

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

3-15-05

4-18-06

11-13-12

10-27-15

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 others (i.e. other than the Voting Faculty) 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. The Department Chairperson will designate one of the faculty or staff members as a scribe who will take the minutes of the meeting.
- 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 in Department Governance

- 1.3.1. There are four modes of faculty participation in department governance 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. Appointment

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 shall 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 shall 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 shall determine the merit adjustments and discuss the final recommendations with the Dean of the College of Engineering. The Chairperson shall make yearly performance information of Department faculty internally available.

### 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 shall have up to four Associate Chairpersons: the Associate Chairperson for Research, the Associate Chairperson for Graduate Studies, the Associate Chair for Space Management, Public Relations and Special Initiatives, and the Associate Chairperson for Undergraduate Studies.

### 3.2.2. Appointment

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 will serve as Acting Chairperson.

### 3.2.5. Duties: Associate Chairperson for Research

- 3.2.5.1. The Associate Chairperson for Research is responsible for the general coordination and management of all activities related to research. This shall 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 shall coordinate the research activities of the Department with the Associate Dean of Engineering for Research.
- 3.2.5.3. The Associate Chairperson for Research shall coordinate internal faculty and graduate student seminars in order to facilitate large-scale research initiatives and promote research culture among graduate students.
- 3.2.5.4. The Associate Chairperson for Research shall facilitate initiation of research collaboration with industry and other external research organizations.

### 3.2.6. Duties: Associate Chairperson for Graduate Studies

- 3.2.6.1. The Associate Chairperson for Graduate Studies is responsible for the general coordination and management of all activities related to graduate instruction and graduate curricula.
- 3.2.6.2. The Associate Chairperson for Graduate Studies is responsible for providing the initial processing of new students, and for assisting graduate students in finding an appropriate graduate advisor.
- 3.2.6.3. The Associate Chairperson for Graduate Studies shall coordinate the graduate activities of the Department with the Associate Dean of Engineering for Graduate Studies.

- 3.2.6.4. The Associate Chairperson for Graduate Studies is an *ex officio* member of the Graduate Studies Committee, and shall be responsible for administering the Ph.D. Qualifying Examination.
- 3.2.7. Duties: Associate Chairperson for Undergraduate Studies
- 3.2.7.1. 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 shall 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.
- 3.2.7.2. The Associate Chairperson for Undergraduate Studies shall coordinate the undergraduate activities of the Department with the Associate Dean of Engineering for Undergraduate Studies.
- 3.2.7.3. The Associate Chairperson for Undergraduate Studies is an *ex officio* member of the Undergraduate Studies Committee.
- 3.2.7.4. Duties: Associate Chairperson for Space Management, Public Relations and Special Initiatives
- 3.2.7.5. The Associate Chair for Space Management, Public Relations and Special Initiatives shall be responsible for coordinating the space required for all ECE activities (research, teaching and outreach).
- 3.2.7.6. The Associate Chair for Space Management, Public Relations and Special Initiatives shall be responsible for the ECE website, social media interactions and branding efforts of the department.
- 3.2.7.7. The Associate Chair for Space Management, Public Relations and Special Initiatives shall assist the Chair with ad-hoc tasks as need arises.

#### 4. STANDING COMMITTEES OF THE DEPARTMENT

##### 4.1. Advisory Committee

- 4.1.1. 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.

- 4.1.2. **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.
- 4.1.3. **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:
- 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
- 4.1.4. **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.
- 4.1.5. **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.
- 4.1.6. **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 merit evaluation, faculty compensation, and raises,
- 4.1.7.5. recommend support services, and growth and development plans, and
- 4.1.7.6. 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. The Department Chairperson serves as an *ex officio* non-voting member of the Committee.
- 4.2.3. Function: This Promotion and Tenure Committee is advisory to the Department Chairperson; it is the Department Chairperson's responsibility to recommend individuals to the Dean for promotion, tenure, or reappointment. The specific actions of the Committee are as follows:
  - 4.2.3.1. The Committee is in charge of soliciting external review letters, in accordance with University and College policy.
  - 4.2.3.2. Upon receipt of all external review letters, the Committee shall consider each candidate for the specific action. The Committee shall, in the case of each individual, apply the standards and criteria prescribed in the Engineering Faculty Handbook.
  - 4.2.3.3. The candidate's application package shall comprise of a comprehensive form used by the Provost's Office and the College of Engineering Addendum.



- 4.2.3.4. The Committee shall provide a written report to the Department Chairperson. This report, together with the Chairperson's recommendations, shall be shared with the candidate prior to being forwarded to the Dean's Office. The candidate shall have an opportunity to discuss the report and the recommendation with the Chairperson.

#### 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 Graduate Studies shall be an *ex officio* member of the Graduate Studies Committee. One of the faculty members on the Committee shall be designated Chair by the Department Chairperson at the time of appointment. The faculty shall be appointed 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 Chair 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 Chair 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 student selected by the undergraduate student constituency. The Associate Chairperson for Undergraduate Studies shall be an *ex officio* 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* member of the departmental Committee. One of the faculty members of the Committee shall be designated as Chair by the Department Chairperson at the time of the appointment. The faculty shall be appointed 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 Chair 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 Chair 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. One of the faculty members of the Committee shall be designated as Chair by the Department Chairperson at the time of the appointment. The members shall be appointed for one year with term of office beginning in the fall.

##### 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. Membership and Selection

The Awards Committee shall consist of faculty and staff members appointed by the Department Chairperson in consultation with the Advisory Committee. One of the faculty members of the Committee shall be designated as Chair by the Department Chairperson at the time of the appointment. The members shall be appointed for one year with term of office beginning in the fall.

##### 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. Assessment Committee

##### 4.7.1 Membership and Selection

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

##### 4.7.2 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. FACULTY MENTORING

The Department shall have a documented mentoring program in place for all faculty in accordance with the University and College mentoring policies. The mentoring program shall be developed by the Department Chairperson in

consultation with the Advisory Committee. The Chairperson shall implement the program.

## 7. GRIEVANCE

### 7.1. Faculty

Grievance procedures available to the faculty of the Department of Electrical and Computer Engineering follow the Faculty Grievance Policy in the Michigan State University Faculty Handbook.

### 7.2. Students

Student's rights and responsibilities, including grievance procedures, are detailed in the document: Academic Freedom for Students at Michigan State University (AFR). Procedures more specifically designed for graduate students are to be found in the publication: Graduate Student Rights and Responsibilities (GSRR). 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. In accordance with the AFR and GSRR, the Department of Electrical and Computer Engineering has established Academic Grievance Hearing Procedures, which shall be followed for adjudicating academic grievances and complaints.

## 8. AMENDMENTS

### 8.1. Procedure

- 8.1.1. 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.
- 8.1.2. 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.
- 8.1.3. The effective date shall be immediately after adoption of amendments to the Bylaws.