

BYLAWS
of the
Department of Electrical and Computer Engineering
Michigan State University
East Lansing, Michigan 48824-1226

ADOPTED 9-24-71

AMENDED

2-3-72

5-31-77

4-26-83

2-10-88

6-7-90

5-5-94

4-27-95

11-16-95

11-29-00

10-24-02

2-26-04

03-15-05

4-18-06

BYLAWS
of the
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

1. FACULTY & STAFF

1.1. Composition

- 1.1.1. The Voting Faculty shall be composed of all persons holding the rank of Professor, Associate Professor, Assistant Professor, Specialist, or Instructor and having at least a half-time appointment in the Department of Electrical and Computer Engineering or having been specifically designated by the Department Chairperson and the Advisory Committee.
- 1.1.2. The Staff includes the Voting Faculty plus others whom the Department Chairperson may designate.

1.2. Faculty Meetings

- 1.2.1. The Department Chairperson, his/her designee, or a group of five or more faculty members may call meetings of the faculty.
- 1.2.2. The Department Chairperson shall call a meeting of the faculty at least once each academic semester.
- 1.2.3. Department business requiring a vote of the faculty must be listed on an agenda that is distributed to the Voting Faculty at least three days in advance of the meeting date. A quorum consisting of a majority of the Voting Faculty is required for all official business. Action on such business shall be decided by a majority of Voting Faculty present.
- 1.2.4. All Department committees and representatives to College and University committees shall have the opportunity to report at faculty meetings. The conduct of all Department faculty meetings and committees shall be governed by Robert's Rules of Order, Revised, a copy of which shall be available in the Department Office.

1.3. Modes of Participation

- 1.3.1. There are four modes of faculty participation identified and defined in Bylaws for Academic Governance, Michigan State University. These modes are as follows: consultation, advisory, shared responsibility, and delegated authority.

- 1.3.2. The faculty shall have delegated authority to add, delete, or modify academic programs, curricula, and standards within the Department, subject to College and University policies, and to define and update the Department mission and goals.
- 1.3.3. The faculty shall have shared responsibility with the Department Chairperson through their elected and appointed representatives to the Standing Committees of the Department. On those matters for which the faculty has delegated authority, the Standing Committees shall present recommendations to the Voting Faculty for action.
- 1.3.4. Faculty have a responsibility to participate in Department, College, and University committees to which they have been elected or appointed.

2. STUDENTS

2.1. Constituency

The constituents of the Department shall be defined as:

- 2.1.1. Undergraduate students who have been admitted to the B.S. program in Electrical Engineering or Computer Engineering, and
- 2.1.2. Graduate students who have been admitted to an M.S. or Ph.D. program in Electrical Engineering.

2.2. Committee Representatives

The student constituency shall have the delegated authority to elect representatives of their choice to the committees designated by the Department as having student representatives. The Department Chairperson or designee may assist the student constituency in developing procedures for selecting those representatives.

3. ADMINISTRATIVE POSITIONS

3.1. The Department Chairperson

3.1.1. Selection

The Department Chairperson shall be appointed by The Dean of Engineering in accordance with University regulations.

3.1.2. Duties

- 3.1.2.1. The duties of the Department Chairperson are those outlined in the University document, "Bylaws for Academic Governance". The Department Chairperson, or the Chairperson's designee, shall *serve ex officio* without vote on all Department committees.
- 3.1.2.2. It shall be the prescribed duty of the Department Chairperson to meet with each non-tenured faculty member at least once a year to

discuss the progress of that faculty member as it may relate to eventual promotion, tenure, or reappointment.

3.1.2.3. It shall be the prescribed duty of the Department Chairperson to determine the merit salary adjustments of the faculty members. Faculty evaluations will be based on performance in research, teaching, outreach and institutional service, with each area being weighted by the percent of effort reported in the faculty annual reports. In consultation with the Advisory Committee (per section 4.1.7.4), the Chairperson will evaluate the faculty based on information from sources including the faculty annual reports, annual faculty interviews by the Chairperson, and Student Instructional Rating Forms. The Chairperson will determine the merit adjustments and discuss the final recommendations with the Dean of the College of Engineering.

