

March 1, 2013

**Bylaws  
of  
The Department of Electrical and Computer Engineering  
Revised March 2015  
OUTLINE**

Approved by the ECE Faculty Assembly in March 2013  
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**Bylaws  
of  
The Department of Electrical and Computer Engineering  
Article I.  
Technical Areas**

Each member of the Faculty Assembly is associated with one Technical Area. Currently, these areas are: Communications and Signal Processing, Computer Engineering, Controls, Electrophysics and Microelectronics. For the purpose of committee membership, each member of the Faculty Assembly, in consultation with the Department Chair and other appropriate faculty, decides on his/her specific assignment to one of the Technical Areas.

**Article II.  
Department Council**

Section 1. Membership

The membership of the Department Council shall consist of the Department Chair ex-officio, and any Chair representatives; six regular members of the Faculty Assembly, with no more than two from any given Technical Area, to include at least one Assistant Professor, one Associate Professor, and one Professor; one member of the Graduate Student Assembly; one member of the Undergraduate Student Assembly and one member of the Staff Assembly. Councilors are elected by the Assembly they represent. Only elected members of the Council have voting privileges.

Section 2. Officers

Each year, a Chair shall be elected from among the Council members at a meeting to take place within the first three weeks of the date at which the newly elected members start their term of office.

Section 3. Elections and Terms of Office

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Elections for the Council shall be held in early April and terms of office will start on the first day of the following academic year. The term of office for student and staff councilors is one year.

The term of office for faculty councilors is two years with staggered terms. Three faculty councilors shall be elected every year.

#### Section 4. Supporting Office and Operating Procedures

The Department Council is supported by the Office of the Department Chair. This office keeps on file all meeting minutes and other documents issued by the Council, as well as operating procedures established by the Council.

#### Section 5. First Meeting

At the beginning of each academic year, the Department Chair calls a meeting of the Council and informs its members of its charge and operating procedures.

### **Article III. Department Committees**

#### Section 1. Membership

The membership of the **General Academic Affairs Committee** consists of the Department Chair and/or his/her representative(s), six regular members of the Faculty Assembly, including members of all Technical Areas, one member of the Undergraduate Student Assembly, and one member of the Graduate Student Assembly. Only elected members of the Committee have voting privileges. Any number of Department Chair representatives may be chosen at the Department Chair's discretion from the membership of the Constituent Assemblies of the department.

The membership of the Undergraduate Affairs Committee consists of the

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Department Chair and his/her representative(s), six regular members of the Faculty Assembly, including members of all of the Technical Areas, one member of the Graduate Student Assembly, and two members of the Undergraduate Student Assembly. Only elected members of the Committee have voting privileges.

The membership of the **Graduate Studies and Research Committee** consists of the Department Chair and/or his/her representative(s), ten regular members of the Faculty Assembly, including two members of each of the Technical Areas, and two members of the Graduate Student Assembly. Only elected members of the Committee have voting privileges. Any number of Department Chair representatives may be chosen at the Department Chair's discretion from the membership of the Constituent Assemblies of the department.

The membership of the **Facilities and Services Committee** consists of the Department Chair and/or his/her representative(s), six regular members of the Faculty Assembly, including members of all Technical Areas, two members of the Staff Assembly, one member of the Undergraduate Student Assembly, and one member of the Graduate Student Assembly. Only elected members of the Committee have voting privileges. Any number of Department Chair representatives may be chosen at the Department Chair's discretion from the membership of the Constituent Assemblies of the department.

The membership of the **Human Relations and Welfare Committee** consists of the Department Chair and/or his/her representative(s), four regular members of the Faculty Assembly, one member of the Staff Assembly, one member of the Undergraduate Student Assembly, and one member of the Graduate Student Assembly. Only elected

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members of the Committee have voting privileges. Any number of Chair representatives may be chosen at the Chair's discretion from the membership of the Constituent Assemblies of the department.

The membership of the Salary Committee consists of five regular members of the Faculty Assembly including at least two and at most three Professors, and at most two faculty members from any Technical Area.

