CLEMSON UNIVERSITY
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING


FACULTY BY-LAWS
Modified October 15, 2008


## ARTICLE I.  VOTING MEMBERSHIP

The Voting Membership of the Department of Electrical and Computer Engineering Faculty shall consist of all faculty appointed to the Department of Electrical and Computer Engineering who are either tenured or tenure-track, or who have been elected to membership by the Department of Electrical and Computer Engineering Faculty.

## ARTICLE II.  FUNCTIONS

### Section 1.  General

The Faculty of the Department of Electrical and Computer Engineering shall establish the will of the Department concerning academic matters; evaluate the credentials of current and prospective members and recommend their appointment, reappointment, tenure and promotion in accordance with the University Faculty Manual; and consider any matters that may affect the welfare of its members or the teaching, research, and public service policies of the Department of Electrical and Computer Engineering.

### Section 2.  Curriculum Management

A primary faculty responsibility is management of the curricula in each of the two degree programs: Electrical Engineering and Computer Engineering.  For each voting member of the faculty, the Department Chair shall designate the curriculum responsibilities for one or both degree programs.

When curriculum matters require the vote of the general faculty, duly assembled, the voting membership as defined in Article I shall be further restricted according to the scope of the matter brought forth.  If the business concerns only the required Computer Engineering curriculum, the voting membership shall be restricted to faculty with designated responsibility for that curriculum.  If the business concerns only the required Electrical Engineering curriculum the voting membership shall be restricted to faculty with designated responsibility for that curriculum.

ARTICLE III.  OFFICERS

The Chair of the Department of Electrical and Computer Engineering shall serve as administrative director of the department.  Other faculty members designated by the Chair may have administrative responsibility during the Chair's absence.

ARTICLE IV.  MEETINGS

Regular meetings of the Department of Electrical and Computer Engineering Faculty shall be held at the beginning and end of the Fall and Spring semesters.  Additional meetings will be called when deemed necessary by the Chair or when a written request is made by at least three (3) faculty members. Notice of meetings and their agendas shall be given at least seven (7) calendar days in advance; however, this may be waived by a two-thirds (2/3) vote of the total faculty. A quorum shall be a simple majority of Electrical and Computer Engineering Faculty members. Minutes of all action items considered at meetings shall be forwarded to the Dean of the College of Engineering and to all members of the Electrical and Computer Engineering Faculty. The individual chairing the meeting will appoint a recorder to be responsible for the minutes on action items.

Roberts' Rules of Order shall govern the conduct of meetings and the adoption of resolutions, motions, and reports.

All resolutions, motions, and reports that will commit the faculty to any policy position must be submitted to the Department Chair's secretary in sufficient time so that a copy will be placed in the Departmental mail box of each faculty member at least seven (7) calendar days prior to the meeting at which actions on such resolution(s), motion(s), or report(s) is contemplated.  In order for an item to be passed, it must be supported by a majority of the Electrical and Computer Engineering Faculty, as defined in Article I and Article II.

On the call of any member of the faculty, voting on a motion shall be by secret ballot.

ARTICLE V.  COMMITTEES

Section 1.  Structure and Membership

The composition and membership of Department of Electrical and Computer Engineering Faculty Committees created to effect the functions of the Faculty as delineated under Article II shall be designated by the Advisory Committee, which is elected as specified in Article V, Section 2A.  Except for the Advisory Committee, the Tenure, Promotion, and Reappointment Committee, and the Post Tenure Review Committee, committee assignments shall be made by the Advisory Committee.  These assignments shall be made by July 1 each year.  The Advisory Committee shall also nominate chairs for the committees it appoints; however, each committee may either vote its approval of the nominated chair or select another member to serve as chair.

Section 2.  Standing Committees

The Standing Committees of the Department of Electrical and Computer Engineering shall consist of an Advisory Committee; a Graduate Committee; an Undergraduate Program Committee; a Tenure, Promotion, and Reappointment Committee; the Academic Program Committees; a Research and Scholarly Activities Committee; a Development Committee; and a Post Tenure Review Committee.

Other standing committees may be added or existing committees deleted by action of the Electrical and Computer Engineering Faculty.  The functions of these committees include providing advice in the areas of each committee's purview.

Section 2A.  Advisory Committee

The Advisory Committee shall consist of five (5) members of the Department of Electrical and Computer Engineering Faculty elected each year at the end of the Spring semester and is chaired by the Department Chair.  The Advisory Committee will meet regularly to advise the Department Chair on key issues affecting the department, including faculty and staff hiring, allocation of resources, and utilization of space.  The members of the Advisory Committee shall also act as ombudsmen for the Electrical and Computer Engineering Faculty.  The Advisory Committee will also assist in administering the strategic planning process for the Department.  In particular, this committee is expected to track adherence to the plan, to monitor success in meeting goals, and to coordinate efforts to develop and update the one-year and three-year plans.

