

Organization and Operating Procedures
University of Kentucky Department of Electrical and Computer Engineering
Approved by ECE Department Faculty March 2021

Table of Contents

I.	Introduction	1
A.	Purpose and Scope.....	1
B.	Interpretation.....	1
C.	Revision	1
II.	Department Vision, Mission, and Values	1
III.	Administrative Structure	2
A.	Faculty	2
1.	Duties and Teaching Load	2
2.	Faculty appointment, re-appointment, promotion, and tenure	2
B.	Administration	2
1.	Department Chair	2
2.	Associate Chair	3
3.	Director(s) of Undergraduate Studies	3
4.	Director(s) of Graduate Studies	3
5.	Departmental Committees	3
6.	College and University Committees.....	4
C.	Students, alumni, and industry partners	4
IV.	Department Meetings and Decision Making	5
A.	Frequency and Notification.....	5
B.	Structure and rules of order	5
C.	Quorum	5
D.	Voting.....	5
V.	Business Procedures	6

I. Introduction

A. Purpose and Scope

This document outlines the organizational structure of the Department of Electrical and Computer Engineering and sets forth the general regulations and procedures governing the activities of this department. The goal is to promote more effective operations and efficient channels of communication and activity so that the department may accomplish its teaching, research and service missions.

B. Interpretation

These rules and procedures supplement the Governing and Administrative Regulations of the University of Kentucky, the Rules of the University Senate, and the Operating Policies and Procedures of the UK College of Engineering. In the case of conflict, policies of the College or of the University and applicable state and federal laws shall govern.

C. Revision

These Operating Procedures are to be reviewed no less frequently than every six years and any changes submitted to the Office of the Dean of Engineering by April 30 of the review year. Changes may be made at any time by a two-thirds majority vote of the ECE Department faculty in accordance with the voting procedures outlined in Section IV Department Meetings and Decision Making.

II. Department Vision, Mission, and Values

Our Vision: We aspire to make the Department of Electrical and Computer Engineering a community of scholars and knowledge seekers, a place where the best students and faculty from all over the world accomplish great things by advancing the art and applications of electrical and computer engineering.

We seek to be the preferred choice of:

- Students and practitioners seeking an engineering education
- Employers hiring engineering graduates
- Organizations seeking advanced engineering knowledge

Our Mission: The mission of the Department of Electrical and Computer Engineering at the University of Kentucky is to:

- Develop graduates who are trained in the theory and practice of electrical and computer engineering and are prepared to handle the professional and leadership challenges of their careers
- Develop research laboratories and centers of excellence that advance the art of electrical and computer engineering
- Serve the Commonwealth and the society at large with new products, services and dissemination of the state-of-the-art technology

Our Values: We support the values of the University of Kentucky and College of Engineering. In particular we value:

- Academic excellence and freedom
- Continuous improvement of our programs/processes
- The success of our students and seek to know them personally
- Professional development of our students and engineering practitioners
- The personal and professional development of our faculty and staff
- Diversity among our students, faculty and staff
- Being a collaborative part of the University of Kentucky

III. Administrative Structure

A. Faculty

The faculty of the Department of Electrical and Computer Engineering shall consist of all faculty with ECE appointments, including regular, lecturer, adjunct, research, special, and extension title series faculty.

1. Duties and Teaching Load

Faculty duties include teaching, research, service, and administration in accordance with their rank, title-series, and Distribution of Effort (DoE) as determined by the Department Chair in collaboration with each faculty member. Teaching load shall be assigned based on the amount of instructional effort on the DoE, in accordance with college and department policies and with the Administrative Regulations of the university, specifically AR 3:8 Faculty Workload Policy Statement.

2. Faculty appointment, re-appointment, promotion, and tenure

Procedures for faculty appointment, re-appointment, promotion, and tenure are governed by College of Engineering and University of Kentucky Administrative Regulations. The department Chair is responsible for communicating with faculty about these processes and for working with faculty to assemble dossier materials in accordance with college and university guidelines.

