

# **FACULTY GOVERNANCE DEPARTMENT OF ELECTRICAL ENGINEERING**

University of South Florida  
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## **EA B E**

This Department of Electrical Engineering is not currently a multi-campus unit. If future faculty or staff are hired at branch campuses we will modify our Faculty Governance documents to ensure that those faculty are included in matters of Governance and Tenure & Promotion, to ensure they have a voice in Departmental and promotion issues. We recognize the principles of equity of assignment, resources and opportunities of faculty and staff across a multi-campus university.

This document shall not be construed in any manner so as to conflict with the Laws of the State of Florida, the policies of the State University System Board of Governors, the rules, regulations, and policies of the University of South Florida or the regulations and policies of the College of Engineering at the University of South Florida.

## **A E E**

The mission of the Electrical Engineering Department in the College of Engineering at the University of South Florida is to provide a high quality education in electrical engineering for our students and practicing professionals; create new knowledge and solve real world problems via innovative research, and disseminate this information for the benefit of society; and to engage in effective regional, national and international service and outreach.

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# 1. FAC

## 1.1. MEMBERSHIP

The USF Department of Electrical Engineering, hereafter referred to as the Department, can confer one of the following classes of appointments on colleagues who wish to participate in the Department's activities. All individuals holding one of these classes of appointments shall be a part of the Department faculty.

### **1.1.1. TENURED/TENURE TRACK FACULTY**

The tenured/tenure track faculty shall consist of those employed full time and specified by the University as tenured or tenure earning (Assistant, Associate or Full Professor) in the Department. In general, tenured or tenure-track faculty will be hired from candidates possessing a Ph.D. in Electrical Engineering or a related field and who have academic and research interests that can complement and enhance the strategic directions and mission of the Department.

### **1.1.2. NON-TENURE TRACK FACULTY**

Commensurate with the strategic goals and mission of the Department, the Department may hire non-tenure track faculty. Such faculty will be given titles consistent with the policies of the USF College of Engineering and the University of South Florida, such as Instructor, Professor of Practice, Research Professor etc. In general, non-tenure track faculty will be hired from individuals who hold an advanced degree in Electrical Engineering or a related field with relevant experience and who are assigned instructional, research, and/or other academic duties in the Department. Such individuals are not eligible for tenure.

### **1.1.3. EMERITUS FACULTY**

Tenured faculty who retire from the Department in good standing may be appointed as Emeritus faculty by the President of the University of South Florida upon recommendation

from a vote of the department faculty based on a review of the merits of a particular case. In extenuating circumstances, the Department Chair may award such a visiting faculty appointment for a period of one year at which point the case should be reviewed by the departmental faculty and voted on in terms of award of any extension to the appointment. If a visiting faculty appointment for an individual has been approved by vote of the faculty, the Department Chair may renew such a visiting faculty appointment once for a period equal to its original approved duration without requiring reconsideration and vote by the departmental faculty.

#### **1.1.5. COURTESY FACULTY APPOINTMENT**

Courtesy Faculty appointments, which do not otherwise carry professorial rank, are granted to scholars who have an active scholarly relationship with the Department. Individuals holding courtesy faculty appointments can participate in the Department's intellectual life. A courtesy faculty appointment can be made for a period of up to 3 years. In general, the award of courtesy faculty positions will be after majority approval from a vote of the departmental faculty based on a review of the merits of a particular case. In extenuating circumstances, the Department Chair may award such a courtesy faculty appointment for a period of one year at which point the case should be reviewed by the departmental faculty and voted on in terms of award of a normal 3 year term. The Department Chair may renew a courtesy faculty appointment once for a period of up to 3 years as appropriate without requiring reconsideration by the departmental faculty. An individual can be reconsidered in the future for an unlimited number of terms as a courtesy faculty member in the Department, with each subsequent 3-year reappointment requiring a departmental faculty vote of approval that needs only majority approval. A Courtesy Faculty appointment can be revoked by a majority vote of the faculty at any time.

