

Computer Electronics and Graphics Technology Department

BY-LAWS

(Adopted September 9th, 2022)

PREFACE

The Computer Electronics and Graphic Technology Department's (CEGT) programs respond to an increasing industry demand for highly qualified personnel who have a combination of technical and managerial skills. These programs of study therefore provide a broad range of educational and career enhancement opportunities. The Department prepares graduates for careers in the rapidly changing technological fields of graphic design and production, networking and cybersecurity, computer engineering technology, electronics and electrical engineering.

DEPARTMENT BY-LAWS

I. Department Meetings

- A. The department will meet at the call of the Chairperson. All business at department meetings shall be conducted only when a quorum is present. A quorum shall consist of a two-thirds majority of the department's full-time faculty members.
- B. The first meeting shall be in September and thereafter scheduled monthly, or as needed during the academic year.
- C. Department members may submit agenda items to the Department Chairperson at least one week prior to a scheduled meeting. The Chairperson will examine this listing of agenda items and establish the meeting agenda. The agenda will be distributed to faculty members not less than three (3) calendar days prior to the meeting.
- D. Robert's Rules of Order (latest edition) prevail.

II. Secret Balloting

- A. A secret ballot as described in III shall be taken on any issue before the Department which is to be settled by vote if
 - 1. the Department Chair deems it advisable, or
 - 2. a motion to that effect has been passed at a Department meeting. (Such a subsidiary motion takes parliamentary precedence over ordinary motions.)
- B. A secret ballot as described in IV shall be taken whenever the administration solicits the preference of the Department members regarding their choice for Department Chair.
- C. Secret balloting will take place within a reasonable time frame as set by the Department Chair or the members of the Department, whichever is appropriate.
- D. The decision to have a secret ballot on a given motion does not preclude continued discussion on the motion at a department meeting.

III. The manner of secret balloting for all issues except preference for Department Chair shall be as follows.

A. Procedure For Secret Balloting

- 1. The Department Chair shall send to each full-time member of the Department a ballot containing a clear statement of the issue to be voted on, a date and time by which the ballot must be returned, and a place to which it must be returned.

A reasonable deadline for the ballot shall be set by the Chair, unless a deadline is specified in the motion calling for the secret ballot.

2. The ballot and the return procedure must be designed so that reasonable care by the member submitting it would guarantee its anonymity.
3. None of the returned ballots will be opened or counted until the date and time specified as the deadline for returns. Any member of the Department who wishes to be present when the ballots are opened and counted must inform the Department Chair of this desire.
4. All ballots returned by the designated time shall be opened and counted by the Department Chair in the presence of all members who desire to be present.
5. The Department Chair shall announce the result of the balloting to the Department members by the next work day following the voting deadline.

IV. The manner of secret balloting for preference for Department Chair shall be as follows.

A. Procedure For Secret Balloting for Department Chair

1. A member elected by the department, hereafter called the supervisor, shall solicit from the Department members written nominations for the position of Department Chair. The supervisor shall then ascertain from each nominee whether that person wants his/her name to appear on the ballot. Only those persons agreeing shall have their names appear on the ballot. The supervisor shall not be one of the people on the ballot.
2. The supervisor shall prepare and distribute a ballot to each full-time member of the Department which clearly states its purpose, the date and time by which it must be returned, and the place to which it must be returned.
3. The ballot and return procedure must be designed so that reasonable care by the member submitting it would guarantee its anonymity.
4. None of the returned ballots will be opened or counted until the date and time specified as the deadline for returns. Any member of the Department who wishes to be present when the ballots are opened and counted must inform the supervisor of this desire.
5. All ballots returned by the designated time shall be opened and counted by the supervisor in the presence of all parties who desire to be present.
6. The supervisor shall announce the complete results of the balloting to the Department members by the next school day following the voting deadline.

V. Assignment and Scheduling of Courses

A. Responsibility and Procedure

1. The Chairperson or designee shall represent the faculty during the gathering of data of student population or course requests and prepare teaching assignments and tentative schedule.
2. After consultation with individual faculty members, the proposed teaching assignment and schedule shall be submitted to members for approval.
3. The Chairperson shall submit the approved assignment and schedule to the proper administrative personnel.
4. If changes in the approved assignments and schedule are to be made, they will be discussed with the individuals concerned before implementation.

