TABLE OF CONTENTS

1  PREAMBLE .......................................................................................................................... 5
   1.1  Department .................................................................................................................. 5
   1.2  Governance .................................................................................................................. 5

2  THE FACULTY AND STAFF ............................................................................................ 5
   2.1  Composition of the Faculty ......................................................................................... 5
   2.2  Composition of the Voting Faculty .............................................................................. 5
   2.3  Other Voting Members ............................................................................................... 5
   2.4  Rights and Responsibilities of the Faculty ................................................................. 5
   2.5  Composition of the Staff ............................................................................................. 6

3  DEPARTMENT CHAIR ....................................................................................................... 6
   3.1  Department Chair ....................................................................................................... 6
   3.2  Department Chair Responsibilities ............................................................................ 6
   3.3  Department Chair Appointment ............................................................................... 6
   3.4  Department Chair Term and Evaluation .................................................................... 6
        3.4.1  Evaluation Administration .................................................................................. 6
        3.4.2  Review for the Department Chair Reappointment .............................................. 6
   3.5  Dean’s Responsibility .................................................................................................. 7

4  DEPARTMENTAL ORGANIZATION ............................................................................... 7
   4.1  Introduction ................................................................................................................ 7
   4.2  Standing Committees ................................................................................................. 7
        4.2.1  Academic Committees ....................................................................................... 8
             4.2.1.1  Research Area Committees (RACs) .............................................................. 8
                  4.2.1.1.1  Duties ........................................................................................................ 8
             4.2.1.2  Curriculum Committee ................................................................................. 8
                  4.2.1.2.1  Duties ........................................................................................................ 8
                  4.2.1.2.2  Course Supervisors .................................................................................. 9
             4.2.1.3  Graduate Study and Research Committee .................................................... 9
                  4.2.1.3.1  Duties ........................................................................................................ 9
             4.2.2  Faculty Affairs Committees .............................................................................. 10
                  4.2.2.1  Promotion, Tenure, and Post-Tenure Review Committee ......................... 10
                       4.2.2.1.1  Duties ..................................................................................................... 10
4.2.2.2 Honors and Awards Committee .................................................................................. 10
  4.2.2.2.1 Duties .................................................................................................................. 11
4.2.2.3 Faculty and Staff Recruiting Committees .................................................................. 11
  4.2.2.3.1 Duties .................................................................................................................. 11
4.2.3 Advisory and Oversight Committees ............................................................................ 11
  4.2.3.1 Administrative Committee .................................................................................... 11
    4.2.3.1.1 Duties ................................................................................................................. 11
  4.2.3.2 Infrastructure Planning and Development Committee .............................................. 12
    4.2.3.2.1 Duties ................................................................................................................. 12
  4.2.3.3 Election and Oversight Committee .......................................................................... 12
    4.2.3.3.1 Duties ................................................................................................................. 12
  4.2.3.4 External Advisory Board ......................................................................................... 12
    4.2.3.4.1 Duties ................................................................................................................. 12
4.3 Ad-Hoc Committees ....................................................................................................... 13
  4.3.1 Establishing an Ad-Hoc Committee ............................................................................ 13
  4.3.2 Selection of Ad-Hoc Committee ................................................................................ 13
  4.3.3 Dissolution of an Ad-Hoc Committee ....................................................................... 13
5 PROCEDURES .................................................................................................................. 13
  5.1 Voting Procedures .......................................................................................................... 13
  5.2 Election Procedures ....................................................................................................... 13
    5.2.1 Elections Concerning the Department Chair ............................................................... 13
    5.2.2 Election of Chairpersons and Members of Departmental Committees .................... 14
    5.2.3 Elections for Other Purposes ..................................................................................... 14
  5.3 Amendments of Bylaws ................................................................................................ 14
  5.4 Academic Appeals Procedures ...................................................................................... 14
    5.4.1 Appeals within Other Committees ........................................................................... 14
  5.5 Department Meetings .................................................................................................... 14
    5.5.1 Rules ........................................................................................................................ 14
    5.5.2 Meeting .................................................................................................................... 14
      5.5.2.1 Special meetings ................................................................................................ 14
      5.5.2.2 Petitions ............................................................................................................. 15
    5.5.3 Agenda ...................................................................................................................... 15
    5.5.4 Responsibility .......................................................................................................... 15
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.5.5</td>
<td>Quorum</td>
<td>15</td>
</tr>
<tr>
<td>5.5.6</td>
<td>Motions</td>
<td>15</td>
</tr>
<tr>
<td>5.5.7</td>
<td>Minutes</td>
<td>15</td>
</tr>
<tr>
<td>6</td>
<td>FACULTY EVALUATION</td>
<td>15</td>
</tr>
<tr>
<td>6.1</td>
<td>Annual Reviews</td>
<td>15</td>
</tr>
<tr>
<td>6.2</td>
<td>Appeals and Grievances</td>
<td>16</td>
</tr>
<tr>
<td>7</td>
<td>APPENDICES</td>
<td>16</td>
</tr>
<tr>
<td>7.1</td>
<td>Operational Documents</td>
<td>16</td>
</tr>
<tr>
<td>7.1.1</td>
<td>Curriculum Committee</td>
<td>16</td>
</tr>
<tr>
<td>7.1.2</td>
<td>Graduate Study and Research Committee</td>
<td>16</td>
</tr>
<tr>
<td>7.1.3</td>
<td>Promotion, Tenure, and Review Document</td>
<td>16</td>
</tr>
</tbody>
</table>
1 PREAMBLE