The membership of the Promotion and Tenure Committee consists of seven regular members of the Faculty Assembly including five Professors, one from each Technical Area, as well as two Associate Professors who do not take part in deliberations related to requests for promotion to the Rank of Professor or Research Professor.

The membership of the Post-Tenure Review Committee consists of five members of the Faculty Assembly, all holding the rank of Professor, one from each Technical Area. Faculty members to be reviewed within two years from the date of the election are not eligible for election to the committee.

## Section 2. Officers

Each year, for all committees other than the Salary Committee, a Chair shall be elected by each committee from among its members at a meeting to take place within three weeks of the date at which the newly elected committee members start their term of office. The Salary Committee shall not have a Chair.

## Section 3. Elections and Terms of Office

Elections for all Standing Committees shall be held in early April of each year at the same time as the election for the Department Council. The terms of office will start on the first day of the following academic year for all committees except for the Promotion

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and Tenure Committee, for which the terms of office starts on the first day of the following calendar year.

For all Department Committee members except for those who are members of the Faculty Assembly, the term of office shall be one year starting on the first day of each academic year. For Department Committee members who are members of the Faculty Assembly, the term of office shall be two years, with staggered terms. At each election, the number of new faculty electees will be equal to the number of regular members of the Faculty Assembly whose term is expiring that academic year.

#### Section 4. Subcommittees

Any Department committee may establish such subcommittees as considered helpful in performance of its duties. Membership is not limited to members of the committee.

#### Section 5. Supporting Offices and Operating Procedures

The general Academic Affairs Committee and the Undergraduate Affairs Committee are supported by the Undergraduate Office. The Graduate Studies and Research Committee is supported by the Graduate Office. The Facilities and Services Committee is supported by the Business Office. The Human Relations and Welfare Committee, the Salary Committee and the Promotion and Tenure Committee are supported by the Office of the Department Chair. For each committee, the supporting office keeps on file all meeting minutes and other documents issued by the committee, as well as operating procedures established by the committee.

#### Section 6. First Meeting

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At the beginning of each academic year, the Department Chair shall call meetings for all the Department committees except the Salary Committee and the Promotion and Tenure Committee and inform the members of each committee of the charge of the committee and of its operating procedures.

**Article IV.  
Merit Pay Distribution Plan**

The determination of merit dollar increments is the prerogative of the Department Chair. In determining these increments, the Chair shall utilize the evaluations of the Salary Committee not only from the current year, but also from recent past years. The Chair may also take into account factors not reflected in the Salary Committee evaluations.

The overall philosophy is that merit increments should reflect quality of performance in the general areas of teaching, research and service. The merit pay distribution plan should also maintain equity in the salary structure of the Department. Faculty with comparable performance over a significant period of time and similar seniority should be expected to have roughly equivalent salaries. A portion of the merit pool may be reserved to address inequities as they may arise. The responsibility for correcting inequities is left to the Department Chair.

Section 1. Salary Committee Evaluation Process

A. The Salary Committee shall evaluate the performance of each faculty member during the current year based on three major areas: teaching, research and service.

B. The Salary Committee shall be provided with the faculty review forms for the current year as well as the teaching evaluation scores for the 2 most recent semesters for which such data is available. Faculty members may append to the standard faculty



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review form additional documentation of performance that they deem especially significant (e.g., an award citation, list of citations).

C. Each faculty member shall be evaluated independently by each Salary Committee member. The Salary Committee member shall assign a letter grade (A,B,C,D,F) to the faculty member in each of the 3 areas of teaching, research and service.

D. In each of the 3 areas, relevant activities to be evaluated are listed in Section 3 below.

E. Each faculty member on the Salary Committee shall be evaluated by the remaining 4 members of the Salary Committee.

F. The Salary Committee shall report to the Department Chair the letter grade evaluations of each faculty member.

## Section 2. Role of Department Chair

- A. The Department Chair may reserve a portion of the merit pool to be used to remedy salary inequities.
- B. The Chair shall assign the remainder of the merit pool based on the following:
  - (i) Salary Committee evaluations for the current year; (ii) Salary Committee evaluations for recent past years; (iii) additional factors not accounted for in the composite scores computed by the Salary Committee. Additional factors may include honors and awards, departmental citizenship or lack thereof, new research areas or facilities developed, special initiatives requested by the Chair, etc. The Chair is also responsible for determining the relative weighting of teaching, research and service for individual faculty members.

