

BYLAWS  
OF THE DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING  
OF THE UNIVERSITY OF MISSOURI – COLUMBIA

Adopted: October 30, 2008  
Revised: January 26, 2010

ARTICLE I. Name

The name of this department shall be, “The Department of Electrical and Computer Engineering,” hereafter abbreviated, “ECE.”

ARTICLE II. Objectives

The objectives of this department shall be to:

1. Deliver high quality, ABET accredited, undergraduate programs and superior graduate programs as follows:
  - Bachelor of Science in Electrical Engineering
  - Bachelor of Science in Computer Engineering
  - Master of Engineering
  - Master of Science in Electrical Engineering
  - Master of Science in Computer Engineering
  - Doctor of Philosophy in Electrical and Computer Engineering
2. Conduct research in the general discipline of Electrical and Computer Engineering,
3. Provide service to society through advanced education, outreach and research, and
4. Develop the economy of the State of Missouri.

ARTICLE III. Membership

Section 1. Regular Members

Regular members shall consist of all tenure and tenure-track faculty within the ECE department having the rank of Professor, Associate Professor, or Assistant Professor.

Regular membership in the ECE department may be initiated by receiving each of the following approvals:

- A two-thirds vote in favor of membership by the Regular Members of the ECE department,
- Approval of the ECE Department Chair and the College of Engineering Dean,

Regular membership in the ECE department will be dissolved upon termination of a tenure or tenure-track appointment in ECE, retirement, or separation from the university.

A current list of Regular Members in the ECE department will be maintained by the department Chair.

## Section 2. Non-regular Members

Non-regular members shall consist of full-time instructors and researchers within the ECE department having the title of Resident Instructor, Teaching Professor / Associate Professor / Assistant Professor, or Research Professor / Associate Professor / Assistant Professor.

Non-regular membership in the ECE department may be initiated by receiving a two-thirds vote in favor of non-regular membership by the Regular Members of the ECE department. Reappointment of Non-regular Members will be governed by CRR 310.035.

A current list of Non-regular Members in the ECE department will be maintained by the department Chair.

## Section 3. Adjunct Members

Adjunct membership in the ECE department shall be granted to those individuals whose formal association with the department is mutually beneficial.

Adjunct membership in the ECE department may be initiated by a request for adjunct membership and by receiving a two-thirds vote in favor of adjunct membership by the Regular Members of the ECE department.

Adjunct membership in the ECE department will be dissolved at the request of the Adjunct Member, or by a majority vote of the Regular Members of the ECE department or in five years from the last approval. In the last case an individual may apply for an additional five years subject to the conditions above.

A current list of Adjunct Members in the ECE department will be maintained by the department Chair.

#### Section 4. Emeritus Members

The procedure for granting the title of “Professor Emeritus / Emerita” or “Associate Professor Emeritus / Emerita” shall be governed by CRR 320.090.

A current list of Emeritus Members in the ECE department will be maintained by the department Chair.

### ARTICLE IV. Officers

#### Section 1. Chair

The Chair is the primary officer in the department responsible for the oversight of all matters related to finances, personnel, educational programs, research programs, service activities, and economic development connected to the department. Ordinary duties include making teaching assignments, presiding at department faculty meetings, evaluating the performance of personnel, recommending salary increases and promotions, facilitating the faculty governance process through the appointment of committees, and represent the department to all internal and external constituents.

An individual may be appointed to the office of Chair by receiving the following approvals:

- A two-thirds vote in favor of the appointment by the Regular Members of the ECE department,
- Approval of the Dean of the College of Engineering,
- Satisfactory approval through the Promotion and Tenure process in the case of a candidate who is requesting tenure.

If the above approvals cannot be obtained for an individual in a timely manner, the Dean of the College of Engineering may appoint an individual as an Interim Chair, renewable on an annual basis.

The Chair may be removed from office at any time by a majority vote of the Regular Members of the ECE department, or at the discretion of the Dean of the College of Engineering.

#### Section 2. Associate Chair

The Associate Chair shall perform those duties that are mutually agreed upon by the Chair and the Associate Chair for the efficient operation of the department.

An individual may be appointed and removed from this office at the discretion of the Chair. If this office remains vacant, all duties of this office will be performed by the Chair.