B. Procedure for winter and summer session scheduling:

1. The Department Chairperson or designee will identify those faculty members who are willing to teach winter and summer session courses.
2. Further changes in the winter and summer schedules required by unexpected circumstances may be made by the Chairperson in consultation with affected faculty when possible.
3. Courses will be assigned according to C.

C. Resolution of Problems in Course Scheduling:

In the event that course scheduling problems arise among faculty, regular semesters, winter, and summer session courses will be assigned:

1. by considering course seniority as listed below and other contributing factors determined by the Department Chairperson in consultation with the DEC:
 - a. Seniority rank is earned by the originator of the course to be taught.
 - b. Seniority rank is earned by the faculty member who has most often taught the course.
 - c. Seniority rank is earned by the faculty who has most often taught the nearest related course.
2. The CEGT full-time faculty will be given first opportunity of refusal for teaching courses offered by the Department.
3. In the event that the opportunity to teach a particular course is contested by faculty of equal seniority rank, the matter will be resolved by the Department Chairperson in consultation with the parties involved.
4. In emergency situations, the Department Chairperson will confer with affected faculty and may make, or adjust, faculty assignments as required to meet the

Departmental obligation to offer a program of courses most suitable to student needs.

5. Faculty must be properly notified of proposed schedule changes to allow for proper course preparation.

VI. Advising

A. Responsibility

1. Academic Advising of students
 - a. All matriculated students in CEGT Department programs shall be assigned an CEGT department faculty advisor. Faculty members shall advise students in the programs and for the degrees in which they teach.
 - b. Undergraduate and Graduate advising will be the responsibility of all CEGT Department faculty.
 - c. The Department Chairperson will assign students to faculty academic advisors within the Department based on the student's major.
2. Thesis and Special Project advising
 - a. The Department Chairperson or academic advisor may recommend faculty advisors for Thesis and Special Projects in consultation with the faculty member and graduate student. Graduate students may request an advisor of their choosing. The Faculty may accept or decline the requested assignment.

B. Function

1. To provide guidance and advising services to undergraduate or graduate students within the Department.
2. To help students identify academic requirements to complete their degree programs.

VII. Procedure for Election and Recall of Department Positions, Departmental Senators and/or Members of Certain University-Wide Committees

A. The department faculty shall nominate and elect members for appointment to the following positions and terms:

1. Department Chairperson (see section XI).
2. Department Evaluation Committee (see section IX).
3. Faculty Senator and Alternate (Two Years)
4. Curriculum Committee and Alternate (Two Years)
5. Graduate Studies Committee and Alternate (No Limit)
6. AAUP Department Liaison (No Limit)
7. Library Liaison (No Limit)

B. Elections shall be by majority vote at a regularly scheduled department meeting in accordance with Item I of the by-laws.

C. Recall

1. A request for recall of a person appointed to any of these positions shall be by petition signed by at least one-half of the department's full-time faculty and submitted to the Chairperson.
2. The Chairperson shall place the item on the agenda of the next department meeting for discussion and action.
3. In the event of recall the Department Chairperson shall prepare and distribute secret ballots. A majority vote of all full-time department faculty shall determine the necessary action.
4. If the Department Chairperson is under recall and refuses to participate, then the Chair is automatically recalled.
5. In the event of recall the senator's alternate or university-wide committee member's alternate shall fill the vacancy.

VIII. Curriculum Changes

A. Procedure

1. All proposals within the Department of Computer Electronics and Graphics Technology to add, change or delete technical or non-technical courses, to consider requirements or a change in requirements for majors in degree programs, and/or matters pertaining to the curriculum of the department in terms of degree requirements on the undergraduate or graduate level shall be submitted to the Department Chairperson for review.
2. Proposals will be placed on the agenda at a department meeting for discussion and action.
3. Copies of proposals shall be submitted to each faculty member for review at least one week prior to the department meeting.
4. Upon departmental approval, the proposed changes will be forwarded to the appropriate Dean of the School of Engineering, Science, and Technology and university committee.

IX. Department Evaluation Committee (DEC)

A. Membership

1. Two tenured faculty members elected by department (as provided by Contract).
2. The department Chairperson is an ex-officio member of the DEC with voting rights.
3. DEC members will elect a Chairperson (Department Chairperson cannot be the DEC Chairperson).
4. Term is for two years for elected members of DEC. Each DEC member shall be elected for a two-year term to stagger so that maximum change each year will be one member.