1.1 Department
The Department of Electrical and Computer Engineering of Iowa State University is a basic administrative unit of education, research, and service within the university.

The purpose of these bylaws is to establish a democratic framework in which members of the department faculty can work together to meet their academic and administrative obligations. These specific departmental bylaws define the responsibilities of the members of the Department of Electrical and Computer Engineering of Iowa State University and supplement those of the University and those of the College of Engineering. These bylaws outline procedures to be followed in formulating faculty decisions necessary for counseling with the Department Chair. All university and college procedures take precedence in case of a conflicting situation.

1.2 Governance
The faculty and the Department Chair establish departmental policies and procedures as defined forthwith. In accordance with university policies, the faculty determines curriculum, graduation standards of students, standards of admission for graduate students, and all other matters of academic policy; and serves as an advisor to the Department Chair on administrative matters. The Department Chair has responsibility for the budget and resource allocation; hiring of new faculty and promotion and tenure; and administrative policy and procedures.

This document elaborates on the governance procedures. It may be modified according to Article 5.3 of this document.

2 THE FACULTY AND STAFF

2.1 Composition of the Faculty
The Electrical and Computer Engineering Faculty shall consist of all individuals holding regular tenure-track and non-tenure-eligible, such as emeritus, adjunct, courtesy, lecturer, research (e.g., NTER), and affiliate faculty appointments in the department.

2.2 Composition of the Voting Faculty
The voting faculty of the department shall consist of all individuals holding regular tenure or tenure-track faculty appointments in the department.

2.3 Other Voting Members
The voting faculty may extend voting privileges to other members of the faculty.

2.4 Rights and Responsibilities of the Faculty
In addition to commonly recognized rights and responsibilities of the faculty and those specified by the ISU Faculty Handbook, the faculty shall exercise rights and responsibilities delegated to it by the University and the Board of Regents.
2.5 **Composition of the Staff**
All Professional and Scientific staff and merit employees are referred to as the Staff in this document.

3 **DEPARTMENT CHAIR**

3.1 **Department Chair**
The Department Chair is the chief executive officer of the department and serves as the chief representative of the department. The Department Chair may appoint Associate and Assistant Chair(s) from among the faculty as necessary to carry out the Chair’s duties. These appointments are referred to as administrative appointments.

3.2 **Department Chair Responsibilities**
The Department Chair shall be responsible for directing the work of the department, carrying out the education programs and responsibilities with regards to them, providing general supervision to students, preparing and administering the departmental budget, recommending personnel actions involving members of the department faculty and staff, evaluation of faculty and staff, providing vision for department, determining, in consultation with members of department faculty, areas for future growth, faculty and staff hiring, and maintaining the department's image to the outside world. The Department Chair directs the work of the department subject to the advisory procedures determined by these bylaws and the *ISU Faculty Handbook*.

3.3 **Department Chair Appointment**
The Board of Regents appoints the Department Chair. The Department Chair Search Committee shall select candidates in consultation with the voting faculty. The departmental representatives to the Department Chair Search Committee shall be elected by the voting faculty and recommended to the Dean.

3.4 **Department Chair Term and Evaluation**
The Department Chair shall serve for a stated term without prejudice to re-appointment or continuance by procedures that involve appropriate faculty consultation.

