

OPERATING PAPER

**SCHOOL OF ELECTRICAL, COMPUTER, AND BIOMEDICAL
ENGINEERING**

**COLLEGE OF ENGINEERING, COMPUTING, TECHNOLOGY, AND
MATHEMATICS**

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**SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
CARBONDALE, IL 62901**

**School of Electrical, Computer, and Biomedical Engineering
Southern Illinois University Carbondale**

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I. Mission Statement

The mission of the School of Electrical, Computer, and Biomedical Engineering (ECBE) at Southern Illinois University Carbondale (SIUC) is to serve society as a center for learning and innovation in all major areas of Electrical, Computer, and Biomedical engineering. The School accomplishes its mission by disseminating existing knowledge through teaching, by creating new knowledge through research and publications, and by converting original ideas and concepts into new technologies. Through integration of education and research, the School creates the academic environment necessary for training innovators and leaders for the future.

II. Educational Objectives

The educational objective of the School is to provide the students with high-quality education and to equip them with lifelong learning skills, which will allow them to adapt to a continuously changing work environment throughout their professional careers. This objective is achieved by providing the students with a strong background in basic and engineering sciences, exposing them to extensive design experiences, and by placing heavy emphasis on laboratory training and the use of computer-aided design tools. The specific educational objectives of each program offered by the School shall be published in the respective SIUC catalog and on the website of the School.

III. School Organization

A. Faculty

The Faculty of the School shall consist of all Professors, Associate Professors, Assistant Professors, and Visiting Instructors, as well as Adjunct, Emeritus, and Visiting appointees holding academic rank in the School.

B. Voting Faculty

1. Composition

The Voting Faculty shall consist of the tenured and tenure-track continuing faculty who have at least fifty percent appointment in the School.

2. General Authorities and Responsibilities

The Voting Faculty of the School, in consultation with the Director, shall initiate, formulate, approve and modify any and all general, academic, and operating policies and procedures within the mission, objectives and goals of the School.

The Voting Faculty of the School shall have original jurisdiction over the establishment of new degree programs, the degree requirements, the establishment of new courses, and the modification or cancellation of existing courses.

The Voting Faculty shall review the detailed fiscal report (for all accounts), prepared by the Director at the end of each fiscal year.

C. Graduate Faculty

The Graduate Faculty shall consist of all members of the Faculty of the School who are members of the University Graduate Faculty.

D. School Director

The School Director is the chief academic and fiscal officer of the School and has the responsibility for the academic programs and the effectiveness of the teaching, research and service efforts of the School of Electrical, Computer, and Biomedical Engineering. The Director is expected to manage and expand the resources of the School and to be the School's advocate both within and external to the University.

The Director is expected to: (1) provide leadership and work with faculty, staff, and students in the School to enhance the existing undergraduate and graduate programs and develop new programs; (2) enhance learning outcomes for students enrolled in the School's programs; (3) provide leadership in fostering an environment that advances the University's goals regarding diversity, equity, inclusion, and intolerance of discrimination; (4) significantly increase student enrollment, retention and academic success; (5) enhance the research enterprise and significantly increase research funding; (6) develop and administer the school's budget; and (7) develop and enhance distance learning programs.

Additional responsibilities include strategic planning, class scheduling, annual reporting to faculty on the state of the School, faculty and staff workload assignment, and motivation and performance evaluation of the faculty and staff. The director shall have teaching responsibilities as assigned by the Dean. The School Director could assume the role of one or more program coordinators.

When the Director is temporarily absent, the Director designates one of the Coordinators to serve in the Director's place.

E. Electrical Engineering Coordinator and Committee

The Electrical Engineering Coordinator assists the Director in the Electrical Engineering undergraduate program (course organization, staffing needs, graduation requirements, enrollment, assessment, and accreditation). The Electrical Engineering Coordinator is the chair of the standing Electrical Engineering Committee which consists of all faculty with teaching/research interests in Electrical Engineering. The Electrical Engineering Committee reviews proposals regarding courses, graduation requirements, and changes to the undergraduate Electrical Engineering program, and makes recommendations to the Faculty.