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- C. Prior to assigning merit increments, the Chair may consult with the Salary Committee to discuss the interpretation of the Salary Committee ratings. Following the assignment of the merit increments, the Chair should provide feedback to the Salary Committee describing how the merit increments were determined and how any inequities were addressed.
- D. Each faculty member shall be informed by the Chair of the amount of his/her merit raise, and the average of the 5 Salary Committee grades given to that faculty member in each of the three areas. The grades given by individual Salary Committee members shall not be divulged.

Section 3. Relevant Activities To Be Evaluated By the Salary Committee

A. Teaching activities

(i) Classroom instruction. Evaluation should take into account student evaluations for the 2 most recent semesters for which evaluations are available. The student evaluations should be normalized according to the level of courses taught (200- level, 300-level, etc.). The workload required for the courses taught should be considered (e.g., number of different courses taught, number of students, presence of teaching assistant, etc.).

(ii) Educational development. Includes development of new courses, significant revision of existing courses (especially as evidenced by distribution of lecture notes, laboratory manuals, etc.), publication of textbooks.

(iii) Advisement of undergraduates. Includes supervision of undergraduate projects and (of much less importance) course

advisement.

B. Research activities

- (i) Publication and presentation of research results. The quality as well as quantity of work should be evaluated.
- (ii) Grants and contracts. Number of students supported per co-PI is more important than total dollar amount. Also competitiveness of award process and extent of peer-review are important.
- (iii) Completion of M.S. and Ph.D. theses by research advisees.
- (iv) Graduate student advising.
- (v) Participation on M.S. and Ph.D. thesis committees when not research advisor.

C. Service

- (i) University service. Includes service to the Department, College University and System.
- (ii) Service to community and to profession.

**Article V.  
Council and Committee Vacancies**

Should a member of the Department Council or any Department Committee except the Salary Committee resign or be unable to serve, the Chair of the affected body shall appoint a replacement for the remainder of the term of office. In the case of the Salary Committee, the person with the highest number of votes in the most recent election satisfying the membership constraints will occupy the vacant position. In case such a person cannot be found, the Department Chair shall appoint a replacement. The appointee shall be a member of the same Constituent

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Assembly as the vacating member. Should the Chair resign or be unable to serve, a new Chair shall first be elected.

**Article VI.**  
**Appointment and Promotion Procedures**

Section I. Non-Tenured Faculty Appointments and Changes of Status

Faculty appointments without tenure (including all appointments to the rank of Assistant Professor) are initiated by the Department Chair who shall submit his/her recommendation and all pertinent information on the candidate to the faculty of appropriate rank. In the case of all appointments at the rank of Research Professor, the Department Chair shall call a meeting of the tenured Professors to vote upon the recommendation for the appointment. This vote will be submitted by the Department Chair along with his/her recommendation to the College administration. In the case of Associate Professor without tenure or Research Associate Professor appointments, the same procedure shall be followed, except that the Department Chair shall call a meeting of the tenured Professors and Associate Professors to vote upon the recommendation. In the case of Assistant Professor or Research Assistant Professor appointments, the same procedure will be followed, except that the Department Chair shall call a meeting of all tenured and tenure-track faculty members to vote upon the recommendations. In the case of Lecturers, Senior Lecturers, Visiting Assistant Professors, Visiting Associate Professors, or Visiting Professors, the Department Chair may make appointments with the advice of the Department Council. The same procedures shall be followed in all instances of change of faculty status (e.g., changes from a visiting appointment to a regular appointment),

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*other than promotions or changes from a non-tenured non-tenure-track appointment to a tenured appointment*

## Section 2. Faculty promotion to a tenured position

### A. Procedures

In what follows the (first-level) APT Review Committee refers to the entire faculty of the appropriate rank (see the University APT document). The main function of the APT Review Committee is to hold a Promotion Meeting for each candidate in order to discuss his/her promotion/tenure application and vote on whether or not promotion/tenure should be recommended.

