The University of Texas at Dallas  
Department of Electrical Engineering Bylaws  
1st revision: 02/06/12

1. Preamble  

1.1. Purpose  
The governance of the department of Electrical Engineering will follow these bylaws. It is required that these bylaws be consistent with the bylaws of the Erik Jonsson School of Engineering and Computer Science, and with the University regulations.

1.2. Terminologies  
1.2.1. The “Department” denotes the Department of Electrical Engineering,  
1.2.2. The “School” denotes the Erik Jonsson School of Engineering and Computer Science,  
1.2.3. The “Department Head” denotes the Head of the Department of Electrical Engineering,  
1.2.4. The “Dean” denotes the Dean of the Erik Jonsson School of Engineering and Computer Science, and  
1.2.5. The “University” denotes the University of Texas at Dallas.  
1.2.6. A “majority” shall mean more than 50%.

1.3. Rules of Order  
All departmental meetings, as well as the meetings of all its standing and temporary committees, shall be conducted according to Robert’s Rules of Order (reference: http://www.robertsrules.org/rror--00.htm).

1.4. Instituting these Bylaws  
These bylaws shall be instituted by a 2/3 majority vote of the Voting Faculty. The definition of the “Voting Faculty” shall be that described in these Bylaws. (Section 2.2)

2. Faculty Membership  

2.1. The Faculty of the Department consists of all persons appointed at least half-time in the Department of Electrical Engineering for at least nine months during the current academic year to one of the following positions:  
- Professor (tenured)  
- Associate Professor (tenured/tenure-track)  
- Assistant Professor (tenure-track)  
- Senior Lecturer  
- Professor Emeritus  
- Research - Professor / Associate Professor / Assistant Professor or  
- Adjunct - Professor / Associate Professor / Assistant Professor.
2.2. **Voting Faculty Members**

2.2.1. The Voting Faculty of the Department consists of all tenure track Professors, Associate Professors, and Assistant Professors appointed at least half-time in the Department of Electrical Engineering for at least nine months during the current academic year, together with a number of Senior Lecturers appointed at least half-time in the Department of Electrical Engineering for at least nine months during the academic year to be determined as provided in Sections 2.2.2 and 2.2.3.

2.2.2. The number of Senior Lecturers in the Voting Faculty may not exceed 10% (rounded down to the nearest integer) of the total number of tenure track Professors, Associate Professors and Assistant Professors who, at the start of the fall semester, are appointed at least half time in the Department of Electrical Engineering for at least nine months.

2.2.3. At the beginning of each Fall Semester, the Senior Lecturers appointed at least half-time in the Department shall meet to elect as many representatives as are allowed in the Voting Faculty and publish the results of this election to the Voting Faculty.

2.2.4. All non-Voting faculty members may attend departmental faculty meetings and participate in discussions, except when the Voting Faculty meets in executive session or when matters subject to privacy protection are under consideration.

2.3. **Non-Voting Members**

2.3.1. The non-Voting Faculty shall consist of: All Emeritus Faculty, those Senior Lecturers not elected to the Voting Faculty as well as all instructors and researchers within the Department having the title of

- Research - Professor / Associate Professor / Assistant Professor or
- Adjunct - Professor / Associate Professor / Assistant Professor.

2.3.2. A current list of Non-Voting Faculty Members will be maintained by the Department Head.

2.4. **Adjunct Members**

2.4.1. Adjunct membership in the Department shall be granted to those individuals whose formal association with the department is mutually beneficial.

2.4.2. Adjunct membership in the Department may be initiated by a request for adjunct membership and by receiving a majority vote in favor of adjunct membership by the Voting Members of the Department.

2.4.3. A current list of Adjunct Members will be maintained by the Department Head.

3. **Faculty Meetings**

3.1. The purposes of Faculty Meetings are to disseminate information to the faculty, to deliberate on, discuss and vote on departmental issues, to conduct departmental
business and to allow the Department Head to obtain opinions and recommendations from the faculty on department business, policies and procedures.

3.2. Participants of Faculty Meetings may include all department faculty members defined above.

3.3. Meetings will be led by the Department Head or a Voting Faculty member designated by the Department Head.

3.4. The Department Head may vote on all matters discussed at any faculty meeting.

3.5. A Faculty Meeting must be called at least once per long semester. The Department Head establishes the agenda after soliciting input from the faculty and distributes it at least three working days prior to the meeting. A Faculty Meeting will also be called if at least 20 percent of the faculty members request such a meeting, in which case the faculty members will establish and distribute the agenda.

3.6. A quorum shall consist of 50% of the members of the Voting Faculty during the regular long semesters and 60% during the summer semester.

3.7. Meeting minutes and information related to faculty recommendations are to be maintained by the Department Head. Minutes shall be circulated prior to the next faculty meeting and shall be voted on for approval at that meeting.

