

**UNIVERSITY OF WEST FLORIDA
COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING**

DEPARTMENTAL BYLAWS

1. Name of Department

Electrical and Computer Engineering

2. Vision

The vision of the Department of Electrical and Computer Engineering is to be recognized in the state of Florida and the nation for its outstanding undergraduate teaching and outreach programs, and for the quality, character, and integrity of its graduates and faculty.

3. Mission and Purpose

The mission of the Department of Electrical and Computer Engineering is to offer baccalaureate degree programs of excellence in electrical engineering and computer engineering that serve the needs of the West Florida region, the state, and the nation.

The goal of the baccalaureate degree programs is to prepare students to embark upon a professional career in electrical engineering, computer engineering, or to pursue graduate study. The Bachelor of Science degrees in Electrical Engineering and Computer Engineering are offered under a co-operative arrangement between the University of West Florida and the University of Florida. Both degrees are awarded by the University of Florida and are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (EAC/ABET). Both programs shall be revised continuously to meet the criteria for accreditation by EAC /ABET.

4. Definition of Departmental Members

- (a) All faculty (including instructors, lecturers, visiting, and adjunct) may participate in departmental discussions. Staff members may be invited by the Director or a majority of the faculty.
- (b) All tenured and tenure-earning faculty members shall vote on non-personnel matters.
- (c) Only tenured faculty may vote on tenure decisions.

5. Officers

Under the current co-cooperative arrangement with the University of Florida, the Department shall be under the supervision of a Director, who shall act as the Chairperson on all departmental matters. The title "Director" shall eventually be replaced by the title "Chairperson" in which case the only bylaws change would be -Chairperson.

6. Departmental Meetings

The Director serves ex officio as presiding officer at department meetings. The Director votes only in case of a tie among the voting faculty.

- (a) The department will hold faculty/staff meetings only during the regular academic year as requested by the Director or by a majority of the faculty. All academic and student-related matters requiring departmental action shall be discussed at the faculty meetings. During the summer, the Director and faculty present may make decisions and take action on an emergency basis; such decisions and such action will not be binding until approved by the faculty during the next academic year.
- (b) The agenda for each meeting will be included in the meeting announcement in hard-copy and/or or through e-mail. The agenda for meetings will be distributed two working days in advance, when practical. Any faculty may request that an agenda item be added.
- (c) As far as practicable, department faculty on sabbatical or other authorized paid leave shall be informed of faculty meetings and shall be given opportunity to participate in discussions and votes.
- (d) For all faculty meetings, a simple majority of the eligible voting faculty members shall constitute a quorum.
- (e) All votes will be by show of hands. In items relating to personnel matters, or when requested by at least one-third of the faculty present, the voting shall be by secret ballot. The Director shall tally the votes for recording in the minutes.
- (f) If requested by any faculty member, the minutes of the faculty meeting shall be tape recorded, typed, and circulated (in hard-copy or through e-mail). The minutes must be approved by a two-thirds majority at the next faculty meeting. The tape may be used only for verification of the minutes; it must be erased after the minutes have been approved.
- (g) Robert's Rules of Order will be followed when requested by one-third of the faculty present.

7. Guiding Principles for Departmental Meetings

- (a) Different opinions and views are encouraged.
- (b) All discussions shall focus on agenda items.
- (c) All members shall have equal opportunity to participate in discussions and to express their views and opinions. Members may need to agree on how to share the floor to ensure broad input.

- (d) Committee recommendations and/or decisions shall be based on simple majority rule. If a committee recommendation or decision has a broader impact on the department, it should come for a vote from all faculty.
- (e) A record of any decision made and/or action taken during a meeting will be maintained by the department.

8. Collegiality

Collegiality, in the sense of collaboration and constructive cooperation between academic colleagues, identifies important aspects of a faculty member's overall performance. A collegial atmosphere is essential in a department environment. Such an atmosphere makes both faculty members as well as students feel more welcome, and helps them better achieve their academic objectives. Therefore, regarding collegiality at the department level, a faculty member is expected to:

- (a) Treat colleagues with respect in all dealings, being verbal or written,
- (b) Undertake all activities with openness and fairness, and respond to concerns raised by colleagues with respect,
- (c) Deal with conflicts and disagreements among colleagues in a professional manner, and
- (d) Bring unresolved conflicts/disagreements to the attention of the Program Director. The Director shall attempt to resolve the conflict with the parties involved.

