

POLICIES AND PROCEDURES FOR THE GOVERNANCE OF THE ELECTRICAL ENGINEERING DEPARTMENT

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1. GENERAL

1.1 Scope

The governance of the Electrical Engineering Department will be based on the policies and procedures specified herein. Where a conflict may exist, these policies and procedures are subordinate to the *College of Engineering Personnel Policies and Procedures* document, the *MOU*, and the *Campus Administrative Manual*.

1.2 This Document

Changes, additions, and deletions to this document may be made only by vote of the tenured and probationary faculty of the Department and approved by the Dean of Engineering and the Vice President for Academic Affairs. This document will be reviewed no less often than every five years.

1.3 The Collegial Process

This document provides a collegial process for the governance of the Department. Furthermore, this collegial process has the goal to develop a consensus among the members of the Department for its decisions. It is expected that typically the majority of the discussions for any deliberations of the faculty of the Department will be held within Department meetings where all constituents can provide input.

1.4 Design, Goals, and Rules

The structure of governance set out in this document is designed to allow the Department to meet its responsibilities and perform its designated functions in an effective, efficient, and equitable way. The goals are to insure that all members of the TPFC have a voice in determining the policies and procedures for the Department, and to provide a framework to develop a consensus amongst the members of the TPFC on important issues such as the curriculum. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meetings in all cases in which they are applicable and in which they are not inconsistent with this document and any special rules that the members may adopt.

2. GOVERNANCE ORGANIZATION

2.1 The Department

Members of the Department include all faculty and representatives of the staff and students.

2.2 The Faculty

The Faculty consists of all academic personnel appointed to Lecturer, Assistant Professor, Associate Professor, or Professor ranks within the Department. Both full-time and part-time appointments are included. *Meetings of the Faculty are called and presided on by the Department Chair.*

2.2.1 The Tenured and Probationary Faculty Committee (TPFC)

The TPFC, for any quarter of the academic year, consists of all active members of the Faculty appointed to Assistant Professor, Associate Professor, or Professor ranks. Active is defined as full time or on leave that quarter and fully participating on campus in appropriate TPFC activities. The TPFC shall be chaired by a tenured member of the TPFC who holds the Professor rank; the Department Chair is ineligible. The TPFC Chair shall be elected during the Spring Quarter preceding the Fall quarter their term begins to serve as TPFC Chair by the members of the TPFC to a term of two years. The two year term of the TPFC Chair normally is staggered with the two year term of the Curriculum Chair (see 4.4.1) to provide continuity. The TPFC Chair normally shall also be elected to serve as the Chair of the Peer Review Committee (PRC); see Section 4.5. The TPFC shall be responsible for the assignment of course coordinators and laboratory coordinators, and approval of the ABET course outlines; these responsibilities (wholly or partially) can be delegated to committees as deemed by the TPFC committee.

2.2.2 The Tenured Faculty Committee (TFC)

The TFC shall consist of those members of the TPFC who hold tenure. It shall be chaired by the Chair of the TPFC.

2.2.3 Meetings

Department meetings typically will occur weekly during a regular time period. During this time period, TPFC, TFC, and/or PRC (see Section 4.5) meetings can occur, with the schedule being determined jointly by the Department Chair and the TPFC Chair. In addition, meetings can be called at other times. Chairs can invite guests as appropriate.

2.3 The Department Chair

The Department Chair shall normally be selected from the list of tenured or probationary faculty. The Chair is elected by the TPFC and appointed by the Dean to a term of three years or less. The typical term for the Chair begins in the Fall quarter, and in that case the election shall occur during the prior Winter quarter. Although the Chair serves at the pleasure of the Dean, the Chair is subject to a recall recommendation by the faculty (see Section 3.5).

2.4 The Associate Chair

The Department Chair shall select a member of the Tenured and Probationary Faculty to serve as Associate Chair. The Associate Chair holds this office at the pleasure of the Department Chair. The Associate Chair acts for the Department Chair when the Department Chair is not present.

2.5 Graduate Program Coordinator

The TPFC shall elect a member of the Tenured and Probationary Faculty to serve as Graduate Program Coordinator.

3. VOTING

When it is necessary to formalize an action of a governance body by vote, the following apply:

3.1 Quorum

A quorum consists of 60% or more of the eligible members of the body.

3.2 Votes

Votes may be taken by either open or closed ballot. A closed ballot is required if so-requested by a person eligible to vote. A vote may be in favor (Yes) or against (No) a motion, or an abstention. Abstentions are not counted in tallying votes.