### Section 3. Director for Graduate Studies

The Director for Graduate Studies shall be responsible for the oversight of all graduate programs within the ECE department. Ordinary duties include chairing the Graduate Committee, managing the admissions process, administering the Ph.D. qualifying exams, developing graduate program policies, serving as a temporary advisor for incoming graduate students, and recommending Teaching Assistantships and Fellowships within the department.

An individual must be appointed and may be removed from this office at the discretion of the Chair. If this office remains vacant, all duties of this office will be performed by the Chair.

### Section 4. Director for Undergraduate Studies

The Director for Undergraduate Studies shall be responsible for the oversight of all undergraduate programs within the ECE department. Ordinary duties include chairing the Undergraduate Committees, preparation for ABET reviews, developing undergraduate program policies, facilitating the student advisement process, assessing transfer credits, representing the department to potential students and their parents, advising undergraduate student organizations, serving on the college Academic Appeals Committee, and assisting in recruitment efforts for the department.

An individual may be appointed and removed from this office at the discretion of the Chair. If this office remains vacant, all duties of this office will be performed by the Chair.

## ARTICLE V. Meetings

### Section 1. Regular Meetings

Regular Meetings for the purpose of transacting department business shall be called as needed by the Chair. The time of each Regular Meeting shall be announced at least one week in advance with a call for agenda items. There shall be at least two Regular Meetings each Fall and Spring Semester.

### Section 2. Special Meetings

Special Meetings shall be called by the Chair as needed, preferably with an announcement including the agenda items. The meeting shall be announced at least two working days before the meeting.

A Special Meeting shall be called by the Chair in response to a petition signed by at least thirty percent of the Regular Members in the department. Such a meeting shall be called by the Chair within six working days of receipt of the petition, and Regular Members shall be notified of this meeting and its agenda items at least three working days before the meeting.

### Section 3. Meeting Attendance and Participation

All members and invited guests shall be allowed to participate Regular Meetings of the department; however, only Regular Members will be given the privilege to vote on motions made during the meeting.

A majority of the Regular Membership must be present to constitute a quorum for any Regular or Special Meeting.

The most recent edition of Robert's Rules of Order shall be the authority for order in all Regular and Special Meetings in the absence of specific provisions of these bylaws.

### Section 4. Special Provisions

At the request of a Regular Member, a pending motion can be voted on within 10 working days by either of the following provisions: (a) an email ballot to the staff recorder, or (b) a written distributed ballot returned to the staff recorder.

## ARTICLE VI. Committees

### Section 1. Faculty Responsibility

The department committee on Faculty Responsibility shall consist of all Regular Members in the department. This committee is charged with investigating allegations of faculty irresponsibility and submitting majority and minority reports to the Dean of the College of Engineering per CR 300.010.L.6.

### Section 2. Promotion and Tenure

See ARTICLE VII for departmental procedures on Promotion and Tenure.

### Section 3. Graduate Committee

The Chair will appoint the Graduate Committee at the beginning of each Fall Semester. This committee will be chaired by the Director for Graduate Studies and will be responsible for admitting new students to the department, administering the qualifying exams for Ph.D. candidates, recommending graduate course and curriculum changes to the department, and establishing graduate program policies.

#### Section 4. Undergraduate Course and Curriculum Committee

The Chair will appoint the Undergraduate Course and Curriculum Committee at the beginning of each Fall Semester. This committee will be chaired by the Director for Undergraduate Studies and will be responsible for recommending undergraduate course and curriculum changes to the department. This committee will also be responsible for coordinating laboratory resources across courses, assessing and prioritizing undergraduate laboratory equipment needs, and making equipment purchasing recommendations to the department.

#### Section 5. ABET Accreditation Committee

The Chair will appoint the ABET Accreditation Committee at the beginning of each Fall Semester. This committee will be chaired by the Director for Undergraduate Studies and will be responsible for implementing ABET requirements across the department, collecting and maintaining records for the next ABET review, writing reports as needed, and interacting with ABET on behalf of the department.

#### Section 6. Area Committees

The Chair will appoint an area committee chair for each of the following Area Committees. The area committee chairs will serve for 2-year intervals.

- Communications and Signal Processing
- Digital / Computer Systems
- Intelligent Systems
- Systems Modeling and Control
- Physical Electronics
- Nano and Micro Fabrication

These committees will be responsible for assessing the undergraduate and graduate curriculum in each area, making teaching assignment recommendations to the Chair each semester, and recommending partnerships and innovations that will improve the department.