The Promotion and Tenure Committee for each academic year begins to function on January 1 of the previous academic year. The Promotion and Tenure Committee elects its Chair from among its members.

Early in the Spring Semester, the Department Chair shall circulate a memo to all Assistant Professors and Associate Professors requesting that potential applicants for promotion/tenure meet with him/her, by a specified date, for discussion. Regardless of the outcome of such meeting, it is then the faculty member's decision whether or not to proceed with a formal request.

Candidates for tenure or promotion shall submit a written request for tenure/promotion consideration to the Promotion and Tenure Committee by the end of *February*.

For each candidate:

1. The Promotion and Tenure Committee shall have the following responsibilities: (i) to appoint a chair and spokesperson for the APT Review Committee, from among the

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members of the APT Review Committee. (ii) to compile promotion materials including independent letters of reference, and (iii) to prepare a Summary Statement of Professional Achievements summarizing the candidate's performance in the areas of teaching and advisement, research, and service. To assist it in performing task (ii), the Promotion and Tenure Committee may appoint information-gathering subcommittees, on which any faculty member of appropriate rank may be asked to serve. The duties of these subcommittees may include: (a) identify appropriate external references, (b) compile raw data required to evaluate the candidates' performance in the areas of teaching and advisement, research, and service, (c) prepare a draft Summary Statement, and (d) rate the journals in which the candidate has published.

2. The Promotion and Tenure Committee shall immediately request from each candidate the following information, due by a specified date: (i) a current curriculum vitae (CV), (ii) samples of publications and teaching evaluations, (iii) a Personal Statement by the candidate of his/her accomplishments as measured against the promotion criteria, (iv) a list of at least four (4) names of widely recognized authorities in the field, from whom letters of evaluation can be requested, (v) a table of all journals in which the candidate has published, with indication of number of papers s/he published in the journal and of most recent impact factor of the journal, and (vi) a citation count for all published journal papers. Any additional pertinent information can be provided by the candidate at any time during the process.

3. The Promotion and Tenure Committee shall assemble a list of eight (8) or more widely recognized authorities in the field from whom letters of evaluation of the

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candidate should be requested. At least three and at most half of the requested letters shall be from persons suggested by the candidate. At least half of the letter requests shall be to persons other than coauthors or advisors of the candidate and most of them shall be from individuals holding the rank of Professor at leading institutions. The final list of references shall be determined by the Promotion and Tenure Committee by a simple majority vote. No letters other than those requested from references identified by the Promotion and Tenure Committee shall become part of the candidate's official dossier.

4. The requests for letters should specifically solicit the referees' evaluation of
  - i. the quality of the publications of the candidate;
  - ii. the impact of the candidate's research;
  - iii. the quality of the journals *and conference proceedings* in which the candidate has published;
  - iv. the potential for future contributions;
  - v. the candidate's service to his/her profession;
  - vi. the candidate's teaching ability and performance;
  - vii. comparison of the candidate to his/her peers in the field at a comparable stage in their career;
  - viii. whether the referee would recommend the candidate for promotion/tenure at the referee's institution.

The candidate's Personal Statement shall be included in the material sent to external evaluators.

