

ECpE Governance Document

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1 PREAMBLE

1.1 Department

The Department of Electrical and Computer Engineering (ECpE) of Iowa State University is a basic administrative unit of education, research, and service within the university.

The purpose of these bylaws is to establish a democratic framework in which members of the department faculty can work together to meet their academic and administrative obligations. These specific departmental bylaws define the responsibilities of the members of Iowa State's ECpE Department, supplement those of the University and those of the College of Engineering, and outline procedures to be followed in formulating faculty decisions necessary for counseling with the Department Chair.

All university and college procedures take precedence in case of a conflicting situation.

The ECpE Department is not responsible for the contents or policies contained in linked websites, if extant, not controlled by the department.

1.2 Governance

The faculty and the Department Chair establish departmental policies and procedures as defined forthwith. In accordance with university policies, the faculty determines curriculum, graduation standards of students, standards of admission for graduate students, and all other matters of academic policy; and serves as an advisor to the Department Chair on administrative matters. The Department Chair has responsibility for the budget and resource allocation; hiring of new faculty and promotion and tenure; and administrative policy and procedures.

This document elaborates on the governance procedures. It may be modified according to Article 5.3 of this document.

1.3 Budget

The Department Chair shall make available to the faculty during the annual faculty and staff retreat the budget of the department for the preceding year and projected for the upcoming year. It will include information on the department's budgetary resources and expenditures by categories, as well as funds received and expended, as per the requirements of the Faculty Handbook.

2 THE FACULTY AND STAFF

2.1 Composition of the Faculty

The Electrical and Computer Engineering Faculty shall consist of all individuals holding regular tenured & tenure-track faculty appointments, and term faculty appointments, which include teaching faculty, research faculty, adjunct faculty, lecturers and professors of practice appointments as defined in the College of Engineering Governance Document. They also include other faculty such as emeritus faculty, courtesy faculty, and affiliate faculty.

2.2 Composition of the Voting Faculty

The voting faculty of the department shall consist of all individuals holding regular tenure or tenure-track faculty appointments in the department.

For matters pertaining to the advancement of teaching, research, and adjunct faculty, the voting faculty also includes faculty in the corresponding category.

To be eligible to vote on an advancement, promotion or renewal case, the voting faculty must also be at the considered or higher rank.

2.3 Other Voting Members

The voting faculty may extend voting privileges to other members of the faculty.

2.4 Rights and Responsibilities of the Faculty

In addition to commonly recognized rights and responsibilities of the faculty and those specified by the *ISU Faculty Handbook*, the faculty shall exercise rights and responsibilities delegated to it by the University and the Board of Regents.

2.5 Composition of the Staff

All Professional and Scientific staff and merit employees are referred to as the Staff in this document. Staff do not have voting rights.

3 DEPARTMENT CHAIR

3.1 Department Chair

The Department Chair is the chief executive officer of the department and serves as the chief representative of the department. The Department Chair may appoint Associate and Assistant Chair(s), and/or Director(s), from among the faculty as necessary to carry out the Chair's duties. These appointments are referred to as administrative appointments.

3.2 Department Chair Responsibilities

The Department Chair shall be responsible for directing the work of the department, carrying out the education programs and responsibilities with regards to them; providing general supervision to students; preparing and administering the departmental budget; recommending personnel actions involving members of the department faculty and staff; evaluation of faculty and staff; providing vision for department; determining, in consultation with members of the department and External Advisor Board (EAB), areas for future growth, faculty and staff hiring, and maintaining the department's image to the outside world. The Department Chair directs the work of the department subject to the advisory procedures determined by these bylaws and the *ISU Faculty Handbook*.

3.3 Department Chair Appointment, Term, Evaluation, and Reappointment

The Department Chair Search Committee, appointed by the Dean, shall select candidates in consultation with the voting faculty and recommend to the Dean.

The Department Chair shall serve for a stated term without prejudice to re-appointment or continuance by procedures that involve appropriate faculty consultation.

