I. Administrative Committee
The Administrative Committee membership is appointed by the Department Chair to assist the Department Chair in carrying out the administrative duties.

Responsibilities
The Committee is responsible for implementing and executing the policies adopted by the department, managing the fiscal matters, and making day-to-day administration decisions. The Committee also is responsible for devising methods and procedures for professional growth of the support staff in the department.

Members
Department Chair: **Jiles** (Chair)
Associate Chair: **G. Manimaran**
Director of Research (DoR): **Dalal**
Director of Graduate Education (DoGE): **Z. Wang**
Director of Undergraduate Education (DoUGE): **Zambreno**
Director of Student Professional Development (SPD): **Qiao**
Director of Strategic Planning (SPC): **Elia**
Computing Services Manager (CSG): **Kovarik**
Fiscal Administrative Specialist: **Kelch**
HR Administrative Specialist: **Harris**
Student Services Manager (SS): **Thorland-Oster**

a. Department Chair

Appointed by Dean – overall responsibilities given by Dean

- Overall “in-charge,” as per governance document
- Responsible for Budget
- Manages Promotion and Tenure process
- Manages faculty review
- Responsible for faculty/staff hiring
- Manages Donor relations
- Chairs Administrative Committee
- Ex-Officio member of all committees
- Interfaces between EAB and faculty
- Interfaces between department and Engineering College & Dean
- E-Gold Sheet secondary for ECpE and Centers

Compensation: Two (2) months of summer appointment split one month in each half of summer (May 15-June 30 and July 1-August 15)
List of Faculty Committee Responsibilities

b. Associate Chair
   • Deputizes for Chair when Chair is unavailable
   • Has overall responsibility for Resources, Teaching, and Space
   • Has responsibility for Teaching and TA Assignments in conjunction with DOUGE
   • Works with ECpE Student Services on
     o Teaching and TA assignments
     o Teaching evaluations
     o Teaching Excellence Awards selection (in consultation with DOUGE)
   • Chairs IPDC Committee
   • Has oversight of ABET process
   • Approves travel authorizations for faculty
   • Oversight of process for handling student complaints related to teaching
   • Brings policy/problem/concerns for discussion to Admin Committee/Chair
   • E-Gold Sheet secondary for ECpE and Centers

Compensation: Three-quarter (%) month of summer salary in each half of summer (May 15-June 30 and July 1-August 15) and one course release during the academic year.

c. Director of Research (DOR)
   • Chairs Research Committee
     o Consists of the leaders of the Strategic Research Areas (SRA)
   • Works with SRA leaders to
     o identify research opportunities,
     o develop plans for research, and
     o monitor progress and performance of the Strategic Research Areas
   • E-Gold Sheet primary for ECpE and Centers

The DoR will have a part-time program assistant to help with responsibilities.

d. Director of Graduate Education (DOGE)
   • Chairs Graduate Studies Committee
     o Consists of the leaders of the Graduate Research Areas
   • Works with ECpE Student Services on
     o graduate student recruitment/retention,
     o handling graduate student complaints,
     o managing graduate course scheduling
   • Has overall responsibilities for graduate student admissions
     o Coordinate TA/RA/ appointment letters
   • Has overall responsibilities for graduate student performance review process
   • Informs/updates Admin Committee and Faculty on graduate related issues

The DoGE will have a part-time program assistant to help with responsibilities.

Compensation: One (1) month of summer salary in each half of summer (May 15-June 30 and July 1-August 15) and one course release during the academic year.
List of Faculty Committee Responsibilities

e. Director of Undergraduate Education (DOUGE)
   • Chairs Curriculum Committee
     o Maintains course catalog for the department
   • Has overall responsibility for undergraduate programs: EE, CprE, SE, ICET
   • Works with Associate Chair on Teaching and TA Assignments
   • Works with ECpE Student Services on
     o undergraduate student recruitment/retention
     o handling undergraduate student complaints
     o managing undergraduate course scheduling
   • Advisor to ABET Committee on preparation for ABET accreditation
   • Informs/updates Admin Committee and Faculty on curriculum related issues

Compensation: Three-quarter (¾) month of summer salary in each half of summer (May 15-June 30 and July 1-August 15) and one course release during the academic year.

f. Director of Student Professional Development (DOSPD)
   • Chairs Student Professional Development Committee
   • Oversees activities for professional development of graduate and undergraduate students.
   • Works with student services coordinator on IEEE, HKN, and ACM chapter activities
   • Facilitates students’ application for competitive fellowships (NSF, IBM, CRA, etc.)
   • Facilitates students’ engagement in design contests (IEEE, ACM, industry)
   • Organizes graduate seminar series
   • Organizes graduate student poster session
   • Facilitates REU activity
   • Responsible for showcasing design (e.g., VEISHEA, Scholar’s Fair)