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5. A subcommittee (typically consisting of two members of the Promotion and Tenure committee) shall conduct class visitations, to observe the candidate's teaching, typically once in the Spring semester and once early in the Fall semester. A report shall be prepared, for inclusion in the dossier.
6. The Chair's Office shall prepare, for each candidate, a complete dossier including
  - i. the Summary Statement of Professional achievements,
  - ii. the candidate's CV,
  - iii. the candidate's Personal Statement
  - iv. all external letters of evaluation requested and received,
    - v. information on how the referees were selected as well as brief biographies of the referees,
    - vi. copies of letters soliciting the evaluation of the candidate by the referees,
    - vii. copies of the candidate's teaching evaluations by students for at least the previous three years as well as evaluation by peers of educational innovations and teaching techniques and other corroborating information,
    - viii. samples of the candidate's publications,
    - ix. table of journal impact factors and ratings,
    - x. class visitation report.
7. The Summary Statement shall be reviewed by the candidate at least two weeks before the meeting at which the academic unit begins consideration of its recommendation on tenure and/or promotion. If the candidate and the committee cannot agree on the Summary Statement, the candidate has the right and the responsibility to submit a Response to the Summary Statement of Professional



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Achievements, due by October 15, for the consideration of the voting members of the APT Review Committee and the academic unit must note the existence of the Response in the unit's Summary Statement. The candidate's rejoinder shall be attached to the Summary Statement of Professional Achievements by the Promotion and Tenure Committee. The overall dossier for each candidate shall be made available to the Review Committee by October 22.

8. In advance of the Promotion Meeting, the Chair's Office shall obtain reports from all non-ECE units with which the candidate holds a joint appointment (see Art. IV.A.1 of University of Maryland Policy on APT).

9. The Promotion Meeting(s) of the APT Review Committee shall start on a Friday, no earlier than the last Friday of October, and no later than the second Friday of November. All Promotion Meetings shall be completed by the third Friday of November. During the Promotion Meeting(s), the APT Review Committee shall discuss each candidate's promotion/tenure application and vote on whether or not promotion/tenure should be recommended. No internal letters other than those obtained by the Promotion and Tenure committee shall be considered during the meeting. A 60% or higher positive vote of the votes cast constitutes a positive recommendation of the APT Review Committee; abstentions are not considered cast. Absentee ballots shall be accepted only if signed, sealed, and delivered to the Chair of the APT Review Committee in advance of the Promotion Meeting.

10. The chair of the APT Review Committee shall prepare a written report stating the Committee's vote and recommendation on whether or not to grant promotion/tenure and explaining the basis for the faculty's recommendation insofar as that basis has

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been made known in the discussions taking place in the Promotion Meeting.

Members of the Faculty who have participated in the Promotion Meeting who wish to express a dissenting view are free to do so, and any such written statement shall be included in the materials sent forward to the next level of review.

11. The complete dossier shall be forwarded by the Department Chair to the Dean.

### *B. Criteria*

The factors to be considered in tenure and promotion fall into three general categories:

(1) teaching and advisement, (2) research, and (3) professional service. Candidates will be judged on their productivity in these categories, the quality of their work, and the degree to which they have met the overall goals commensurate with their rank. Given below are lists of relevant activities, indicators of quality, and expected achievements.

#### *B1. Teaching and Advisement*

##### (1) Relevant activities

- classroom instruction
- advisement of undergraduate students
- development of new courses; enhancement/modernization of existing courses
- instructional writing such as textbooks, laboratory manuals, lecture notes, and publications in educational journals
- supervision of graduate students
- completion of M.S. theses and Ph.D. dissertations by advisees
- outreach educational activities, such as tutorials at conferences or courses for industry

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- participation in thesis committees

(2) Indicators of quality

- evaluation by students
- evaluation by peers
- awards and prizes

(3) Expected level of achievements

(a) Tenure and promotion to the rank of Associate Professor The candidate should have established the foundations of a successful teaching track-record and advisement program. There should be strong evidence of the candidate's potential to excel in the activities listed above in (1). The candidate's achievements should include supervision of doctoral students who have already completed or have made substantial progress towards their Ph.D. under the candidate's supervision.

(b) Promotion to the rank of Professor The candidate should have established a successful track-record in teaching (both at the undergraduate and graduate levels) and graduate advisement. There should be strong evidence of the candidate's accomplishments in the activities listed above in (1). The candidate's achievements should include successful completion of doctoral dissertations by his/her advisees.