3.1.3. Review

The Department Chairperson shall be reviewed by the Dean of Engineering at intervals not to exceed five years. The Department faculty has shared responsibility with the Dean on procedures for review of the Department Chairperson.

3.2. The Associate Chairpersons

3.2.1. Positions

The Department will have two associate chairpersons: the Associate Chairperson for Research and Graduate Studies and the Associate Chairperson for Undergraduate Studies.

3.2.2. Selection

The associate chairpersons shall be appointed from among the members of the full-time faculty by the Chairperson in consultation with the Advisory Committee.

3.2.3. Term

The term of each appointment shall not exceed three years. Renewals are possible without limit, upon review by the Department Chairperson in consultation with the Advisory Committee.

3.2.4. General Role

3.2.4.1. The general role of Associate Chairpersons is to assist the Chairperson in the management and performance of the administrative tasks of the Department.

3.2.4.2. The Chairperson shall designate one of the Associate Chairpersons to serve as Acting Department Chairperson on an *ad hoc* basis. If the Chairperson is unavailable to make such a designation, the

Associate Chairperson for Research and Graduate Studies will serve as Acting Chairperson.

3.2.5. Duties: Associate Chairperson for Research and Graduate Studies

- 3.2.5.1. The Associate Chairperson for Research and Graduate Studies is responsible for the general coordination and management of all activities related to research, graduate instruction, and graduate curricula. This will include the active external and internal promotion of research, the identification of research opportunities, and the handling of administrative matters related to contracts and grants.
- 3.2.5.2. The Associate Chairperson for Research and Graduate Studies is responsible for coordinating the evaluation, recruitment and retention of qualified graduate students, for providing the initial processing of new students, and for assisting graduate students in finding an appropriate graduate advisor.
- 3.2.5.3. The Associate Chairperson for Research and Graduate Studies shall coordinate the graduate activities of the Department with the Associate Dean of Engineering for Research and Graduate Studies.
- 3.2.5.4. The Associate Chairperson for Research and Graduate Studies and is an *ex officio* voting member of the Graduate Admissions Recruiting and Financial Aids Committee and of the Graduate Studies Committee, and administers the Ph.D. Qualifying Examination.

3.2.6. Duties: Associate Chairperson for Undergraduate Studies

- 3.2.6.1. The Associate Chairperson for Undergraduate Studies is responsible for the general coordination and management of all activities related to undergraduate instruction and undergraduate curricula. This will include working with the Undergraduate Studies Committee in the maintenance of high quality curricula, and the administrative oversight of all matters pertaining to individual and collective undergraduate student involvement in the academic programs of the department.
- 3.2.6.2. The Associate Chairperson for Undergraduate Studies shall coordinate the undergraduate activities of the Department with the Associate Dean of Engineering for Undergraduate Studies.
- 3.2.6.3. The Associate Chairperson for Undergraduate Studies is an *ex officio* voting member of the Undergraduate Studies Committee.

4. STANDING COMMITTEES OF THE DEPARTMENT

4.1. Advisory Committee

4.1.1. **Membership:** The Advisory Committee shall consist of five elected members: two members from the faculty at large and one member from each of the ranks of Professor, Associate Professor, and Assistant Professor. The position for any vacant rank will be converted to an at large position until the rank is reoccupied.

