

# School of Electrical and Computer Engineering 2011-12 Faculty/Staff Handbook

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# INTRODUCTION TO ECE

## ■ GENERAL

The purpose of this document is to provide information, specifically for use by the faculty and staff of the School of Electrical and Computer Engineering (ECE), concerning regulations and procedures applicable to the daily conduct of instructional, research, and service functions of the School.

This manual is not intended to be an exhaustive set of rules. The policies and procedures of the Board of Regents of the University System of Georgia, both present and future, as well as those issued by the upper administration of the Georgia Institute of Technology, automatically supersede the contents of this manual.

The successful operation of the School depends, to a very large extent, on the professionalism and collegiality of the faculty and staff. However, the School is a rather large organization, comprising a variety of activities, and some organizational definition is essential.

## ■ SCHOOL ORGANIZATION

The School of ECE reports to the College of Engineering Dean's Office and ultimately to the President through the Provost and Executive Vice President for Academic Affairs.

Descriptions of the School's functions follow in this section.

Chair's Office: Douglas Williams, Interim School Chair  
Amanda Cinquemani, Assistant to the Interim Chair  
Jennifer Lunsford, Administrative Professional II  
Harry Beck, Director-Operations  
Jackie Nemeth, Manager-Communications  
Martina Emmerson Hubbarth, Director-Alumni Development  
Etta Pittman, Director-Corporate Development  
David Webb, Senior Academic Professional/Assistant to the Chair for Computer Support

Responsible for resource allocations and overall coordination of School activities.  
Specific areas of responsibilities and associated staff are listed beginning on page 8.

Six associate chairs report to Dr. Williams. They are:

- Senior Associate Chair: Joseph Hughes
- Interim Associate Chair for Undergraduate Affairs: Jennifer Michaels
- Associate Chair for Graduate Affairs: Bonnie Heck Ferri
- Associate Chair for Faculty Development: Andrew Peterson
- Associate Chair for Research: Paul Steffes

Senior Associate Chair: **Joseph L.A. Hughes**

Jill Auerbach, Senior Academic Professional  
Leyla Conrad, Senior Academic Professional

The Senior Associate Chair is responsible for the management and coordination of operational issues associated with the School's academic programs. This position also substitutes for and/or represents the School Chair when needed and as directed. Specific functions and responsibilities include:

- Coordination with the Associate Chairs for Graduate Affairs and Undergraduate Affairs on operational issues affecting academic programs
- Leadership on matters relating to the School's accreditation and assessment
- Management of the course planning and faculty workload processes, including coordination with the TIG chairs on course budgets and projected schedules
- Scheduling and classroom assignments for all undergraduate and graduate courses and laboratories; teaching assignments for faculty and non-faculty instructors; coordination with Associate Chair for Graduate Affairs on GTA assignments
- Collection and dissemination of academic program data, including instructional plans and budget projections, student course evaluations (CIOS), and textbook information for ECE courses
- "Designated Unit Requestor" for authorization of ECE faculty/staff access to Banner and AFACTS systems
- Organization and coordination of administrative and operational matters related to ECE academic programs at Georgia Tech campuses outside of Atlanta

**Jill Auerbach**, Senior Academic Professional

Assessment, Recruitment, and Retention Coordinator

Julie Ridings, Academic Program Coordinator I

Develops documents and procedures for ongoing and specialized course and program assessment activities in ECE, collects and evaluates assessment data, and prepares assessment reports and recommendations. Provides faculty members with assessment data and analysis for proposal preparation and develops/implements assessment programs for sponsored educational research projects. Initiates, develops, and evaluates (in collaboration with the associate chairs, outreach coordinator, and faculty members) undergraduate recruitment and retention programs, particularly for underrepresented student populations, including the Opportunity Research Scholars program.