#### **1.1.6. ADJUNCT FACULTY**

The Department Chair may appoint qualified individuals as Adjunct Faculty to teach courses on an as needed basis. Such Adjunct Faculty appointments will be for the specific term/duration of the course(s) for which the individual was appointed to teach.

#### **1.1.7. JOINT APPOINTMENTS**

Faculty who hold primary appointments in any department of USF can be granted a joint appointment in the Department. The normal appointment period for a joint appointment is for 5 years and award of a joint appointment is based on a faculty vote which is advisory to the Department Chair who makes the final decision with respect to all joint appointments. A faculty member at USF holding a joint appointment in the Department can list the Department's name as an official affiliation on all communications and publications including e-mails, grant proposals, journal papers, etc. They can, as appropriate, list themselves as an Assistant Professor/ Associate Professor/ Full Professor/ Professor in the Department of Electrical Engineering at the University of South Florida.

## 1.2. VOTING

Tenured and tenure track faculty have voting privileges in all departmental voting. Joint tenure-track and tenured faculty with at least 50% of their appointment (i.e. typically corresponding to at least 50% of their salary being administered by the Department) will also have voting rights in all departmental matters. Non-tenure track faculty shall have voting rights in all departmental matters except for votes involving tenure and promotion of tenure-track and/or tenured faculty. No other faculty has voting privileges in the Department. Faculty members with voting privileges who are on sabbatical or leave from the Department shall retain voting privileges and may vote on issues before the Department either in person or through the mail, email, or other similar means.

## 1.3. RECRUITMENT

All recruitment activities/efforts will be carried out in accordance with the University's

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<https://www.usf.edu/diversity/equal-opportunity/recruitment-and-hiring.aspx>

### 1.3.1. TENURE-TRACK FACULTY/ TENURED FACULTY

Faculty recruitment for tenure track appointments, i.e. those that generally begin with a rank of Assistant Professor without tenure (though in some cases may start at higher professorial rank without tenure under some circumstances such as when the candidate has significant non-academic experience), will in general be conducted by search committees with at least three EE Faculty and one USF faculty member external to EE. Search committee members are nominated by the Department Chair. All committees will conduct searches consistent with USF College of Engineering and University of South Florida guidelines. The committees will establish a procedure for candidate screening in coordination with the Department Chair, and such procedures will be available for review by the departmental faculty. The committees will, within the guidelines allowed by university hiring processes, provide a list of recommended candidates to the Department Chair for their consideration. The Department Chair will, at their discretion, select a list of candidates with whom to conduct formal interviews. Those formal interviews will generally take place in-person on the University of South Florida campus (the ) -74.5 (University ) -74.5 BT 5hEc -7003 -1s

strategic objectives and missions of the Department, USF College of Engineering, and the University of South Florida.

### **1.3.2.**

Department to the Dean of the College to be appointed as Department Chair. Such nomination process must receive/have the support of the majority of the Department faculty.

**2.1.1.2. External Search**

The Dean of the College of Engineering will appoint a search committee after consultation with the faculty. The search committee must be comprised with a minimum of three senior Department faculty members, and at least one external to the Department faculty member. The committee chair can be a senior Department faculty, or a Chair of another College of Engineering Department. The search committee will develop a list of candidates, manage



### **2.1.3. RESPONSIBILITIES OF THE DEPARTMENT CHAIR**

The Department Chair is the Executive Officer of the department and has the nominal powers and responsibilities as delegated by the President, Provost, and Dean of the College. The Department Chair will provide leadership and direct administration of the Department. The Department Chair advocates the Department's needs and promotes policies that would advance both the Department and the College of Engineering.