The procedures adopted in this section shall not abrogate either the freedom or the responsibility of the Dean to make the final decision concerning Dean's recommendation to the President concerning the appointment or continuance of a Department Chair. When the

Dean's nomination is not in conformity with the department faculty judgment, the Dean shall be requested to explain to the department members the reasons for the nomination.

3.3.1 Administration of Evaluation

At the beginning of each academic year the Election and Oversight Committee shall administer the Department Chair evaluation. The Committee shall undertake the distribution, collection, and evaluation of the appropriate forms from both faculty and staff before the end of the fall semester. The results shall be disclosed only to the Department Chair and to the Dean of Engineering and shall be handled according to the University policy on confidential documents.

3.3.2 Review for the Department Chair Reappointment

In the first semester of the last year of the Department Chair's appointment period, the Election and Oversight Committee shall convene a faculty meeting for discussion of the desirability of supporting the reappointment of the Department Chair. The opinions of the faculty shall be recorded and transmitted to the Department Chair and to the Dean of the College of Engineering by the end the semester.

4 DEPARTMENTAL ORGANIZATION

4.1 Introduction

The department governance shall be carried out by the Department Chair with help of the Standing committees, including the Administrative Committee; Ad-Hoc committees; and Associate and Assistant Chair(s) and/or Director(s), as necessary.

Faculty input and guidance to the Department Chair in several important areas is essential for creating programs that best serve the students and the university. These areas include, but are not limited to, academic affairs, faculty search and recruitment, strategic planning and programmatic emphasis, and administrative policy and procedures in the department. It is expected that the Department Chair will form such committees, as appropriate and as consistent with his/her administrative style, to assist in these areas and to clearly define the responsibilities and objectives of these committees. Such committees may be standing committees or *ad hoc* committees and the members of these committees will be appointed by the Department Chair in consultation with the faculty, and staff, as appropriate.

Committee appointments are assignable responsibilities. The faculty members are expected to be available for serving on these committees and will represent the faculty as a whole on all such committee assignments.

Standing committees in the department exist for areas of faculty responsibility such as academics, faculty affairs, and advisory & oversight. Responsibilities of the standing committees are defined in these bylaws. Ad-hoc committees may be appointed by the Department Chair, in consultation with the faculty, for specific purposes.

Definition of any additional responsibilities of the standing committees and creation and dissolution of standing committees are the responsibilities of the faculty in consultation with the Department Chair.

It is recognized that the functions and the responsibility of some committees may overlap. Coordination of these functions with proper consultation among committees shall be undertaken.

4.2 Standing Committees

The following standing committees shall be appointed or elected as identified in their respective descriptions.

4.2.1 Academic Committees

4.2.1.1 Academic Area Committees (AACs)

The academic area committees (AAC) shall be made up of members of the faculty with common interests in a particular academic area. Faculty members should establish membership in a designated AAC in the department in consultation with the Department Chair and existing members of the AAC, and in accordance with individual position responsibility statements. A faculty member can establish membership in more than one AAC.

The chairperson of each AAC is determined by the faculty members of the AAC. Each chairperson shall serve a two-year term and the same person shall not serve two consecutive terms. The chairperson of the AAC has the primary responsibility of setting the agenda and direction for the AAC and being the catalyst for activities in the area. The viability and need for a particular AAC should be reevaluated as needed by the concerned faculty in consultation with the Department Chair.

4.2.1.1.1 Duties

The primary responsibilities of each AAC are: 1) facilitate collaboration among faculty members with different expertise and to build synergy 2) develop, review, and update the course material within the area; 3) assist its members in achieving their teaching and research potentials; 4) recommend instructors and assign textbooks for courses within the area and coordinate with the Department Chair or Chair's representative; 5) assign course supervisors to all area courses; 6) prepare and grade the area's Ph.D. qualifying examination in cooperation with the Graduate Study and Research Committee; 7) support faculty searches and coordinating activities with potential candidates related to the area; 8) support departmental lectures and research seminars related to the area; 9) coordinate the maintenance of departmental web pages pertaining to the area; 10) assist the curriculum committee in curricular matters related to the academic area.

