BYLAWS
DEPARTMENT OF ELECTRICAL, COMPUTER, AND ENERGY ENGINEERING
UNIVERSITY OF COLORADO

I. THE FACULTY

(A) Powers. The departmental faculty shall have jurisdiction over all matters that concern only the department. This includes, but is not limited to, responsibility for developing its own working structure, for defining how personnel and budgeting matters shall be handled, and how responsibilities for other departmental matters shall be determined.

(B) Voting Members. The voting members of the faculty shall consist of all persons, including those on leave, tenured in ECEE or holding an appointment of half time or more in the department with any of the specific titles of Professor, Associate Professor, Assistant Professor, Senior Instructor, Research Professor, Research Associate Professor, Research Assistant Professor.

(C) Faculty Meetings. The Chair shall call a meeting of the faculty at least twice per semester to consider regular business of the department. Additional meetings will be held as needed to accomplish the business of the department. These meetings shall be called by the Chair or through a petition to the Chair by a minimum of four (4) voting members of the faculty. All meetings will require at least 48 hours written notice to the faculty.

At least two (2) business days prior to any meeting, the Chair shall prepare and distribute an agenda and supporting material to the faculty. For all meetings the published agenda will be considered before any new business. All meetings will have specific time period and agenda items requiring votes will not take place outside the published meeting time.

A quorum shall consist of those present.

All departmental votes on substantive matters such as appointments, reappointments, tenure, committee membership, shall be taken by written ballots. Requirements for approval of different items are detailed below.

II. CHAIR

The Chair shall be the executive officer of the department and shall have the authority, within the rules of the Regents, the policies of the University, and the rules of the college or department, to conduct the administration of the department. The Chair shall provide leadership toward achievement of the highest possible level of excellence in the teaching, research, and service activities of the department.

In particular, the Chair is expected to:

a) make nominations of candidates for Associate Chair, for committee membership, for faculty appointments, promotions, award of continuous tenure, sabbaticals, etc.,

b) make recommendations to department committees on matters within their jurisdiction, etc.

c) make recommendations to the faculty as a whole on any matter before the faculty.

These rights of the Chair shall not restrict the right of any faculty member to make additional nominations or alternate recommendations in these areas.

Administratively, the Chair is responsible to the Dean of the College, as well as to the department. With the advice and counsel of colleagues in the department and acting under the rules of the department,
the Chair is the departmental representative and spokesman. The Chair shall be a tenured member of the faculty, shall normally serve for four (4) years, and shall be eligible for renomination.

Not less than 90 days prior to the expiration of the term of the office of the Chair, the department, after consultation with the Dean regarding the procedures to follow, should re-examine its form of organization and shall again propose a nominee to serve as Chair. This nominee shall be selected by mail ballot and must have the affirmative vote of at least two-thirds of those voting with a minimum of two-thirds of the faculty voting. Upon review and approval of the nominee by the Dean of the College, the nomination shall be forwarded to the appropriate Vice Chancellor(s). If no candidate receives the required majority after a month devoted to discussion and balloting, a run-off election shall be held on a simple majority basis, and if necessary, a second run-off election on a plurality basis.

The department, by a majority of those voting on a written ballot, with a minimum of two-thirds of the faculty voting, may recommend to the Dean that a Chair be removed from office. Such a vote will only be taken upon a petition to the department signed by at least one-quarter of the voting members as defined in 1B.

III. ASSOCIATE CHAIR

One or more associate chairs may be elected to assist the Chair. An associate chair will serve as acting chair if the office of the Chair is temporarily vacant. Appointing more than one associate chair will require the agreement of the Dean.

Associate chairs shall normally serve for four (4) years, shall be eligible for renomination and shall be selected by secret ballot requiring a two-thirds majority of those voting for approval with a minimum of one-half of the faculty voting.

An associate chair may be removed at any time by a majority mail-ballot vote of those voting with a minimum of one-half of the faculty voting.

IV. COMMITTEES

(A) Executive Committee

The Executive Committee shall consist of the Chair (ex officio), the Associate Chair(s) (ex officio) and five members of the voting faculty. Members will be chosen by written ballot requiring one half of the votes of the faculty with at least one half of the faculty voting. The terms of the elected members shall be for two (2) years. Elected members may succeed themselves for one additional term. Faculty who have been on the Executive Committee and served two terms shall be eligible to serve again after a two-year hiatus.

The Executive Committee shall assist and advise the Chair by serving as a "cabinet" and provide other functions as set forth in these By-Laws. The Executive Committee will formulate policy as needed for submission to the departmental faculty for appropriate action. It will advise the Chair on actions where the application of departmental policy is not clear.