*B2. Research*

(1) Relevant activities

- publication of research results in peer-reviewed journals as well as in conference proceedings, technical report series, and books
- presentation of research results

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- development of an externally funded program appropriate to the candidate's research development of research facilities and laboratories
- inventions and technological innovations
- *graduation and placement of Ph.D students*

(2) Indicators of quality

- reputation of journals and conference proceedings in which the candidate's papers have appeared
- citations (calibrated to the candidate's field)
- invited journal papers and plenary talks
- editorship of journals and books; participation in major conference program committees
- peer-reviewed research funding
- impact of research as reflected in letters from independent evaluators
- patents and other evidence of the impact of inventions on the advancement of industry
- awards and prizes

(3) Expected level of achievements

(a) Tenure and promotion to the rank of Associate Professor

The candidate shall have established an active research program demonstrating strong potential for significant impact in the candidate's field. There should be strong evidence of the candidate's potential to excel in the activities listed in (1). The candidate's

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achievements should include publications in refereed journals and Conference proceedings, research presentations at national conferences, and grants and/or contracts from external funding sources for support of his/her research, including support for graduate research assistants.

(b) Promotion to the rank of Professor

The candidate shall have maintained a strong research program demonstrating a significant impact in the candidate's field. The candidate should demonstrate outstanding performance in the activities listed in (1). The candidate's achievements should include significant publications in refereed journals and conference proceedings, research presentations at international conferences, and sustained funding through grants and/or contracts from external funding sources for his/her research, including support for graduate research assistants. The candidate shall have established an outstanding track record in research and achieved national and international recognition for his/her research.

*B3. Service*

(1) Relevant activities

- service to the Department
- service to the College of Engineering
- service to the University
- service to the *Federal, State and local governments* and the community
- service to the candidate's profession, such as to professional societies

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(2) Indicators of quality

- specific accomplishments as reflected in candidate's record
- election to committees and committee chairs
- awards and prizes

(3) Expected level of achievements

(a) Tenure and promotion to the rank of Associate Professor

The candidate shall have demonstrated involvement in the service activities listed in (1) and a potential for impact on the Department's programs. The candidates shall have demonstrated involvement with the professional activities within his/her field.

(b) Promotion to the rank of Professor

The candidate shall have maintained a sustained record of service to the Department including activities with an impact on its programs. The candidate shall have demonstrated leadership within his/her profession.

Section 3. Appointments to Tenured Positions

A. Procedure

The procedures are similar to those for promotions (Section 2.A of Art. VI), with the following differences in the itemized list of steps to be taken:

a. The Promotion and Tenure Committee initiates the process upon request by the Department Chair.

b. Step 2 applies, except that no Personal Statement is required (and Step 6 is modified accordingly).

c. Step 5 (class visitation) does not apply (and Step 6 is modified accordingly).

B. Criteria

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The same criteria as for promotions (Section 2.B of Art. VI) apply, with respective emphasis varying on a case by case basis (in particular, on whether the candidate previously held a position that involved teaching duties).

#### Section 4. Renewal of Assistant Professor Appointments

Assistant Professor appointments are normally for a period of three years, and may be renewed for a second three year period. In the first semester of the third year of the initial appointment, the Department Council shall appoint an ad hoc committee of at least two tenured faculty to prepare a factual report on each Assistant Professor's achievements up to the date of the report. The committee shall include at least one member conversant in the area of specialization of the Assistant Professor, and is charged to work with the Assistant Professor to ensure that all relevant material is included in the report. The committee is further charged to evaluate the Assistant Professor's performance with regard to teaching, research, and service and to solicit student opinion. The committee reports, which will not contain a recommendation for or against reappointment, shall be submitted to the Department Chair. When all reports are in the hands of the Department Chair, they will be distributed to the tenured faculty. The Department Chair will then call a meeting of the tenured faculty to consider the renewal of the appointment of each Assistant Professor under consideration. At this meeting, the faculty will discuss and consider the committee reports, and will then vote by secret ballot on whether to recommend reappointment. A simple majority vote will constitute a positive recommendation by the faculty, but in no case will the recommendation of the faculty be binding upon the Department Chair, whose decision will be final in all cases. In the case

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of a decision by the Department Chair to reappoint the Assistant Professor in the face of a negative faculty recommendation, the Assistant Professor in question will be informed of the faculty recommendation by the Department Chair at the time of reappointment.