4.2.1.2 Curriculum Committee

The ECpE Curriculum Committee consists of a chairperson appointed by the Department Chair; two representatives from faculty who regularly teach Electrical Engineering courses (serving 2-year terms), two representatives from faculty who regularly teach Computer Engineering courses (serving 2-year terms) elected by the voting faculty and two representatives from faculty who regularly teach Cybersecurity Engineering courses (serving 2-year terms) elected by the voting faculty; the Department Chair (non-voting); Undergraduate Advisors (non-voting); and three undergraduate students, one each from Electrical Engineering, Computer

Engineering and Cybersecurity Engineering, elected by the IEEE Student Branch for one-year terms. The ECpE Curriculum Committee acts for the faculty on all academic matters relating to the undergraduate programs of the department according to the procedures established by the faculty.

The SE Curriculum Committee composition is defined by the SE's own bylaws.

4.2.1.2.1 Duties

The ECpE Curriculum Committee is responsible for: 1) developing, reviewing, updating, and keeping curricula current; 2) maintaining departmental list of all course and lab supervisors; 3) interacting and coordinating with the core course supervisors to develop and maintain quality of the core curricula; 4) discussing and approving new undergraduate course and lab proposals and lab components; 5) coordinating the Graduate College Teaching Excellence Award selection process and making their recommendation(s) to the Department Chair; 6) interacting and coordinating with the Graduate Study and Research Committee on graduate courses and curriculum matters; 7) representing the department at the college level on curriculum matters; 8) maintaining catalog information; 9) formulating and enforcing policies regarding the undergraduate programs; 10) preparing related operational documents; 11) coordinating with the Accreditation Committee for accreditation visits; and 12) serving as an appeals committee to hear and act on all appeals on exceptions to the department's academic rules.

The ECpE Curriculum Committee must maintain and post the minutes of its meetings.

The SE Curriculum Committee's responsibilities are defined within their own bylaws.

4.2.1.2.2 Course Supervisors

Course supervisors will be actively involved faculty members who are responsible for working with the appropriate groups to establish and ensure scope and sequence* and continuity of the undergraduate or graduate degree. Course supervisors will be assigned by the Curriculum Committee in consultation with the Department Chair and the appropriate Academic Area Committees.

*Scope – the vision of what the students should have achieved at the end of their degree program

*Sequence – a series of appropriate learning objectives ordered to master the scope

4.2.1.3 Accreditation Committee

The Accreditation Committee is responsible for continuous review and assessment of the undergraduate programs within the ECpE department and for preparing and coordinating the ECpE department's accreditation documentation and visit. The Accreditation Committee consists of a chairperson appointed by the Department

Chair, and additional faculty and staff appointed by the Department Chair, as needed.

4.2.1.3.1 Duties

The Accreditation chairperson represents the Accreditation Committee in its interactions with Department Chair and ECpE Faculty. The Accreditation chairperson is responsible for 1) developing the plan of the department regarding accreditation; 2) assigning tasks to committee members; 3) gathering the necessary information for the accreditation report; 4) ensuring that accreditation documentation is appropriate, complete, and on time; and 5) overall responsibility for departmental accreditation review preparation.

The Accreditation chairperson works with the college to coordinate the accreditation visit and any due process.

The Committee is responsible for developing program assessment tools, developing and implementing the assessment process, and coordinating with the Curriculum Committees – ECpE and SE.

4.2.1.4 Graduate Studies Committee

The Graduate Studies Committee (GSC) is responsible for recruiting, retaining, and supporting graduate students, and developing and maintaining quality graduate research and curriculum. It shall establish and maintain policies and procedures for achieving these responsibilities. The GSC consists of the Director of Graduate Education acting as the chairperson, the chairperson of each AAC [or a representative designated by the AAC in consultation with the Department Chair], the Department Chair (non-voting), and the Graduate Program Adviser (non-voting).

The GSC shall establish a Graduate Admissions supplemental committee, consisting of the Director of Graduate Education acting as the chairperson, at least one representative from each AAC appointed by the Department Chair, for matters relating to graduate admissions.