3.8. Only members of the Voting Faculty may vote.

3.9. The default voting procedure for non-personnel related issues is by “show of hands”. Any Voting Faculty member may request that a secret ballot voting procedure be used for any motion. When such a request is made, immediate discussion followed by a show of hands vote shall determine the outcome. If a majority of the Voting Faculty in attendance favors the secret ballot motion, it must be used.

3.10. Proxy voting is not allowed.

3.11. Voting Faculty members may not vote in absentia on matters of promotion and tenure. Faculty may attend the meeting remotely and then retain the right to vote.

3.12. A member of the Voting Faculty who cannot attend a faculty meeting may cast a vote in absentia on any (non promotion and tenure) matter on the agenda distributed prior to the meeting, provided that the vote is delivered in writing or by email, clearly specifying the intent, to the Department Head prior to the start of the meeting. If it is in writing, the signature of the voting member is required. If it is by email, the voting member must use her/his university email for proper identification. If a motion is amended during a faculty meeting, all in absentia votes on that motion shall be discarded.

3.13. Voting results shall be announced within three working days after the close of the vote.
4. Officers

4.1. The Electrical Engineering Department shall have a Department Head.
   4.1.1. The Department Head serves at the pleasure of the Dean as specified in the Jonsson School Bylaws.
   4.1.2. The Department Head is the chief administrator, academic and executive officer of the Department.
   4.1.3. The Department Head is responsible for the planning and execution of the educational, accreditation and service activities of the Department, taking into account the process of academic governance of the Department, the School, and the University.
   4.1.4. The Department Head is responsible to balance the service workload across the faculty so as not to overly burden any individual faculty member.
   4.1.5. The Department Head is responsible for determining the organization of the administration of the department and appointing Associate Heads, Directors, and selected Committee Chairs as specified in Section 5, in consultation with the Dean and the faculty.
   4.1.6. The Department Head shall make the department budget and expenditure information available to Voting Faculty on request.
   4.1.7. The Department Head shall actively solicit the advice of the departmental committees and shall carefully consider their recommendations.
   4.1.8. The Department Head will ordinarily follow the recommendations of the departmental committees. In the rare circumstance that the Department Head chooses not to follow departmental committee recommendations, he/she must provide the faculty with detailed reasoning in a timely manner.
   4.1.9. The Department Head is subject to regular review according to the School Bylaws.

4.2. Associate Department Heads.
   4.2.1. The Department Head may choose to establish the position(s) of Associate Department Head(s).
   4.2.2. In establishing such positions, the Department Head will work with the Dean on the scope of such positions and any budgetary requirements.
   4.2.3. The Department Head will consult with the faculty and the Dean regarding the choice of a faculty member to hold such positions.
   4.2.4. Any Associate Department Head must hold the position of Full or Associate Professor (with tenure).
   4.2.5. Each Associate Department Head position will be renewed on an annual basis by the Department Head in consultation with the Dean and faculty.
5. Department Committees

5.1. Overview

5.1.1. Standing and Ad Hoc committees provide the necessary support for administering the department and advise the Department Head.

5.1.2. No committee is expected to set or alter policies unless specifically charged with such a responsibility.

5.1.3. While the membership of certain committees will be elected by the faculty, the membership of other committees will ordinarily be overseen by the Department Head following the procedure outlined here.

5.1.3.1. Prior to the beginning of the academic year, a list of committee vacancies will be communicated to the faculty in writing.

5.1.3.2. Faculty who would like to fill one of the committee vacancies must communicate this to the Department Head in writing. If a faculty member does not express a preference, it shall be taken that any committee assignment is acceptable. All Voting Faculty members must serve on at least one department committee.

5.1.3.3. The Department Head will fill the vacancies as much as possible according to the expressed preferences of the faculty.

5.1.3.4. In the case that vacancies remain after the above process is completed, the Voting faculty shall elect members to fill those vacancies in the first faculty meeting of the fall semester.

5.1.4. The ordinary term of membership for a faculty member on any committee will be three (3) years, with a portion of the faculty members serving on each committee retiring every year. In order to provide fair opportunity to all faculty members, no faculty member shall be obligated to serve more than a single term on the same committee except under extraordinary situation, nor will a faculty member be expected to serve on more than two committees except of his or her volition.

5.1.5. No committee member shall serve as chair of the same committee for consecutive terms except under extraordinary situation.

5.1.5.1. Extraordinary situations must be approved by a majority vote of the Voting Faculty.

5.1.6. A list of current membership will be available at the department office and on the secure departmental faculty website.