F. Computer Engineering Coordinator and Committee

The Computer Engineering Coordinator assists the Director in the Computer Engineering undergraduate program (course organization, staffing needs, graduation requirements, enrollment, assessment, and accreditation). The Computer Engineering Coordinator is the chair of the standing Computer Engineering Committee which consists of all faculty with teaching/research interests in Computer Engineering. The Computer Engineering Committee reviews proposals regarding courses, graduation requirements and changes to the undergraduate Computer Engineering program, and makes recommendations to the Faculty.

G. Biomedical Engineering Coordinator and Committee

The Biomedical Engineering Coordinator assists the Director in the Biomedical Engineering undergraduate program (course organization, staffing needs, graduation requirements, enrollment, assessment, and accreditation). The Biomedical Engineering Coordinator is the chair of the standing Biomedical Engineering Committee which consists of all faculty with teaching/research interests in Biomedical Engineering. The Biomedical Engineering Committee reviews proposals regarding courses, graduation requirements and changes to the undergraduate Biomedical Engineering program, and makes recommendations to the Faculty.

H. Undergraduate Programs Assessment Coordinator and Committee

The Coordinator of Undergraduate Programs Assessment oversees and coordinates the assessment of all undergraduate ECBE programs and is the chair of the Undergraduate Programs Assessment committee, which consists of Voting Faculty members appointed by the Director. The Coordinator of Undergraduate Programs Assessment is the chief coordinator for accreditation-related activities of all undergraduate ECBE programs and the chief Undergraduate Advisor. The Coordinator of Undergraduate Programs Assessment may be chosen to be one of the Electrical, Computer, or Biomedical Engineering Coordinators.

I. Graduate Studies Coordinator and Committee

The Coordinator of Graduate Studies assists the Director in the ECBE Graduate programs (graduation requirements, graduate admission process, and assessment) and is the chair of the Graduate Studies Committee, which consists of Voting Faculty members appointed by the Director. The Graduate Studies Committee reviews proposals regarding courses, graduation requirements and changes to the graduate program, and makes recommendations to the Faculty. The Coordinator of Graduate Studies may be chosen to be one of the Electrical, Computer, or Biomedical Engineering Coordinators

J. IEEE Advisor

The IEEE Advisor oversees the operation of the IEEE student branch at SIUC, and works toward encouraging students to join IEEE and to participate in its activities.

K. Faculty Secretary

The Faculty Secretary records the minutes of the Faculty Meetings and is responsible for signing any document requiring verification of the vote of the Faculty. The Secretary is a tenured faculty nominated by the Director or the Voting Faculty and is appointed by the Director unless there is more than one faculty interested in the position, in which case the Secretary shall be elected with a secret ballot by the Voting Faculty.

L. Promotion and Tenure Committee

The Promotion and Tenure (P&T) Committee is a standing committee that evaluates candidates for promotion and tenure. Depending on the rank and tenure status of the candidate seeking promotion or tenure, the P&T Committee shall consist of all the tenured Voting Faculty in the School that is eligible to evaluate the candidate according to established University policy. The eligible members of the P&T Committee shall meet and discuss in detail the annual progress of each tenure-track Assistant Professor seeking promotion in the School, or non-tenured Full or Associate Professor seeking tenure in the School, and then submit their documented evaluation to the School Director. The eligible members of the P&T Committee shall meet and discuss in detail the dossier of each faculty applying for promotion or tenure and then vote at the end of the meeting. The vote is open (but anonymized) except for the case of a tenured Associate Professor applying for promotion, in which case it is secret. The Director's vote and recommendation is provided separately with a letter to the Dean. The decision of the P&T Committee is an independent recommendation to the University, according to established University policy.

M. Industry Advisory Council

The members and the Chair of the Industrial Advisory Council are selected by the School Director, in consultation with the faculty. The Council meets with the School at least once per year to address issues related to:

- Undergraduate and Graduate curricula in view of the anticipated trends in the industry.
- Senior Design Projects.
- Interface with industry regarding research and development.
- Industry support for the School, in general.