The GSC may create sub-committees for specific tasks, and shall work in close cooperation with the AACs and the Curriculum Committee. The GSC shall post the operational documents and its approved meeting minutes.

4.2.1.4.1 Duties

The Committee acts for the faculty on graduate program affairs. It shall be responsible for all academic matters relating to graduate programs of the department. The Committee also shall be responsible for: 1) developing effective methods for recruitment and retention of high-quality graduate students; 2) screening applications and admitting graduate students; 3) developing and facilitating an environment for intellectual growth of graduate students; 4) facilitating placement of graduate students; 5) coordinating teaching and research assistantship and scholarship and fellowship offers to graduate students; 6) reviewing the progress of graduates students; 7) managing the Graduate College Research Excellence Award selection process and making their recommendation(s) to the Department Chair; 8) formulating and enforcing policies regarding the

graduate programs; 9) preparing related operational documents; 10) reviewing new graduate courses and forwarding recommendations to the Curriculum Committee for institutional approval and cataloging; 11) serving as an appeals committee to hear and act on all appeals on admissions, exceptions to the department's Supplementary Rules for Graduate Students, and on the examination results.

4.2.2 Faculty Affairs Committees

4.2.2.1 Promotion, Tenure, and Post-Tenure Review Committee

The Promotion, Tenure, and Post-Tenure Review Committee (PTRC) consists of a tenured chairperson at the rank of Professor elected by the faculty, three tenured faculty members holding the rank of Professor elected by the faculty, three tenured faculty members holding the rank of Professor appointed by the Department Chair, one tenured Associate Professor elected by the faculty, one Assistant Professor who will be a non-voting observing member elected by the faculty, and the Department Chair (ex-officio and nonvoting). The Assistant Professor will be elected for a one-year term. All other elected and appointed committee members will be elected/appointed for two-year terms. The elected Associate Professor member shall be a non-voting member in all cases where a candidate being evaluated would be higher than their rank if the action under consideration passes and is approved by the university.

4.2.2.1.1 Duties

The Committee is responsible for: 1) establishing probationary (3-year), promotion, tenure, and post-tenure review criteria and procedures; 2) preparing and maintaining a document titled "Promotion, Tenure and Review Criteria and Procedures of the Electrical and Computer Engineering Department at Iowa State University" which includes the aforementioned criteria and procedures; 3) conducting formal evaluations for all faculty members identified for probationary (3-year) review, or identified for consideration for promotion and/or tenure, or scheduled/identified for post-tenure review and establishing a decision on the action for each formal evaluation; and 4) conducting periodic reviews of all faculty to evaluate teaching effectiveness.

4.2.2.2 Honors and Awards Committee

The Honors and Awards Committee consists of a chairperson appointed by the Department Chair, and members selected by the Department Chair in consultation with the Administrative Committee for one-year terms.

4.2.2.2.1 Duties

The Committee is responsible for making recommendations to the Department Chair, as well as submitting nominations for various honors and awards to the faculty, staff, and graduate and undergraduate students offered by the department, the college, the university, or other external organizations.

The Department Chair approves nominations for all named professorships, all titled position nominations (such as Distinguished and University Professor), and all honors and awards offered by the department.

4.2.2.3 Faculty and Staff Recruiting Committees

The faculty and staff recruiting functions are carried out by one or more committees as needed. Faculty Recruiting committees will consist of a chairperson and at least two other members of the faculty, appointed by the Department Chair annually, and will act for the faculty in recruiting high-quality faculty members in the identified areas of growth of the department. The final actions of the Faculty Recruiting committee for tenured and tenure-eligible appointments, as well as term faculty appointments which include teaching faculty, research faculty, and professor of practice appointments, shall be presented to the voting faculty for their deliberation and recommendation to the Department Chair in a regular or specially arranged faculty meeting.

All other term (e.g., adjunct, lecturer, courtesy, collaborator) faculty appointments may be made at the discretion of the Department Chair. A recruiting committee may be appointed by the Department Chair as needed.

