

**Plan of Organization of
The Department of Electrical and Computer Engineering
Revised February 2013**

Approved by the ECE Faculty Assembly in March 2013
(Ballot closing date: Monday March 25, 2013)

OUTLINE

Article I. Department General Assembly and Constituent Assemblies

Section 1. General Assembly

Section 2. Functions

Section 3. Organization and Meetings

Article II. Department Chair

Article III. Department Council

Section 1. Membership

Section 2. Officers

Section 3. Functions

Section 4. Meetings

Article IV. Department Reviews

Article V. Department Committees

Section 1. Academic Operation

Section 2. Facilities and Services

Section 3. Human Relations and Welfare

Section 4. Salary Committee

Section 5. Promotion and Tenure Committee

Section 6. Post-Tenure Review Committee

Section 7 Ad-Hoc Committees

Section 8. Meetings

Article VI. Faculty Promotions and Appointments

Article VII. Elections

Article VIII. Parliamentary Authority

Article IX. Amendments

Article X. Review of the Plan of Organization

**Plan of Organization
of
The Department of Electrical and Computer Engineering
University of Maryland
College Park, Maryland
Article I.
Department General Assembly and Constituent Assemblies**

Section I. General Assembly

I. The General Assembly (unit-wide assembly mandated by Article 11.1 of the Revised Plan of Organization for UMCP, September 22, 2000) of the Department of Electrical and Computer Engineering (Department) shall be composed of four Constituent Assemblies:

- a. The Faculty Assembly
- b. The Staff Assembly
- c. The Undergraduate Student Assembly
- d. The Graduate Student Assembly

2. The Faculty Assembly has regular and associate members.

A regular member of the Faculty Assembly is any full-time employee of the University who holds at least a part-time appointment in the Department with one of the following faculty academic ranks: Assistant Professor, Associate Professor, or Professor. Research faculty, affiliate faculty, adjunct faculty, and visiting faculty are specifically excluded.

An associate member of the Faculty Assembly is any faculty member of the university who holds an appointment in the Department with one of the following

faculty academic ranks: Research Assistant Professor, Research Associate Professor, Research Professor, Affiliate Assistant Professor, Affiliate Associate Professor, or Affiliate Professor.

Regular members have voice and vote in the Faculty Assembly; associate members have voice but no vote.

3. The Staff Assembly consists of all staff members of the Department, defined as all full-time employees of the University who hold an appointment in the Department carrying no faculty academic title, as defined in Item 2 of this section.

4. The Undergraduate Student Assembly consists of all students who are officially registered at the University and who in addition are enrolled in an undergraduate program of the Department or are special students enrolled for at least nine (9) semester hours of courses offered by the Department.

5. The Graduate Student Assembly consists of all students who are officially registered at the University and are enrolled in a graduate program of the Department.

6. Any person who meets the criteria for membership in more than one Department Assembly shall be counted in the category of his/her choice as detailed in the Bylaws.

Section 2. Functions

The Faculty Assembly shall have the following function:

To ratify the Department Plan of Organization and Bylaws, and any amendments to either, as set forth in Articles IX and X.

In addition, each Constituent Assembly shall have the following functions:

To initiate suggestions to the Department Chair through its representatives on the Department Council, as defined in Article III, on any matter of concern to the Department.

To act as the electorate in Department, College and University elections in which the members of the Constituent Assembly are entitled to vote, and to select, where applicable, its own candidates for any such election.

To act as the referendum body for any referendum called by the Department Council.

Section 3. Organization and Meetings

Each Department Constituent Assembly shall be entitled to formulate and operate under its own plan of organization which shall not contravene this Plan of Organization and Bylaws or any other plan of organization or bylaws affecting the Department. Any such plan of organization will be filed with the Department Council.

An annual State of the Department meeting of the Faculty Assembly, to be chaired by the Department Chair, should be held in April or early May. The purpose of this meeting is to provide an opportunity to the entire membership to receive information on the status of the Department, including financial, personnel and policy matters, from the Chair of the Department (Article II), and to receive reports from the Department Council (Article III) and the Chairs of the Department Committees (Article V) as well as possibly from Associate Chairs of the Department (Article II). The place, date and time of this meeting shall be announced by the Department Chair at least two weeks prior to the meeting.

The Department Constituent Assemblies need not hold other regularly scheduled meetings, but upon petition of 20 percent of the membership of any one Assembly, the Department Chair shall call and attend a meeting of the requesting Assembly and act as Chair pro tempore for such a meeting if the Assembly has no Chair at that time.

Article II.
Department Chair

The Department Chair (Chair) is the chief administrative officer of the Department and has those responsibilities and powers legally assigned to him/her by the College, University and System Administrations. Responsibility for his/her appointment and tenure of office lies with the University.