(B) Graduate Studies Committee

The Graduate Studies Committee shall consist of the Graduate Studies Coordinator plus a representative of each research area. The Graduate Studies Coordinator shall be appointed by the Chair with the approval of at least one half of the faculty, by written ballot, with at least one half of the faculty voting. The Graduate Studies Coordinator shall serve a four-year term and is eligible for re-nomination.
The terms of the committee members shall be for two (2) years. Members may succeed themselves for one additional term. Faculty who have been on the Graduate Studies Committee and served two terms shall be eligible to serve again after a two-year hiatus.

The Graduate Studies Coordinator shall give final approval to the program and, as appropriate, the thesis or comprehensive exam committees, of each graduate student. (The academic adviser for each student has primary responsibility for such a program.) The Committee shall coordinate graduate programs in the various areas and shall forward its recommendations to the graduate faculty of the department for approval. The Committee shall be responsible for matters pertaining to the graduate program of the department including graduate degree requirements, graduate recruiting, and graduate admissions.

(C) Curriculum Committee

This Committee shall consist of six (6) members who are elected for three (3) year terms, on a rotating basis, two (2) per year. In addition to the six Committee members, an Associate Chair of the ECEE Department shall be appointed by the Chair to serve as an ex-officio voting member. Not more than two (2) members may be from the same area. This committee shall make such studies of the curriculum as are suggested by the department faculty, staff, or others, and shall present its recommendations to the department for approval. The ECEE Department Chair, with the advice of the Executive Committee, will annually appoint one of the elected members as Committee Chair.

(D) Hiring Committee

Making initial appointments to the faculty is one of the most important decisions that are to be made. Periodically, the needs of the department and its goals shall be discussed at faculty meetings, and the department strategic plan shall be updated, including recommendations for future hiring. In accordance with the department strategic plan, and after discussion and approval of the Executive Committee, the Chair may propose a search to the Dean. Upon approval by the college and campus, and in accordance with campus hiring policies, the Chair shall appoint an ad hoc committee to be responsible for evaluating candidates and recommending to the Chair and the Dean the candidate to be hired. The make-up of this committee will be reviewed at a faculty meeting.

(E) Grievance Committee

A Grievance Committee shall be formed on an ad-hoc basis as required. This committee shall consist of three (3) members of the department who shall be appointed by the Chair unless the Chair is a party to the grievance, in which case the appointments shall be made by an Associate Chair. This Committee shall be responsible for hearing grievances from department faculty, staff or students who feel that they have a grievance and who have used the normal channels without satisfaction. The committee shall follow college and campus grievance policies as appropriate. At the request of either of the two (2) parties involved, each party may have the Committee expanded to a maximum of five (5) members by adding one (1) additional member of his/her choice. This Committee shall hear all evidence from both sides and shall vote by written ballot on any further action to be taken, including recommendations to either the Executive Committee or the Chair.

V. SABBATICALS (Also see Faculty Handbook)

Annually, the college notifies those faculty members who are eligible for sabbatical. The department may encourage leaves at half pay in order to finance replacement of the faculty members. It is permissible to have two (2) single semesters at half pay with the two (2) semesters not necessarily in the same year. The Chair will evaluate the advisability of approving sabbaticals based on the benefit to the career of the faculty member, the benefit to the departmental goals, and whether the ongoing functions of the department will be jeopardized. The Chair will forward his or her recommendations to the Dean. Each person recommended for the sabbatical leave shall write a short letter to the Dean including a statement of plans showing anticipated personal development and University benefit. On completion of the sabbatical, the faculty member provides a brief written report of accomplishments to the Dean.
VI. ANNUAL FACULTY PERFORMANCE EVALUATIONS

Annual faculty performance evaluations shall be made by the Executive Committee. Inputs will include the annual faculty review forms, student evaluation forms, and other information deemed appropriate by the Executive Committee. Recommendations regarding a member of the Executive Committee shall be made by the other members of this Committee.

VII. REAPPOINTMENT, PROMOTION, AND TENURE EVALUATIONS

These procedures, policies and criteria are subject to the current laws and actions of the Regents and to other university policies and procedures and described on the Faculty Affairs website and as may be subsequently revised. Each policy and rule is to be applied in a manner consistent with current Regential Rules. In the event of conflict, Regential Rules shall govern.

Every eligible faculty member will be reviewed in a timely manner for reappointment, promotion and tenure, depending upon his or her progress and on University mandates.