Procedures noted above will be followed for faculty partner/spousal accommodation hires, depending on the appointment type.

Staff Recruiting committees will consist of the department HR Liaison, a recruiting supervisor and at least two other members of the faculty and/or staff appointed by the Department Chair, in consultation with the recruiting supervisor. The final actions of the Staff Recruiting committee will be presented to the Department Chair.

4.2.2.3.1 Duties

A Faculty Recruiting committee is responsible for 1) preparing and posting notice of vacancy and advertisements as required, 2) screening the applications, 3) arranging for and conducting interviews of the selected candidates, and 4) making recommendations to the Department Chair to extend the offers to the suitable candidates. The committees also will follow the guidelines set forth in the ISU Faculty Handbook and by the ISU Human Resources Department.

A Staff Recruiting committee is responsible for 1) preparing and posting notice of vacancy and advertisements, 2) screening the applications, 3) arranging for and conducting interviews of the selected candidates, and 4) making recommendations to the Department Chair to extend the offers to the suitable candidates. The committees also will follow the guidelines set forth by the ISU Human Resources Department.

4.2.3 Advisory and Oversight Committees

4.2.3.1 Administrative Committee

The Administrative Committee membership is appointed by the Department Chair to assist the Department Chair in carrying out the administrative duties. Members include Associate and Assistant Chair(s) and/or Director(s), as outlined in Section

4.1, as well as staff managing the areas of computing, advising, fiscal resources, and human resources.

4.2.3.1.1 Duties

The Committee is responsible for implementing and executing the policies adopted by the department. The Committee will meet at least once per semester. Each member is responsible for reporting to the chair on activities undertaken by their committees or within their purview. In addition, members are expected to report at the annual faculty and staff retreat and at the regular faculty and staff meetings during the academic year.

4.2.3.2 Infrastructure Planning and Development Committee

The Infrastructure Planning and Development Committee (IPDC) consists of a chairperson, appointed by the Department Chair; four members, two elected by the voting faculty for two-year terms (one from each computer and electrical engineering) and two appointed by the Department Chair for two-year terms (one from each computer and electrical engineering); the Professional & Scientific (P&S) staff member managing the department's Computer Support Group; and one student member, appointed by the Department Chair for a one-year term. Additional staff may be appointed by the Department Chair as needed to conduct business. The chairperson of the committee also shall be the department's representative to the College EFTF Committee.

4.2.3.2.1 Duties

The Committee is responsible for 1) developing the plan to use the funds from the Engineering Fee Task Force (EFTF) and Differential Tuition Surcharge (DTS), 2) monitoring and reporting to the College on the expenditure of EFTF and DTS funds, 3) setting policy related to computer and electronic equipment usage and acquisition within the department, 4) coordinating the present use of computers and electronic equipment with lab coordinators, 5) planning the future computer and electronic equipment resource requirements and coordinating their acquisition, 6) soliciting input from the faculty on the research and educational infrastructure needs and developing an action plan in response, and 7) setting and implementing policy related to safety for the department in alignment with college and university policies.

4.2.3.3 Election and Oversight Committee

The Election and Oversight Committee consists of a chairperson, and one member of each rank Assistant, Associate, and (Full) Professor, elected by the voting faculty for two-year terms.

4.2.3.3.1 Duties

The Election and Oversight Committee is responsible for administering all details of nominations and elections to membership of various committees, conducting voting on any motion referred to mail ballot by the voting faculty, and evaluating the Department Chair. The Committee also shall be responsible for overseeing the continued adherence to these bylaws. The

Committee must relay the results of any election and voting to the entire faculty within two working days after they are known.

4.2.3.4 External Advisory Board

The External Advisory Board is made up of alumni, supporters, and faculty. The members of the Advisory Board shall be appointed by the Department Chair and follow the ECpE External Advisory Board Bylaws (see 7.1.4), which are developed and approved by the board, in conjunction with the Department Chair.

4.2.3.4.1 Duties

The External Advisory Board shall advise the department on developing, implementing, and improving programs in teaching, research, and extension. The action items recommended by the External Advisory Board must be recorded and communicated to the faculty.