B. Function

1. To evaluate and recommend, to the Chairperson of the department and to the Dean of the School, matters concerning evaluation, tenure, promotion and retention or non-renewal of all teaching faculty members of the department, including full-time, part-time, and temporary faculty.
2. Sabbatical Leaves
 - a. Request for sabbatical leave shall be directed to the Department Chairperson who will send it to the DEC for review, by the contractual due

date.

- b. The Department Chair must take actions to make sure course offerings shall be adjusted as required to accommodate scheduled sabbatical leaves.
- c. It will be the responsibility of the DEC to make recommendations according to contract guidelines. If the Chair wishes to submit an appraisal of the application, they must submit their letter to the DEC prior to the deadline for submission to the Dean's office.

C. Procedures:

- 1. Shall conform to guidelines as established by the Contract.

X. Provision for By-Law Changes and/or Amendment

- A. The Department Chairperson will place the review/revision of department by-laws on the agenda of a scheduled department meeting at least once each academic year.
- B. Amendments to these by-laws **must be presented in written form to faculty members not less than fifteen working days prior to a faculty meeting** called for the purpose of consideration of adoption of said amendments. If approved for adoption, the reviewed by-laws shall be placed on agenda for next meeting for final adoption.

XI. Department Chairperson

- A. Selection: The Department Chairperson shall be nominated and elected as per Section IV. The term is three years.
- B. Accountability: The department Chairperson is responsible for leading the department in fulfilling its responsibilities in academic and personnel areas and of facilitating the functioning of the department. This responsibility includes supervision of department clerical employees. The department Chairperson is the normal channel of communications between the department and other departments, division/areas or like groupings, offices and the administration. (Collective Bargaining Agreement; 2016-2021, article 5.23)
- C. Department Personnel: The Chairperson is responsible for encouraging each member of the department to fulfill their professional obligations.

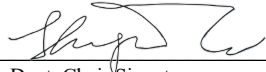
The Chairperson, in cooperation with faculty, determines the need for new faculty, appoints faculty advisors where applicable and is responsible for establishing faculty committees within the department.

The Department Chairperson may appoint Search Committee Members and ensure diversity and subject matter representation.

The Chairperson encourages and helps make provision for activities conducive to the professional growth of the department.

- D. Curriculum: The Chairperson exercises leadership in the area of curriculum development and is responsible for providing information on course offerings, course descriptions and curriculum requirements including catalog copy.
 - E. Student Relationships: The Chairperson consults with students on departmental problems and issues and supervises the academic advisement of student through faculty advisors.
 - F. The Chairperson is responsible for ensuring that all faculty send to the Bookstore orders for textbooks for courses offered by the department each semester.
 - G. The Chairperson shall keep an accurate record of Faculty Committee Assignments. Faculty Committee Assignments shall be made at a regular faculty meeting. Current committees assignments will be distributed to faculty prior to the meetings called for the purpose of electing committee members.
 - H. The Department Chairperson, in consultation with Program Coordinators, may assign a department member to act as coordinator of the following:
 - 1. Industry Advisory Boards
 - 2. Laboratories
 - I. Lab Fees: This is the money collected from fees associated with Department lab courses. In the beginning of each school year, the Department Chairperson should allocate the lab fees to the department laboratories (Electronics Labs, Electrical Engineering Labs, Graphics Lab, and Networking and Cybersecurity Labs) according to the enrollments of the lab courses using the respective labs. Lab coordinators are responsible for their lab fees, purchase justifications, and purchase requisitions. Department Chairperson should approve the requisitions commensurate to the lab quota. Using the quota of other labs must acquire written agreement of the lab coordinator of the impacted labs.
- XII. Program Assessment
- A. A current course syllabus (following the standard format for the School of Engineering, Science, and Technology) shall be submitted to the Department folder each semester the course is offered. The submission deadline is the first week of each semester.
 - B. Program assessment for accredited program will be done following accreditation agency guidelines. Unaccredited programs are assessed following the university guidelines.
 - C. Each department degree program (or group of similar programs) shall have an Industrial Advisory Board composed of appropriate industrial representatives.

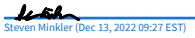
Programs are validated and evaluated annually. The assessment process is based on mission statements, program objectives, and assessment of program outcomes.



Dept. Chair Signature

12/12/2022

Date


Steven Minkler (Dec 13, 2022 09:27 EST)

SEST Dean signature

Dec 13, 2022

Date





CEGT By-Laws

Final Audit Report

2022-12-13

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