The primary unit is normally composed of the faculty members of the Department of Electrical and Computer Engineering (hereafter referred to as the Department or unit). For the purposes of evaluation of tenure-track faculty members, the voting members of the ECEE faculty consists of all persons, including those on leave, holding tenure in ECEE or holding the specific title of Professor or Associate Professor with an appointment in ECEE of half time or more. For reappointment as an Assistant Professor, or for promotion to Associate Professor, only voting members of Associate Professor rank or higher may vote. For promotion to full Professor, only voting members of Professor rank may vote. For continuous tenure recommendations, only tenured voting members may vote. The unit must have a minimum voting membership of at least five eligible faculty members. Supplementing the voting membership of the primary unit requires the review and approval of the Dean.

(A) Primary Unit Evaluation Committee and Report

The Department Chair shall appoint an ad-hoc committee to assist the candidate in assembling a dossier. This committee solicits opinions from outside reviewers, and provides a written factual summary of the candidate’s dossier to the Primary Unit Review Committee. This summary includes factual descriptions of the candidate’s teaching performance, scholarly and creative work, university and professional service, and the opinions of the external reviewers. The ad-hoc committee does not hold an evaluative vote.

Every candidate for reappointment, promotion and tenure shall present a technical seminar to the department explaining aspects of their work and contribution. The seminar shall be at a level that it is understandable by general department PhD students.

The ECEE Executive Committee is a standing committee that serves as the Primary Unit Evaluation Committee (PUEC). The PUEC holds an evaluative vote, and provides a written summary of its findings with regards to (A) teaching performance, (B) scholarly and creative work, and (C) university and professional service and outreach. The PUEC and ad hoc committees provide an oral summary of the case at a meeting of the voting ECEE faculty.

The written reports of the PUEC and ad hoc committees become part of the dossier. The names and affiliations of the external reviewers should not be revealed in these materials. The Department Chair should not serve on the ad-hoc or PUEC or write their reports, as his or her recommendation is expressed in a separate letter.
(B) **Faculty Vote**

The ad hoc committee shall present the dossier to the faculty at a special faculty meeting called by the Chair. The dossier of the candidate will be available to all faculty members before the special faculty meeting. In addition, the seminar by the candidate will be presented before the special faculty meeting. Following the special faculty meeting eligible faculty will participate in a written ballot. The vote categories shall be ‘for’ the proposed action, ‘against’ the proposed action, ‘abstain’ or ‘absent’. Absences normally should be limited to faculty members who are on leave and/or unable to participate in the review and vote. The Department Chair should not vote, but he or she may be present during the discussion by the primary unit and the faculty.

(C) **Report of the Chair**

The Department Chair shall write a report, in addition to the ad-hoc and primary unit evaluation committee reports, to the Dean on the actions taken by the primary unit, including the results of the PUEC and faculty votes, reasons for the recommendation, and an explanation of any dissenting opinion as expressed in the vote. The report should include a description of the review and the voting process that was followed. It should also include the recommendation of the Chair on the proposed personnel action, along with reasons for disagreement if this recommendation differs from the majority vote of the primary unit and faculty votes. The report or letter from the Chair to the Dean must not identify the external reviewers by name or in any other way. This report becomes a part of the dossier.

(D) **Conflict of Interest**

While collaboration and cooperation are encouraged in the Department of Electrical and Computer Engineering, it is also important that all reviews be unbiased. Faculty members who have a professional or personal potential conflict of interest with a candidate should not serve on the candidate’s PUEC though they may be consulted by the PUEC, or in writing the Chair’s or Dean’s report. Potential conflicts of interest include PhD or postdoctoral mentoring relationships and close collaborations. Close collaborations are typically indicated by status as co-authors or co-investigators on multiple peer-reviewed publications or grants in the past three years. Family members should recuse themselves from personnel reviews of immediate family members. Questions on potential conflicts of interest should be directed by the Chair to the Dean or the Associate Vice Chancellor for Faculty Affairs.

**VII. AMENDMENTS TO THE BY-LAWS**

Amendments to these By-Laws require approval by written ballot by a two-thirds majority of those voting with a minimum of two-thirds of the faculty voting. Written notice of a proposed amendment shall be given to all members of the faculty at least two (2) weeks prior to the vote.

**VIII. GUIDELINES IN AREAS NOT COVERED BY THESE BY-LAWS**

It is the responsibility of the Chair, with the advice of the Executive Committee, to develop policy guidelines in areas not covered by these rules. Such guidelines shall be submitted to the faculty for approval before enactment and copies shall be kept on open file in the departmental office.