4.1.2. **Election Procedure:** The term of office of the members shall be two years. Members shall be elected at a faculty meeting in the spring of each year, with term of office beginning in the fall. There shall be a series of secret ballots in order for Professor, Associate Professor, Assistant Professor, and each of the at-large positions. The voting for each position shall precede the reception of nominations for the next position. The intent of this election process is to achieve balanced representation on the Advisory Committee. A faculty member may not be elected to the Advisory Committee for more than one consecutive term unless there is only one faculty member in a specific rank. The terms shall be staggered as follows:

Full Professor: elected spring of even years

Assistant Professor: elected spring of even years

Member-at-Large: elected spring of even years

Associate Professor: elected spring of odd years

Member-at-Large II: elected spring of odd years

4.1.3. **Vacancies:** Vacancies occurring on the Committee, other than for summer semester, shall be filled in the same manner as the original election if the unexpired term is more than twelve months. If the unexpired term is less than twelve months, the individual elected shall be eligible to stand for re-election to a full term.

4.1.4. **Leaves:** Individuals who are on leave for six months or less during their term of office shall not be asked to resign their position on the Advisory Committee. Their positions shall not be filled during their absence. However, at no time shall more than one individual be on leave from the committee at the same time. Should a situation arise where two individuals are on leave, an election shall be held to fill all openings with the incumbents on leave competing for one position only.

4.1.5. **Purpose:** To provide the Department Chairperson with advice and counsel of representative elected members of the Department on all matters pertaining to faculty affairs of the Department. The Department

Chairperson shall actively solicit help and counsel of the Advisory Committee and shall carefully consider their recommendations.

4.1.6. Meetings: The Advisory Committee shall be convened by the Department Chairperson at least four times each semester of the academic year or upon written request of three members. The Department Chairperson shall see that minutes of each meeting are taken and distributed to the faculty and staff.

4.1.7. Function: The Advisory Committee shall:

- 4.1.7.1. recommend general policies pertaining to the educational and research programs,
- 4.1.7.2. make recommendations regarding committee assignments,
- 4.1.7.3. suggest general policies pertaining to teaching assignments and faculty loads,
- 4.1.7.4. make recommendations on policies relating to faculty compensation and raises,
- 4.1.7.5. recommend support services, growth and development plans,
- 4.1.7.6. appoint additional members of the promotion and tenure committee, and
- 4.1.7.7. make recommendations regarding faculty appointments and dismissals. Dismissal of tenured faculty is governed by regulations in the Faculty Handbook. Prior to initiating a dismissal procedure, the Department Chairperson shall consult with the Advisory Committee. The Advisory Committee shall develop a procedure to determine if the dismissal should be recommended.

4.2. Promotion and Tenure Committee

- 4.2.1. Purpose: to make recommendations regarding faculty promotions, tenure actions, and reappointments.
- 4.2.2. Membership: Six members of the committee shall be elected by the faculty with voting rights from a slate consisting of all tenured Professors. Term of service is three years with two positions filled each year. The Committee may appoint additional members from the tenured faculty at large as it deems necessary. Appointed members shall serve for one year.
- 4.2.3. Function: This Promotion and Tenure Committee is advisory; it is the Department Chairperson's responsibility to recommend individuals to the Dean for promotion, tenure, or reappointment. The Committee shall, in the case of each individual, apply the following criteria:

- 4.2.3.1. the excellence of the candidates' teaching, as indicated from the Student Instructional Rating Report and other appropriate measures,
 - 4.2.3.2. the excellence of research (publications, grants, thesis direction) and scholarship,
 - 4.2.3.3. academic potential,
 - 4.2.3.4. committee and administrative services,
 - 4.2.3.5. service to professional and public communities
- 4.2.4. Before the Department's Promotion and Tenure Committee considers a candidate's case, the comprehensive form used by the Provost's Office shall be completed by the Department Chairperson in consultation with the faculty member along with all relevant supplemental material.
- 4.2.5. The Department Chairperson shall notify each faculty eligible for promotion of that eligibility. Each faculty member at the rank of Assistant or Associate Professor may request consideration for promotion at any time. Everyone considered for promotion shall be advised by the Department Chairperson of the Department Chairperson's recommendation and the Promotion and Tenure Committee's advisory comments prior to forwarding them outside the Department. The individual may at that time withdraw the request for promotion consideration and there will be no further action. If the request for promotion is submitted to the Dean for consideration at the College level, both the Department Chairperson's recommendation and the Committee's advisory comments shall be reported.
- 4.2.6. Each candidate considered by the Committee for tenure or reappointment shall receive written notification of the Department Chairperson's recommendation and shall have the opportunity to discuss the recommendation as well as the Committee's advisory comments prior to their submission to the Dean and consideration at the College level. Both the Department Chairperson's recommendation and the Committee's advisory comments shall be reported to the Dean.
- 4.2.7. Mentoring: The elected members of the Promotion and Tenure Committee shall review the progress toward promotion and meet either as a committee or by representation with each faculty member at the ranks of Assistant and Associate Professor and a mentor faculty member at least once a year at request of the individual faculty member. The purpose of such a meeting will be to provide career mentoring to individual faculty members in advance of requests for promotion or tenure.

