

Electrical and Computer Engineering Departmental Charter

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 Associate Department Chairs and the Chairs of all departmental standing committees. The Associate Department Chairs 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 Chairs to assume the responsibilities of the Department Chair until an Interim Department Chair is appointed. The Department Chair will normally conduct weekly meetings with the Executive Committee and monthly meetings with the Faculty.

The Department Chair will be appointed for a fixed term not to exceed 3 years.

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 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 current Department Chair. 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 has responsibility for making the appointment, subject to approval by the Provost and President. 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.

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.

Promotion and Tenure Procedures and Guidelines

The Promotion and Tenure committee will consist of four tenured faculty members elected by the faculty at the beginning of each academic year. The committee will select a Chairperson. The 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.

Amendment of the Charter

Amendment of the Charter requires a two-thirds majority vote of the faculty and requires approval by the Provost and the University President.

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.