In addition to the general administration of department affairs, the Department Chair's duties include the following:

1. Foster excellence in teaching, research, service, and other scholarly activities in the Department.
2. Foster the development of each faculty member's academic talents and interests.
3. Propose Department goals and coordinate strategic planning within the Department.
4. Promote and publicize the academic, research, and outreach missions and programs of the Department.
5. Coordinate the recruitment of new faculty members and negotiate salaries and terms for hiring of such new faculty members.
6. Negotiate and obtain commitments for salary, start-up packages, and other hiring offer needs from the College of Engineering, the USF Provost's Office, and the Office of Research and Innovation for hiring of new faculty;
7. Prepare and transmit departmental recommendations on promotion and tenure.
8. Allocate all departmental funds, space, and staff services.
9. Schedule courses and assign faculty teaching responsibilities.
10. Assign, discuss, and approve all assigned duties with faculty members.
11. Perform annual reviews of faculty.
12. Make recommendations to the Dean of the USF College of Engineering in an appropriate manner with regard to faculty salary increases after considering annual faculty reports and evaluations.
13. Transmit to the departmental faculty members, individuals, committees, or other groups of faculty any University and College guidelines, procedures and policies that are pertinent to their role as soon as possible upon receipt of such information by the Department.
14. Make appointments to departmental committees where the Department Chair shall seek broad representation of the interests and experience of the Faculty, consistent with the purpose for which the Committees are established.
15. Make appointments for supporting administrative positions in the Department. The Department Chair shall work with each of these individuals to determine and assign various duties to each of these positions to support both the undergraduate and graduate programs within the department.
16. Create ad hoc committees and appoint faculty as needed, often in consultation with existing departmental committees, the faculty, or the Faculty Advisory Committee (FAC).
17. Coordinate external reviews of the Department.

The Department Chair, as appropriate and as needed, may elect to delegate any of these responsibilities in-part or in-whole to one of the supporting academic leadership positions within the department, to individual departmental faculty, and/or to departmental staff. The

Department Chair shall seek the advice of members of the department, the Faculty Executive Committee, and departmental committees as appropriate. The Department Chair shall, where possible and appropriate, solicit the opinions and advice of departmental faculty in major decisions affecting the instructional, financial, and material resources of the Department.

#### **2.1.4. EVALUATION OF THE DEPARTMENT CHAIR**

In accordance with the bylaws of the College, the College Governance Committee shall oversee a faculty evaluation of the Department Chair every spring. The evaluation consists of votes of approval or disapproval and written comments collected from the departmental faculty members. The results of the evaluation shall be forwarded to the Department Chair and the Dean of the College of Engineering by the representative member of the College Governance Committee.

#### **2.1.5. REMOVAL OF THE DEPARTMENT CHAIR**

The faculty may recommend the removal of the Department Chair to the Dean of the USF College of Engineering by a two-thirds vote of the non-tenure track, tenure-track, and tenured members of the departmental faculty.

### **2.2. DEPARTMENTAL PROGRAM DIRECTORS**

The Department Chair may be assisted by one or more Departmental Directors. Typically, the Department will at any given time have an Undergraduate Program Director and a Graduate Program Director, though a Department Chair has the right to eliminate during their term any of these positions or to create new Departmental Director positions as needed. These Departmental Director positions will be appointed at the discretion of the Department Chair and serve at the pleasure of the Department Chair. Departmental Directors will generally be responsible for oversight and coordination of portions of the Department's activities that fall within the purview of their position and will generally focus on inward facing operations of the department. Typical duties and responsibilities

**Undergraduate Director**

1. schedule/coordinate undergraduate course offerings of the department;
2. coordinate undergraduate curriculum reviews and recommend revisions;
3. perform/coordinate Teaching Assistant semesterly reviews;
4. recruit and assign Teaching Assistants to graduate and undergraduate courses;
5. coordinate all undergraduate course proposals and course revisions;

promotion cases since the chair holds a separate vote and method of input on such matters.

4. Informality is desired in the conduct of the faculty meetings. However, in the case of unresolved disagreements as to procedure, Robert's Rules of Order shall apply except as otherwise specified in these bylaws.
5. All votes require a simple majority of those present to pass, with the exception of amending these Bylaws.
6. A secret ballot will be taken if a personnel issue is involved, if the Department Chair believes the issue demands one, or if any faculty member requests a secret ballot either

#### **4.1.2. RESEARCH AND INNOVATION COMMITTEE**

The mission of this committee is to provide the support needed for faculty success and recognition; this includes: identifying awards for which our faculty could be eligible and assist with the nomination process and package preparation; identifying and providing access to resources such as workshops and relevant training to support research and teaching; assisting the chair in identifying appropriate mentors and mentoring activities appropriate and fitting for junior faculty; assisting the chair in reviewing success metrics and formative assessments for faculty.

