



Departmental Bylaws Routing Sheet
Requirements based on 2021-2022 *Faculty Manual*

In accordance with the *Faculty Manual* Chapter VII, section L2d, "Departmental bylaws must be approved by faculty who are accorded voting rights in accordance with Departmental bylaws and reviewed by the Provost or designee for consistency with the *Faculty Manual* ."

This document is intended to support the documentation of the required approvals.

Department: _____

College: _____

The attached bylaws were approved at the Departmental Faculty Meeting on: _____

Faculty Manual Editorial Consultant

I have reviewed this document for conformance to the Clemson University *Faculty Manual*.

Provost or designee (signature) _____

Name _____

Reviewed Revision Suggested (see comments) Date _____

Requirements for DEPARTMENTAL BYLAWS – 2021-2022 Faculty Manual

Department: Electrical and Computer Engineering

Date 11/29/2021

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*.

Compliance

The 2019-2020 and later *Faculty Manuals* require departmental bylaws be approved by the voting members of the departmental faculty and reviewed for consistency with the *Faculty Manual* by the Provost or designee, in accordance with Chapter IX, L2d. * see note below

| Requirement | Reference | Yes | No | N/A |
|---|------------------|-----|----|-----|
| 1 Departmental bylaws may not contradict the Faculty Manual | Ch III, A1c | X | | |
| 2 Statement that departmental bylaws may not contradict the <i>Faculty Manual</i> | Ch IX, L2f | X | | |
| 3 The TPR document is distinct from departmental bylaws | Ch V, D1c | X | | |
| 4 A statement that individuals with special faculty ranks have voting privileges; If this statement is not included then voting privileges ARE NOT granted to faculty with special ranks. OPTIONAL | Ch IV, B2g | X | | |
| 5 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty | Ch V, B5a, i | X | | |
| 5a Consistent with the requirement that search committees for regular faculty be composed of regular faculty, with other faculty included only if specified in department bylaws | Ch B, B5a, i | X | | |
| 6 Process for selecting search and screening committees for special rank faculty | Ch V, B5a, i(1) | X | | |
| 7 Consistent with the opportunity to establish other duties assigned to the department chair | Ch VIII, I2p | X | | |
| 8 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i> or the College Bylaws | Ch IX, D2a, i(1) | X | | |
| 9 Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the Faculty Manual or the College Bylaws | Ch IX, D2a, i | X | | |
| 10 Consistent with the requirement that there shall be at least one department faculty meeting per long semester | Ch IX, L3a | X | | |
| 11 There must be a standing curriculum committee. | Ch IX, L4a | X | | |
| 12 Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees | Ch IX, L4b | X | | |
| 13 Departmental curriculum committee(s) elect their chairs | Ch IX, L4c-e | X | | |
| 14 Every department shall have a standing advisory committee in the departmental bylaws, chaired by department chair, the composition and membership of which is established in departmental bylaws | Ch IX, L5a | X | | |
| 15 Consistent with the opportunity to establish other standing committees in departmental bylaws (although TPR and PTR committees are established in the TPR document) | Ch IX, L6a | X | | |
| 16 Consistent with the opportunity for the department chair to establish ad hoc committees | Ch IX, L6c | X | | |
| 17 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty | Ch IX, L7 | X | | |

CLEMSON UNIVERSITY
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

FACULTY BY-LAWS
Modified November 17, 2021

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. Nothing in these bylaws shall be construed to contradict the University Faculty Manual.

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, Computing and Applied Sciences 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 Assistant in sufficient time so that a copy can be distributed to 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 Focus Area Committees; a Research and Scholarly Activities Committee; a Development Committee; a Post Tenure Review Committee; and an Assessment and Oversight 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. The Advisory Committee will have the responsibility of assigning each departmental course to a particular Focus Area.

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; overseeing 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 course offerings; maintaining the Electrical & Computer Engineering Graduate Student Handbook; 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 Departmental Honors program.

Undergraduate curriculum matters will normally be referred to the Undergraduate Program Committee by one of the Focus 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 Chair of the Undergraduate Program Committee shall also serve as the Department's representative to the Curriculum Committee of the College of Engineering, Computing and Applied 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 structure and function of the Tenure, Promotion, and Reappointment Committee are described in the ECE Department Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment.

Section 2E. Focus Area Committees

The Focus Area Committees shall have purview over curriculum at both the undergraduate and graduate level, in their respective areas. Currently, there are four Focus Area Committees: Computing and Communications; Intelligent Systems; Photonics, Electronics and Quantum Systems; and Energy Systems.

The Focus Area 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 Focus Area Committees shall specify the Core Courses for M.S. degree programs in their respective area.

Focus Area Committees can be created, renamed 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, and establishing new faculty support.

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 structure and function of the Post Tenure Review Committee are described in the ECE Department Guidelines, Criteria, and Procedures for Appointment, Tenure, Promotion, and Reappointment.

Section 2I – Assessment and Oversight Committee

The Assessment and Oversight Committee is responsible for activities involving accreditation. These activities include preparing reports for the Accreditation Board for Engineering and Technology (ABET), collecting data to support these reports, and coordinating accreditation activities with the College of Engineering, Computing and Applied Sciences.

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. HIRING OF FACULTY

When the Department obtains authorization to hire new members, the Chair shall so inform the Department, along with any special considerations imposed on the position by the college or university. The Department Chair will appoint a Search Committee composed of no fewer than three Faculty members of the Department. Committee members must be regular faculty (tenured or tenure-track) for regular faculty searches, but may include special rank faculty (e.g. lecturer) for special rank faculty searches. The Search Committee shall elect a chair who will oversee all aspects of the initial collection and screening of applications, including all contact with the candidates. The Search Committee shall recommend a list of the leading candidates for preliminary interviews. Upon approval of a final list by the Department Chair, the Search Committee shall conduct the preliminary interviews in a timely fashion and summarize their findings for the Department chair, in rank order. The Search Committee Chair will invite three of the leading candidates to campus for an on-campus interview. The campus interview process will be overseen by the Search Committee Chair, and normally involves the candidate giving a presentation on their research, and meeting with the Search Committee and administrators involved in the hiring decision. The Search Committee shall provide the Department Chair with its recommendations concerning the final hiring decision by listing all candidate(s) it considers acceptable, in rank order. It will also provide the Department Chair with recommendations concerning rank and tenure. The Department Chair will then make a recommendation concerning which candidate to hire from the list of acceptable candidates provided by the Search Committee and forward this to the Dean for approval. Once the final approval has been secured from the relevant university administrators, the Department Chair will contact the candidate to extend the formal offer.

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 Chair 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.