All faculty members shall also abide by the university guidelines related to collegiality and faculty cooperation.

9. Professional Integrity

Faculty members commit to observing the highest standards of ethical and professional conduct. When submitting a manuscript for possible publication, faculty will follow the guidelines of the organization to which the manuscript was submitted. For general guidelines, refer to IEEE Publications Standards Policy (sections 6.4.1 A & B) available at www.ieee.org/about/whatis/policies/. UWF policies related to faculty conduct in research are available in the UWF Faculty Handbook. The faculty handbook can be found in the Academic Affairs website at <http://uwf.edu/academic/policies/policies.htm>.

10. Faculty Mentoring

Mentoring new faculty is an important task that can best be accomplished by the Director and/or by other faculty members, preferably senior and/or tenured faculty.

11. Committee Structure

Ad hoc committees will be appointed by the Director as needed and membership shared fairly by all faculty members.

The department shall have a functional chart that highlights the specific contributions of individual faculty members toward the common good of the department. See Appendix A for a functional chart example.

12. Policies and Procedures

(a) Annual Faculty Evaluation

Annual Faculty Evaluation will be completed by the Dean of CAS using the Director's evaluation as a primary input along with the faculty member's statement of contributions. It is recognized that faculty contribute to the department in varying proportions of teaching, research, and service. Annual evaluations of faculty shall be based on the departmental annual evaluation guidelines in Appendix B.

(b) Tenure and Promotion

See departmental tenure and promotion guidelines in Appendix C.

(c) Salary and Merit Pay

See departmental merit pay guidelines in Appendix D.

(d) Allocation of Summer Supplemental Lines

This section provides guidelines for making summer teaching assignments for 9-month tenure-track faculty members. The Director will endeavor to balance FTE assignments among faculty. The average FTEs from the previous three (3) summer assignments determine priority in teaching assignment. New faculty starts with the department FTE average. The department shall keep a record of summer assignments starting from the summer of 2003.

(e) Allocation of Paid Overload Appointments

Each opportunity will be reviewed on its merit and subject to state regulations.

(f) Requests for Use of Departmental Resources

Requests for use of departmental resources must be made by each faculty member with proper justification. Each request will be reviewed on its merit and subject to state regulations. Disputes will be resolved by the faculty.

(g) Allocation of Departmental Travel Resources

Travel resources will be fairly distributed among faculty as available.

(h) Requests for Release Time

Un-sponsored professional development opportunities will be shared equally over time. Requests for additional release time must be made as far as possible before the end of the previous semester. Release time for sponsored service and research will be consistent with contract or grant funds. The faculty requesting the release time must teach at least one three-credit hour course or its FTE equivalent per semester.

(i) Office Hours

Each faculty will maintain office hours consistent with the following guidelines:

- A minimum of two (2) hours for every 3-hour lecture course
- A minimum of one (1) hour for every 3-hour lab

With a normal teaching load, the minimum number of office hours will be six (6) for a fulltime faculty without any research or other release time.

(j) Student Advising

The department of Electrical and Computer Engineering shall provide two types of advising for its students: faculty advising (performed by a faculty advisor), and academic advising (performed by an academic advisor).

The purpose of the faculty advisor is to answer general questions concerning the profession of electrical/computer engineering, to serve as a mentor, and to assist students in selecting specific technical elective courses that will meet the student's professional goals and interests. All teaching faculty members will serve as faculty advisors. Each faculty member will be responsible for advising related to one or more of the specialization areas that comprise electrical and computer engineering.

The purpose of the academic advisor is to provide academic advising, curriculum planning, and to ensure that all degree requirements are met. Academic advising shall be under the supervision of the Director, who may assign advising related duties to non tenure-earning departmental faculty or staff.

(k) Annual Work Assignments

The work assignment will be made in consultation with the Director and subject to UWF Board of Trustees guidelines.