3.3 Motions

A motion is passed by a governance body if and only if:

- (a) a quorum is present; and
- (b) the number of Yes votes exceeds the number of No votes, except where specified otherwise in this document.

Resolutions/motions will be implemented with the use of a first and second reading process.

3.4 Proxies

If a voting member is unable to attend a meeting of the governance body, they may empower another voting member to vote in their place. A written notice by the absent member to the Chair of the meeting is required. The notice shall be presented to the meeting Chair before or during the meeting, but before the motion for which the vote is taken is moved. The meeting Chair shall announce each proxy submitted immediately upon receipt, or at the beginning of the meeting, whichever is later.

3.5 Recall

A recommendation to the Dean to recall the Department Chair may be made by vote of the TPFC. The recall vote will be taken two weeks following an affirmative vote of "no confidence" by a majority of the TPFC. A two-thirds majority of the members of the TPFC is necessary to make the recall recommendation.

The Chair of the TPFC may be recalled by vote of the TPFC at a TPFC meeting called by the Department Chair. A two-thirds majority of the members of the TPFC is necessary to recall the TPFC Chair.

Committee Chairs, except for the Curriculum Committee Chair and the Graduate Committee Chair, can be recalled by petition of at least two-thirds of the committee membership; notification of the members of their decision will go to the TPFC Chair and the Department Chair. The Curriculum Committee Chair or the Graduate Committee Chair can be recalled by a vote of the TPFC with a two-thirds majority vote of the members.

Any committee member who misses three or more consecutive meetings without notifying the committee chair prior to the meeting of the reasons for their absence can be removed from that committee by action of the chair of the committee; such action will be a formal notification to the member, the other members of the committee, the TPFC chair, and the Department Chair.

3.6 Recommendation for Department Chair

Any member of the TPFC is eligible to become a candidate for the position of Department Chair. Tenured and probationary members of the department who are on leave are also eligible. An eligible person may be nominated to serve as Department Chair by a letter from a member of the TPFC to the Chair of the TPFC. No other form of nomination may be used. A listing of nominees will be maintained by the Chair of the TPFC. The nominee must indicate a willingness to serve in a written statement to be attached to the letter of nomination. A willing nominee is considered to be a candidate. Members of the TPFC will be provided with a list of candidates at least 14 days before the date set for election of the Department Chair. All candidates shall have an opportunity to address the TPFC at a TPFC meeting to be held approximately 10 days before the date set for the election. The election shall consist of determining the single candidate who will be recommended to the Dean.

4. GOVERNANCE: RESPONSIBILITIES AND FUNCTIONS

4.1 Leadership

Leadership of the Department is the joint responsibility of the Faculty and the Department Chair.

4.2 Areas of Responsibility of the Department

The areas of responsibility of the Department include:

- Long- and short-range planning
- Curriculum
- Resource acquisition and management
- Technical direction
- Mentoring of probationary faculty
- Interaction with students
- Responsibility for the Electrical Engineering (EE) Program and joint responsibility for the Computer Engineering (CPE) Program
- Interaction with the College of Engineering administration
- Interaction with the University administration
- Alumni relations
- Industrial relations
- Graduate program
- Faculty Affairs
- Public relations

4.3 Areas of Responsibility of the Department Chair

The Department Chair is responsible for the administration of the Department. The Department Chair functions as the chief administrative officer. Specific responsibilities of the office include:

- Leadership in recruiting faculty, staff, and students
- Recruitment and hiring of lecturers
- Management of state budget
- Resource acquisition and management
- Mentoring of probationary faculty
- Interaction with students
- Participation on the CPE Administrative Council
- Interaction with the College of Engineering administration
- Undergraduate programs administered, or jointly administered, by the Department
- Interaction with the University administration
- Alumni relations
- Industrial relations
- Public relations and representing the department at events where it is impractical for the entire faculty to attend
- Scheduling
- Implementation of Department policy
- Long- and short-range planning

In carrying out these responsibilities, the Department Chair supervises the non-teaching staff of the Department. Furthermore, the Department Chair is responsible for supervision of Lecturers in the Department.

The Department Chair is responsible for the administration of faculty departmental activities in accordance with University policies.

