

Rutgers University School of Engineering  
Department of Electrical and Computer Engineering

**Bylaws of the Graduate Program in Electrical and Computer Engineering**  
(Updated December 10, 2019)

**I. Preamble**

These bylaws are intended to govern the affairs of the Electrical and Computer Engineering (ECE) Graduate Program 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 Graduate Studies (SGS) bylaws, and University regulations. In the case of conflict, the University regulations and the SGS bylaws should prevail.

**II. Membership of the Faculty**

- The Dean of the School of Engineering *ex officio*.
- All full-time faculty members of the ECE Department.
- All Rutgers full-time faculty at or above the rank of Assistant Professor, whose research expertise is related to ECE research areas, are eligible to become Full, Associate, or Affiliate Members in the ECE Graduate Program.
- All persons outside the University, whose research expertise is related to ECE research areas, are eligible to become Associate or Affiliate Members in the ECE Graduate Program.

**II. 1 Levels of Membership**

- 1) Full Members may serve as chairs (directors, primary advisors) on masters and doctoral committees. Full members are appointed by the ECE Graduate Program subject to approval of the SGS. Full members may serve on the ECE Graduate Program committees and the SGS standing committees.
- 2) Associate Members may chair master's theses and serve as members of doctoral dissertation committees, but they may not chair doctoral committees. They are appointed by the ECE Graduate Program to five-year terms subject to approval of the SGS Dean. Associate Members may serve on the ECE Graduate Program committees, but they may not serve on the SGS standing committees. Associate Membership may be terminated by the Dean of SGS upon request of the ECE Graduate Program Director.
- 3) Affiliate Members may serve (but not chair) on masters committees. Affiliate Members may not serve on doctoral committees. They may serve on the ECE Graduate Program committees, but not on the SGS standing committees. Affiliate Members are appointed by the ECE Graduate Program to five-year terms subject

to approval of the SGS Dean. Affiliate Membership may be terminated by the Dean of SGS upon request of the ECE Graduate Program Director.

## II. 2 Application for Membership

- Applications for Full, Associate and/or Affiliate membership must be made in writing to the Office of the ECE Graduate Director. The application should be circulated to all of the ECE graduate program members one week in advance of the meeting. Nomination may be made by any member of the ECE graduate program in accordance with the relevant provisions of the ECE graduate program's bylaws. Self-nominations are also accepted.
- The application should be done using the SGS graduate program application form. A one page summary of the candidate's contributions to the ECE graduate program, and a complete CV must be attached to the application.
- The applicant will be discussed at a faculty meeting. A simple majority vote is required for application approval.

## II. 3 Continuation and Review of Membership

- All members of the ECE graduate program will be reviewed every five years.
- For all members presently in the program, the start of the five year period is the date of the adoption of bylaws.
- Changes in the membership level may be recommended upon the review of a faculty. Members who are not active in the program may, by vote of the program faculty, be demoted to Associate or Affiliate Members or be withdrawn from the program membership. Members withdrawn from the program will have the right to appeal to the Dean of SGS before they are removed.
- "Faculty who leave the University for another academic position may retain Membership in their graduate program(s) for a period of 4 years after the official termination of their appointment at the University. Such faculty may be appointed as Associate Members upon request of a program's Graduate Director" [Article I. Section 4, of the Bylaws of the School of Graduate Studies].

All members in the program are expected to actively participate in the program research, and/or teaching activities, including advising/mentoring of graduate students and participation in the Ph. D. Qualifying Exam and serving on graduate program committees.

## **III. Voting Privileges**

- Full members have voting rights in the ECE graduate program and in the SGS.
- Associate members have voice, but not voting rights in the ECE graduate program and at meetings of the SGS.
- Affiliate members have voice, but not voting rights in the ECE graduate program and at meetings of the SGS.

#### **IV. Organization**

- The organization of the program consists of the Graduate Director and the standing committees.
- The ECE Graduate Program Director is the principal administrative officer of the ECE Graduate Program. In consultation with the graduate faculty, the Graduate Director coordinates graduate admissions, schedules graduate classes, oversees the graduate program curriculum, monitor the graduate student progress, advises graduate students at the early stages of their studies, and maintains relations with the SGS and Rutgers University Center for International Faculty and Student Services. The Graduate Program Director shall preside the ECE graduate faculty meeting, and serve as an ex officio member of all committees. In addition, the ECE Graduate Program Director appoints members of standing committees and members of Ph.D. Qualifying Exam committees, approves external examiners for doctoral dissertations and master's theses, and manages routine program administration.
- The Graduate Director is elected by a majority vote of all members of the graduate program having voting privileges. The ECE Graduate Director term is three years and is renewable upon recommendation of the ECE graduate faculty.