(l) Departmental Promotion and Tenure Procedures

The department will follow the university guidelines and procedures.

(m) Grade Appeal Procedure

See grade appeal procedure in Appendix E.

(n) Others

All departmental matters that need to be addressed to the college's dean shall be routed through the Director.

The request for university support through OCO/expense accounts shall be prepared by the Director in consultation with the faculty.

Program revisions/course development/curriculum design for new tracks shall be done by the faculty.

13. Amendment

These bylaws will be reviewed and updated as needed. A complete review is scheduled for December 2007.

14. Date of Adoption: December 1997

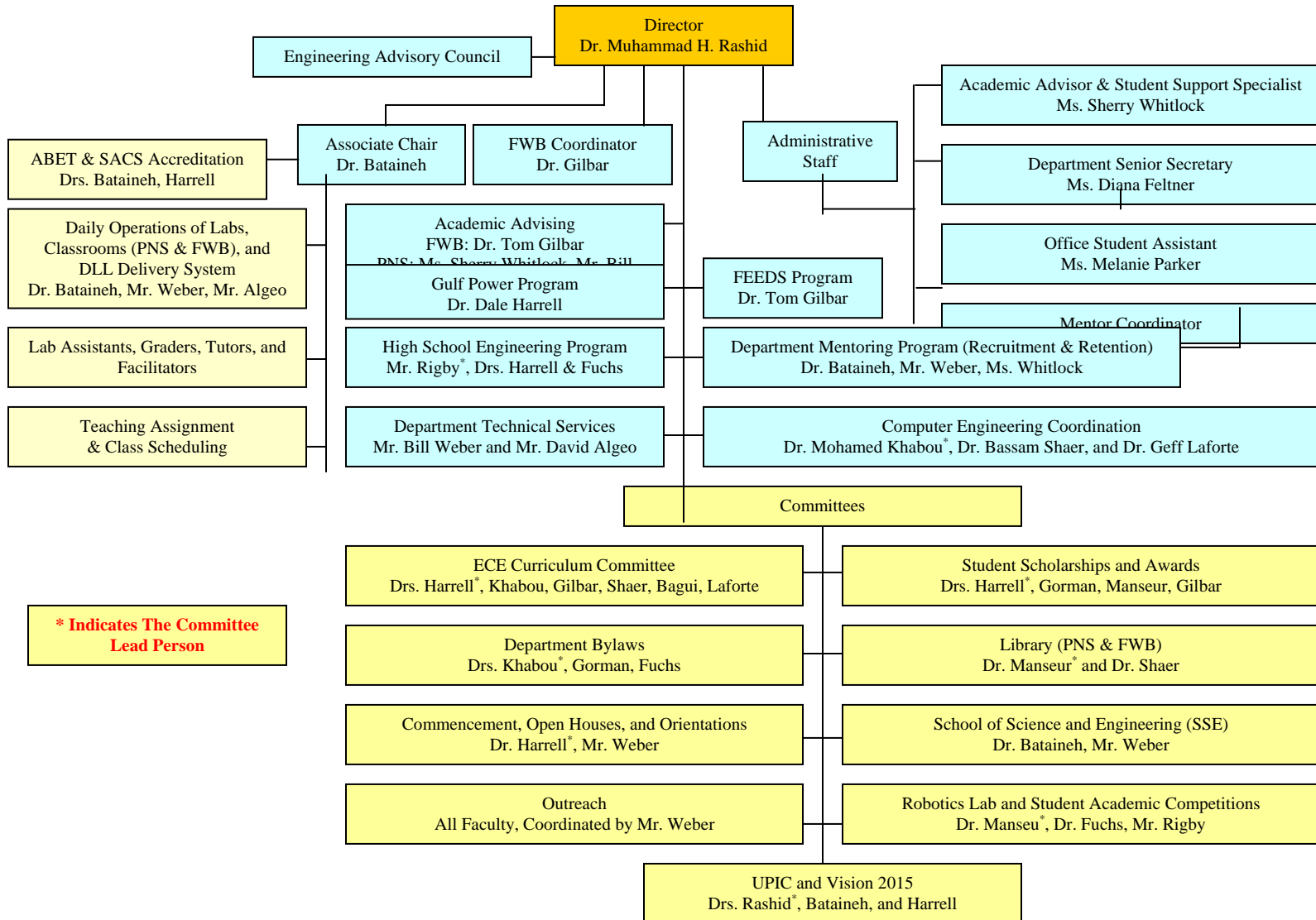
First Revision: Initiated December 2000. The Bylaws were approved by the ECE faculty on February 23, 2001.