3.4.1 **Evaluation Administration**
At the beginning of each academic year the Election and Oversight Committee shall administer the Department Chair evaluation. The Committee shall undertake the distribution, collection, and evaluation of the appropriate forms before the end of the fall semester. The results shall be disclosed only to the Department Chair and to the Dean of Engineering and shall be handled according to the University policy on confidential documents.

3.4.2 **Review for the Department Chair Reappointment**
At intervals not to exceed five years, the Dean of Engineering should review the desirability of continuing the appointment of the Department Chair. In the first semester of the last year of the Department Chair’s appointment period, the Election and Oversight Committee shall convene a faculty meeting for discussion. The opinions of the faculty shall be recorded and transmitted to the Department Chair and to the Dean of the College of Engineering by the end the semester.
3.5 Dean’s Responsibility
The procedures adopted above shall not abrogate either the freedom or the responsibility of the Dean to make the final decision concerning Dean’s recommendation to the President concerning the appointment or continuance of a Department Chair. When the Dean's nomination is not in conformity with the department faculty judgment, the Dean shall be requested to explain to the department members the reasons for the nomination.

4 DEPARTMENTAL ORGANIZATION

4.1 Introduction
The department governance shall be carried out by the Department Chair with help of the Standing and Ad-Hoc committees, Business Administrator, and Associate and Assistant Chair(s) as necessary.

Faculty input and guidance to the departmental chairperson in several important areas is essential for creating programs that best serve the students and the university. These areas include, but are not limited to, faculty search and recruitment, strategic planning and programmatic emphasis, and administrative policy and procedures in the department. It is expected that the department chairperson will form such committees, as appropriate and as consistent with his/her administrative style, to assist in these areas and to clearly define the responsibilities and objectives of these committees. Such committees may be standing committees or Ad Hoc committees and the members of these committees will be appointed by the department chairperson in consultation with the faculty.

Committee appointments are assignable responsibilities. The faculty members are expected to be available for serving on these committees and will represent the faculty as a whole on all such committee assignments.

Standing committees in the department exist for areas of faculty responsibility such as overseeing the academic programs, faculty and staff recruiting, faculty evaluation, review of progress of faculty and staff members, promotion and tenure, planning and utilization of departmental resources. Responsibilities of the standing committees are defined in the bylaws. Ad-hoc committees may be appointed by the Department Chair, in consultation with the faculty, for specific purposes.

Definition of any additional responsibilities of the standing committees and creation and dissolution of standing committees are the responsibilities of the faculty in consultation with the Department Chair. Actions of standing committees shall follow the guidelines approved by the faculty and these bylaws.

It is recognized that the functions and the responsibility of some committees may overlap. Coordination of these functions with proper consultation among committees shall be undertaken.

4.2 Standing Committees
The following standing committees shall be appointed or elected as identified in their respective descriptions.
4.2.1 Academic Committees

4.2.1.1 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 four-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.

4.2.1.1.1 Duties

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 for 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.

4.2.1.2 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.

4.2.1.2.1 Duties

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 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.

4.2.1.2.2 Course Supervisors
Course supervisors will be actively involved faculty members who are responsible for working with the appropriate groups to establish and ensure scope and sequence* and continuity of the undergraduate or graduate degree. Course supervisors will be assigned by the Curriculum Committee in consultation with the Department Chair and the appropriate Research Area Committees.

*Scope – the vision of what the students should have achieved at the end of their degree program
*Sequence – a series of appropriate learning objectives ordered to master the scope

4.2.1.3 Graduate Study and Research 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 (non-voting), and the Graduate Program Advisor (non-voting).

4.2.1.3.1 Duties
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) reviewing the funding situations of graduate students; 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. The GSRC must maintain and post the minutes of its meeting within one week of their approval. The GSRC will arrange, organize seminars/distinguished lectures by inviting external speakers from time to time to improve technical interaction with other universities and industry and to enhance department’s visibility.

4.2.2 Faculty Affairs Committees

4.2.2.1 Promotion, Tenure, and Post-Tenure Review Committee

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 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.

4.2.2.1.1 Duties

The Committee is responsible for: 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; 5) conducting periodic reviews of all faculty to evaluate teaching effectiveness.

4.2.2.2 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.
4.2.2.1 Duties
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.

4.2.2.3 Faculty and Staff Recruiting Committees
The faculty and staff recruiting functions are carried out by one or more standing committees as needed. 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. 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.