Section 2B.  Graduate Committee

The Graduate Committee is responsible for dealing with matters relating to the graduate programs in the Department.  This includes establishing rules for the various graduate degree programs; implementing the Ph.D. Qualifying Examination; publishing guidelines for the M.S. Comprehensive Examination; making recommendations regarding graduate student admissions, assistantships, and fellowships; graduate student recruiting; selecting awardees for graduate student teaching and research awards; recommending a schedule of graduate offerings; maintaining the Electrical & Computer Engineering Graduate Student Information brochure; recommending policies for graduate student office allocation; and organizing social events for graduate students, faculty, and staff.

Routine matters will be handled internally by the committee.  For major items, such as changing the rules for a graduate degree program, the Graduate Committee will present a recommendation to the Electrical & Computer Engineering Faculty, which will make the final decision.

The Graduate Program Coordinator will serve as an ex-officio member of this committee. Staff members whose roles coincide with the responsibilities of this committee may be included as non-voting members. Graduate students may also be appointed as non-voting members as deemed necessary by the committee.

Section 2C.  Undergraduate Program Committee

The Undergraduate Program Committee is responsible for issues related to the undergraduate programs in the Department and for undergraduate student development.  This

includes curriculum issues; laboratory maintenance and development; teaching and advising effectiveness; student professional development; and administration of the Senior Departmental Honors program.

Undergraduate curriculum matters will normally be referred to the Undergraduate Program Committee by one of the Academic Program Committees (Focus Area Committees or Subject Area Committees). This committee shall be routinely responsible for course approvals which do not involve required courses or modification of the published Electrical Engineering or Computer Engineering curricula. For other curriculum matters, this committee shall have the initial responsibility and shall provide recommendations to the Electrical and Computer Engineering Faculty.

The Undergraduate Program Committee will be selected annually by the Advisory Committee so as to represent both the Electrical and Computer Engineering Degree programs. The committee shall include a subcommittee for Electrical Engineering chaired by a faculty member with designated responsibility for the Electrical Engineering curriculum and a subcommittee for Computer Engineering chaired by a faculty member with designated responsibility for the Computer Engineering curriculum. The Chair of the Undergraduate Program Committee shall also serve as the Department's representative to the Curriculum Committee of the College of Engineering and Sciences.

Staff members whose roles coincide with the responsibilities of this committee may also be appointed as non-voting members of the committee.

Section 2D. Tenure, Promotion, and Reappointment Committee

The Tenure, Promotion, and Reappointment Committee shall consist of all tenured full professors in the Department, excluding the Department Chair. The responsibilities of this Committee include the review of nontenured Faculty for the purpose of recommending whether or not the individual is to be reappointed for additional years of service. The Committee also evaluates all nontenured faculty being considered for tenure. In addition, the Tenure, Promotion, and Reappointment Committee shall evaluate all Electrical and Computer Engineering Faculty requesting promotion in a given year and shall make appropriate recommendations. The recommendations will be handled as outlined in the University Faculty Manual. The Tenure, Promotion, and Reappointment Committee shall also participate in the process of recommending appointment of new faculty. The primary role of the Tenure, Promotion, and Reappointment Committee in this regard will be to certify that a proposed hire at a specified rank meets the current standards for that rank and has sufficient potential of earning tenure. All activities of the Tenure, Promotion, and Reappointment Committee shall be consistent with university policy as described in the most recent version of the Faculty Manual.

Within the Tenure, Promotion, and Reappointment Committee a TPR Subcommittee will be selected annually on a rotational basis. A rotational list of tenured full professors shall be maintained by the Advisory Committee. Each year the two professors at the top of the list will be added to the Subcommittee, and the two professors who have just completed a three-year term will rotate off. When a professor completes a three-year term, his or her name will be placed at the bottom of the rotational list. Full professors who become eligible for reasons other than promotion (e.g., those who terminate administrative positions that kept them from serving on the

TPR Subcommittee) will be placed at the top of the list. Immediately below them will be placed full professors who were promoted in the previous year. Within each group, seniority will be used (number of years at the rank of full professor) with the more senior faculty appearing higher on the list. Newly hired full professors will be placed at the bottom of the list, with the number of years in rank used to order this group if there is more than one such person (higher number of years in rank appearing earlier on the list). Each year the two Subcommittee members in the final year of a three-year term will serve as co-chairs of the Subcommittee and also as co-chairs of the full Tenure, Promotion, and Reappointment Committee. Any unexpired term or other vacancy on the Subcommittee shall be filled through appointment by the Advisory Committee from the roster of tenured full professors, beginning with individuals at the top of the list.