Second Revision: Initiated January 2002. The Bylaws were approved by the ECE faculty on March 4, 2002 by a majority vote of 3 "YES" to 1 "NO".

Added Appendix E on Grade Appeal Committee and Procedures, April 17, 2003.

Third Revision: Initiated December 1, 2003. The Bylaws were approved by the ECE faculty on October 29 2004.

2005-2006 FUNCTIONAL CHART DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING



**UWF/UF JOINT PROGRAM IN
ELECTRICAL AND COMPUTER ENGINEERING
Appendix B of Department Bylaws**

CRITERIA FOR ANNUAL EVALUATION OF FACULTY

This document outlines the criteria under which faculty should be evaluated by the Program Director during the annual review process as established by the University. It is meant as a guide for the Director in preparing his or her annual evaluation of each faculty member, and as a guide for the faculty in preparing their evaluation folders.

SECTION I. CRITERIA FOR TENURED AND TENURE-TRACK FACULTY

Electrical and Computer Engineering faculty should be involved in teaching, research, and service. Consistent with the Mission of the Department to offer baccalaureate degrees in Electrical Engineering and Computer Engineering, teaching should be given highest priority in faculty evaluations, followed by research, other scholarly activity, and service. It is recognized that faculty contribute to the department in varying proportions of teaching, research, and service.

Teaching

The evaluation of the teaching component must be based on consideration of the following criteria as evidenced in the faculty member's annual evaluation folder.

- 1) Student evaluations of each course. For each course taught by the faculty member, the average score in the two categories "Overall course organization" (Item 9) and "Overall assessment of instructor" (Item 18) should be calculated and reported on a scale of 0 (poor) to 4 (excellent). In this way each course taught will have two "GPAs" associated with it. That is, if a faculty member's scores in Item 9 are

Excellent	Very Good	Good	Fair	Poor
E%	V%	G%	F%	P%

then that faculty member's GPA in "Overall course organization" will be

$$\frac{4 \times E + 3 \times V + 2 \times G + 1 \times F + 0 \times P}{100}$$

The same formula will be used to calculate the GPA for Item 18 "Overall assessment of instructor".

Then over all of the courses taught by the faculty member, the average of the "Overall course organization" GPAs will be calculated, and the average of the "Overall assessment of instructor" GPAs will be calculated. Thus, each faculty member will have two numerical scores (between 0 and 4)—one for overall course organization and one for overall assessment of instructor.

- 2) Currency and relevance of the knowledge being transmitted.
- 3) Facilitation of learning by
 - (a) Preparation and updating of course material
 - (b) Upgrading of laboratory manual(s)
 - (c) Development of new course(s)
 - (d) Development of laboratory(ies)
 - (e) Use of computer techniques
 - (f) Design integration
 - (g) Development of internet based teaching materials
 - (h) Other related activities
- 4) Teaching breadth as evidenced by the number and variety of courses taught
- 5) Improvement of teaching methods as evidenced by
 - (a) Attending teaching related conferences, seminars, and workshops related to teaching
 - (b) Development of computer techniques and applications
 - (c) Other related activities
- 6) Mentoring and supervision of students' projects
- 7) Counseling and professional advising
- 8) Communication as evidenced by
 - (a) Clear presentations
 - (b) Openness to questions
 - (c) Maintaining adequate office hours and availability to assist students
 - (d) Other related activities
- 9) Extracurricular learning activities
- 10) Distance Delivery Activities
 - (a) Courses
 - (b) Testing, outcomes and assessments
 - (c) Office hours, advising, etc.
- 11) Outcome-based Teaching and Assessments
 - (a) Syllabus
 - (b) Pre-testing
 - (c) Tests and tools to demonstrate achieving outcomes

The faculty member may provide evidence of other criteria to be taken into consideration.