4.4 Faculty Committees

While the Faculty normally carry out their responsibilities during the weekly Department meetings, committees are appointed and formed as necessary to efficiently perform the work of the Faculty. Faculty members are appointed to the standing committees by the TPFC Chair when necessary, normally during the first Department meeting of the academic year, typically held during Fall Conference. Each faculty member is expected to serve on one or more committees. It is the responsibility of the chair of each departmental committee to keep that committee informed regarding all pertinent matters, and to ensure that the committee carries out its duties in a timely manner.

The Standing Committees and their responsibilities are as follows:

4.4.1 Curriculum Committee

The Curriculum Committee continuously monitors the quality of the EE Program. The committee accepts input from all sources regarding perceived program deficiencies, develops solutions to acknowledged problems, routes corresponding improvement tasks to appropriate committees or faculty/staff members, notifies the Department Chair of these tasks, and verifies their completion. Significant (i.e., nontrivial or potentially controversial) tasks are first submitted to the TPFC for approval before being implemented. For each task, e-mail approval by the TPFC is sufficient unless one of its members objects to that procedure.

Ongoing responsibilities of the committee are to review the EE curriculum and prepare its documentation for the Cal Poly catalog and for ABET accreditation. As appropriate, the committee interfaces with any other committees—including the CPE Curriculum Committee, the Graduate Committee, and the CENG Curriculum Committee. The work of the committee is summarized regularly at the Department meetings.

Members are a Chair, as elected by the TPFC; one TPFC member, other than the Chair, from each Technical Area Committee; and, any interested TPFC member. Members of the committee generally serve for at least one year. All members of the Department are invited to attend and participate in the deliberations of the committee, but only members of the TPFC who have been designated as members of the committee can participate in any vote. Initial constitution of the membership occurs at the first Department meeting of the academic year, after which other members may be added only by the joint consent of the Department Chair, TPFC Chair, and the Chair of the committee.

The term of the Chair of the committee is normally two years, synchronized with the University catalog cycle. The Chair also serves as the departmental representative to the CENG Curriculum Committee.

4.4.2 Instructional Committee

The Instructional Committee consists of at least three members from the TFC, and selects its own chair. It is charged with developing and modifying departmental instructional policies and guidelines that are brought before the TPFC for approval. It is also concerned with instructional methodology, including the introduction of innovative teaching methods. It is responsible for advising new faculty in acceptable teaching methods, and ensuring that each new faculty has a designated mentor among the TFC members. One or more Instructional Committee members meet with each probationary faculty member at least once per quarter.

4.4.3 Graduate Committee

The Graduate Committee is chaired by the Graduate Program Coordinator, is comprised of three to five members of the TPFC, and assists the Graduate Program Coordinator with matters of student admission and disqualification, comprehensive examinations, and theses. It develops and modifies departmental

academic policies for the Graduate Program for the TPFC to approve, and promotes the Graduate Program and assists in securing resources and support for the Graduate Program. One member of the Graduate Committee will be elected to the Curriculum Committee.

4.4.4 Technical Area Committees

Technical Area Committees (TACs) consist of faculty members whose interests and teaching areas correspond to the committees. Each committee selects its own chair and representatives to the Curriculum Committee and Laboratory Committee. The TPFC determines the name and membership of each of the Technical Area Committees each year.

Each TAC is responsible for technical direction in the technical areas, for keeping abreast of technical developments, and for recommending course additions, deletions, and modifications within each technical area. Each TAC is responsible for laboratories appropriate to the area and selects both course and laboratory coordinators.

4.4.5 Scheduling Committee

Three tenured faculty members assist the Department Chair in assigning courses, rooms, and faculty teaching schedules for the Department. Members are elected by a vote of the TPFC at the beginning of the Fall term for an assignment that runs for one calendar year, commencing with the beginning of the Winter quarter.

4.4.6 Student Awards Committee

The Student Awards Committee is responsible for scholarships and awards to students, and is comprised of at least three members from the TPFC. It selects its own chair, who normally serves on the CENG Scholarship Committee.

4.4.7 Faculty Ad Hoc Committees

Ad hoc committees may be formed from the faculty by action within a Department meeting or the TPFC to deal with short-term situations. An ad hoc committee normally selects its own chair.

4.4.8 Executive Committee

The Executive Committee members are the Department Chair, the Chairs of the TPFC and the Curriculum Committee, and the Associate Chair. The Executive Committee can be convened by the Department Chair for the purposes of consultation on timely issues.

4.5 Faculty Personnel Functions

Faculty personnel functions are codified in the document *Policies and Procedures for Appointment, Retention, Promotion, and Tenure in the Electrical Engineering Department*. This document is considered to be incorporated herein.