Voting eligibility and requirements for faculty appointment, re-appointment, promotion, and tenure are determined in accordance with the university Administrative Regulations, specifically AR 2:1-1 Appendix 1 Matrix of Consultation and Written Judgements.

Access to candidate dossiers will be provided in advance of voting, and a meeting of the eligible voting faculty to discuss an individual case or cases will be held at the Chair's discretion or by request of any eligible voting faculty member, in accordance with standard departmental meeting procedures.

Voting faculty will write letters in line with their recorded votes for the dossier as required by administrative regulations, and the Chair's recommendation letter provided for the final dossier will include a summary of the faculty input and vote on the case.

B. Administration

1. Department Chair

The Department Chair oversees the academic and administrative functions of the department. Duties of the Chair include managing financial resources and facilities, supervising departmental staff, communicating with both department faculty and college and university administration, conducting strategic planning together with faculty, interacting with student, alumni and industry partners, and working with the College Philanthropy Office on fund-raising activities and initiatives.

The Department Chair works closely with the faculty of the department and with the faculty leadership team consisting of the Associate Chair, Director(s) of Undergraduate Studies, and Director(s) of Graduate Studies in carrying out these duties.

The appointment procedures, tenure of appointment, and duties of the Chair of the Department of Electrical and Computer Engineering shall be as prescribed in the Governing Regulations of the university and the College of Engineering Operating Rules and Procedures. As needed, the Chair may appoint a designee from among the department leadership team or other faculty members to assume certain duties or responsibilities in the event of his/her absence.

2. Associate Chair

Duties of the Associate Chair position include departmental course scheduling, overseeing instructional laboratories, chairing the ECE Undergraduate Committee, leading department curriculum review and revision, overseeing assessment activities, and being the initial point of contact for student issues. In addition, the Associate Chair is the main point of contact for faculty on instructional and teaching issues and may act on behalf of the Department Chair when the Chair is not available.

The Associate Chair is appointed by the Department Chair upon mutual agreement and should be a full-time tenured faculty member with a primary appointment in the Department of Electrical and Computer Engineering. The typical term of appointment is four years.

3. Director(s) of Undergraduate Studies

Each undergraduate program offered by the department shall have a Director of Undergraduate Studies (DUS). The qualifications, appointment procedures, and length of term of the DUS shall be as prescribed in the College of Engineering Operating Rules and Procedures. In the case of undergraduate programs offered jointly by ECE and other academic departments or units, the Director appointment and decision making processes shall be accomplished together by the units with input from the faculty of record for that academic program.

Duties of the DUS position include coordinating class scheduling with the ECE Associate Chair and overseeing student advising, transfer evaluation, admission to engineering standing, student records maintenance, as well as serving as the program representative on the College Undergraduate Education Team and carrying out other duties related to undergraduate programs and education as needed. The DUS is a member of the department leadership Team in providing guidance and strategic direction for the department.

4. Director(s) of Graduate Studies

Each graduate program offered by the department shall have a Director of Graduate Studies (DGS). The qualifications, appointment procedures, length of term, and duties of the DGS shall be prescribed in the College of Engineering Operating Rules and Procedures, in accordance with the policies of the Graduate School. In the case of graduate programs offered jointly by ECE and other academic departments or units, the Director appointment and decision making processes shall be accomplished together by the units with input from the faculty of record for that academic program.

The DGS is responsible to the Department and the Dean of the Graduate School for the administration of the graduate program, including maintenance of records, administration of graduate program funds, admission of graduate students, the University Scholars Program, fellowships and teaching assistantships, program requirement changes and new programs, recruitment and admissions, advising and registration, appointment of advisory and examination committees, and other degree requirements related to the graduate program. The DGS also serves on the College Graduate Studies Team led by the Associate Dean for Research. The typical term of appointment is three years.