Research and Scholarly Activity

The evaluation of the research and scholarly activity component must be based on consideration of the following criteria as evidenced in the faculty member's annual evaluation folder.

- 1) Investigation as evidenced by
 - (a) Basic research,
 - (b) Applied research,
 - (c) Educational research including publication of books and papers related to teaching, and
 - (d) Industrial research.
- 2) Publications of research findings as evidenced by
 - (a) Articles and papers in refereed, professional journals and/or conference proceedings,
 - (b) Writing books or contributing chapters to professional books, and
 - (c) Peer-reviewed professional technical reports.
- 3) Presentation of research findings as evidenced by
 - (a) Presentations at professional conferences, seminars, and workshops, and summer programs, and
 - (b) Invited professional papers, lectures, and seminars.
- 4) Solicitation of funding as evidenced by
 - (a) Writing of grant proposals,
 - (b) Securing contracts and grants from extramural sources,
 - (c) Externally supported leaves of absence, and
 - (d) Securing teaching or research laboratory equipment, and/or software to the department or the university.
- 5) Other related activities such as
 - (a) Activities which are deemed valuable to the research community, but do not lead to formal publications,
 - (b) Development of undergraduate and/or research laboratories in support of the program as related to the UWF mission statement in reference to scholarship, and
 - (c) Writing technical reports.

Service

The evaluation of the service component must be based on consideration of the following criteria as evidenced in the faculty member's annual evaluation folder.

- 1) Serving on department, college, or university committees/organizations,

- 2) Participation in students' recruitment and retention activities,
- 3) Advising professional and/or various students organizations,
- 4) Participating in K-12 educational and promotional activities,
- 5) Participation in professional societies activities,
- 6) Providing non-compensated consultation to community organizations and businesses,
- 7) Review of books and papers, and editing of journals,
- 8) Mentoring and assisting new faculty,
- 9) Participation in other activities that aid in the operation of the department,
- 10) Participation in the ABET accreditation including outcomes assessments for continuous program improvement, and
- 11) Program expansion and community outreach activities.

SECTION II. CRITERIA FOR INSTRUCTORS AND LECTURERS

The lecturers and instructors shall be evaluated based on the assignments made by the Director in teaching and service. The criteria for evaluation in these two areas shall be the same as those used to evaluate tenure-track faculty.

**UWF/UF JOINT PROGRAM IN
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Appendix C of Department Bylaws**

**DEPARTMENTAL PROMOTION AND TENURE CRITERIA
STATEMENT OF MINIMUM EXPECTATIONS FOR TENURE AND PROMOTION**

The Department of Electrical and Computer Engineering requires candidates for promotion and/or tenure to demonstrate noteworthy contributions to the department in the areas of teaching, research & scholarly activities, and service. The relative importance of these activities depends upon the stage of academic maturity of the department. As an undergraduate engineering department, the primary focus of the ECE department is in high quality teaching. Consequently, excellence in teaching should be the highest priority, followed by research and creative activities and by service, in that order. While this document expresses the nominal expectations to be met by faculty members who are applying for tenure and/or promotion for higher academic ranks, each individual faculty's performance should be evaluated with due consideration to the level of duties, resources, support, and environment provided by the university and the department. The Director shall use only the criteria given herein when evaluating the faculty. The minimum expectations for tenure and/or promotion in each of the three areas are as follows:

SECTION I. TEACHING AND TEACHING-RELATED CREATIVE ACTIVITIES

The successful candidate for tenure/promotion must demonstrate excellence in teaching. The evaluation of successful teaching should not solely consist of student evaluations but should include relevant items, such as course organization, preparation and quality of teaching materials, fairness in grading procedures, and general educational standards. Evaluation of successful teaching may include but not be limited to the following items:

- 1) Currency and relevance of the knowledge being transmitted
- 2) Facilitation of learning by
 - (a) Preparation and updating of course material
 - (b) Upgrading of laboratory manual(s)
 - (c) Development of new course(s)
 - (d) Development of laboratory(ies)
 - (e) Use of computer techniques
 - (f) Design integration
 - (g) Development of internet based teaching materials
 - (h) Other related activities
- 3) Teaching breadth as evidenced by the number and variety of courses taught

- 4) Improvement of teaching methods as evidenced by
 - (a) Attending teaching related conferences, seminars, and workshops related to teaching
 - (b) Development of computer techniques and applications
 - (c) Other related activities
- 5) Mentoring and supervision of students' projects
- 6) Counseling and professional advising
- 7) Communication as evidenced by
 - (a) Clear presentations
 - (b) Openness to questions
 - (c) Maintaining adequate office hours and availability to assist students
 - (d) Other related activities
- 8) Extracurricular learning activities
- 9) Distance Delivery Activities
 - (a) Courses
 - (b) Testing, outcomes and assessments
 - (c) Office hours, advising, etc.
- 10) Outcome-based Teaching and Assessments
 - (a) Syllabus
 - (b) Pre-testing
 - (c) Tests and tools to demonstrate achieving outcomes

It is expected, though, that faculty members shall be involved in several components of teaching. A candidate who excels in teaching is one who guides and inspires students and stimulates their intellectual interest. Excellence in teaching shall be measured by the depth and breadth of the fore mentioned teaching activities.

SECTION II. RESEARCH AND SCHOLARLY ACTIVITIES

The publication of peer-reviewed articles in professional journals, proceedings, and conferences is a standard measure of a faculty member's contribution to the research community. The cumulative record of publications will be considered; however, faculty members must demonstrate significant continued research productivity while they are employed at the University of West Florida. Publications should not be the only measure of contribution to research and scholarly activities. Other measures of contribution include but are not limited to the following:

- 1) Investigation as evidenced by
 - (a) Basic research,
 - (b) Applied research,
 - (c) Educational research including publication of books and papers related to teaching, and

- (d) Industrial research.
- 2) Publications of research findings as evidenced by
 - (a) Articles and papers in refereed, professional journals and/or conference proceedings,
 - (b) Writing books or contributing chapters to professional books, and
 - (c) Peer-reviewed professional technical reports.
- 3) Presentation of research findings as evidenced by
 - (a) Presentations at professional conferences, seminars, and workshops, and summer programs, and
 - (b) Invited professional papers, lectures, and seminars.
- 4) Solicitation of funding as evidenced by
 - (a) Writing of grant proposals,
 - (c) Securing contracts and grants from extramural sources,
 - (d) Externally supported leaves of absence, and
 - (e) Securing teaching or research laboratory equipment, and/or software to the department or the university.
- 5) Other related activities such as
 - (a) Activities which are deemed valuable to the research community, but do not lead to formal publications,
 - (b) Development of undergraduate and/or research laboratories in support of the program as related to the UWF mission statement in reference to scholarship, and
 - (c) Writing technical reports.

It is expected that faculty members shall be involved, and show sustained productivity, in creative and scholarly activities. As a general guideline, one (1) publication per year is expected with a total of five (5) publications over five years at UWF. Publications in refereed journals and national and/or international conferences will strengthen the case. Other scholarly activities including non-refereed papers, research and technical reports, senior design projects, honors projects, academic learning assessments methods and grants will also strengthen the case.

Applicants to the rank of full professor must continue to demonstrate excellence and sustained productivity in all three areas of teaching, research and service while demonstrating exceptional leadership in at least one of the three areas. In addition, the applicant must also demonstrate academic recognition in their field of expertise beyond UWF.

SECTION III. SERVICE

The candidate for tenure and/or promotion should show tangible evidence of service to the department, the college, the university, and the professional community. Service entails activities that are neither related to teaching nor to research and yet are performed by

the faculty member. Components of service include but are not limited to:

- 1) Serving on department, college, or university committees and/or organizations,
- 2) Participation in students' recruitment and retention activities,
- 3) Advising professional and/or various students organizations,
- 4) Participating in K-12 educational and promotional activities,
- 5) Participation in professional societies activities,
- 6) Providing non-compensated consultation to community organizations and businesses,
- 7) Review of books and papers, and editing of journals,
- 8) Mentoring and assisting new faculty,
- 9) Participation I other activities that aid in the operation of the department,
- 10) Participation in the ABET accreditation including outcomes assessments for continuous program improvement, and
- 11) Program expansion and community outreach activities.