5.1.7. A record of the proceedings of each committee meeting will be made by the committee, and shall be available to the faculty with secure access on the department website, except as provided in Section 5.2.8. All committee meetings, except meetings in executive session and meetings of the EE Faculty Personnel
Review Committee (Section 5.2.8), are open to any of the faculty members for observation.

5.1.8. The Department Head may remove a faculty member from a committee in exceptional circumstances and with the concurrence of the committee chair. In such a case, the Department Head must inform the removed faculty member of the reasons. No faculty member may be removed from a committee without cause. The Department Head may not remove a faculty member from the EE Faculty Personnel Review Committee.

5.2. **Standing Committees** have responsibilities that impact the ongoing operation of the department, and are of great importance. The membership of these committees is mostly drawn from the department faculty. The termination or establishment of a standing committee, when necessary, is recommended by the Department Head and requires the approval of the Voting Faculty.

5.2.1. **EE Faculty Search Committee**

- **Responsibilities:** Recruit, review and assess applicants for faculty positions in the department. The Committee works with the Department Head to decide the search area(s), recruit applicants, assess qualifications, coordinate the interview process and make recommendations to the Voting Faculty on hiring decisions.

- **Membership:** Typically 3-5 tenure track Faculty members. The Chair shall be appointed by the Department Head.

- **Meetings:** There will be a minimum of one meeting per academic semester, but the committee is expected to meet as often as required. A record of the proceedings of each committee meeting will be made by the committee, and shall be available to the faculty with secure access on the department website. A brief summary shall be presented at department meetings.

5.2.2. **EE Graduate Committee**

- **Responsibilities:** Provide and oversee the admissions process of all EE graduate students (MS and PhD); review graduate applications; assist in recruiting graduate students – work with the School recruiting to ensure best procedures for increasing student applications (both number and quality); make recommendations to the TA and RA candidate pool; assist in assessment of EE Graduate Courses.

- **Membership:** Typically 6-10 members representing the department M.S.EE areas of concentration. The Chair shall be elected by the committee. An Assistant Professor may not be elected committee chair.
• **Meetings:** There will be a minimum of one meeting per academic semester, but the committee is expected to meet as often as required. A record of the proceedings of each committee meeting will be made by the committee, and shall be available to the faculty with secure access on the department website. A brief summary shall be presented at department meetings.

5.2.3. EE Undergraduate Committee

- **Responsibilities:** Oversee the curriculum of the EE undergraduate program; review new course requests; coordinate the course evaluation process for the Department to meet EE Program Educational Objectives (PEOs).
- **Membership:** Typically 6-10 members. The Chair shall be elected by the committee. An Assistant Professor may not be elected committee chair.
- **Meetings:** There will be a minimum of one meeting per academic semester, but the committee is expected to meet as often as required. A record of the proceedings of each committee meeting will be made by the committee, and shall be available to the faculty with secure access on the department website. A brief summary shall be presented at department meetings.

5.2.4. TA Selection Committee

- **Responsibilities:** Collect TA applications (including recommendations from the Graduate Committee and the faculty); collect information on the number of TAs having various expertise needed for the academic year; conduct and collect evaluation of current TAs; recommend the selected TAs to the Department Head for appointment.
- **Membership:** Typically 5 members, each from a different MSEE degree concentration area. The chair of the TA Assignments Committee (5.2.5) shall be a member ex-officio without vote. The Chair shall be elected by the committee. An Assistant Professor may not be elected committee chair.
- **Meetings:** There will be a minimum of one meeting per academic semester, but the committee is expected to meet as often as required. A record of the proceedings of each committee meeting will be made by the committee, and shall be available to the faculty with secure access on the department website. A brief summary shall be presented at department meetings.

5.2.5. TA Assignments Committee

- **Responsibilities:** Provide appropriate class assignments of TAs for EE classes in a timely manner; balance TA loads; provide oversight of available TA financial resources; resolve TA/Instructor grievances related to TA assignment and performance; oversee TA performance assessment.
- **Membership:** Typically 5 members. The Chair shall be elected by the committee. An Assistant Professor may not be elected committee chair.
• **Meetings:** There will be a minimum of one meeting per academic semester, but the committee is expected to meet as often as required. A record of the proceedings of each committee meeting will be made by the committee, and shall be available to the faculty with secure access on the department website. A brief summary shall be presented at department meetings.

### 5.2.6. Ph.D. Program Committee

- **Responsibilities:** Oversee the Ph.D. program including: policies, degree requirements and the Qualifying Examinations (QE) of eligible students by appointing the QE committees (in consultation with the Department Head). The chair of each QE committee will ordinarily be the committee member from the relevant MSEE degree concentration area. This committee will also accept and evaluate proposed changes to the QE process for presentation to the Voting Faculty for approval.