## Section 5. Promotions to Research Associate Professor or Research Professor

### A. Procedures

The procedures are similar to those for promotion to tenured positions (Section 2.A of Art. VI), with the following difference in the itemized list of steps to be taken:

- a. Teaching-related item 4(vi), 6(vii) and 6(x) do not apply.

## Section 6. Guidelines for Appointment of Adjunct Faculty

The position of Adjunct Professor, Adjunct Associate Professor and Adjunct Assistant Professor will be granted to outstanding candidates whose qualifications are at the level of full-time faculty in corresponding ranks. The appointees are expected to participate in teaching and advising of students in their research. They must have, in addition to a record of accomplishments in research, a demonstrated ability to advise and interact with students. This should include prior research interaction with the University.

Presentation of the candidate's credentials will include both the candidate's C.V. and documentation outlining the candidate's competence in teaching and research.

Included, should be a brief summary of the candidate's research interests which highlights the reasons for and expected benefits of the proposed appointment.

Appointments at the level of Adjunct Assistant Professor can be made by the Chair with the consent of the Department Council. Appointments at the Adjunct Associate Professor



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and Adjunct Professor level must be approved by the faculty of appropriate rank, and a 60% or higher positive vote of the votes cast constitutes a positive recommendation by the faculty; abstentions are not considered cast. Absentee ballots shall be accepted only if signed, sealed, and delivered to the Chair of the Review Committee in advance of the Promotion Meeting.

Appointments last for the remainder of the fiscal year (as per University requirements), but can be renewed annually up to 4 times via review by the Chair with the consent of the Department Council. After this period the candidate must reapply for the adjunct position. The number of adjunct appointments should not exceed ten percent of the Department's full-time faculty.

#### Section 7. Guidelines for Appointment of Research Scientist

**Research Associate:** This position is typically intended for a recent Ph.D. recipient.

Appointments are typically made for one year and may be renewed based on performance and availability of funds. A faculty member who has the funds, after consultation with the Department Chair, can initiate a search. The offers can be made by the faculty member but are subject to the approval of the Department Chair and higher administration.

Issues related to obtaining a visa or work permit for such positions should be coordinated with the Department.

**Assistant (Associate, Senior) Research Scientist:** This is a research position intended for an individual whose research qualifications are comparable to those of an Assistant (Associate, Full) Professor (see UMCP Faculty Handbook, Vol. I). An Assistant (Associate, Senior) Research Scientist position is considered a faculty position and therefore

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recruitment of individuals for such a position should follow the University guidelines. Appointments are typically made for one to three years and are renewable.

Upon request by a faculty member who has the funds for such a position, the Department Council will appoint an ad hoc committee composed of faculty members of appropriate rank, responsible for reviewing the qualifications of the proposed individual and assembling a dossier. The dossier should include the candidate's C.V., three letters of recommendation, and a statement regarding the candidate's accomplishments. In the case of promotion or appointment to the ranks of Associate or Senior Research Scientist the statement of accomplishments should follow the format of the research portion of the descriptive report prepared in connection to promotions to comparable academic positions. In the case of Assistant Research Scientist appointments, the appropriate members of the Department Council will make the final recommendation to the Department Chair. In the case of Associate and Senior Research Scientist appointments, appointment or promotion will be decided by vote of the Department faculty including all members of the appropriate rank, after the Department Council has reviewed the dossier.

Issues related to obtaining a visa or work permit for such positions should be coordinated with the Department.

#### **Article VII. Periodic Evaluation of Faculty Performance**

In accordance with the requirements of The Policy on Periodic Evaluation of Faculty Performance outlined by the College Park Senate, the Electrical and Computer Engineering Department proposes to periodically review its tenured faculty. This review shall be comprehensive. The purpose of the review is to

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- 1) recognize long-term meritorious performance;
- 2) improve quality of faculty efforts in teaching, scholarship, and service;
- 3) increase opportunities for professional development; and
- 4) uncover impediments to faculty productivity.