The Chair serves as liaison between the College and University Administrations and the Department Council, reporting to the Council on all matters of importance to the Department and making accessible to the Council all documents and information of importance to the Department. He/she may appoint a small number of Associate Chairs and charge them with specific duties.

The Chair consults with the appropriate Department Constituent Assemblies on matters concerning faculty salaries, appointments and promotions, and on all fiscal matters of importance to the Department, specifically including, but not limited to, the annual budget.

The Chair is empowered to convene the Department Council or any of the four Constituent Assemblies.

Article III.

Department Council

Section 1. Membership

The Department Council shall consist of the Department Chair, ex-officio and non-voting, and elected representatives of each of the four Department Constituent Assemblies as specified by the Bylaws, with the proviso that the Council include at least one member from each of the faculty ranks of Assistant Professor, Associate Professor and Professor. The Department Council shall serve the purpose of the Faculty Advisory Committee mandated by Articles 11.2.a and 11.2.b of the Revised Plan of Organization of UMCP, September 22, 2000.

Section 2. Officers

A Chair shall be elected by the Council from among its members at a Council meeting during the first month of each academic year.

Section 3. Functions

The functions of the Council are as follows:

To consult with and advise the Department Chair on all matters of general Departmental concern, including all important fiscal matters, specifically including the annual budget; to receive from the Department Chair, any standing committee of the Department, or any Department Constituent Assembly, proposals for general policies specific to the Department; to review such proposals; and to submit to the Department Chair recommendations for approval or change.

To coordinate, where appropriate, Departmental activities with other units of the University and to act as an appeals board on all matters of conflict within the Department.

To call Departmental referenda as needed and to act as the elections board in all Departmental elections.

To initiate proposed changes in the Department Plan of Organization and Bylaws in accordance with the procedures set forth in the Bylaws, when necessary or desirable.

To oversee the implementation of the rules and procedures set forth in this Plan of Organization and Bylaws.

Section 4. Meetings

The Council need not hold regularly scheduled meetings but shall meet at least once at the beginning of each academic year. The Department Chair may call a meeting giving sufficient notice and shall call a meeting upon petition of at least 25 percent of the Council members. All Council meetings are open to any member of the General Assembly.

Article IV. Department Reviews

Periodic reviews of the Department shall be conducted as required by the College according to procedures established by the College of Engineering Council.

Article V.

Department Committees

Section 1. Academic Operation

Matters of policy and procedure relating to department academic operation are determined by the Faculty Assembly within the framework of University regulations. The standing departmental committees which report to the Faculty Assembly on matters of academic operation are:

- a. The General Academic Affairs Committee
- b. The Undergraduate Affairs Committee
- c. The Graduate Studies and Research Committee

The membership of the General Academic Affairs Committee consists of the Department Chair and/or his/her representative(s) and elected representatives of the Faculty Assembly, Undergraduate Student Assembly, and the Graduate Student Assembly as specified in the Bylaws. Responsibilities of the committee include recommendations *on* class scheduling, faculty teaching assignments and all program, course, and curriculum changes and innovations. The General Academic Affairs Committee acts as the department's Program, Courses and Curriculum (PCC) Committee.

The membership of the Undergraduate Affairs Committee consists of the Department Chair and/or his/her representative(s) and elected representatives of the Faculty Assembly and the Undergraduate Assembly as specified in the Bylaws. Responsibilities of the committee include recommendations on undergraduate student advising policies, practices and assignments, undergraduate program

policies and practices, including course and curriculum changes and undergraduate scholarship awards, and matters of undergraduate accreditation.

The membership of the Graduate Studies and Research Committee consists of the Department Chair and/or his/her representative(s) and elected representatives of the Faculty Assembly and the Graduate Student Assembly as specified in the Bylaws. Responsibilities of the committee include recommendations on graduate program policies and practices, research contract and grant policies and practices, fellowship awards and graduate student admissions.

Section 2. Facilities and Services

Matters relating to allocation of facilities and services, including matters of computational needs, are determined by the Department Chair in consultation with the Facilities and Services Committee, which is a standing departmental committee. The membership consists of the Department Chair and/or his/her representative(s) and elected representatives of each of the four Department Constituent Assemblies as specified in the Bylaws. Responsibilities of the committee include recommendations on plans and policies pertaining to facilities, support services, staff office, general space assignments as well as the formulation of Department policy on computer acquisition, maintenance and access.

