


Office of the Provost and
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TO: Glenn Mroz
President

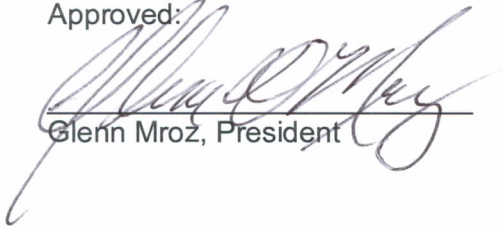
FROM: Max Seel 
Provost and V.P. for Academic Affairs

SUBJECT: ECE Proposed Charter Amendments

DATE: November 3, 2010

I have reviewed and endorse Electrical and Computer Engineering's proposed charter amendments.

Approved:


Glenn Mroz, President

11/6/10
Date

cc: Tim Schulz, Dean
Dan Fuhrmann, Department Chair
Rudy Luck, University Senate President

Electrical and Computer Engineering Departmental Charter

As Revised November 02, 2010

Unit Governance

Governance of the Electrical and Computer Engineering (ECE) Department is the responsibility of the department chair, in consultation with the Executive Committee and the faculty. The Executive Committee will include the chairs of all departmental standing committees and associate department chair(s). The department chair will determine the standing committees and their chairs. The associate department chair(s) will be appointed by the department chair from the faculty. If the position of department chair becomes vacant, the Dean will select one of the associate department chair(s) to assume the responsibilities of the department chair until an interim department chair is appointed. The department chair will normally conduct regular meetings with the Executive Committee and monthly meetings with the faculty.

Search Procedure for Department Chair

Initiation of Selection Process and Formation of Search Committee: When it becomes apparent that the position of department chair will become vacant, the Dean, after consultation with the Provost, will make the decision if the search will be an open, nation-wide search (in which internal candidates would also be considered) or be restricted to only internal candidates, and will initiate the search process by forming a Search Committee. This committee will consist of five members: four are to be elected from the ECE faculty by a majority vote, and one is to be selected by the Dean from outside the ECE faculty ranks. The election of the four ECE Search Committee members will be conducted by the Executive Committee. Nominees for the Search Committee must withdraw if they apply or intend to apply for the position of department chair. The Dean will then assemble the Search Committee for its first meeting, at which time a Search Committee Chair will be elected from among the five members.

Selection Process for Department Chair: The Search Committee will be responsible for conducting a search. After the candidates are interviewed, the Committee Chair will be responsible for calling a meeting of the faculty and conducting a vote. The Search Committee Chair will have discretion as to the details of the voting process (e.g., a run-off if several candidates exist), but no candidate will be deemed acceptable for department chair who does not obtain a majority vote of the faculty. A list of acceptable candidates will be recommended to the Dean of Engineering who has the final responsibility for making the appointment subject to the approval of the Provost and President. If no acceptable candidate can be found, the Search Committee Chair will be responsible for calling a meeting of the ECE department recommending, from among the tenured faculty, an Interim department chair, with a plurality vote. This faculty member will be recommended to the Dean of Engineering who will make a recommendation to the Provost. The interim department chair must be elected annually if a department chair cannot be found.

Evaluation of the Department Chair

The Executive Committee will be responsible for conducting an evaluation by the faculty and staff of the performance of the department chair during the year before reappointment. The Executive Committee will select a Chair from among its ranks in order to expedite the evaluation. A draft evaluation will be presented to the faculty after which a final recommendation will be forwarded to the Dean.

Voting Members

All faculty with appointments of 50% or more in the ECE department and the undergraduate advisor are voting members. Academic issues and strategic planning require a vote of the voting members. The Chair may vote on secret ballots or on open ballots to make or break ties.

Staff may vote on non-academic issues as determined by the Chair. Staff also will be surveyed for evaluation of the Chair.

Promotion and Tenure Procedures and Guidelines

Promotion and Tenure Committee

The Promotion and Tenure committee will consist of four tenured faculty members elected by the voting members at the beginning of each academic year. The committee will select a Chair. The following procedures and guidelines for promotion and tenure, as established by the faculty and maintained by the Chair of the Promotion and Tenure committee, will be followed.

Promotion and Tenure Procedures

Each academic year, the committee will request that:

1. All non-tenured tenure track faculty complete and submit a form F.
2. Any tenured faculty member wishing to be considered for promotion complete and submit a form F.
3. All promotion/tenure candidates submit a list of at least four professional references.

After reviewing their forms F, the P&T committee meets with all untenured tenure-track faculty to review with them their progress toward tenure. The P&T then prepares a written report on each case to the chair with a copy to the faculty member.