#### Section 7. Doctoral Faculty Committee

See ARTICLE IX for departmental procedures for appointing an reappointing doctoral faculty in the department.

#### Section 8. Special Committees

Throughout the academic year, the Chair will appoint Ad Hoc Committees to address temporary needs for the department. The committees will be established and dissolved at the discretion of the Chair.

### ARTICLE VII. Promotion and Tenure

#### Section 1. Distribution

The procedures herein are those approved by the ECE faculty for use within the department. Upon arrival, new faculty members will be provided copies of this document and all University, campus, college, and departmental documents describing promotion and tenure criteria and procedures by the department chair. Current ECE P&T guidelines will be posted in the ECE website.

#### Section 2. Committee Membership and Operation

The membership of the ECE Promotion and Tenure Committee consists of all tenured faculty who have at least half-time, primary appointments in the Department of Electrical and Computer Engineering. The duty of each member is to provide an informed vote, to provide mentoring and to act as advocates.

Due to the central mission of developing the department's junior faculty, it is assumed that all eligible faculty will make every effort to participate in the committee meetings, and participate in its deliberations and decisions in good faith. However there may be circumstances in which a faculty member may need to opt out of the committee for one calendar year. Opting out may be done by writing the committee chairman prior to the first meeting of the newly constituted Promotion and Tenure Committee.

Deans, Deans' staff, and the Department Chair may not serve as voting members of the Committee. The presence of the Department Chair at some committee meetings may be desired and he/she will be invited as needed. A member of the faculty who serves in the promotion and tenure committees at the college and/or university level is allowed only one vote on any candidate. The individual may choose where that vote will be counted, and it is assumed that it will be counted at the higher level. A member who serves on another promotion and tenure committee may choose to be a non-voting member of the departmental committee by writing that intention to the committee chair and such a member serves as ex-officio. That person will be counted as present and will not contribute to the quorum count.

The members present determine the quorum. Votes will be counted using the number of voting members present. If a faculty member will miss a meeting they may join the committee by phone and will vote over the phone. The outcome of the vote will be announced before the committee adjourns, providing the vote counting for/against/abstain for all votes.

The Committee as-a-whole will be involved in all decisions on departmental recommendations on re-appointment of non-tenured faculty and for recommendations on tenure. That subset of the Committee composed of all Associate Professors and Full Professors will be involved in all decisions relative to recommendations on promotions to Associate Professor. That subset of the Committee composed of all Full Professors will be involved in all decisions relative to promotion to Full Professor. For the committee as-a-whole and each committee subset, a quorum will consist of over 50% of the members.

The Committee will consider promotion and tenure according to the schedule herein. In particular, the review schedule applies to new faculty hired as tenure-track Assistant Professors with no credit toward tenure. The schedules for faculty hired with credit toward tenure or as Associate Professors or Full Professors are dependent on the particular circumstances for each individual. The department Chair should notify the committee chair within a semester of hiring of the credit toward tenure or of any exceptions to the tenure schedule when they are approved.

### Section 3. Fall Semester Activities

#### Subsection 1. Summary of Activities

During the Fall semester, the Committee's activities are:

1. The Committee reviews the dossiers initiated during the previous Winter semester and votes on the associated promotion and tenure actions.
2. The Committee schedules the peer-evaluation of teaching.
3. The Committee addresses any other issues regarding promotion or tenure.

#### Subsection 2. Promotion and Tenure Decisions

During the first week of the Fall semester, the Committee Chair will schedule and notify the membership of the first meeting. The meeting will be scheduled at a time that is convenient to most of the members. One week prior to the first meeting, the Committee Chair will notify the members of the availability of the dossiers initiated in the previous Winter semester and any other pertinent information submitted. At the meeting, and subsequent meetings if necessary, the information submitted regarding

Assistant Professors being considered for promotion and tenure will be discussed. After the discussion of all these cases, the members will vote by secret written ballot to determine whether to recommend that promotion and tenure be granted or not.

The subcommittee of Full Professors will then convene to consider the cases for promotion to Full Professor. The information submitted regarding Associate Professors being considered for promotion will be discussed. After the discussion of all these cases, the members will vote by secret written ballot to determine whether to recommend that promotion be granted or not.