##### IV. 1 Meetings

The ECE graduate faculty meetings are held at least once per semester in conjunction with the regular ECE faculty meetings. Special meetings of the ECE graduate faculty are called at the written request of at least two ECE graduate faculty members and at the request of the Graduate Director as the need arises. The agenda of a regularly scheduled meeting should be distributed at least two days before the meeting. The agenda for special meetings must be circulated as least one week in advance.

- In order to conduct legislative business at the ECE graduate faculty meeting, a quorum requirement must be met. A quorum shall consist of at least 15 (fifteen) ECE graduate faculty voting members. It is the responsibility of the presiding officer (Graduate Director or his/her representative) to establish that a quorum exists.
- Robert's Rules of Order shall govern the conduct of meeting procedures.
- Student representatives are invited to attend open graduate faculty meetings as non-voting participants.
- The faculty may at any time, by majority vote, move to close the meeting to all except the voting members of the graduate faculty.
- On the call of any voting member, voting shall be done by secret ballots. The Graduate Director is responsible to appoint a person to collect and count the ballots.
- The Graduate Director will record and prepare for distribution the minutes of the meeting. The minutes will be circulated to all ECE graduate faculty members one week after the meeting.

## V. **Standing Committees of the ECE Graduate Faculty**

Each committee shall be composed of at least three members of the ECE Graduate Program.

- 1) Executive Committee consists of the ECE Department Chair Person, Graduate Program Director, and one representative of each area of specialization. This committee formulates policy and implements actions of the ECE graduate program in conformance with the regulations of the SGS and the bylaws on the ECE graduate program.
- 2) Admission Committee consists of the ECE Graduate Program Director and at least one member from each area of specialization. The committee's responsibility is to review on a regular basis all applicants for admissions and make recommendations concerning the acceptance of such applicants to masters and doctoral programs, and eligibility of admitted applicants for financial support (teaching assistantships, graduate assistantships, and fellowships).
- 3) Scholastic Standing Committee is responsible for recommending students to be placed on probation or identifying students whose matriculated status should be terminated due to poor academic standing. Recommendations for termination of matriculation are transmitted to the Associate Dean of SGS.
- 4) Colloquium Committee organizes the Distinguished Lecture Series for the ECE graduate students.
- 5) Recruitment Committee is responsible for initiating methods of recruitment and distributing publicity information in conformity with the regulations governing University publications.
- 6) Equal Opportunities Committee consists of a wide spectrum of graduate students and graduate faculty appointed by the Executive Committee to assure the relevance of the program with respect to the needs of minority, women, diversity, and foreign students.
- 7) Teaching Assistant Supervision Committee meets ECE teaching assistants at least once per semester, and helps the Graduate Director in evaluating the performance of the ECE teaching assistants. The committee provides recommendations to the ECE Department Chair regarding reappointments of teaching assistants, and recommends the best teaching assistants for awards.
- 8) Awards and Fellowship Committee has the responsibility to evaluate nominated ECE graduate students for awards and fellowships such as Bevier, Presidential, Diversity, and ECE Department fellowships. If advisors of students being considered for awards and fellowships are on the committee, they will recuse themselves from the vote.
- 9) Doctoral Student Mentoring Committee has the responsibility to review research of doctoral students, help students in achieving high research standards, and award the most successful researchers.
- 10) Membership Status Review Committee. The role of the committee is to assist the Graduate Program Director in evaluating the membership status of each ECE Graduate Program Member every five years.

**VI. Degrees Offered and Degree Requirements**

The ECE Graduate Program offers the Master of Science (M.S.), both thesis and non-thesis options, and the Doctor of Philosophy (Ph.D.) degrees. The requirements for these two degrees are spelled out in the ECE Graduate Student Handbook, a more than fifty page comprehensive document posted on the ECE Graduate Program website and available in the office of the ECE Graduate Program Director.

**VII. Grievances and Appeals**

Any grievance related to the graduate program in Electrical and Computer Engineering must be presented in writing to the Graduate Program Director who may refer it for review either to an ECE Graduate Program standing committee or an ad-hoc appointed committee. In some cases, the grievance may be forwarded to the SGS for their review. This procedure applies to both student and faculty appeals.

**VIII. Amendments**

Amendments to the adopted Bylaws shall be considered at regular and special faculty meeting, with the amendments recommended by at least three faculty members. Such amendments shall be circulated to the graduate faculty one month before the meeting. Those present at the scheduled meeting will vote on the amendments. The bylaws may be amended by a vote of two-thirds of the faculty members present at the meeting (assuming a quorum is achieved at the meeting).

**IX. Schedule**

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

*These bylaws were accepted at the Graduate Faculty in Electrical and Computer Engineering on December 11, 2019.*