Compensation: One course release during the academic year.

g. Director of Strategic Planning (DOSP)
   • Chairs Strategic Planning Committee
   • Responsible for developing long term strategic vision
   • Coordinates with College Strategic Planning Committee
II. Standing Committees

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

a. Academic Committees

i. Research Area Committees (RACs)

The research area committees (RACs) shall be made up of members of the faculty with common interests in a particular research area. Faculty members should establish membership in a designated RAC in the department in consultation with the Department Chair and existing members of the RAC, and in accordance with individual position responsibility statements. A faculty member can establish membership in more than one. RACs are intended to facilitate collaboration among faculty members with different expertise and to build synergy in the RAC. The chairperson of the each RAC is elected by the faculty members associated with the RAC for a two-year term. The chairperson of the RAC has the primary responsibility of setting the agenda and direction for the RAC and being the catalyst for activities in the area. The viability and need for a particular RAC should be reevaluated every 5 years by the concerned faculty in consultation with the Department Chair.

Responsibilities

The primary responsibilities of each RAC are: 1) strategically build research activities in the area; 2) identify, define, and promote research initiatives at the state and national level; 3) facilitate the formation of competitive teams to address large initiatives; 4) build a long-term strategy to identify new research issues and problems; 5) developing, reviewing, and updating the course material in the area 6) assisting its members in achieving their teaching and research potentials; 7) recommending instructors and assigning textbooks to its courses and coordinating with the Department Chair or Chair’s representative; 8) assigning course supervisors to all courses; 9) preparing and grading the Ph.D. qualifying examination in cooperation with the Graduate Study and Research Committee; 10) supporting faculty searches and coordinating activities with potential candidates; 11) supporting departmental Distinguished Lecture series and research seminars; 12) coordinating the maintenance of departmental web pages pertaining to the area.

ii. Curriculum Committee

The Curriculum Committee consists of a chairperson appointed by the department chair; three representatives from faculty who regularly teach EE courses (serving 2-year terms) and three representatives from faculty who regularly teach CprE or SE courses (serving 2-year terms) elected by the voting faculty; the Department Chair (non-voting); Undergraduate Advisors (non-voting); and two undergraduate students, one each from Electrical Engineering and Computer Engineering, elected by the IEEE Student Branch for one-year terms. The Curriculum Committee acts for the faculty on all academic matters relating to the undergraduate programs of the department according to the procedures established by the faculty.

Responsibilities

The Curriculum Committee is responsible for: 1) developing, reviewing, updating, and keeping curricula current; 2) maintaining departmental list of all course and lab supervisors; 3) interacting and coordinating with the core course supervisors to develop and maintain quality of the core curricula; 4) discussing and approving new undergraduate course proposals; 5) developing proposals for instructional laboratory facilities and usage; 6) interacting and coordinating with the Graduate Study and Research Committee on graduate courses, dual-listed courses, and curriculum matters; 7) representing the department at the college level on curriculum matters; 8) maintaining catalog information current; 9) formulating and enforcing policies regarding the undergraduate programs; 10) preparing related operational documents; 11) preparing for ABET visits; and 12) serving as an appeals committee to hear and act on all appeals on exceptions to the department’s rules. The Curriculum Committee must maintain and post the minutes of its meetings within one week of their approval.

iii. Graduate Studies Committee

The Graduate Study and Research Committee (GSRC) is responsible for recruiting, retaining, and supporting graduate students, facilitating research development, and developing and maintaining quality graduate curriculum. It shall
establish and maintain policies and procedures for achieving these responsibilities. The GSRC consists of the Director of Graduate Education acting as the chairperson, one representative from each RAC (serving 2-year terms), the Department Chair (nonvoting), and the Graduate Program Advisor (non-voting).

**Responsibilities**

The Committee acts for the faculty on graduate program affairs. It shall be responsible for management and all academic matters relating to graduate programs of the department, according to the policy established by the faculty. The Committee also shall be responsible for:

1. developing effective methods for recruitment and retention of high-quality graduate students;
2. developing and facilitating an environment for intellectual growth of graduate students;
3. facilitating placement of graduate students;
4. screening applications and admitting graduate students;
5. coordinating teaching and research assistantship and scholarship and fellowship offers to graduate students;
6. reviewing the progress of graduate students;
7. managing graduate student research excellence awards process;
8. formulating and enforcing policies regarding the graduate programs;
9. preparing related operational documents;
10. reviewing new graduate courses and forwarding recommendations to the Curriculum Committee for institutional approval and cataloging;
11. preparing, administrating, and evaluating the department’s Ph.D. qualifying examination; and
12. serving as an appeals committee to hear and act on all appeals on admissions, exceptions to the department’s rules for the qualifying examination, and on the examination results.