IV. School Procedures

A. School Meeting

School meetings are called by the Director at the scheduled time and location, when warranted by School business. All faculty members are encouraged to attend. However, the Voting Faculty have a duty to both attend and participate. The Director shall circulate the Agenda at least two days prior to the meeting. For the purposes of quorum and decision making at the School meeting, members of the Voting Faculty on Leave of Absence or on Sabbatical Leave are not counted in the total number of Voting Faculty, unless present in the meeting or represented by proxy. Quorum requires the presence of the majority of the Voting Faculty. Items not included in the Agenda may be introduced for discussion and vote at the meeting, with the approval of two-thirds of the total number of Voting Faculty. Items are approved at the meeting when voted by the majority of the total number of Voting Faculty.

Extraordinary School meetings may be requested with a written petition by at least twenty-five percent of the Voting Faculty members. The petition will include the purpose and the Agenda of the meeting, which shall be called within ten days of the presentation of the petition.

The School meetings will be conducted in accordance with Robert's Rules of Order. When requested by a Voting Faculty member, the decision of the School will be taken with a secret ballot.

B. School Director Search

Within fifteen days of the official announcement that the School Director position will be vacated, a School meeting (of Voting Faculty only) is called to decide whether a national or an internal search will be requested. This decision is a recommendation to the Dean. If the recommendation is for a national search, the School works with the Dean to secure the Dean's approval and the approval of the University.

1. National Search

The School elects a Search Committee consisting of at least five members of the Voting Faculty, making every effort to maintain diversity. The Committee elects its Chair. The Search Committee prepares the position announcement, obtains School approval, and submits it for final approval to the Dean and the Provost. Following normal administrative procedures (and approval from the Dean and the Provost) the Search Committee coordinates the effort for publicizing the announcement and for attracting quality applicants. The Search Committee narrows the field of applicants down to the semi-finalists group and then solicits letters from their references.

The Voting Faculty, after reviewing all materials submitted and after making their own independent inquiries, return a secret ballot to the Search Committee, ranking

the semi-finalists in order of preference and, in addition, indicating which of the semi-finalists are not acceptable. The tenured members of the Voting Faculty return a second secret ballot indicating the semi-finalists who meet the criteria for being granted tenure in the School. The Search Committee ranks all the semi-finalists in accordance with the rankings provided by the Voting Faculty (if the number of semi-finalists is N then the candidate ranked first receives N points and the candidate ranked last receives one point). Semi-finalists acceptable to less than two-thirds of the Voting Faculty who voted are eliminated from further consideration. Semi-finalists receiving a positive tenure vote by less than fifty percent of the tenured Voting Faculty voted are eliminated from further consideration. The Search Committee submits to the Dean the group of finalists, consisting of the three to five highest-ranked candidates, with the request to be invited on campus for an interview.

After the on-campus interview process, the Voting Faculty return a secret ballot to the Search Committee, ranking the finalists and, in addition, indicating which of the candidates are unacceptable. The Search Committee solicits written evaluation and relative ranking of the finalists, from all who interviewed the candidates. The Search Committee ranks the finalists, taking into consideration the rankings provided by the Voting Faculty and the input from all who interviewed the candidates. Candidates who do not receive at this stage at least a two-thirds acceptance vote from the Voting Faculty who voted are eliminated from further consideration. The names of the remaining candidates, in the order ranked by the search committee, are submitted to the Dean as the recommendation of the School. If none of the candidates interviewed receives at least a two-thirds acceptance vote from the Voting Faculty who voted, more candidates from the pool may be invited for interview in the order they have been ranked until the list of eligible candidates is exhausted.

Usually, the Search Committee's top candidate is the obvious choice and is offered the position by the Dean. The Dean, however, has the latitude, especially in the case of closely ranked top candidates, to select any of the candidates submitted by the Search Committee.

2. Internal Search

The School elects a Search Committee, consisting of five Voting Faculty who are not candidates for the position. The Search Committee elects its Chair. The Search Committee develops the position description, which is to be approved by the School, the Dean and the Provost, in accordance to the standard administrative procedures. The Search Committee seeks applications with a vita, and a "statement of educational and administrative philosophy," from all tenured faculty members in the School. The Voting Faculty will return a secret ballot ranking the candidates in order of preference. The Search Committee will rank the candidates in accordance to the rankings provided by the Voting Faculty. The two candidates with the highest ranking will be the finalists. In the event that more than two candidates tie at the top of the list, a runoff election will be held among them, until the two top candidates emerge.