4.3. Graduate Studies Committee

4.3.1. Membership and Selection

The Graduate Studies Committee shall consist of a) faculty appointed by the Chairperson in consultation with the Advisory Committee, and b) one graduate student selected by the graduate student constituency. The Associate Chairperson for Research and Graduate Studies shall be an *ex officio* voting member of the Graduate Studies Committee. One of the faculty members on the Committee shall be designated Chairperson by the Department Chairperson at the time of appointment. The faculty shall be appointed in the spring for one year with their term of office beginning in the fall. The student member shall be elected in the fall.

4.3.2. Function

- 4.3.2.1. The Graduate Studies Committee shall make recommendations to the faculty on graduate academic standards, graduate course additions, deletions, and modifications, and graduate degree requirements. The Chairperson of the Committee shall see that minutes of each meeting are taken and distributed to faculty and staff.
- 4.3.2.2. Although this Committee shall not be unduly concerned with the day-to-day operation of specific courses and subject areas, it shall coordinate and review all actions within the courses and subject areas that relate to the graduate degree programs of the Department.
- 4.3.2.3. The Committee Chairperson shall present to the Department faculty for action those recommendations coming from the Graduate Studies Committee for which the faculty has delegated authority.

4.4. Undergraduate Studies Committee

4.4.1. Membership and Selection

The Undergraduate Studies Committee shall consist of a) faculty appointed by the Chairperson in consultation with the Advisory Committee and b) one undergraduate students selected by the undergraduate student constituency. The Associate Chairperson for Undergraduate Studies shall be an *ex officio* voting member of the Graduate Studies Committee. The Department of Electrical and Computer Engineering representative to the College of Engineering Undergraduate Studies Committee shall be an *ex officio* voting member of the departmental Committee. One of the faculty members of the Committee shall be designated as Chairperson by the Department Chairperson at the time of the appointment. The faculty shall be appointed in the spring for one year with their term of office beginning in the fall. The student members shall be elected in the fall or the preceding spring.

4.4.2. Function

- 4.4.2.1. The Undergraduate Studies Committee shall make recommendations to the faculty regarding the establishment and maintenance of the specific curriculum structure and academic requirements for the undergraduate degree programs of the Department as well as undergraduate course additions, deletions and modifications. The Chairperson of the Committee shall see that minutes of each meeting are taken and distributed to faculty and staff.
- 4.4.2.2. Although this Committee shall not be unduly concerned with the day-to-day operation of specific courses and subject areas, it shall coordinate and review all actions within the courses and subject areas that relate to the undergraduate degree programs of the Department.
- 4.4.2.3. The Committee Chairperson shall present to the Department faculty those recommendations coming from the Undergraduate Studies Committee for which the faculty has delegated authority.

4.5. Graduate Admissions Recruiting and Financial Aids Committee

4.5.1. Membership and Selection

The Graduate Admissions Recruiting and Financial Aids Committee shall consist of faculty appointed by the Department Chairperson in consultation with the Advisory Committee. The members shall be appointed in the spring for one year with term of office beginning in the fall. The Associate Chairperson for Research and Graduate Studies shall be an *ex officio* voting member of this Committee.