4.2.2.3.1 Duties
A Faculty Recruiting committee is responsible for 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.

A Staff Recruiting committee is responsible for 1) preparing and posting notice of vacancy and advertisements, 2) screening the applications, 3) arranging for and conducting interviews of the selected candidates, and making recommendations to the Department Chair to extend the offers to the suitable candidates. The committees also will follow the guidelines set forth by the ISU Human Resources Department.

4.2.3 Advisory and Oversight Committees
4.2.3.1 Administrative Committee
The Administrative Committee membership is appointed by the Department Chair to assist the Department Chair in carrying out the administrative duties.

4.2.3.1.1 Duties
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.

4.2.3.2 Infrastructure Planning and Development Committee
The Infrastructure Planning and Development Committee (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.

4.2.3.2.1 Duties
The Committee is responsible for 1) developing the proposal to the College for the department’s Engineering Fee Task Force (EFTF) and Differential Tuition Surcharge (DTS) funds, 2) monitoring and reporting to the College on the expenditure of EFTF and DTS funds, 3) setting policy related to computer and electronic equipment usage and acquisition within the department, 4) coordinating the present use of computers and electronic equipment with lab coordinators, 5) planning the future computer and electronic equipment resource requirements and coordinating their acquisition], and 6) soliciting input from the faculty on the research and educational infrastructure needs and developing an action plan in response.

4.2.3.3 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.

4.2.3.3.1 Duties
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.

4.2.3.4 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.

4.2.3.4.1 Duties
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.

4.3 **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.

4.3.1 **Establishing an Ad-Hoc Committee**

The Department Chair may establish any ad-hoc committee as deemed necessary to conduct the departmental business. In addition any member of the faculty may propose formation of an ad-hoc committee with required membership by a motion at a departmental meeting. The proposal for the committee formation must be announced on the meeting agenda. An ad-hoc committee may only be established if two-thirds of the voting faculty members present and voting so approve.

4.3.2 **Selection of Ad-Hoc Committee**

The Department Chair shall call for nominations for each new ad-hoc committee. After the Department Chair verifies the nominees' willingness to serve, the membership of the ad-hoc committee shall be decided by written ballot if competing nominations are received.

4.3.3 **Dissolution of an Ad-Hoc Committee**

An ad-hoc committee automatically dissolves after the completion of its assigned responsibilities. An ad-hoc committee also may be dissolved by a motion of a faculty member with approval of two-thirds majority of those present and voting in a department faculty meeting.

5 **PROCEDURES**

5.1 **Voting Procedures**

A vote shall be carried out in one of the following ways: 1) Show of hands in a meeting; 2) A Written Ballot in a Meeting; or 3) A Mail Ballot. For a Mail Ballot, the ballots shall be distributed at least five working days before the return deadline. Voting shall take place only during the academic year when classes are in session, unless it is absolutely essential to do otherwise as determined by the Election and Oversight Committee.

5.2 **Election Procedures**

Unless stated otherwise in these by-laws, a candidate wins an election by securing a simple majority of the votes. When any candidate does not obtain such a majority, a run-off election shall be held with a slate of candidates obtained from the original slate by taking candidates in descending order of votes. This procedure shall be repeated until a candidate receives a majority of votes.

Elections shall be preceded by a nomination period of five working days. All nominations shall be closed two working days before the distribution of ballots.

5.2.1 **Elections Concerning the Department Chair**

All voting in connection with Department Chair selection, review, and continuation shall be by Mail Ballot.
5.2.2 Election of Chairpersons and Members of Departmental Committees
Elections of chairpersons and members of departmental committees that are to be elected by the voting faculty shall be carried out by Mail Ballots at end of each academic year for the term starting the following academic year. Any voting faculty member, with the consent, may be nominated for a chairperson or member position by petition of four or more voting faculty. To be eligible for chairperson or member, the nominee must meet the requirements for membership of the committee under consideration.

5.2.3 Elections for Other Purposes
Elections for purposes not specified elsewhere shall be by Mail Ballot. Such elections may be necessary if any elected position in a committee becomes vacant due to change in the status of the member.

5.3 Amendments of Bylaws
A motion to amend these bylaws may be made at any faculty meeting provided notice of the meeting and the text of the proposed amendment are distributed at least ten working days before the meeting. A proposed amendment must be approved by a two-third majority of those present and voting. Voting shall be by a Written Ballot or by a Mail Ballot. Amendments to these bylaws shall be made during an academic year when classes are in session.