Section 3. Human Relations and Welfare

Matters of departmental compliance with the Human Relations Codes and Affirmative Action Plans of the University and resolution of individual grievances within the Department are coordinated by the Committee on Human Relations and Welfare, which is a standing departmental committee. The functions of the

committee specifically include the following: To review annually the Department's Affirmative Action Plan and forward appropriate recommendations to the Department Chair through the Department Council; to seek ways of resolving grievances brought to its attention, following the established campus policies and cognizant organizations; to seek ways and means by which the Department can ensure that employment within the Department is open to all qualified persons, regardless of sex, color, creed, national origin, or physical handicap, and that practices which may create barriers to equal education and employment opportunities be eliminated; to make appropriate recommendations in support of the Department's Affirmative Action Plan.

The membership of the committee consists of the Department Chair and/or his/her representative(s) and elected representatives of each of the four Department Constituent Assemblies. The department's Equal Employment and Education Opportunity (EEEE) officer is an ex-officio member of the Human Relations and Welfare Committee.

Section 4. Salary Committee

Matters relating to evaluation of faculty performance for the purpose of merit pay distribution are to be coordinated by the Salary Committee, which is a standing departmental committee. The merit dollar distribution is left to the Department Chair's discretion. The membership consists of elected representatives of the Faculty Assembly as specified by the Bylaws.

Responsibilities of the committee include the evaluation of each faculty member's performance in the three areas of teaching, research and service.

Section 5. Promotion and Tenure Committee

Matters relating to promotion and tenure of the faculty are to be coordinated by the Promotion and Tenure Committee, which is a standing departmental committee. The membership consists of elected representatives of the Faculty Assembly as specified by the Bylaws. Responsibilities of the Committee include, for each candidate for promotion or tenure, the appointment of a chair and spokesperson for the first-level APT review committee, the selection of a set of external evaluators, and the preparation of a dossier, including a Summary Statement of Professional Achievements.

Section 6. Post-Tenure Review Committee

Matters relating to periodic review of tenured faculty are to be coordinated by the Post-Tenure Review Committee. The membership of the committee consists of elected representatives of the Faculty Assembly as specified by the Bylaws.

Section 7 Ad-Hoc Committees

The Department Chair or the Chair of any of the above committees may constitute ad-hoc committees as deemed necessary.

Section 8. Meetings

No committee need hold regularly scheduled meetings, but each committee shall meet at least once at the beginning of each academic year to elect officers. All committee meetings are open to any member of the General Assembly except those for the meetings of the Salary Committee and the Promotion and Tenure Committee which are only open to committee members of appropriate rank as specified in the Bylaws.

Article VI.

Faculty Promotions and Appointments

Departmental recommendations for faculty promotions and appointments and changes of status of faculty appointments are matters of joint consideration by the Department Chair and the Department faculty of appropriate rank as specified in the Bylaws. Assistant Professors shall be automatically considered for tenure in the sixth year of regular appointment unless a request for delay of mandatory review has been approved. Any Assistant or Associate Professor can initiate a formal consideration for his/her promotion (with tenure if appropriate) in any year by request to the Chair of the Promotion and Tenure Committee.

The department shall provide for the mentoring of each assistant professor or untenured associate professor by one or more members of the senior faculty other than the chair of the department. Mentors should encourage, support and assist these faculty members and be available for consultation on matters of professional development. Favorable informal assessments and positive comments by mentors are purely advisory to the faculty member and do not guarantee a favorable tenure and/or promotion decision. Mentors are to be chosen by the Chair.

Article VII. Elections

All elections to the Department Council and to the standing committees shall be by secret written ballot.

The Bylaws shall specify the nominations and election procedures, the dates of elections, the terms of office of the elected members, and the procedures for filling vacancies in any elected office.

Article VIII.

Parliamentary Authority

The rules contained in the most recent edition of Robert's Rules of Order Newly Revised shall govern each recognized unit of the Department in all cases to which they apply provided that they are not inconsistent with this Plan of Organization and Bylaws or any special rules that may be adopted.

In cases of conflict or inconsistency of this Plan of Organization and Bylaws with duly established and announced rules of the College, University, or System, the rules of the larger unit shall govern.

Article IX. Amendments

Amendments to the Bylaws and/or the Plan of Organization of the Department shall require approval by the Department Council as indicated by a simple majority vote of the entire membership and approval by the Faculty Assembly as indicated by a two-thirds majority of those voting in the Assembly.

The text of the proposed amendments shall be submitted in writing to the Faculty Assembly at least two weeks prior to the return date of the written ballot. Any amendment to the Plan of Organization must also be approved by the College Council before filing with the College Park Senate.

Article X. Review of the Plan of Organization

The Plan of Organization and Bylaws of the Department of Electrical and Computer Engineering shall be reviewed in the fourth year after original ratification and in every fifth year thereafter by a committee appointed by the Chair upon the advice of the Department Council for the specific purpose of recommending

continuation or amendment of the Plan and Bylaws. Provision for organizing and conducting the review are specified in the Bylaws.