The Search Committee will submit the names of the two finalists to the Dean, with the request to initiate the interview process. The Search Committee seeks written evaluation and relative rankings of the candidates from all who interviewed the finalists. Following the interview process, the Voting Faculty return a secret ballot to the Search Committee, indicating the ranking of the finalists in terms of preference. The Search Committee ranks the finalists in accordance with the rankings of the Voting Faculty and the input from all who have interviewed the candidates, and it submits these rankings to the Dean as the final recommendation of the School. The staff and non-voting faculty are encouraged by the Search Committee to provide confidentially their feedback to the Dean.

The Dean makes the decision to offer the position using the same process as in the case of the national search.

C. Re-appointment of the School Director

The length of the appointment of the School Director is in accordance with the current University policy in effect. Following the review process at the School level and based on any additional requirements in accordance with the College Operating paper and the current University policy in effect the Dean considers the results and makes a decision with regard to the re-appointment of the Director.

In the case that the review of the Director is negative, the Dean may assign the duties of the Director to an Acting Director, while the Director serves the remaining time of their appointment in accordance with the current University policy in effect.

D. Review of the School Director

The School Director shall be reviewed every three years, early in the fall semester, in accordance with the current University policy regarding the review of administrators. In the case of a serious crisis in the relations between the Director and the Voting Faculty, documented with a written petition by one-third of the Voting Faculty, the Dean shall initiate an early review of the Director. The early review shall take place within three weeks from the submission of the petition.

The review is conducted by the Director Review Committee, consisting of five members of the Voting Faculty (elected by the School). The committee members elect the committee chairperson. The Voting Faculty return to the Review Committee a secret ballot, rating the performance of the Director, providing feedback regarding the operation of the School, and stating whether or not the appointment of the Director should be extended. If the majority of the Voting Faculty (the majority of the total Voting Faculty, not those that voted) recommend that the appointment of the Director be continued, then the result of the Director review is positive at the School level. Otherwise, the School recommendation is negative. The recommendation of the School is submitted to the Dean.

E. Selection and Appointment of the Coordinators

The coordinators of the Electrical, Computer, and Biomedical Engineering programs shall be tenured faculty with technical expertise in the respective areas. The Coordinator of Undergraduate Programs Assessment and the Coordinator of Graduate Studies shall be tenured faculty. The coordinators are nominated by the Director or the Voting Faculty and are appointed by the Director unless there is more than one faculty interested in each position, in which case the coordinators shall be elected with a secret ballot by the Voting Faculty.

F. Selection of Acting School Director

If, for any reason, the position of the Director is vacated and the appointment of the new Director is not expected to occur within six months, then an Acting Director shall be selected. The Voting Faculty meet, select (with secret ballot) and submit to the Dean the names of two candidates (if there are two or more interested tenured faculty members). The Dean offers the position to one of these candidates.

G. Selection of School Committees and Representatives

The members of all the School Committees (standing or ad hoc) and the School Representatives are appointed by the Director, unless specified otherwise above.

V. Faculty Evaluation

For the purposes of promotion and tenure, the Faculty are evaluated based on the School Guidelines for Promotion and Tenure. For the purpose of merit raises, the Faculty are evaluated based on their performance with regard to their assignments, during the period since the previous merit raise was awarded, unless this period is otherwise specified by the University.

A. Documentation

Faculty members are responsible for providing evidence regarding their performance and achievements. This evidence shall be included in the School file of the faculty member, along with any other relevant document(s) submitted to the School. Any document not submitted by the faculty member shall be copied to him/her (for a response, if necessary) before it is included in the School file. At the beginning of the spring semester, all faculty shall review their departmental files, shall submit an updated curriculum vitae, and shall submit a detailed achievement and productivity report covering the past calendar year. The School Director, based on these individual reports, shall prepare the School Achievements and Productivity Report. This report shall be the only Agenda item of a

School meeting called for the purpose of developing strategies to improve the productivity of the School.

