, shall be full time faculty members of the

Department and will assist the Chairperson in instructional scheduling, student advising, appointments of the Ad Hoc Committee members, and in any other duties assigned by the Chairperson. While the Undergraduate Director position must be filled by the Chairperson, the Associate Undergraduate Director position can remain vacant as per the administrative needs of the Department. The Undergraduate Director and Associate Undergraduate Director, if appointed, shall be 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 and Computer Engineering.

VI. MEETINGS OF THE FACULTY

(A) Meeting

1. There shall be a regular meeting at least twice per semester. All Faculty members at the level of Assistant Professor or higher are expected to attend. The agenda of a regularly scheduled meeting shall be distributed by either the Chairperson or a representative of the Chairperson at least 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 SoE 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. The Chairperson is responsible to appoint a person to collect and count the ballots.

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. **Balloting:** On the call of any member, voting shall be by secret ballot as mandated by SoE bylaws section VI.D.6.
4. **Student representatives:** Students are invited to attend open faculty meetings as non-voting participants.
5. **Closed Meetings:** 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 Undergraduate Director, the Associate Undergraduate Director, and the Graduate Director. The committee shall be responsible for advising the Chairperson in faculty teaching assignments, Teaching Assistant (TA) appointments and TA allocations, according to the established norms. The Chairperson or the appropriate officer, can act alone in pre-approving changes from the published teaching schedule, including re-scheduling of classes and lectures by a substitute. No such changes are legal without such pre-approval.
- (B) **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, re-appointments, and promotions in accordance with the established university procedures. In case of new faculty appointments, the advice of all faculty members as defined in Sec. II.2 shall be sought. Meeting 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. In cases involving promotion of tenure-track or tenured faculty to ranks of associate professor, full professor, or distinguished professor, only tenured faculty at or above that rank shall participate in deliberations and final recommendation.

VIII. REPRESENTATION

(A) Except for the Chairperson who represents the department administration, no member of the faculty can represent the body of the faculty unless specifically authorized by the Department Chairperson. If the Chairperson is unavailable, a representative can be chosen by the voting-eligible faculty in a 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 Chairperson 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.