After this meeting the Committee Chair will, following committee review and approval, inform in writing each faculty member under review of the results of the process. The letter will contain the results of the vote and a summary of the discussion preceding the vote. It is important that this summary be carefully prepared so that the recipient gets the benefit of the Committee's deliberation. The Committee Chair should meet with and discuss any issues that the person evaluated feels are unclear. The faculty member also has the right to request a personal hearing before the Committee within 10 working days after receiving the Committee's letter. Reviewed faculty also have the right to attach a written statement to the information forwarded that addresses any perceived inaccuracies or points of disagreement.

The promotion and tenure review process will be scheduled so that the delivery of the required documents to the College Promotion and Tenure Committee can be done prior to October 1.

### Subsection 3. Peer-evaluation of Teaching

The Committee Chair will schedule a meeting during which faculty members will be selected to perform the evaluation of teaching for each of the Assistant Professors and for Associate Professors during the four semesters in advance of their anticipated promotion decision. These faculty will be selected before the end of the eighth week of the semester.

Teaching is an important component of promotion and tenure. The department will evaluate the teaching of untenured faculty and associate professors every semester according to the following:

Assistant Professors will be evaluated every semester beginning with their first winter semester after their arrival.

Associate Professors will request evaluations in writing to the committee chair just prior to the first meeting of the Promotion and Tenure Committee at each semester. These faculty need to schedule their

evaluations recognizing that at least 4 letters need to be included in their promotion dossier.

The teaching evaluation will be performed by a faculty member at the same level or higher. It will be based on attendance at a single class, and carried out without announcement. The evaluation will be of the faculty member will be formative. It will include the course as a whole as determined by the evaluation of the syllabus and other course materials.

The evaluation will be documented by a letter addressed to the department chair, with copies to the Committee chair, departmental secretary and the optionally, the person under evaluation. This evaluation letter has to be submitted to the chair before the end of the semester. The department will keep these letters as a part of the evaluated professor's permanent record.

#### Section 4. Spring Semester Activities

##### Subsection 1. Summary of Activities

During the Spring semester, the Committee's activities are:

1. The Committee reviews the department and college documents regarding promotion and tenure.
2. The Committee membership for that calendar year is constituted and a chair-elect is elected.
3. The Committee will verify the track timeline for all non-tenured faculty. All non-tenured tenure track faculty will be required to submit a P&T resume prepared according to guidelines listed in the appendix. Faculty being considered for tenure and/or promotion will be required to submit additional documents as detailed later.
4. The Committee conducts three-year reviews of non-tenured, tenure track faculty.
5. The Committee conducts annual reviews for non-tenured tenure track faculty not covered by item 2 and other faculty wishing to be reviewed.
6. The Committee reviews the provost promotion and tenure website (call-letter) regarding promotion and tenure.
7. The Committee evaluates faculty requesting consideration for promotion or tenure and a "straw vote" is taken on whether the candidates appear to merit promotion or tenure.
8. The Committee begins the process of preparing the dossier for all faculty wishing to proceed with their case and for all faculty required to be considered for tenure. No "straw" vote is taken for faculty in their forced year.
9. The Committee schedules the peer-evaluation of teaching.

10. The Committee addresses any other issues regarding promotion or tenure.
11. The Committee will vote on the reappointment for untenured faculty each Spring and write a letter for each faculty member describing their evaluation.

#### Subsection 2. Election of Chair-Elect

At the first regular faculty meeting of the winter semester, but before February 15, a committee chair-elect for the following calendar year will be elected from among the department's tenured Full Professors. The current year chair and the chair-elect cannot be the same person.

#### Subsection 3. Three-year Reviews

The ECE Promotion and Tenure Committee shall conduct a third year review of untenured Assistant Professors. The objective of the third year review shall be: (1) to assess each faculty member's progress toward tenure and to provide the candidate sufficient and timely feedback related to his/her tenure process, (2) to assess the departmental promotion and guidance of each candidate with respect to tenure, and (3) to alert the college administration of any problems early so that appropriate corrective action(s) may be taken.

The Committee Chair will request a resume and statement of activities (research, teaching, and service) from each non-tenured tenure track faculty in their third year of service. This resume must include a complete record of the faculty member's activities, including publications with refereed journal publications separated from all others, grant and contract activities, teaching activities with evaluations from students and peer faculty, graduate student supervision, service activities, honors and awards and any other pertinent information. The resume must be prepared in the same manner as prescribed for the University's promotion and tenure dossier. The resumes will be made available to the Promotion and Tenure Committee members one week prior to the meeting during which they are considered.