B. Assignment of Duties

All faculty are expected to participate in teaching, research and service (see section “VI. Evidence of Achievements and Productivity”). The teaching load can be adjusted by the Director depending on the level of participation of the faculty in research and service. During the spring semester, the Director shall meet individually with all faculty, discuss their current interests and plans, explain the needs of the School programs and give them their assignments for the next academic year. In making the assignments of duties, the Director shall make every effort to best utilize the talents and expertise of the faculty, accommodate their research plans and interests, and maximize the efficiency and productivity of the School. In the case of Assistant Professors, and to a lesser extent of Associate Professors, the first criterion in assigning their duties is their professional development and promotion. The teaching load, in the School, typically is not expected to be higher than two courses per semester. The “Duties Assignment Form” is signed by both the faculty member and the Director. If due to unforeseen circumstances, a change of this assignment is necessary at a later date, the Director will explain, in writing, the reasons for the change to the faculty involved.

C. Merit Raises

The School Achievements and Productivity Report provide a fairly accurate measure of the average productivity of the Faculty. During the spring semester, the Director reviews the Achievements and Productivity Reports of the faculty, in conjunction with their respective assignments of duties, and assesses the productivity of each faculty member in relation to the average productivity of the School. The Director then meets with each faculty member to discuss this assessment. Following these meetings, the faculty members receive the evaluation of their productivity by the Director in writing. Faculty who may disagree with the Director's assessment regarding their productivity shall express and explain their disagreement in writing within fifteen days.

The Faculty productivity assessment shall constitute the basis for the allocation of the merit component of the annual salary raises. The recommendation of the Director to the Dean, regarding the allocation of the merit component of the salary raises, shall be accompanied by letters (if any) from Faculty expressing disagreement with regard to the Director's assessment.

D. Promotion to the Rank of Associate Professor

1. Guidelines

Assistant Professors shall be promoted to the rank of Associate Professor when they provide evidence of effective teaching (as per section VI.A), and when they demonstrate their ability to independently conduct excellent research (as per section VI.B).

Assistant Professors promoted to the rank of Associate Professor are automatically granted tenure in the School of Electrical, Computer, and Biomedical Engineering.

2. Annual Reviews

During the spring semester, the P&T Committee shall meet and discuss in detail the files of all Assistant Professors. The Director meets with the Assistant Professors individually to discuss the outcome of their annual review and their progress toward promotion. The result of this annual review shall be documented by a letter from the Director, on behalf of the P&T Committee, to each Assistant Professor, indicating the progress made toward promotion and providing guidance for the future. In addition to the above, the Director makes an independent review of all non-tenured faculty members (during the spring semester) and presents it to the Dean before the Dean and the Director's meeting with each of those faculty.

3. Promotion File

Assistant Professors, when they believe they are ready for promotion, shall prepare their promotion file (with the help of the Director) by tabulating the relevant information accumulated in their School file. In each case, the Director shall solicit technical opinions from relevant external reviewers regarding the quality and visibility of the research record of the candidate. The Director shall also solicit opinions from former undergraduate and graduate students regarding the performance of the candidate as instructor, advisor, and mentor.

4. Voting Process

The members of the P&T Committee shall meet and discuss in detail the promotion file and shall return an open ballot rating the performance of the candidate in the areas of teaching, research, and service, and concluding with a recommendation regarding the request for promotion. The performance ratings and the vote regarding the promotion must be accompanied by a detailed justification based on the guidelines, the contents of the promotion file, and the annual reviews of the candidate. The contents of each ballot (anonymized) shall be included in the file, and therefore, ballots (although anonymous) could be challenged, if not consistent with the guidelines or the factual evidence in the promotion file. Any challenge shall be attached to the promotion file.

E. Promotion to the Rank of Professor

1. Guidelines

Associate Professors shall be promoted to the rank of Professor when they demonstrate continuous and sustained growth in both teaching and research (as per Section VI) and have established an excellent record of scholarship and research funding, following their promotion to the rank of Associate Professor. In addition, they have to demonstrate their commitment to the mission of the School by developing and supporting scholarly activities and programs.