- **Membership:** The committee consists of one member from each MSEE degree concentration area. (An additional member for the emerging areas of EE may also be elected.) The Chair shall be elected by the committee. An Assistant Professor may not be elected committee chair.

- **Meetings:** There will be a minimum of one meeting per academic semester, but the committee is expected to meet as often as required. A record of the proceedings of each committee meeting will be made by the committee, and shall be available to the faculty with secure access on the department website. A brief summary shall be presented at department meetings.

### 5.2.7. EE Teaching Lab Committee

- **Responsibilities:** Oversee laboratories for the EE Department. This includes ensuring that all EE teaching laboratories have the necessary equipment, supplies, safety equipment/procedures and support structure to deliver proper lab instruction for the associated courses. Evaluate reports from the EE teaching laboratory instructors each semester and coordinate with the EE Undergraduate Committee on laboratory improvements. Alert faculty to any threats to lab instruction.

- **Membership:** Typically 3-5 members plus responsible support staff. The chair of the EE Undergraduate Committee shall be a member ex-officio without vote. The Chair shall be elected by the committee. An Assistant Professor may not be elected committee chair.
• **Meetings**: There will be a minimum of one meeting per academic semester, but the committee is expected to meet as often as required. A record of the proceedings of each committee meeting will be made by the committee, and shall be available to the faculty with secure access on the department website. A brief summary shall be presented at department meetings.

5.2.8. **EE Faculty Personnel Review Committee**

• **Responsibilities**: Perform an annual evaluation of each EE faculty member in accordance with University policy (UTDPP1077). Communicate in writing the result of the evaluation promptly to the Department Head for communication to each faculty member. The result of the evaluation will also be communicated in writing to the Dean. Make recommendations to the Department Head and Dean on the membership of 3rd year, tenure and promotion ad-hoc committees.

• **Membership**: The committee shall be elected by the Voting Faculty and shall consist of six (6) Voting Faculty members elected using a secret ballot in conformity with UTDPP1064. Two committee members shall be replaced annually. Only full-time, tenured, full professors with primary appointment in EE can serve on the EE FPRC. No member may serve consecutive terms on this committee. The elected faculty members must represent diverse technical areas. The Chair shall be elected by the committee.

• **Meetings**: There will be a minimum of one meeting per academic year, but the committee is expected to meet as often as required to fulfill the responsibilities. No record of committee proceedings related to the evaluation of personnel shall be maintained or published.

5.2.9. **EE Computing Resources Committee**

• **Responsibilities**: Oversee the computing infrastructure for the Department. This includes overseeing software licenses, hardware/software infrastructure (both maintenance and development). The Chair will work with the School’s Information Technology and Resources support personnel to ensure EE Department goals are achieved.

• **Membership**: Typically 3 -5 members. The Chair shall be elected by the committee. An Assistant Professor may not be elected committee chair.

• **Meetings**: There will be a minimum of one meeting per academic semester, but the committee is expected to meet as often as required. A record of the proceedings of each committee meeting will be made by the committee, and shall be available to the faculty with secure access on the department website. A brief summary shall be presented at department meetings.
5.2.10. Educational Assessment Committee

- **Responsibilities:** Oversee assessment activities for the department. Execute and coordinate the Self Study requirements for ABET and SACS review as required.

- **Membership:** Typically 3-5 members and responsible support staff. The committee shall be chaired by the Department Head (or designated Associate Department Head). The committee’s membership may increase in advance of critical external reviews.

- **Meetings:** There will be a minimum of one meeting per academic semester, but the committee is expected to meet as often as required. A record of the proceedings of each committee meeting will be made by the committee, and shall be available to the faculty with secure access on the department website. A brief summary shall be presented at department meetings.

5.3. **Ad Hoc Committees** have responsibilities that do not recur frequently enough to warrant the formation of a standing committee, but require the formation of a temporary committee for a specified time period to achieve a specified goal. The members of independent Ad Hoc committees may be elected or appointed by the Department Head with approval by the Voting Faculty. Any Ad Hoc subcommittees formed by a Departmental standing committee may have membership appointed by the standing committee.

6. **Amending the Bylaws**

6.1. The Department of Electrical Engineering Bylaws may be amended during a faculty meeting at any point during an academic year.

6.2. The procedure for amending the Bylaws is as follows:

6.2.1. A proposed amendment can be passed by a 2/3 majority vote of the Voting Faculty.

6.2.2. A notice of intent proposing an amendment to the Bylaws at a future faculty meeting must be provided at least 14 days in advance of the meeting, and the intent must be endorsed by at least six (6) members of the Voting Faculty.

6.2.3. The notice of intent (including the list of endorsers) must be communicated in writing to all EE Voting Faculty members. It must include all supporting documentation that will be presented at the faculty meeting.

End of EE Department Bylaws.