The Committee Chair will call a meeting of the Committee during which a formative evaluation of the third year faculty's accomplishments and progress toward tenure will be made. No outside reviews of performance will be sought at this time. Following the discussion of all faculty under consideration, a vote will be taken for each by secret written ballot for re-appointment, non-reappointment, or a terminal year appointment consistent with the University's requirements of notification.

After this meeting the Committee Chair will, following Committee review and approval, inform in writing each faculty member under review of the results of the process. The letter will contain the results of the vote and a summary of the discussion preceding the vote. It is important that this summary be carefully prepared so that the recipient gets the benefit of the Committee's deliberation. The Committee Chair should meet with and discuss any issues that the person evaluated feels are unclear. The faculty member also has the right to request a personal hearing before the Committee within 10 working days after receiving the Committee's letter. Reviewed faculty also have the right to attach a written statement to the information forwarded that addresses any perceived inaccuracies or points of disagreement.

The scheduling of the three year review process will be done so that the date set by the Chair of the College Promotion and Tenure Committee for delivery of the required documents will be met.

#### Subsection 4. Annual Reviews

The Committee Chair will notify all non-tenured faculty, excluding those Assistant Professors in their third year of service, that they must submit a complete resume to be used in the annual review. Tenured Associate Professors will also be informed that they can request that the Committee conduct an informative evaluation. Tenured Associate Professors wishing to have this evaluation performed will submit their resume with a cover letter indicating that an informative evaluation is requested. The resume must include a complete record of the faculty member's activities, including publications with refereed journal publications separated from all others, grant and contract activities, teaching activities with evaluations from students and peer faculty, graduate student supervision, service activities, honors and awards and any other pertinent information.

The Committee Chair will schedule a meeting for the purpose of performing these reviews. One week prior to this meeting, the Committee Chair will notify the committee members of the availability of this information. The Committee will review the material submitted by non-tenured faculty to evaluate progress toward tenure and to provide a basis for recommending re-appointment for the following year. After the discussion of all of these cases, the Committee will vote by secret written ballot to recommend re-appointment, non-reappointment or a terminal-year appointment consistent with the University's requirements of notification. The information submitted by the Associate Professors requesting a review will be discussed by the subset of Full Professors. No vote will be taken.

After this meeting, the Committee Chair will, following committee review and approval, inform in writing each non-tenured faculty member under review of the results of the process. The letter will contain the results of the vote and a summary of the discussion preceding the vote for reappointment. A copy of this letter will be sent to the ECE Department Chair. The tenured Associate Professors will receive a letter containing a summary of the discussion regarding their status relative to future promotion actions. A copy of this letter will be sent to the Department Chair and the Dean if requested by the reviewed faculty member. It is important that this summary be carefully prepared so that the recipient gets the benefit of the Committee's deliberation. The Committee Chair should meet with and discuss any issues that the person evaluated feels are unclear. The faculty member also has the right to request a personal hearing before the Committee within 10 working days after receiving the Committee's letter. Reviewed faculty also have the right to attach a written statement to the information forwarded that addresses any perceived inaccuracies or points of disagreement.

The annual review process will be scheduled so that the date set by the ECE Department Chair for delivery of the required documents will be met.

#### Subsection 5. Promotion and Tenure Actions

The Committee Chair will notify the non-tenured Assistant Professors in their fifth year of service that they will be considered for tenure and promotion. Non-tenured Associate Professors in their third year of service and non-tenured Full Professors in their second year of service will be notified that they will be considered for tenure. These faculty will submit their resume and statement of activities (research, teaching and service) to the Committee Chair. The resume must include a complete record of the faculty member's activities, including publications with refereed journal publications separated from all others, grant and contract activities, teaching activities with evaluations from students and peer faculty, graduate student supervision, service activities, honors and awards and any other pertinent information. Any other eligible faculty member may request to be a candidate for promotion or tenure or both and submit their documents with a cover letter indicating their desire to be considered to the Committee Chair.

The Committee Chair will schedule a meeting for the purpose of performing these reviews. One week prior to this meeting, the Committee Chair will notify the committee members of the availability of this information. The Committee will review the material submitted to evaluate progress toward tenure and or promotion. After the discussion of all of these cases, the Committee will vote by secret written ballot. These votes will be considered as "straw votes" on whether the committee

recommends that the formal dossier be prepared for further consideration in the Fall semester. For those faculty receiving a majority of favorable votes or those faculty wishing to continue the process, two sponsors will be selected. One sponsor will be selected by the candidate and one will be selected by the Committee Chair. Both sponsors must agree to serve.