Faculty members who are applying for tenure and/or promotion must demonstrate an established and sustained record of leadership in service to the department, the college, and the university. Faculty members who are applying for promotion to the full professor rank must demonstrate the ability to shoulder major responsibilities in outreach activities and in service within and/or beyond the university.

**UWF/UF JOINT PROGRAM IN
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Appendix D of Department Bylaws**

MERIT RAISE CRITERIA

Let X be the dollar amount that is to be distributed among the faculty on the basis of merit (X does not include across-the-board raises).

Let S_I be the total salary of all faculty having Instructor or Lecturer rank in the department.

Let S_T be the total salary of all tenure earning faculty members in the department.

$S = S_I + S_T$ is the total salary of the faculty in the department

SECTION I. MERIT RAISES FOR FACULTY OF INSTRUCTOR AND LECTURER RANK

The merit raise amount allocated for faculty of Instructor or Lecturer rank in the department is

$$M_I = X * S_I / S$$

$$\text{Merit raise} = f * M_I$$

Where, f is a number ranging from 0 to 1 that will be determined by the Program Director with input from the tenure earning faculty. The merit raise distributions will be based on the annual evaluations of each faculty member over the last three years.

SECTION II. MERIT RAISES FOR TENURE-EARNING FACULTY

The merit raise amount allocated for tenure-earning faculty members in the department is

$$M_T = X - f * M_I$$

The merit raise distributions will be based on the annual evaluations of each faculty member over the last three years. The teaching, research, and service components of the evaluations will impact the distributions. The following scores will be assigned based on the ratings of faculty members in each of the evaluation areas (teaching, research, and service).

Rating in an evaluation area	Assigned score
Distinguished	5
Excellent	5
Very Good	4
Good	3
Satisfactory	1
Unsatisfactory	0

The evaluations of the Director and the Dean will be used to compute the total score of each faculty member in each evaluation area. Let T_i be the total score of an individual faculty member in the teaching area. Similarly, let R_i be the research score total, and S_i be the service score total of the individual faculty member. T_i , R_i , and S_i lie in the range 0 to 30 (each of these quantities includes ratings of the Director and Dean over the last three years). For faculty members with less than three years of service in the department, T_i , R_i , and S_i will be calculated using all available annual evaluations. For example, T_i , R_i , and S_i lie in the range 0 to 20 for a faculty member with two years of service in the department.

The weighted score of each faculty member will be computed as follows:

$$F_i = 0.75T_i + 0.1R_i + 0.15S_i$$

Let F be the sum of the weighted scores of all the tenure-earning faculty members. The merit raise of each faculty member will be determined as follows:

$$\text{Merit raise for faculty member } i = M_T * F_i / F.$$

**UWF/UF JOINT PROGRAM IN
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Appendix E of Department Bylaws**

GRADE APPEAL COMMITTEE AND PROCEDURES

The existing university procedures will be followed when a student contests a grade. The Director will consult with the faculty member who assigned the grade that is being contested (hereafter referred to as 'the concerned faculty member') during Step 2 of the published university student grievance process.

The director will appoint a grade appeal committee to review the case if one of the following circumstances occurs:

- 1) The Director after investigation of the case believes that a grade change is warranted, but the concerned faculty member disagrees.
- 2) The director is unable to get a response from the faculty member after making all reasonable efforts to contact him/her.
- 3) The director makes contact with the concerned faculty member, but he/she does not wish to cooperate or be involved in the process.

Circumstances (2) and (3) do not apply to regular faculty members who are away for a period of time (e.g., the summer) and are expected to return.

The grade appeal committee shall consist of three full-time faculty members in the department, at least one of whom shall be a tenured faculty member. The concerned faculty member and the concerned student shall have the opportunity to meet with and provide pertinent information to the committee. The committee shall review the case and make its recommendation to the Director.