5. Departmental Committees

ECE Departmental committees or subcommittees may be established by the Department Chair, by the Associate Chair or Program Directors, or by current Chairs of committees. Most committees have a specific charge and expected duration of service, although some standing committees may exist on an ongoing basis to assist with departmental activities and provide shared governance and decision making within the faculty.

Committee membership will be determined by the Chair in collaboration with the committee chairperson and interested faculty. Faculty are welcome to express interest in serving on any departmental standing or ad hoc committee at any time.

The following are current standing committees in Electrical and Computer Engineering.

Undergraduate Committee

The ECE Undergraduate Committee is responsible for oversight and assessment of ECE undergraduate programs and courses. Members are appointed by the ECE Department Chair in consultation with the Associate Chair, who leads the committee. Duties of the committee include implementation of the department assessment plan for review and assessment of undergraduate programs and courses, recommendations regarding changes to undergraduate programs and policies, providing input on transfer credit evaluation and transfer credit agreements with other institutions, and review and approval for undergraduate student waivers and program exceptions.

Graduate Committee

The ECE Graduate Committee is responsible for oversight and assessment of ECE graduate programs. Members are appointed by the ECE Department Chair in consultation with the EE Director of Graduate Studies, who leads the committee. Duties of the committee include implementation of the department assessment plan for review and assessment of graduate programs and course, recommendations regarding changes to graduate programs and policies, maintenance of the graduate student handbook, strategic planning for graduate programs and research activities in the department, and review and approval of graduate student appeals.

Awards Committee

The ECE Awards Committee is responsible for managing the selection process for university, college, and departmental student and faculty awards, as well as for promoting individual ECE undergraduate and graduate students and faculty for national level awards. The Chair of the Awards Committee will be responsible for coordinating these activities and working together with the ECE Department Chair to assemble nomination materials for awards as needed.

6. College and University Committees

The Chair or a designee will solicit volunteers and nominations for departmental appointments to college and university committees from among the ECE faculty. At the Chair's discretion, a faculty vote may be implemented to select the final nominees.

C. Students, alumni, and industry partners

Other stakeholders in the operation of the department include undergraduate students, graduate students, alumni, and industry partners. The Chair and faculty will work closely with these stakeholders in assessing and improving the academic programs and operations of the department, including regularly soliciting feedback.

Key student partners include all student organizations and honor societies which include representation from ECE undergraduate and graduate students. This includes, but is not limited to, the following student organizations: IEEE, HKN, Solar Car, Kentucky Organization of Robotics and Automation (KORA), SpaceLex, the ECE Graduate Student Organization, the National Society of Black Engineers (NSBE), the Society of Women Engineers (SWE), the Society for Hispanic Professional Engineers (SHPE), STEMgiQueers, and Tau Beta Pi.

Key industry and alumni partners include the ECE Department Advisory Board (ECEDAB). The mission of the Electrical and Computer Engineering Department Advisory Board, as described in the ECEDAB Governing Rules and Guidelines, is to advise the department Chair, in strategic planning, the development and implementation of short and long-term goals, community outreach and service, and the garnering of financial support for education and research.

IV. Department Meetings and Decision Making

ECE Department meetings will be held on a regular basis to foster better working relations between members of the department and to provide an open forum for communicating ideas and concerns.

A. Frequency and Notification

A minimum of two meetings of all department faculty and staff members are to be scheduled each year. Other meetings of the faculty, exclusive of the staff, may be called by the Chair or their designee on an as needed basis. During the academic year, the Chair or their designee must also call a faculty meeting within two weeks after receiving a request to do so from one third or more of all faculty members. In addition, any member of the department may suggest/request a meeting at any time.

B. Structure and rules of order

The Chair or their designee shall preside over all faculty/staff and staff meetings. The Chair is responsible for sending notices and an agenda of business to be discussed to invitees in advance of the scheduled meeting date, at least 24 hours in advance of the meeting.

Normally, faculty meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Robert's Rules of Order will be invoked when more formality is needed to serve these goals.