The P&T committee meets with and reviews the forms F of all promotion/tenure candidates. The committee then expresses its collective opinion through a vote on the viability of the candidate's case. In accordance with Board of Control Policy, the cases of faculty up for early tenure who do not receive a 2/3 majority vote of the committee are not brought forward.

Faculty with a non-mandatory promotion case not involving early tenure that do not have the support of a majority of the committee are informed of the committee's position and given the opportunity to withdraw. For the remaining candidates, a list of appropriate references of at least four individuals is then prepared by the committee. The references on both the candidate's list and the committee's list are then contacted asking if they are willing to serve as a referee. Dossiers are sent to those that agree, following university and college procedures. If at least four of the references selected do not agree to participate, the committee will add additional names to its list.

After the letters are received, the committee meets and conducts a preliminary vote and prepares a draft recommendation, which it then discusses with the department chair. Following these discussions, the committee conducts a final vote and prepares its recommendation, which includes the vote, and sends it along with the rest of the promotion package, to the department chair.

The department chair then adds a personal recommendation for each candidate and forwards the entire package to the dean of engineering.

Copies of the committee's and Chair's recommendations are kept in the each candidate's files.

Evaluation Criteria for Candidates for Reappointment, Tenure or Promotion

Reappointment to current rank:

The underlying criterion for this category is "Likelihood of achieving tenure". Evaluation of scholarly performance in the first year will be largely based on submissions, both for research proposals and publications. The new assistant professor should have or at least be seeking graduate students to work with them on the research program they are embarking on. As time goes on, it is imperative that the faculty member be on a trajectory toward tenure, and be advised of their situation annually by both the Promotion and Tenure Committee and the Department Chair.

Promotion from Assistant to Associate Professor with Tenure:

The underlying criterion for this category is "Sufficient promise of long term performance" and "significant progress toward becoming nationally known by his/her peers". This requires a blend of performance in teaching, research, and service.

Research: The research activity should be such that it can reasonably extrapolated to continual research throughout the faculty member's career. This can be evidenced by the following: a) Research funding as principal investigator from two or more sources with continued funding from at least one source; b) Publication of research papers in refereed journals and conference proceedings; c) Presentation of research results at national and international conferences; and d) Successful guidance of M.S. and Ph.D. candidates to achieving their degrees.

Teaching: A successful candidate will demonstrate teaching activity that, as a minimum, can be ranked as effective and competent, based on the department's teaching evaluation policy.

Service: A successful candidate will demonstrate professional service within and outside the university.

Promotion from Associate to Full Professor:

The underlying criterion for this category is "Sufficient Evidence of Scholarly Achievements and Professional Recognition" and "achievement of national/international recognition by his/her professional peers". This requires continuing performances in teaching as described above, and an increase in both research and service. There should be a continuing output of publications, with a significant number of journal publications and a well funded research program supporting graduate students. In addition, a successful candidate will have national or international recognition evidenced by leadership services in professional society activities, conferences, journals, etc. Exceptional achievements such as research awards, teaching awards, and patents will receive significant weight.

Evaluation of Teaching

Teaching will be evaluated in accordance with BOC policy. Teaching evaluation will consist of student evaluations (50% maximum) and other methods approved by the faculty.

Compensation

Salaries, wages, and distribution of merit pay are the responsibility of the chair.

Workload

The chair, in consultation with the associate chair(s), determines workload, including teaching and committee assignments and other university and departmental responsibilities.

Sabbatical Leave Recommendations

The Chair will solicit the advice of the associate chair(s) and other appropriate faculty before making a recommendation for a sabbatical leave.

Emeritus/Emerita Recommendations

The Promotion and Tenure Committee shall make recommendations to the Chair for faculty who are eligible for Emeritus/Emerita status. Upon approval by the Chair, the recommendation will be sent to the President.

Grievance Procedure

All grievances will be filed with the Dean who will forward copies to the Chair and members of the Executive Committee. The Executive Committee, without intervention from the department chair, shall select a Chair for an Ad Hoc Grievance Committee. This Chair shall conduct an election for two additional members from the faculty. This committee will then act in accordance with the current Faculty Grievance Policy and Procedures as adopted by the Senate.

Conflict with University Policies

In any event in which these precepts are in conflict with University policies and procedures, the University policies and procedures shall take precedence.

Updating Charter to Assure Compliance

The executive committee will be responsible for reviewing the charter annually in September and proposing amendments to update the charter and ensure compliance with university policies.

Amendment of the Charter

Any ECE faculty member or committee may propose amendments to the charter. Proposed amendments will be circulated to the faculty at least ten days before the meeting at which they will be discussed and voted. Faculty can approve amendments by a two-thirds majority of the voting faculty or by a simple majority in two votes taken 12 months apart.

Department Approval: September 10, 1996

Department Approval of Revisions: November 2, 2010