The task of the TPR Subcommittee will include the following: (1) receive candidates' files and check for completeness, (2) obtain letters from external references as needed, (3) make candidates' files available to full committee, (4) summarize credentials of candidates to facilitate evaluation by the full committee, (5) organize meeting(s) of the full committee for voting, and (6) prepare all reports required by the TPR process. Official recommendations of the ECE Tenure, Promotion, and Reappointment Committee will be determined by a secret ballot of the full committee.

Section 2E.  Academic Program Committees

The Academic Program Committees consist of Focus Area Committees and Subject Area Committees. Focus Area Committees shall have purview over curriculum at both the undergraduate and graduate level, in their respective areas. Currently, there are seven Focus Area Committees:  Applied Electromagnetics, Communication Systems & Networks, Computer Systems Architecture, Digital Signal Processing, Electronics, Intelligent Systems, and Power. Subject Area Committees shall perform similar functions for those undergraduate areas which have no graduate counterpart. Currently, there is one Subject Area Committee: Circuits.

The Focus Area Committees and Subject Areas Committees shall have responsibility for recommending the syllabus, book, and functioning of each course in their respective areas. These committees shall make recommendations to the Undergraduate Program Committee or the Graduate Committee on changes in existing courses, creation of new courses, or deletion of old courses in their respective areas. They shall also make suggestions to the Department Chair concerning teaching assignments for courses in their respective areas. These committees shall designate faculty members to serve as coordinators for every course. (The Advisory Committee will have the responsibility to see that each departmental course is assigned to one of the Academic Program Committees.) The Focus Area Committees shall specify the Core Courses for M.S. degree programs in their respective area. They shall also be responsible for preparing and grading questions for the Ph.D. Qualifying Examination, in their respective areas.

Academic Program Committees can be created or deleted at the will of the Electrical and Computer Engineering Faculty.

Section 2F.  Research and Scholarly Activities Committee

The Research and Scholarly Activity Committee is responsible for promoting and coordinating such activities within the Department. These activities include coordination of

research efforts, improvement of the research infrastructure, developing ties with industry, facilitating technology transfer, establishing new faculty support and the development of a Research Advisory Committee.

Section 2G.  Development Committee.

The Departmental Development Committee is responsible for various activities related to faculty, staff and departmental development.  These activities include faculty recognition and development, staff recognition and development, department promotion through the media, alumni relations, interaction with the External Advisory Board, developing a resource allocation plan and promoting community outreach activities.  Staff are to be included as ex-officio members for the purpose of representing staff interests and promoting communications. Undergraduate students, graduate students, and alumni may also be appointed as ex-officio members as deemed necessary by the committee.

Section 2H – Post Tenure Review Committee

The Post Tenure Review Committee shall consist of three persons. Two of these shall be tenured full Professors of the Department and the third member shall be a tenured Clemson full Professor from outside the ECE Department. The internal members shall be determined by a rotation list which consists of all tenured full Professors in the Department, except that reviewees and current members of the Tenure, Promotion, and Reappointment Subcommittee are excluded.

The Advisory Committee shall also nominate the external member of the committee. However, an Advisory Committee member who is scheduled for review shall not participate in this nomination.  Other nominations for the external member will be accepted from the faculty.  The external member will then be elected by the faculty.  All three committee members shall serve one-year terms.

ARTICLE VI.  SELECTION OF DEPARTMENTAL REPRESENTATIVES

The representatives of the Electrical and Computer Engineering Department on all standing College and University committees, councils, etc., shall be appointed by the Advisory Committee.

ARTICLE VII.  POST TENURE REVIEW

Each tenured faculty member shall be peer reviewed every six years, except that no one will be reviewed until the sixth year after being awarded tenure or promotion.  The year or years in which a faculty member is on approved leave shall not be counted in the review period.

Initially, reviews shall be scheduled in order of decreasing longevity at Clemson University. The number of faculty reviewed each year shall initially be (approximately) one sixth of the number of currently tenured faculty members in the Department.  This number shall be adjusted each year so that each tenured person is reviewed every six years.

Adhering to the selection process prescribed above, the Advisory Committee shall name persons to be reviewed each year.   The Advisory Committee shall maintain and publish a list showing when each person is scheduled for review.

Review of faculty credentials will be based on criteria outlined in the ECE Department's Guidelines for Post Tenure Review and will be conducted in accordance with procedures outlined in the Clemson University Faculty Manual.

## ARTICLE VIII.  AMENDMENTS

These By-Laws may be amended at a regular meeting of the Department of Electrical and Computer Engineering Faculty by a two-thirds (2/3) majority vote of the entire voting membership.  The proposed amendment must be recommended by at least two (2) members of the Department of Electrical and Computer Engineering Faculty and distributed to the Faculty by the Chairman at least ten (10) calendar days prior to the scheduled meeting.  An amendment shall become effective when approved by the Department of Electrical and Computer Engineering Faculty.