

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

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 who are 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, Instructor, Research Professor, Research Associate Professor, Research Assistant Professor. Any limitations to voting eligibility are specified below.

(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 or electronic 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 a 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, and committee membership, shall be taken by secret written or electronic ballots. Non-substantive items may be voted on by show of hands or voice vote. Requirements for approval of specific items are detailed below. Detailed results of votes shall be communicated to the faculty except for personnel votes.

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, 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, reappointments, promotions, award of continuous tenure, sabbaticals, etc.,
- b. Oversee the budget, staff, space, teaching and service assignments in the department,

- c. Make recommendations to department committees on matters within their jurisdiction, and
- d. Make recommendations on any matter before the faculty.

The 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 four (4) years, and shall be eligible for re-nomination.

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 secret written or electronic 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 secret written or electronic 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 re-nomination and shall be selected by secret written or electronic 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 vote, via secret written or electronic ballot, of those voting with a minimum of one-half of the faculty voting.

IV. GRADUATE DIRECTOR

The Graduate Studies Director shall be appointed by the Chair with the approval of at least one half of the faculty, by secret written or electronic ballot, with at least one half of the faculty voting. The Graduate Studies Director shall normally serve a four-year (4) term and is eligible for re-nomination.

The Graduate Studies Director shall give final approval to the program and, as appropriate, the thesis or comprehensive exam committees of each graduate student. (The academic advisor for each student has primary responsibility for such a program.)

V. COMMITTEES

1) Standing 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 secret written or electronic ballot requiring a simple majority vote of the faculty with at least one half of the faculty voting. The elected members serve two (2) year terms. 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 and provide other functions as set forth in these Bylaws. 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) Primary Unit Evaluation Committee

In cases of reappointment, promotion and tenure, and promotion, 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 for all personnel cases in the department. The Chair is not a voting member of the PUEC. The PUEC also provides a summary of the case to the ECEE faculty during a meeting to consider the case.

(C) Graduate Studies Committee

The Graduate Studies Committee shall consist of the Graduate Studies Director and a minimum of six (6) faculty members providing a broad representation of the research areas in the department. The terms of the members of the Graduate Studies Committee members shall be for three (3) 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 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.

(D) Curriculum Committee

This Committee shall consist of six (6) members who will serve for three (3) year terms. In addition to the six Committee members, an Associate Chair of the ECEE Department shall be appointed by the Chair to serve as a voting member. Not more than two (2) committee members may be from the same area. This committee shall make studies of the curriculum as 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.

(E) Course Fees/Program Fee Committee

This committee will consist of four (4) members appointed by the Chair and representing faculty who use, or have responsibility for, the major department undergraduate labs. In addition, the committee will have one undergraduate student member appointed by the chair and serving a two-year term. The Chair will appoint one member to act as committee chair. Members will serve for three (3) years with the opportunity for reappointment. After serving two terms a faculty member is eligible to serve again after a two-year hiatus.

The committee is responsible for the planning of laboratory upgrades and the disbursement of Lab/Program Fee funds. This committee will also coordinate with the Chair and provide input to all EEF proposals that require department matching.

2) Ad hoc Committees

(A) Hiring Committee

Making initial appointments to the faculty is one of the most important decisions the department makes. 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 search committee. The make-up of this committee will be reported at a faculty meeting.

The ad hoc committee is responsible for evaluating candidates and recommending to the Chair and the faculty a slate of candidates to be interviewed. The slate must be approved by the Dean. The committee will organize the campus visit by the finalists and provide the faculty with an evaluation and ranking of the candidates after all visits are complete. The faculty shall discuss the candidates and vote by secret written or electronic ballot on which candidate to recommend to the Dean.

(B) Grievance Committee

A Grievance Committee shall be formed on an ad hoc, as needed basis. 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 secret written or electronic ballot on any further action to be taken, including recommendations to either the Executive Committee, the Chair or the Dean.

VI. STRATEGIC PLANNING

The department, under the direction of the Chair, will develop a strategic plan that includes goals for the size of the undergraduate and graduate programs, the priorities for faculty hiring, research and teaching goals and other matters of importance to the department. The strategic plan will be the guiding document for department investments. The plan will be developed in consultation with the entire faculty and be approved by secret written or electronic ballot. Approval will require approval of a majority of those voting with a minimum of one-half the faculty voting. The strategic plan will be refreshed every four years.

VII. ANNUAL FACULTY PERFORMANCE EVALUATIONS

Annual faculty performance evaluations shall be made by the Executive Committee. Data will include the annual faculty report on professional activities, 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 the Committee with the evaluated member absent from discussions. The Chair is present during evaluation discussions but does not provide a rating. The Executive Committee recommendation is presented to the Chair who can provide additional recommendations to the Dean. The Chair represents the department in any discussions of the evaluations with the Dean.

VIII. 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 such, may be subsequently revised. Each policy and rule is to be applied in a manner consistent with current Regental Rules. In the event of conflict, Regental 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, Computer, and Energy 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 consist of all persons, including those on leave, who hold tenure in ECEE or hold 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.

For the purposes of evaluation of research faculty members, the voting members of the ECEE faculty consist of those eligible to vote on the evaluation of tenure-track faculty members, plus all persons, including those on leave, appointed as Associate Professor or Research Professor in ECEE or hold the specific title of Research Professor or Associate Research Professor with an appointment in ECEE of half time or more. For reappointment as an Assistant Research Professor, or for promotion to Associate

Professor, only voting members of Associate Professor or Associate Research Professor rank or higher may vote. For promotion to full Research Professor, only voting members of Professor or Research Professor rank may vote.

For the purposes of evaluation of instructional faculty, the voting members of the ECEE faculty consist of those eligible to vote on the evaluation of research faculty members, plus all persons, including those on leave, appointed as Senior Instructor in ECEE or hold the specific title of Senior Instructor with an appointment in ECEE of half time or more. For reappointment as an Instructor, or for promotion to Senior Instructor, only voting members of Senior Instructor, Associate Professor, Associate Research Professor rank or higher may vote. For promotion to full Senior Instructor, only voting members of Senior Instructor, Professor or Research Professor rank may vote.

(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 identifies outside reviewers whose opinions are solicited by the chair, and provides a written factual summary of the candidate's dossier to the Primary Unit Evaluation 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 prior to the faculty meeting and vote on their case. The seminar shall be at a level that it is understandable by general department PhD students.

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 PUEC shall present the dossier to the faculty at a meeting called by the Chair. The dossier of the candidate will be available to all faculty members before the meeting. Following the meeting, eligible faculty will participate in a secret written or electronic vote. The vote categories shall be "excellent," "meritorious," "non-meritorious," in each of the areas of research, teaching, and service. In addition, there is a separate question on promotion and tenure. Faculty shall have the option to "abstain," on any given question. 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 ECEE Department, 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.

IX. AMENDMENTS TO THE BYLAWS

Amendments to these Bylaws require approval by secret written or electronic 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.

X. GUIDELINES IN AREAS NOT COVERED BY THESE BYLAWS

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.