4.3 Ad-Hoc Committees

Ad-Hoc Committees in the department are established to conduct departmental business that falls outside the responsibilities of the departmental standing committees.

4.3.1 Establishing an Ad-Hoc Committee

The Department Chair may establish any ad-hoc committee as deemed necessary to conduct the departmental business. In addition any member of the faculty may propose formation of an ad-hoc committee with required membership by a motion at a departmental meeting. The proposal for the committee formation must be announced on the meeting agenda. An ad-hoc committee may only be established if two-thirds (2/3) of the voting faculty members present and voting so approve.

4.3.2 Selection of Ad-Hoc Committee

The Department Chair shall call for nominations for each new ad-hoc committee. After the Department Chair verifies the nominees' willingness to serve, the membership of the ad-hoc committee shall be decided by written ballot if competing nominations are received.

4.3.3 Dissolution of an Ad-Hoc Committee

An ad-hoc committee automatically dissolves after the completion of its assigned responsibilities. An ad-hoc committee also may be dissolved by a motion of a faculty member with approval of two-thirds (2/3) majority of those present and voting in a department faculty meeting.

5 PROCEDURES

5.1 Voting Procedures

A vote shall be carried out in one of the following ways: 1) Show of hands in a meeting; 2) A Written Ballot in a Meeting; or 3) A Mail Ballot. For a Mail Ballot, the ballots shall be distributed at least five working days before the return deadline. Voting shall take place only during the academic year when classes are in session, unless it is absolutely essential to do otherwise as determined by the Election and Oversight Committee.

5.2 Election Procedures

Unless stated otherwise in these by-laws, a candidate wins an election by securing a simple majority of the votes. When any candidate does not obtain such a majority, a run-off election shall be held with a slate of candidates obtained from the original slate by taking candidates in descending order of votes. This procedure shall be repeated until a candidate receives a majority of votes.

Elections shall be preceded by a nomination period of five working days. All nominations shall be closed two working days before the distribution of ballots.

5.2.1 Elections Concerning the Department Chair

All voting in connection with Department Chair selection, review, and continuation shall be by Mail Ballot.

5.2.2 Election of Chairpersons and Members of Departmental Standing Committees

Elections of chairpersons and members of departmental standing committees that are to be elected by the voting faculty shall be carried out by Mail Ballots at the end of each academic year for the term starting the following academic year. Any voting faculty member, with the consent, may be nominated by another voting faculty, or may self-nominate for a chairperson or member position. To be eligible for chairperson or member, the nominee must meet the requirements for membership of the committee under consideration.

5.2.3 Elections for Other Purposes

Elections for purposes not specified elsewhere shall be by Mail Ballot. Such elections may be necessary if any elected position in a committee becomes vacant due to change in the status of the member.

5.3 Amendments of Bylaws

A motion to amend these bylaws may be made at any faculty meeting provided notice of the meeting and the text of the proposed amendment are distributed at least ten working days before the meeting. A proposed amendment must be approved by a two-third (2/3) majority of those present and voting. Voting shall be by a Written Ballot or by a Mail Ballot. Amendments to these bylaws shall be made during an academic year when classes are in session.

5.4 Academic Appeals Procedures

5.4.1 Appeals within Other Committees

Any five members of the voting faculty may file an appeal on any academic matter within the mandate of a Standing or Ad Hoc Committee excluding a Research and Academic Subcommittee. All such appeals shall be discussed first within the committee. If a resolution is not reached, the five members may request that the voting faculty resolve the matter in a faculty meeting.

5.5 Department Meetings

5.5.1 Rules

The rules contained in Robert's Rules of Order (Revised) shall determine the parliamentary practice of meetings in which voting is conducted on substantive matters.

At meetings in which department policy shall be discussed and/or voted on, a parliamentarian shall be designated. For purposes of discussion only, the rules of order may be suspended by a majority of the members present.

5.5.2 Meeting

The voting faculty shall meet at least once each semester during the regular academic year (August – May).