In achieving its goals, the Committee may create sub-committees for specific tasks and shall work in close cooperation with the RACs and the Curriculum Committee. In addition, the GSRC is responsible for:

1. Interfacing with the Graduate College
2. Developing programs to enhance our model of graduate education
3. Establishing graduate education policies
4. Managing all paperwork with respect to graduate education
5. Annual review of graduate students
6. Keeping technical reports server up-to-date
7. Management of all other graduate committee functions
   a. Qualifying exam – continue to ensure the quality
   b. Curriculum review – continue to ensure quality
   c. Research Excellence Awards – setting norms and selecting awardees

The Graduate Recruitment and Admission Subcommittee (GRASc) is an appointed service subcommittee of the GSRC and processes applications twice a year. Each academic group elects a group chair who serves on the graduate committee. In addition, the GRASc is responsible for:

1. Graduate recruitment
   a. Focused effort on contacting colleagues in top universities
   b. Encouraging our own undergrads into graduate program
   c. Showcasing our graduate research

### b. Faculty Affairs Committees

#### i. Promotion, Tenure, and Post Tenure Review Committee

This committee is partly elected, partly appointed committee. Three full professors are appointed by Department Chair for a two-year term. Others, including the chairperson, are elected. This is purely a service role with no additional compensation.

The Promotion, Tenure, and Post-Tenure Review Committee (PTRC) consists of a tenured chairperson at the rank of Professor elected by the faculty, three tenured faculty members holding the rank of Professor elected by the faculty, three tenured faculty members holding the rank of Professor appointed by the Department Chair, one tenured
List of Faculty Committee Responsibilities

Associate Professor elected by the faculty, one Assistant Professor elected by the faculty, and the Department Chair (ex-officio and nonvoting). The Assistant Professor will be elected to a one-year term. All other elected and appointed committee members will be elected/appointed for two-year terms. The elected Assistant and Associate Professor members shall be non-voting members on all cases where the rank of a candidate being evaluated would be higher than their rank if the action under consideration passes and is approved by the university.

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

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

Responsibilities
The Committee is responsible for making recommendations to the Department Chair to make various honors and awards (student awards, ISU internal awards, and external awards) offered by the department, the college, the university, or the profession to the faculty; staff; and graduate and undergraduate students.

iii. Faculty and Staff Recruiting Committee
This is an appointed service committee, based on the need and area of search. The Chair and members are chosen by Department Chair.

Faculty Recruiting committees will consist of a Chairperson and at least two other members of the faculty, appointed by the Department Chair annually, and will act for the faculty in recruiting high quality faculty members in the identified areas of growth of the department. The final actions of the Faculty Recruiting committee for tenured and tenure-eligible appointments shall be presented to the voting faculty for their deliberation and recommendation in a regular or specially arranged faculty meeting. In case of tenured appointments, the recommendation of the Promotion, Tenure, and Review Committee (PTRC) on tenure shall be obtained and the outcome shall be shared with the faculty at the aforementioned faculty meeting. The final actions of the Faculty Recruiting committee for non-tenure-eligible appointments will be presented to the Department Chair.

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

Responsibilities
1. preparing and posting notice of vacancy and advertisements as required,
2. screening the applications,
3. arranging for and conducting interviews of the selected candidates, and
4. making recommendations to the Department Chair to extend the offers to the suitable candidates.

The committees also will follow the guidelines set forth under Section 3 of the ISU Faculty Handbook and ISU Human Resources Department.
c. Advisory and Oversight Committees

i. Infrastructure Planning and Development Committee
This service committee is in charge of planning and usage of all laboratory equipment including research and teaching. It has representation from faculty, computing support staff, and the budget coordinator. It is chaired by the Associate Chair.

The IPDC consists of a chairperson, appointed by the Department Chair; four members, two elected by the voting faculty for two-year terms (one from each computer and electrical engineering) and two appointed by the Department Chair for two-year terms (one from each computer and electrical engineering); the P&S Staff member managing the department’s Computer Support Group; and one student member, appointed by the Department Chair for a one-year term. The chairperson of the committee also shall be the department’s representative to the College EFTF Committee.