C. Quorum

For the purposes of voting on academic matters, the necessary quorum will be met when the number of regular title series faculty attending is at least two-thirds (2/3) of the number of all regular title series faculty members not currently on leave.

D. Voting

Voting privileges vary depend on the specific matter under consideration:

- For departmental operations and procedures not related to academic matters, all faculty and staff whose primary appointments or positions are in the ECE Department may vote.
- For academic policies or other matters that relate to multiple academic programs, all active faculty in the department may vote. An active faculty member is defined as any full-time regular, special, or lecturer title-series faculty with a primary appointment in the ECE Department, or anyone with an ECE faculty appointment in any title-series who has taught an EE/CPE-numbered course in the current or previous academic year.
- For academic policies or other matters related to a single academic program, active members of the faculty of record of that academic program may vote.

In-meeting voting may be conducted by acclamation, voice vote, or show of hands. Any voting participant may request an anonymous vote secret ballot, or the Chair or designee may choose to use a secret ballot when it seems appropriate.

In addition, votes may be conducted electronically by email or survey. The Chair or a designee may distribute a question directly via email and ask for objections or a request for discussion within a time period of at least 48 hours, with approval by acclamation assumed if there are no objections. A vote may also be taken by electronic survey, with an electronic link to the survey distributed via email to all eligible voters at their UK email addresses. Such vote may or may not be anonymous, and this information as well as the subject of the vote should be clearly identified in the email invitation. All votes conducted electronically should be noted in the minutes of the next department meeting following the vote as documentation of the vote and result.

A simple majority of those voting is required for passage of all matters, other than revision of these operating procedures which requires a two-thirds (2/3) vote.

The Chair or a designee will make arrangements for taking minutes at all department meetings. Minutes of meetings will be distributed for revision and approval either electronically or at a future meeting, and will then be recorded as approved and made available to all department members, and a record will be permanently maintained.

V. Business Procedures

ECE Department Business Procedures, including university guidelines on purchasing, travel, and human resources, are documented in the ECE Administrative Manual. Electronic copies of the administrative manual are provided to all faculty and staff and are available upon request. University guidelines for business procedures must be followed at all times.

The Department Chair is responsible for financial management of the department, in consultation and collaboration with the Department Business Officer. Budget and financial information relating to the operations of the department will be summarized in an annual report and reviewed with faculty and staff at a department meeting at least once per year.

APPENDIX

Reference documents

Note: This is reference material and not a part of the Organization and Operating Procedures document. Information will be updated periodically as needed to maintain accurate links or to include updated or additional references.

UK regulations home page for access to Administrative Regulations, Governing Regulations, Human Resources Policies and Procedures, Business Policies Manual: <https://www.uky.edu/regs/>

UK Organization: GR VII <https://www.uky.edu/regs/gr7>

UK Appointments: GR VIII <https://www.uky.edu/regs/gr8>

UK Faculty Appointment Processes AR 2:1-1 <https://www.uky.edu/regs/ar2-1-1>

College of Engineering Operating Rules: <https://www.uky.edu/universitysenate/college-engineering-rules>

Graduate Bulletin: <https://gradschool.uky.edu/graduate-school-bulletin>

Undergraduate Bulletin: <https://www.uky.edu/registrar/bulletin-course-catalog>

University Senate Rules: <https://www.uky.edu/universitysenate/rules-regulations>

ECE Faculty and Staff Resources: <https://www.engr.uky.edu/ece/people/facultystaff-resources>

Signature Page

These rules have been created and approved by the faculty of the Department of Electrical and Computer Engineering, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules are effective on the date when approved by the Department Chair, Dean and Provost as indicated by their signatures below. Any modifications to these rules must also be approved by the Department Chair, Dean and Provost before the modifications take effect.

Department Chair, Electrical and Computer Engineering

Date

Dean, College of Engineering

Date

Provost, University of Kentucky

Date