

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, Teaching Professor, Teaching Associate Professor, Teaching Assistant Professor, Scholar-in-Residence, Research Professor, Research Associate Professor, Research Assistant Professor. Any limitations to voting eligibility are specified below.

(C) Department Meetings. The Chair shall call a meeting of the faculty and staff 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 or four (4) members of the staff. 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 and staff. 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 (except electronic votes as noted below). A quorum shall consist of those present.

All departmental votes on substantive matters such as appointments, reappointments, promotions, and tenure shall be taken by secret written or electronic ballots. Non-substantive items may be voted on by show of hands or voice vote unless objected to by one or more voting member. Requirements for approval of specific items are detailed below. Detailed results of votes shall be communicated to the faculty except for some 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 spokesperson. 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 180 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. Before the election of the chair nominee, the staff shall be polled about the chair nominees, and they will have an opportunity to present these results along with any concerns they may have to the voting faculty.

The election of the chair nominee shall be selected by secret written or electronic ballot using a combination of approval and ranked choice voting. During the first round of voting, the chair nominee must have "approve" votes of at least two-thirds of those voting with a minimum of two-thirds of the faculty voting. Any candidate not receiving two-thirds approve votes will be removed and have their votes redistributed using the rankings from the ranked choice ballot. If no candidate has received a majority from the ranked choice ballot at this point, then the candidate with the lowest vote total will be removed and have their votes redistributed using the rankings from the ranked choice ballot. This process will continue until one candidate has a majority of the remaining votes, and they will be the chair nominee. 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 approval votes during the first round of voting, a new vote will be held, with potentially new nominees, after one week. In the second election, if no candidate achieves two-thirds approve votes, then no candidates will be removed, and the ranked choice ballot will decide the chair nominee using the process described above. In the event that there is no candidate approved to be chair by the faculty, the dean shall appoint a chair until a chair is successfully elected.

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. Before the vote, the staff shall be polled about the removal, and they will have an opportunity to present these results along with any concerns they may have.

III. ASSOCIATE CHAIR(S)

One or more associate chairs will be nominated by the chair and approved by the executive committee. Associate chairs shall normally serve for four (4) years and shall be eligible for re-nomination. 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.

Currently, there are four associate chairs: Associate Chair for Undergraduate Education, Associate Chair for Research and Graduate Education, Associate Chair for Faculty and Staff, and Associate Chair for External Relations and Outreach. The Associate Chair for Undergraduate Education oversees the Undergraduate Studies Committee, Laboratory Committee, course assignments and scheduling, educational lab space, and hiring of instructional support staff (lecturers, teaching assistants, etc.). The Associate Chair for Research and Graduate Education oversees the Graduate Studies Committee, Professional/Online Graduate Programs Committee, and research lab space. The Associate Chair for Faculty and Staff oversees the Faculty/Staff Recruitment, Retention, and Recognition Committee, the Diversity, Equity, and Inclusion Committee, faculty/staff mentorship, and faculty/staff formal reviews and annual evaluations. The Associate Chair for External Relations and Outreach oversees the Marketing and Outreach Committee, the External Advisory Board, and engagement with alumni and industrial partners.

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 two-thirds of the faculty voting. 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. Before the vote, the staff shall be polled about the removal, and they will have an opportunity to present these results along with any concerns they may have.

IV. COMMITTEES

1) Standing Committees

(A) Executive Committee - The Executive Committee shall consist of the Chair (ex officio), the Associate Chair(s) (ex-officio), the Operations Manager (ex-officio), the finance manager (ex-officio), the chair's administrative assistant (ex-officio), five members of the voting faculty and one staff member. Amongst the faculty representatives, there must be at least one junior faculty member (assistant professor, teaching assistant professor, or research assistant professor), at least one mid-career faculty member (associate professor, teaching associate professor, or research associate professor), and at least one senior faculty member (full professor, teaching professor, research professor, or scholar-in-residence).

Members will be chosen by secret written or electronic ballot using ranked choice voting with at least one half of the faculty voting for the faculty representatives and one half of the staff for the staff representative. At each round of the ranked choice vote, the candidates with the lowest vote total will be removed and have their votes redistributed following the rank choice preferences with the exception when a specific rank is needing to be filled. In this case, the

candidate of that rank with the highest vote total will be elected. The elected members serve two (2) year terms. Faculty who have been on the Executive Committee shall be eligible to serve again after a two-year hiatus. One half of the executive committee shall be elected each year. In the case where an executive committee member needs to be replaced, the replacement will complete the term of the member being replaced. In the case where that period is less than one year, then the member would be eligible for reelection.

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, 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 PUEC also provides a summary of the case to the ECEE faculty during a meeting to consider the case. The Chair and staff representative are not voting members of the PUEC, but the Associate Chairs are voting members. In addition, any member of the PUEC that is ineligible to vote on the case being presented in the department vote is also excluded from voting on that case in the PUEC. Finally, close collaborators with the candidate being discussed are excluded from voting, as well. In the event that the number of voting members of the PUEC is less than three, the Associate Chair for Faculty and Staff may appoint additional members from the faculty at-large to create a PUEC with three voting members.

(C) Graduate Studies Committee - This Committee shall consist of a chair appointed by the ECEE chair and approved by the executive committee, a co-chair, the Associate Chair for Research and Graduate Education (ex officio), a minimum of six (6) faculty members (including the chair and/or co-chair) providing a broad representation of the research areas in the department, and all graduate program advisors, any additional staff members heavily involved in the graduate program, and at least one graduate student representative. This Committee shall coordinate traditional MS and PhD graduate degree programs and shall forward its recommendations to the graduate faculty of the department for approval. This Committee shall oversee matters pertaining to the graduate program of the department including graduate curriculum, graduate degree requirements, graduate recruiting, and graduate admissions.