**Membership:** 4 or more members, ex officio members: Department Chair.

#### **4.1.3. ACADEMIC AFFAIRS COMMITTEE**

The mission of this committee is to monitor and review all activities associated with the graduate education activities of the department and to act as the primary faculty body that

changes to improve the way the department accomplishes its undergraduate education mission and seek opportunities for external funding to pursue innovations in the undergraduate program. The committee also proposes and/or implements changes in existing policies and procedures, monitors new activities and new course developments, directs curriculum revisions, and handles matters that may arise related to the undergraduate program.

**Membership:** 5 or more members preferably with representation from each UG technical track; ex officio members: Undergraduate Director, Department Chair.

#### **4.1.7. PERSONNEL COMMITTEE**

The departmental Personnel Committee shall consist of tenured full professors in the department. The chair of these committee shall be appointed by the Department Chair. The primary responsibility of this committee is to review Tenure and Promotion applications, courtesy appointments, and other similar matters. The committee will prepare it's recommendation to the chair and conduct a vote among the eligible department faculty for T & P applications. The Department Chair will be a nonvoting member of the committee.

#### **4.1.8. FACULTY EXECUTIVE COMMITTEE (FEC)**

The departmental Faculty Executive Committee (FEC) is composed of all chairs of the Department's standing committees. In general, the Faculty Executive Committee shall counsel the Department Chair with regard to implementation of department policy and make recommendations on any matters of department governance it wishes to bring to the attention of the Department Chair and/or faculty.

#### **4.1.9. AD-HOC COMMITTEES**

The Department Chair may create and appoint ad-hoc committees on an as needed basis in consultation with the faculty. This includes a \_\_\_\_\_, that will be appointed by the chair (minimum membership: 3 faculty) when amendments or revisions to these bylaws are recommended by the department faculty.

## **5. C E A D E**

Institutes and centers that are composed wholly or in part of tenured and/or tenure-track faculty from the department and that involve a substantial proportion of the departmental faculty member's efforts or use of departmental resources shall require approval of and report to the Department Chair. The faculty shall be advised of the establishment and the annual operation of these centers and institutes. Such institutes and centers must conform to university policies and procedures.

## **6. FAC C CE**

Nothing in this document shall be construed as preventing a tenure-track faculty, tenured faculty, non-tenure faculty, adjunct faculty member, and/or any group of faculty members from approaching the Department Chair or the chair of a committee with concerns or matters requiring consideration.

## **7. A E D E**

### **7.1. PROPOSAL AND APPROVAL**

Any faculty member may propose amendments to these departmental bylaws. A proposed amendment must be submitted in writing to the Department Chair and the Bylaws Committee Chair for further consideration. The Bylaws Committee will then present the proposed amendment, an analysis of the impact of the proposed amendment, and any recommendations for amendment of the proposed amendment to the faculty at a faculty meeting along with a recommendation on whether to accept or reject the amendment. This review of the proposed amendment and its presentation to the faculty at a faculty meeting by the Bylaws Committee must be completed within 8 weeks of the original submission of the proposed amendment to the Department Chair and the Bylaws Committee Chair, unless that 8 week period ends outside of the normal Fall and Spring academic semesters, in which case it must be completed within the first 4 weeks of the next available Fall or Spring academic semester. Once presented to the faculty at a faculty meeting, a vote on the amendment will be taken at the next faculty meeting which occurs at least one week later than the meeting at which it was presented by the Bylaws Committee. The vote should be by secret written ballot. A 2/3 vote of all voting faculty members is necessary to pass such amendments. Faculty not in residence may submit their votes via mail or other equivalent means.

## 7.2. DOCUMENTATION OF REVISIONS

### DATE DESCRIPTION

6/26//2020 First version of the document was created/approved by the faculty.

TBD Revision of document by Bylaws Committee (ad hoc committee to be appointed by the chair as needed) proposed.  
Approval of revised version of bylaws