Sponsors will assist the candidates in assembling dossiers that are consistent with the college, campus and University guidelines. Sponsors will solicit outside letters of evaluation so that they are not seen by the candidate. These evaluations shall include letters from qualified, impartial reviewers, and shall be solicited with the understanding that access to them will be limited to persons involved in the evaluation process. The candidate will be given the opportunity to recommend reviewers. Signed, but unsolicited, letters of evaluation received by the Committee may be used in the evaluation process at the Committee's discretion. If such letters are used they will be made available for review to the person being reviewed and the authors of the letters will be so informed. Unsigned letters may not be used in the evaluation process. Prior to the deliberation of the Committee, all faculty members in the department will be given the opportunity to provide written and signed comments regarding the candidates being considered. Dossiers must be completed by the beginning of the Fall semester. The ECE Department Chair and the Committee Chair must monitor progress of dossier preparation to ensure that they are completed in a timely fashion.

#### Section 5. Tenure Recommendation on Faculty Hire

When hiring with tenure is a consideration, the Committee will meet to consider granting tenure to newly hired faculty. The members of the Committee will review the candidate's dossier. The dossier will be prepared in accordance with the rules governing these cases as specified by the Provost. The outside reviews must be obtained from persons without a close personal or professional association with the candidate. The department chair will be requested to inform the Committee of the new person's expected role in the department and to convey any opinions offered by the department faculty. Following a discussion of the person's qualifications, a vote by secret written ballot will be taken by all Committee member irrespective of their rank to determine whether the Committee supports granting tenure or not. Following the meeting, the Committee Chair will inform the department chair of the vote and any other pertinent information.

#### ARTICLE VIII. Post Tenure Review Standards

The procedure for post tenure review is as detailed in CRR 310.015 of the university. This document details the minimum standards for overall satisfactory performance in the ECE department. The ECE tenured faculty members recognize the important role of

tenure in fostering creativity and protecting academic freedom. Tenured faculty have proven their ability at the time of their tenure to contribute significantly to the mission of the University of Missouri, and they are expected to make sustained contributions to this mission and perform their duties in their post-tenure career at MU. The ECE tenured faculty members consider post-tenure reviews as distinct and separate from annual reviews performed by the department chair for the purpose of salary adjustments. The minimum standards for satisfactory performance of tenured faculty include contributions to research, teaching, and service as detailed below.

The first five-year review will be done five years after the latest of the tenure decision, the last formal review of the faculty member for promotion to associate professor/full professor, or this document becoming active.

### Section 1. Research Performance

Satisfactory research performance is evidenced by contributions made to this area. Research contributions include but are not limited to publication of refereed journal articles, publication of refereed articles in professional conferences, publication of scholarly books, supervision of PhD theses, conducting research grants, participation in competitive research fellowships at government or industrial labs, developing innovative systems and tools, developing new research centers, or winning major campus or national awards.

### Section 2. Teaching Performance

Satisfactory teaching performance includes meeting normal teaching obligations and commitment to quality learning experience for students. Other contributions include but are not limited to developing new courses, developing new educational programs, publication of teaching-related refereed conference or journal articles, mentoring graduate and undergraduate students, introducing innovative instructional techniques, improving curriculum, or conducting teaching-related grants.

### Section 3. Service Performance

Satisfactory service performance includes performing a fair share of assigned committee work for the Department. Other contributions include but are not limited to performing committee work for the College and University, mentoring of other faculty members and contributing toward collegiality within the department, external services of editorial work, leadership of professional societies, external services on technical program committees and organizing committees of professional conferences and workshops, reviewing for scholarly journals and conferences, participation in peer review of federal research grants (such as NIH study sections, NSF panels, NASA review meetings, etc.), serving on professional technical committees and conference programs, or serving on thesis committees.

#### Section 4. Satisfactory Overall Performance

In the annual review, overall performance is satisfactory if performance in two or more of the above three areas is satisfactory. Significant contributions in one area can compensate for unsatisfactory performance in one or both of the other two areas.

In the five-year review, overall performance is satisfactory if performances in three or more years within the five-year period are satisfactory.