2. Promotion File and Voting Process

The promotion file shall be the same as in the case of the promotion of Assistant Professors, excluding annual reviews. The voting process is described in Section III.L.

F. Evaluation for Tenure

1. Guidelines

New Faculty recruited at the ranks of Professor or Associate Professor (without tenure) shall be evaluated for tenure not earlier than two years after their original appointment. The tenure evaluation shall be based on their sustained productivity at a level appropriate to their rank, and on their compatibility with the mission, goals, and objectives of the School.

2. Tenure Evaluation Process

The tenure evaluation process (including annual reviews, preparation of the tenure file, and the voting process) shall be the same as in the case of the promotion of Assistant Professors.

VI. Evidence of Achievements and Productivity

A. Teaching

Evidence of achievements and productivity in teaching includes, but is not limited to, the following:

1. Credit hour generation.
2. Development of new courses, laboratory manuals, and educational software.
3. Funded proposals for projects primarily educational in nature.
4. Articles published in high-ranking refereed journals in the area of engineering education.
5. Development of novel course assessment methods leading to effective feedback for optimizing the educational process.
6. Outstanding teaching awards at the School, College, and University levels, and other teaching awards.
7. Student evaluations, administered by the School at the request of the faculty member.

8. Textbooks or chapters contributed to textbooks.
9. Articles co-authored by undergraduate students, resulting from senior design projects or other undergraduate courses.
10. Supervision of graduate students.
11. Senior Design Project reports.

The items listed above are not ranked in terms of importance, and no single faculty member is expected to engage in all these activities. Some of the above constitute evidence of the integration of teaching and research, which is an important part of the mission of the School.

The student evaluation of teaching shall be administered by the School as follows: The instructor who wishes a course evaluated notifies the School four weeks prior to the end of the semester. The School then notifies the instructor regarding the date and time that the School representative will interrupt the class to administer the evaluation in the presence of the instructor. The results of this evaluation can be submitted to the School by the instructor. The School, however, will not accept student evaluation results, if the evaluation was not administered as above.

B. Research

Evidence of research accomplishments and productivity includes, primarily, research article publications and research grants and proposals. Research article publications, in terms of significance, are ranked as follows:

1. Papers in top-tier refereed journals in relevant areas.
2. Papers in other refereed journals.
3. Invited papers in national and international conferences, and keynote addresses in major professional meetings or workshops.
4. Refereed conference proceedings papers in venues with low acceptance rates.
5. Monographs, graduate-level textbooks, or chapters contributed to graduate-level textbooks.
6. Other refereed conference proceedings papers.
7. Abstracts or non-refereed conference proceedings papers.

Research grants and proposals, in terms of significance, are generally ranked as follows:

1. Grants awarded through competition at the national level.
2. Grants from industry and state agencies.
3. Proposals to national agencies receiving favorable reviews.
4. Other grants.
5. Other proposals receive favorable reviews.

Additional evidence of research accomplishments and productivity includes, without being limited to, prize-winning papers, outstanding research awards from professional societies, citations in the Science Citation Index, patents, and theses and dissertations supervised.

C. Service

Evidence of accomplishments and productivity in service includes, but is not limited to, the following.

1. Service to the School (coordinator, committee member, representative).
2. Participation and contributions to professional society committees.
3. Participation and contributions to professional society working groups.
4. Serving on editorial boards of technical journals.
5. Serving as Director or member of organizing committees of technical conferences.
6. Serving as Director or member of technical committees of research conferences.
7. Reviewing for high-ranking journals in the area.
8. Reviewing for NSF or other funding agencies.
9. Reviewing of textbooks for major publishers.
10. Service to the College and University appropriately documented.
11. Service to K-12 education, related to engineering and other recruiting activities, particularly those involving women and minorities.
12. Service to the community.

The items above are not listed in order of importance, and no single faculty member is expected to engage in all these activities. Some of the items above constitute evidence of high visibility in research and/or teaching.