(D) Undergraduate Studies Committee - This Committee shall consist of a chair appointed by the ECEE chair and approved by the executive committee, a co-chair, the Associate Chair for Undergraduate Education (ex officio), a minimum of six (6) faculty members (including the chair and/or co-chair), all undergraduate advisors, any other staff heavily involved in the undergraduate program, and at least one undergraduate student representative for each degree program. This committee shall oversee matters pertaining to the undergraduate program of the

department including undergraduate curriculum, undergraduate degree requirements, undergraduate recruiting, and ABET accreditation.

(E) Laboratory Committee - This committee shall consist of a chair appointed by the ECEE chair and approved by the executive committee, a co-chair, the Associate Chair for Undergraduate Education (ex officio), a minimum of four (4) faculty members (including the chair and/or co-chair), the Lab & Facilities Coordinator, any additional staff heavily involved in the teaching or research laboratories, and at least one undergraduate student. The laboratory committee oversees consolidating and overseeing the contents of lab kits, the planning of laboratory upgrades, and the disbursement of Lab/Program Fee funds. This committee will also coordinate with the Chair and provide input and prioritization on all external funding proposals to support our educational labs that require department matching.

(G) Professional/Online Graduate Programs Committee - This committee shall consist of a chair appointed by the ECEE chair and approved by the executive committee, a co-chair, the Associate Chair for Research and Graduate Education (ex officio), a minimum of four (4) faculty members (including the chair and/or co-chair), the graduate program advisor for professional/online graduate programs, any additional staff members heavily involved in these graduate programs, and at least one graduate student representative. This committee oversees all professional, distance, and online graduate degree 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 these graduate programs including course development, graduate degree requirements, graduate recruiting, and graduate admissions.

(H) Faculty/Staff Recruitment, Retention, and Recognition Committee - This committee shall consist of a chair appointed by the ECEE chair and approved by the executive committee, a co-chair, the Associate Chair for Faculty and Staff (ex officio), at least four (4) faculty members representing tenure-track, teaching and research faculty ranks (including the chair and/or co-chair), at least two (2) staff members (including the chair and/or co-chair), and at least one postdoc or research associate. This committee oversees all faculty and staff recruitment and corresponding search committees, faculty and staff mentorship, rewards/recognition, and other initiatives to promote faculty/staff retention, and selection and promotion for both internal department awards, college and campus awards, and external professional society awards.

(I) Diversity, Equity, and Inclusion Committee - This committee shall consist of a chair appointed by the ECEE chair and approved by the executive committee, a co-chair, the Associate Chair for Faculty and Staff (ex officio), at least four (4) faculty members (including the chair and/or co-chair), at least two (2) staff members (including the chair and/or co-chair), and at least one (1) undergraduate, one (1) graduate student, and one (1) postdoc or research associate representative. This committee is tasked with developing, executing, and assessing strategies that promote [inclusive excellence](#) in our department.

(J) Marketing and Outreach Committee - This committee shall consist of a chair appointed by the ECEE chair and approved by the executive committee, a co-chair, the Associate Chair for External Relations (ex officio), the chair of the External Advisory Board (EAB), at least four (4) faculty members (including the chair and/or co-chair), all staff members involved in marketing and communication, and at least one (1) student representative, and at least one (1) alumni representative. This committee is tasked with developing, executing, and assessing strategies to market our degree and research programs, communicate with our core constituencies (students, alumni, and industrial partners), and perform outreach to increase enrollment and funding support.

(K) Strategic Planning Committee - This committee shall consist of a chair appointed by the ECEE chair and approved by the executive committee, a co-chair, at least six (6) faculty members (including the chair and/or co-chair), at least two (2) staff members (including the chair and/or co-chair), and at least one (1) student representative. The strategic planning committee will develop and maintain 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 staff and submitted to the department for final approval. The strategic plan is considered a living document that shall be consistently updated as needed.

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 department meeting. Before beginning the search, the ad hoc hiring committee must report their planned recruitment and screening procedures to the department's Faculty/Staff Recruitment, Retention, and Recognition Committee and the Diversity, Equity, and Inclusion Committee. The search process should follow the procedure outlined [here](#).

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 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 the Associate Chair for Faculty and Staff. 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.

V. ANNUAL FACULTY PERFORMANCE EVALUATIONS

Annual faculty performance evaluations shall be made by the Executive Committee as described in the [Procedures for Faculty Evaluation document](#). 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.

VI. 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 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). The voting members for each action are described below and summarized in this [table](#).

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, who 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 tenure-track faculty members, plus all persons, including those on leave, who hold the specific title of Associate Teaching Professor, or Teaching Professor with an appointment in ECEE of half time or more. For reappointment as an Assistant Teaching Professor, or for promotion to Associate Teaching Professor, only voting members of Associate Professor or Associate Teaching Professor rank or higher may vote. For promotion to full Teaching Professor only voting members of Professor, Teaching Professor, or Scholar-in-Residence 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 contributions 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 eligible to vote on the case 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.

VII. 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.

VIII. 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.

Bylaws of the Department of Electrical, Computer, and Energy Engineering (approved by faculty vote on January 11, 2022).