5.4 Academic Appeals Procedures

5.4.1 Appeals within Other Committees
Any five members of the voting faculty may file an appeal on any academic matter within the mandate of a Standing or Ad Hoc Committee excluding a Research and Academic Subcommittee. All such appeals shall be discussed first within the committee. If a resolution is not reached, the five members may request that the voting faculty resolve the matter in a faculty meeting.

5.5 Department Meetings

5.5.1 Rules
The rules contained in Robert's Rules of Order (Revised) shall determine the parliamentary practice of meetings in which voting is conducted on substantive matters. At meetings in which department policy shall be discussed and/or voted on, a parliamentarian shall be designated. For purposes of discussion only, the rules of order may be suspended by a majority of the members present.

5.5.2 Meeting
The voting faculty shall meet at least once each semester during the regular academic year (August – May).

5.5.2.1 Special meetings
Special meetings of the voting faculty may be called by the Department Chair on Chair’s own initiative or when requested by a chairperson of a departmental committee.
5.5.2.2 Petitions
The chairperson of the Election and Oversight Committee shall call a special meeting if a petition, signed by at least ten faculty members, requesting such a meeting is made.

5.5.3 Agenda
An agenda shall be prepared by the Department Chair (or when applicable by the chairperson of the Election and Oversight Committee), and shall be made available to the faculty and staff at least two (2) working days prior to each meeting. Substantive topics not on the agenda may be discussed, but not voted on, with the approval of the majority of the faculty present at the meeting.

5.5.4 Responsibility
It is the responsibility of each faculty member to attend department faculty meetings and effort must be made to schedule meetings at a time when no faculty member is scheduled for a class.

5.5.5 Quorum
A quorum shall consist of a majority of the voting members. The Election and Oversight Committee shall arbitrate any dispute.

5.5.6 Motions
Motions shall pass by a majority vote of those present and voting unless otherwise specified by these bylaws.

5.5.7 Minutes
Minutes of each meeting shall be recorded and distributed to the faculty within ten (10) working days, and filed in the department office. The chairperson of a meeting shall be responsible for recording and distributing the minutes.

6 FACULTY EVALUATION

6.1 Annual Reviews
Every faculty member shall be invited for an interview and evaluated by the Department Chair once a year, according to the assigned responsibilities in teaching, research, and service. The criteria for evaluation are described in the ISU Faculty Handbook. The Department Chair shall provide a written review to each faculty member within three months of the interview. Reviews should take place in the spring term following the year being reviewed.

In teaching, teaching effectiveness shall be evaluated. The evaluation shall include such scholarly activities as course development and preparation, classroom teaching, impact of textbook writing, and publishing and presentation of these activities in education-related conferences and journals.

In research, evaluation of research activities shall include scholarly work, publications and presentations of research papers in research-related conferences and journals, funded research programs, guidance of graduate students, and other creative activities. It shall also include establishing and managing research programs.
In addition to the avenues of service noted in the ISU Faculty Handbook, recognition shall be given to national and international professional visibility and accomplishments of the faculty members in their areas of specialty.

6.2 Appeals and Grievances

Procedures for appealing personnel and administrative decisions are covered in the Faculty Handbook. The Department Chair may appoint an Ad-Hoc Committee for help in such matters.

7 APPENDICES

7.1 Operational Documents

A record of departmental policies and administrative procedures in the domains of faculty responsibility shall be maintained in operational documents that are reviewed, modified, and approved periodically.

7.1.1 Curriculum Committee

The Curriculum Committee shall maintain a document stating departmental policies and administrative procedures regarding undergraduate study in the department. This document shall be approved annually by the Undergraduate Study Committee.

7.1.2 Graduate Study and Research Committee

The Graduate Study and Research Committee shall maintain a document stating departmental policies and administrative procedures regarding graduate study in the department. This document shall be approved annually by the Graduate Study and Research Committee.

7.1.3 Promotion, Tenure, and Review Document

The Promotion, Tenure, and Review Committee shall maintain a document stating departmental policies and administrative procedures regarding promotion, award of tenure, and post-tenure review for the faculty. This document and changes in it are to be originated by the Promotion, Tenure, and Review Committee and submitted to the faculty for its review, modification, and approval on a biennial basis.