VII. Faculty Teaching Workload Policy

All ECBE and all ENGR courses taught by the School, with the following exceptions, are either three or four-credit courses. The Senior Design sequence is equivalent to six credits for workload purposes, thus, it is equivalent to two courses. The ECBE graduate seminar is not considered a course in terms of teaching workload, it is rather considered as a service to the School. The remaining one-credit graduate courses are taught by a non-engineering member of our Faculty.

The direct teaching load of Voting Faculty members who are research active (as per Section VI.B) and whose salary is 100% of the State Appropriated Budget, typically is expected to be:

- Assistant Professors in their first year: 2 courses per year
- Assistant Professors in their second year: 3 courses per year
- Assistant Professors after their second year: 4 courses per year
- Associate and Full Professors: 4 courses per year

The direct teaching load of Voting Faculty members who are not research-active (as per Section VI.B) may be increased accordingly. For workload purposes, all courses (3 or 4 credits, undergraduate or graduate) are considered to have equal weight, provided that they satisfy the University enrollment rules.

Tenured Faculty members may buy up to fifty percent of their time (therefore, teach as few as 2 courses per year) with funds from external grants or contracts, with the approval of the Director.

Teaching Activities undertaken voluntarily by the Faculty over and above of the teaching load defined above:

- Directing M.S. theses, Ph.D. dissertations and participating in graduate students' committees.
- Teach restricted courses (700-sections) assigned by the Director to assist our students.
- Directing senior design projects and directing student groups participating in national or regional competitions.
- Directing independent studies (700-sections of ECBE 492 and ECBE 592, from 1 to 4 credits); these are assigned by the Director at the request of interested Faculty members.

All the above are extremely important teaching activities and although are not included in the required direct teaching load (and cannot be used either for total, or for partial substitute for the direct teaching requirements), are being strongly considered in the evaluation of the Faculty members for promotion, tenure, and merit.

VIII. Recruiting of Faculty

The position announcement shall be approved by the Voting Faculty at a School meeting and submitted for approval by the Dean and the Provost. The minimum qualifications for faculty candidates shall be an earned Ph.D. in Electrical Engineering, or related field, and a demonstrated commitment to research. A search committee with a minimum of three members shall be elected to screen the applicants. All application materials, however, shall be available to all Voting Faculty. The recommendation of the Search Committee (regarding the ranking of the applicants) shall be discussed at a Faculty meeting. The final decision regarding the applicants to be invited for interview shall also be made at that time

Following the on-campus interviews, the Voting Faculty vote on which of the interviewed applicants is acceptable and ranks the acceptable candidates in order of preference. Candidates acceptable to less than sixty percent of the Voting Faculty shall be eliminated from further consideration. Based on the recommendations of the Faculty and all others that participated in the interview process, the Director, in consultation with the Dean, shall offer the position to one of the candidates acceptable to the Voting Faculty.

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IX. Amendment

The Operating Paper can be amended only through the following process:

1. A detailed written petition, signed by at least twenty percent of the Voting Faculty, outlining and justifying the proposed amendments, shall be submitted to the Director and copied to all Voting Faculty.
2. A School meeting, with the only Agenda item being the petition above, shall be called soon, but not earlier than, fifteen days after the submission of the petition.
3. Amendments are approved when voted by at least two-thirds of the Voting Faculty.
4. The Operating Paper, amended following the process above, is submitted for approval by the Dean of the College and the Chancellor of the University.

X. Implementation

This Operating Paper, approved by the Voting Faculty on this August 24, 2021, shall become effective on the first day, following its approval by the University. All the issues addressed in this Operating Paper are specific to the School of Electrical, Computer, and Biomedical Engineering. Other issues not addressed in the operating paper, such as faculty or student grievance or discipline, are addressed by College or University policies and procedures.

XI. Addendum B

Indirect teaching typically accounts for approximately 10% of the workload for research-active faculty members. Indirect teaching may include, but is not limited to: Directing M.S. theses, Ph.D. dissertations, and participating in graduate students' committees; teaching restricted courses (700-sections) assigned by the Director to assist our students; directing senior design projects and directing student groups participating in national or regional competitions; and directing independent studies (e.g., 700-sections of ECBE 492 and ECBE 592).