5.5.2.1 Special meetings

Special meetings of the voting faculty may be called by the Department Chair on Chair's own initiative or when requested by a chairperson of a departmental standing or *ad hoc* committee.

5.5.2.2 Petitions

The chairperson of the Election and Oversight Committee shall call a special meeting if a petition, signed by at least ten faculty members, requesting such a meeting is made.

5.5.3 Agenda

An agenda shall be prepared by the Department Chair (or when applicable by the chairperson of the Election and Oversight Committee), and shall be made available to the faculty and staff at least two (2) working days prior to each meeting. Substantive topics not on the agenda may be discussed, but not voted on, with the approval of the majority of the faculty present at the meeting.

5.5.4 Responsibility

It is the responsibility of each faculty member to attend department faculty meetings and effort must be made to schedule meetings at a time when no faculty member is scheduled for a class.

5.5.5 Quorum

A quorum shall consist of a simple majority (50% + 1) of the eligible voting members of record on that meeting date, excluding those on leave of absence. The Election and Oversight Committee shall arbitrate any dispute.

5.5.6 Motions

Motions shall pass by a simple majority vote of those voting unless otherwise specified by these bylaws.

5.5.7 Minutes

Minutes of each department meeting shall be recorded and distributed to the faculty prior to the next meeting, and filed in the department office. The department HR Liaison shall be responsible for recording and distributing the minutes.

6 FACULTY EVALUATION

6.1 Annual Reviews

Every faculty member shall be invited for an interview and evaluated by the Department Chair once a year, according to the assigned responsibilities in teaching, research, and

service. The criteria for evaluation are described in the *ISU Faculty Handbook*. The Department Chair shall provide a written review to each faculty member within three months of the interview. Reviews should take place in the spring term following the year being reviewed.

In teaching, teaching effectiveness shall be evaluated. The evaluation shall include such scholarly activities as course development and preparation, classroom teaching, impact of textbook writing, and publishing and presentation of these activities in education-related conferences and journals.

In research, evaluation of research activities shall include scholarly work, publications and presentations of research papers in research-related conferences and journals, funded research programs, guidance of graduate students, and other creative activities. It shall also include establishing and managing research programs.

In addition to the avenues of service noted in the *ISU Faculty Handbook*, recognition shall be given to national and international professional visibility and accomplishments of the faculty members in their areas of specialty.

6.2 Appeals and Grievances

Procedures for appealing personnel and administrative decisions are covered in the Faculty Handbook. The Department Chair may appoint an Ad-Hoc Committee for help in such matters.

7 APPENDICES

7.1 Operational Documents

A record of departmental policies and administrative procedures in the domains of faculty responsibility shall be maintained in operational documents that are reviewed, modified, and approved periodically.

7.1.1 Curriculum Committee

The Curriculum Committee shall maintain a document stating departmental policies and administrative procedures regarding undergraduate study in the department. This document shall be approved annually by the Undergraduate Study Committee.

7.1.2 Graduate Studies Committee

The Graduate Studies Committee shall maintain a document stating departmental policies and administrative procedures regarding graduate study in the department. This document shall be approved annually by the Graduate Studies Committee.

7.1.3 Promotion, Tenure, and Review Document

The Promotion, Tenure, and Review Committee shall maintain a document stating departmental policies and administrative procedures regarding promotion, award of tenure, and post-tenure review for the faculty. This document and changes in it are to be originated by the Promotion, Tenure, and Review Committee and submitted to the faculty for its review, modification, and approval on a biennial basis.

7.1.4 External Advisory Board Bylaws

Bylaws governing the External Advisory Board shall be approved by the board and maintained by the department.

7.2 Supplemental Documents

The ECpE Department is organized in accordance with the policies and rules of Iowa State University. As a functional unit of the College of Engineering, it is subject to the authority that governs this college as indicated in the Faculty Handbook, the University Office procedure Guide, and other policy documents that may be in effect. The ECpE governance document does not violate these policies.

The ISU Faculty Handbook, CoE Guidelines, and other policy documents are located on the ISU website, www.iastate.edu.