Responsibilities
The Committee is responsible for 1) setting policy related to computer and electronic equipment usage and acquisition within the department, 2) implementing and ensuring adherence to safety policies in the department, including arranging with lab coordinators for the safe use of computers and all other equipment, 3) planning the future computer and electronic equipment resource requirements and coordinating their acquisition, 4) soliciting input from the faculty on the research and educational infrastructure needs and developing an action plan in response, and 5) managing the department’s Engineering Fee Task Force (EFTF) and Differential Tuition Surcharge (DTS) funds.

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

Responsibilities
The Election and Oversight Committee is responsible for administering all details of nominations and elections to membership of various committees, conducting voting on any motion referred to mail ballot by the voting faculty, and evaluating the Department Chair. The Committee also shall be responsible to oversee the continued adherence to these bylaws. The Committee must relay the results of any election and voting to the entire faculty within two working days after they are known.

iii. External Advisory Board
The External Advisory Board is made up of alumni, supporters, and faculty. The members of the Advisory Board shall be appointed by the Department Chair for two-year terms.

Responsibilities
The External Advisory Board shall advise the department for developing programs in teaching, research, and extension. The Board, chaired by an external board member, also shall approve guidelines for the expenditure of funds earned by the department’s Endowment Fund. The action items recommended by the External Advisory Board must be recorded and communicated to the faculty.
List of Faculty Committee Responsibilities

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

a. Research Committee
The Research Committee consists of a Chair and the leaders of the Strategic Research Areas (SRAs).

Responsibilities
The Research Committee works with Strategic Research Areas leaders to identify research opportunities, to develop plans for research proposals for contracts and grants, and to measure and monitor progress and performance of the Strategic Research Areas.

b. Strategic Planning Committee (SPC)
The committee is in charge of development of the long-term strategic vision for the department. It works at the Chair’s pleasure and all roles are considered service roles with no additional compensation.

c. Seminar Series Committee
This Committee is responsible for organizing the Distinguished Lecture Series, Seminars by Faculty of this department or visitors (include faculty candidates), Research Group Seminars and for providing coordination among distinguished lectures, department seminars, and research group seminars.

d. ABET Committee
This is an appointed service committee which is responsible for preparing and coordinating the ECpE department’s ABET documentation and visit.

ABET Chair
- Chairs ABET Committee
- Represents the ABET Committee in its interactions with department chair and ECpE Faculty
- Has responsibility for assigning tasks to committee members
- Has responsibility for ensuring that ABET documentation is appropriate, complete and on time
- Has overall responsibility for departmental ABET review preparation

ABET Coordinator
- Has responsibility for developing the plan
- Has responsibility for gathering the necessary information
- Has responsibility for preparing and updating written documentation

e. Student Professional Development (SPD) Committee
The committee is chaired by an appointed Director of SPD. The committee is engaged into activities for professional development of graduate and undergraduate students.

Responsibilities
- Working with IEEE, HKN, and ACM chapter activities (work with Student Services);
- International programs (work with COE group);
- Formalizing the REU program/REU activities (recruits coordinators);
- Publicizing undergraduate education/competition – IEEE CSIDC, ACM programming competition, etc.;
- Undergraduate fellowships (work with Student Services), Graduate Research Day, Research Poster Session, and Research Poster Awards;
- Graduate Student Seminars & Research Excellence Awardee talks;
- Nominating students/theses for internal and external awards, fellowships (work with DOGE);
- Mentoring of Ph.D. students for academic and R&D positions; and
List of Faculty Committee Responsibilities

- Publicizing excellence in our research.

f. Senior Design Committee
The senior design committee consists of two subcommittees: planning and oversight subcommittee (POS); and student performance evaluation subcommittee (SPES).

**POS Responsibilities**
- setting up direction and policies for the improving the quality and the growth of senior design program;
- oversight on the implementation of the policies;
- preparing assessment surveys (student surveys and industry reviewers’ surveys), analyzing the survey results, and recommending actions to improve the senior design curriculum; and
- help in soliciting quality design projects from industries and in bringing invited speakers to the class.

**SPES Responsibilities**
The second subcommittee is responsible for performing the “design review” for EE/CprE/SE 491 class and help in grading demos/posters of projects in EE/CprE/SE 492 class.

g. Undergraduate Recruitment and Retention Committee
The committee is chaired by an appointed faculty member. The committee is engaged into activities for recruiting and retaining a robust and diverse undergraduate population in SE, CprE, and EE programs within the department.

**Responsibilities**
- preparing promotional materials;
- visiting campuses for recruitment;
- organizing meetings with students when they visit campus;
- facilitating open lab sessions and FAN club activities; and
- organizing scholar’s fair to give a broad exposure to existing students about department’s educational and research activities.