Faculty shall be reviewed every five years, or five years from their hiring or last promotion. (In the latter case the review for promotion will substitute for the periodic evaluation.)

The documentation used for the review shall include the following Curriculum

Vita

Annual Faculty Review Forms

Merit Pay Review committee reports

Self Statement

The previous Post Tenure Review Report (if available)

The self statement shall be a written report generated by the faculty member under review that addresses for the period of review the following:

- 1) teaching, advising, and other educational activities;
- 2) research, scholarly or creative activities; and
- 3) documented service activities to the University, state, nation, professional community, or other organization.

Based on the available documentation a review committee will prepare a written appraisal for each reviewed faculty. Review of faculty with joint appointments will be coordinated with the other unit in which the joint appointment is held. The report is to be provided to the faculty member who may, if he or she so elects, respond to the report.

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The response and report then constitute the final appraisal. The appraisal report stays in the Department and is to be used to evaluate a faculty member as stated in the Senate policy.

The review committee's evaluation, the faculty member's documentation and the faculty member's rebuttal, if one exists, shall together constitute the overall evaluation. These documents shall be the basis of discussions between the faculty member and the Chair and shall occur before the end of the year in which the faculty member has been evaluated.

The purpose of the discussions will be to create an atmosphere that would assist the faculty member in playing a significant role in the department and in performing meritorious work. In the event that the report identifies an area or areas in need of significant improvement, the Chair and faculty member shall prepare a written plan to appropriately enhance the performance of the faculty member.

## **Article VIII. Elections**

### **Section 1. Elections Board**

The Department Council is the Elections Board for all Department elections.

### **Section 2. Procedures**

The Elections Board will conduct all elections to Department Standing Committees and to the Council by designating procedures for nomination, for election, for preparing and distributing written ballots containing the names of eligible nominees only, for designating the return date for ballots, for checking returned ballots for authenticity, for counting the ballots and reporting the results to the Department Chair and to each Constituent Assembly. Procedures for election of members of the Faculty

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Assembly to the Department Council and to the Department Committees must allow eligible voters to vote for any nominee, regardless of Technical Area.

The Elections Board will supervise all other elections of the Department sub-units to ensure that correct procedures are followed.

The voting system to be followed in all Department elections shall be the approval vote system, according to which each voter can vote for any number of candidates in each ballot, each such candidate receiving a full vote. For each Standing Committee, subject to the constraints on the composition of the committee (Technical Area, rank, etc), the candidates with the highest number of votes will fill the vacancies. Ties will be broken by the toss of a coin.

The representatives of the Department on various College, University and System committees shall be elected at the same time and with the same procedures as the Department Standing Committees.

#### **Article IX. Referenda**

The Department Council may call for Referenda by publishing the question or questions at least two weeks before the date for voting. Voting will be by secret written or electronic ballot and will be conducted according to election procedures set forth in Article VIII of these Bylaws. Approval of referenda will be by a majority of the votes cast.

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### **Article X. Amendments**

Proposed amendments to the Plan of Organization or Bylaws may be presented in writing to the Department Council by any member of the Department.

Voting on all proposed amendments will be conducted during the academic year by the Department Council under procedures set forth in Article IX of the Plan of Organization.

Voting procedures will be the same as those for the written secret ballots for standing committees.

### **Article XI. Review of the Plan of Organization**

The membership of the Plan of Organization Review Committee consists of four regular members of the Faculty Assembly to include one Assistant Professor, one Associate Professor, one Professor and one faculty member of any rank. The review committee shall elect a Chair and a secretary from among its members.

A committee report recommending continuation of the Plan and Bylaws in their existing state shall be submitted to the Council for distribution to the Faculty Assembly of the Department.

A committee report recommending changes to the Plan or Bylaws shall contain the recommended wording of the new or revised articles and shall be submitted to the Council for action. Procedures to be followed in approving and implementing these changes are specified in Article IX of the Plan of Organization.