For an individual to be subject to further Post Tenure Review action, at least a two-thirds majority of the ECE tenured faculty must agree that a faculty member's overall performance has been unsatisfactory.

#### ARTICLE IX. Doctoral and Graduate Faculty Certification

Doctoral faculty applicant must be graduate faculty. Application for graduate faculty should follow the procedure as specified by the graduate school. Details can be found in the weblink: <http://gradschool.missouri.edu/policies/faculty-senate/doctoral-faculty/>

Certification of doctoral faculty will be based on evidence of involvement in at least three of the activities listed below during the past five years.

1. Publications in refereed journals
2. Presentation of papers at professional meetings resulting in publication of proceedings
3. Externally funded research
4. Supervision of completed MS or PhD research

Activity in these categories performed prior to employment in this department will be considered.

If a candidate has not participated in the minimum three categories but does have an exceptional journal publication record combined with supervision of graduate student research, this will also be considered.

#### Section 1. Procedure for Evaluation of Doctoral Faculty Applications

- At the beginning of each Fall semester, the department chair will appoint the Doctoral Faculty Certification Committee by the regular graduate faculty in the department. The committee will be composed of three doctoral faculty members in the department who are not under consideration for recertification, appointed for a three year staggered term.

- In the event that there are fewer than three doctoral faculty members in the department, the committee will consist of all doctoral faculty members in the department who are not under consideration for recertification.
- Once formed, the department chair will appoint a committee chair.
- The committee will consider the applications and make recommendations for certification and/or recertification in accordance with the above criteria.
- Unsuccessful applicants may appeal to the committee for reevaluation and to the Graduate Faculty Senate Membership Committee.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Electrical and Computer Engineering Department  
Doctoral Faculty Certification Application**

The guidelines for doctoral faculty certification and recertification adopted by our faculty and approved by the Graduate School state that certification will be based on evidence of involvement in at least three of the activities listed below during the past five years. Activity in these categories performed prior to employment in this department will be considered.

Please detail your involvement in each applicable category in accordance with the instructions below. If you have not participated in the minimum three categories but do have an exceptional journal publication record combined with supervision of graduate student research, detail those two areas in full.

**1. Publications in refereed journals**

Provide the total number within the past five years, and list authors, title, journal, and publication date for one article.

**2. Presentation of papers at professional meetings resulting in publication of proceedings**

Provide the total number within the past five years, and list authors, title, conference name, and date for one paper.

**3. Externally funded research**

Provide the total number within the past five years, and list funding agency, start date, and title of one grant or contract.

**4. Supervision of completed MS or PhD research**

Provide the total number within the past five years, and list student names, degrees received, and dates of graduation.

## Section 2. Doctoral Faculty Certification Application Form

Graduate faculty who wish to renew or apply for doctoral faculty status should fill in the form on the previous page and submit it to the Chair of the doctoral faculty certification committee.

## ARTICLE X. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the department in all cases to which they are applicable and in which they are not inconsistent with these bylaws, College of Engineering policies, and the Collected Rules and Regulations of the University of Missouri.

## ARTICLE XI. Amendment of Bylaws

These bylaws may be amended at any Regular Meeting of the department by a two-thirds vote of the regular members, provided that the amendment has been submitted in writing at the previous Regular Meeting.

APPENDIX

(not approved as content of the bylaws)

## ITEM A. Preparing your P&T Resume.

In an effort to provide as much assistance to you in your quest for promotion and tenure, please format your resume to include the information requested in the P&T dossier as found at <http://provost.missouri.edu/faculty/tenure.html>. It's better to err in the direction of too much information as opposed to too little.

In particular, in listing **research** accomplishments:

1. Separate refereed Journal citations from Conference Proceedings papers, and the latter from Conference abstracts.

1a. If you wish to make the case about prestige of particular conferences, add for example, the acceptance rate of the conference proceedings.

1b. To make a stronger impression, consider giving the impact factors and if appropriate, do a citation search.

2. List "in review" manuscripts separately. There is no need to supply "in preparation" manuscripts (unless a particular point is being made).

3. Underline student co-authors.

4. Supply a percent contribution for each manuscript.

5. For each grant, specify:

Funding agency

Project title

Total amount

Total grant duration

PI

Your role (if not PI)

Your shared credit (from the PSRS)

6. Summarize the information from #5.

For **Teaching**,

7. Provide the table as found at <http://provost.missouri.edu/faculty/sample-evaluation.html>

Since the COE records both the “course as a whole” and “teaching effectiveness”, please supply both for your annual review.