4.5.2. Function

The Graduate Admissions Recruiting and Financial Aids Committee shall make advisory recommendations to the Department Chairperson on admission of applicants to the graduate programs of the Department and on priorities for the awarding of available graduate financial aids. This Committee shall also develop strategies to recruit qualified graduate students.

4.6. Awards Committee

4.6.1. Selection

The Awards Committee shall consist of two or three members appointed by the Department Chairperson in consultation with the Advisory Committee.

4.6.2. Function

This Committee shall identify awards for which faculty in the Department might be nominated. It shall inform the faculty of award opportunities and solicit recommendations. The Committee shall also help prepare the nominations for university and national awards. The Awards Committee is advisory to the faculty and to the Department Chairperson.

4.7. Secretary of the Faculty

4.7.1. Selection

The Secretary of the faculty shall be appointed by the Department Chairperson in consultation with the Advisory Committee. The appointment shall be made in the spring for one year with term of office beginning in the fall.

4.7.2. Function

The Secretary of the faculty shall take minutes of any faculty meeting and have them distributed to the members of the faculty. These minutes shall serve as the office record of Department business carried on at meetings of the faculty.

4.8. Assessment Committee

4.8.1 Membership

The Assessment Committee shall consist of six faculty appointed by the Department Chairperson in consultation with the Advisory Committee. The members shall be appointed in the spring for one year with term of office beginning in the fall. The Associate Chairperson for Undergraduate Studies shall be an *ex officio* voting member of this Committee.

4.8.2 Function

The Assessment Committee shall be responsible for continuously monitoring and documenting compliance with accreditation requirements. This committee shall also be responsible for any interim reports and preparation of all accreditation documentation at the time of review.

5. AD HOC COMMITTEES

The Department Chairperson, in consultation with the Advisory Committee, may appoint *ad hoc* committees to carry out appropriate duties.

6. GRIEVANCE

6.1. Faculty

Grievance procedures available to the faculty of the Department of Electrical and Computer Engineering are outlined in the Bylaws for Academic Governance of the College of Engineering.

6.2. Students

Student's rights and responsibilities, including grievance procedures, are detailed in the document: Academic Freedom for Students at Michigan State University. Procedures more specifically designed for graduate students are to be found in the publication: Graduate Student Rights and Responsibilities. Grievance procedures outlined in these documents shall be followed and the Engineering College Advisory Council shall be responsible for the interpretation and execution of these procedures in the College.

6.2.1 Department Hearing Board for Student Grievances

When a student grievance arises, the Department Chairperson or his/her designee shall appoint a Hearing Board to review and seek resolution to the grievance. The board shall be comprised of two students (undergraduate or graduate depending on the enrollment status of the aggrieved student) and two faculty members from the current Advisory Committee who are not involved in the grievance. One student member shall be the current student representative on the Undergraduate Studies Committee or Graduate Studies Committee, depending on the enrollment status of the aggrieved student. The second student shall be chosen at the discretion of the Chairperson or his/her designee. If the grievance directly involves the Chairperson, the Hearing Board appointment responsibility defers to the Advisory Committee.

7. AMENDMENTS

7.1. Procedure

- 7.1.1. The amendment process shall be initiated by the Department Chairperson, by the Advisory Committee, or by petition of any three members of the Voting Faculty. A Bylaws Revision Committee shall be appointed by the Department Chairperson to draft suitable amendments to present to the Voting Faculty.
- 7.1.2. The amendments presented by the Bylaws Revision Committee may be approved by majority vote of the Voting Faculty. Alternately, they may be referred back to the Bylaws Revision Committee or amended from the floor. Amendment of the Committee's report from the floor shall require a two-thirds majority of the Voting Faculty.
- 7.1.3. The effective date shall be immediately after adoption of amendments to the Bylaws.