The following headings need to be used when preparing this table:

Semester	Course Number	No of Students	Number Evaluating	Course GPA	Avg. GPA awarded in course	Course as a Whole	Teaching Effectiveness	Dept. average for that level of course – as a whole	Dept. average for that level of course – teaching effectiveness
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8. Be as explicit as possible on graduate student mentoring, undergraduate honors mentoring, and capstone group mentoring.

9. Include pertinent information on course development, seminar organization, etc.

For **Service**:

10. Separate professional service from department, college and campus service.

**FORMATS FOR SOME ITEMS ARE PROVIDED BELOW**

(if you need examples for other sections, check with the ECE staff person or P&T Chair)

**Some items from RESEARCH and SCHOLARSHIP section**

**Journal publications** (students underlined; % contribution in parenthesis):

1. J. Doe, S. Bright, B. Smart., " Pattern Recognition", Marine Biology, 78, 1984, p. 329 - 334. (100%)
2. J. Doe, M. Smith, R. Right, "Sampling for Pattern Recognition", invited paper, special issue of Optical Engineering, Vol. 26, No. 7, 7/1987, p. 650. (50%)

**Manuscripts in review**

1. ....
2. ....

**Papers in Conference proceedings** (students underlined; % contribution in parenthesis):

1. J. Doe, S. Bright, B. Smart, "Processing of Zooplankton Samples by Electronic Image Analysis", Proceedings of the IEEE International Conference of the Engineering in Medicine and Biology Society, Florida, pp. 25-34, April 2006 (100%)
2. ....

**Conference abstracts** (students underlined; % contribution in parenthesis):

1. S. Bright, J. Doe, "Processing of Zooplankton Samples by Electronic Image Analysis", Second Interagency Workshop on in-situ Water Quality Sensing: Biological Sensors, Florida, April 2006 (100%)
2. ....

**Grants**

Awarded

1. Funding agency: National Science Foundation  
 Project title: Self-test circuits  
 Total amount: \$400,000  
 Total duration: Sept 04-Aug 07  
 PI: J. Doe  
 Your role (if not PI): Co-PI for hardware design  
 Your shared credit: 40%
2. ....

Pending

1. Funding agency: National Science Foundation  
 Project title: Self-test circuits  
 Total amount: \$400,000  
 Total duration: Sept 04-Aug 07

PI: S. Bright  
Your role (if not PI): Co-PI for hardware design  
Your shared credit: 40%

2. ....

Declined

1. Funding agency: National Science Foundation  
Project title: Self-test circuits  
Total amount: \$400,000  
Total duration: Sept 04-Aug 07  
PI: J. Glass  
Your role (if not PI): Co-PI for hardware design  
Your shared credit: 40%

2. ....

**Patents**

Awarded

1. J. Doe, S. Bright “Adapting Circuit,” U.S. Patent Number 123, 123, August 5, 2005 (contribution – 50%)

2. ....

Disclosures

1. J. Doe, J. Glass “Adapting Circuit,” Disclosure #, Date (contribution – 30%)

2. ....

**Professional societies**

Member of IEEE, 1988- Present

**Some items from TEACHING section**

Provost's office need a table in the format below listing all courses taught at MU

Semester	Course Number	No of Students	Number Evaluating	Course GPA	Avg. GPA awarded in course	Course as a whole	Teaching Effectiveness	Dept. average for that level of course – Course as a whole	Dept. average for that level of course – teaching effectiveness
W03	ECE 3510	10	10	2.60	3.1	3.2	3.5	2.9	2.8

**Some items from SERVICE section**

Separate into Departmental, College, Campus, and National/International service sections

**ITEM B. Waiver letter for those going up for tenure and/or promotion**  
(to be provided to your advocate)

**Waiver of Access to External Promotion and Tenure  
Reviews**

I very much appreciate your willingness to provide a candid evaluation of my promotion materials. In recognition of the importance of the objective external review process, I agree to waive all access to the responses of my external reviewers. Your evaluation will remain confidential, reviewed only by others directly involved in the P&T process, and I ask that it be destroyed at the conclusion of the process – irrespective of the outcome.

\_\_\_\_\_  
Candidate's Name

\_\_\_\_\_  
Date