**Leyla Conrad**, Senior Academic Professional/Outreach Coordinator

Kristen Anderson, Education Outreach Manager I

Coordinates all activities of the ECE Outreach Office, whose purpose is to increase the available pool of students entering the ECE program. The office is responsible for ECE outreach efforts aimed at pre-college students and teachers, promotes engineering education and career options to K-12 students, and provides opportunities for hands-on learning experiences for both K-12 students and teachers. Works with the Associate Chair for Undergraduate Affairs on ECE partnerships with local public school systems

and magnet programs, with the Georgia Tech Admissions Office and other entities at the Institute that have K-12 outreach missions, and with engineering and science professional societies to design, develop, and implement such activities. Works with the Associate Chair for Graduate Affairs to support recruitment of underrepresented students and coordinates graduate outreach initiatives, such as the Summer Undergraduate Research in Engineering/Science Program. Serves as Director of Education and Diversity of the NSF Materials Research Science and Engineering Center. In this role, the Director develops, leads, and manages the education, outreach, and diversity programs of the Center.

Interim Associate Chair for Undergraduate Affairs: **Jennifer Michaels**

Claudia Ford, Academic Advising Manager

Angela Elleby, Academic Advisor II

Barbara Howard, Academic Advisor I

Christina Bourgeois, Academic Professional

Tom Brewer, Laboratory Manager II

Tom Collins, Senior Research Engineer

W. Whitfield Smith, Senior Academic Professional

The Associate Chair for Undergraduate Affairs is responsible for the undergraduate academic program in the School of Electrical and Computer Engineering. Specific functions and responsibilities include:

- Undergraduate student admission guidelines, review of readmission applications, and transfer student policies
- Supervision and coordination of academic advisors in student advisement
- Establishment and promulgation of undergraduate academic policies, serving as ex-officio member of the ECE Undergraduate Committee
- Oversight of matters relating to the CmpE and EE programs' accreditation and assessment, including preparation of reports in support of EAC/ABET accreditation
- Representation of ECE academic programs on the School's Reappointment, Promotion, and Tenure Committee
- Representation of ECE to Institute International Plan and Research Option committees
- Representation of ECE undergraduate programs to external constituents, including prospective employers, parents, prospective students, and other units within the Institute

**Christina Bourgeois**, Academic Professional

Michael Laughter, Lecturer

Coordinates the Undergraduate Professional Communication Program (UPCP) and directs the Coleman Family Professional Communication Studio, which supports the communication component of the required undergraduate laboratories and major design courses. Participates in teaching these required courses. Assists faculty members with

the development of communication assignments and grading rubrics for other undergraduate courses. Refer to <http://upcp.ece.gatech.edu/> for more information.

**Thomas Brewer**, Laboratory Manager II  
Allen Robinson, Laboratory Manager I  
James Steinberg, Electronics Engineer  
Kevin Pham, Laboratory Coordinator

Responsible for instructional laboratory operation and maintenance and for coordination of laboratory teaching assistants.

Associate Chair for Graduate Affairs: **Bonnie Heck Ferri**  
Marilouise Mycko, Academic Advising Manager  
Tasha Torrence, Admissions Coordinator II  
Jacqueline Trappier, Admissions Coordinator III  
Christopher Malbrue, Academic Assistant I

The Associate Chair for Graduate Affairs is responsible for the management and administration of the ECE graduate program. Specific functions and responsibilities include:

- Graduate student recruitment and admissions, including evaluation and follow-up of applications, targeted student recruitment, visa applications, and final student admissions decisions. Serves as Chair of the Graduate Student Recruitment Committee.
- Award and administration of graduate student fellowships, teaching assistantships, scholarships, and tuition and fee waivers
- Coordination, establishment, and promulgation of academic policies, serving as ex-officio member of the ECE Graduate Committee and advising students regarding such matters as degree policies and M.S. and Ph.D. examinations
- Supervision of Graduate Affairs office staff in providing student advisement on such matters as coursework planning, fulfilling degree requirements, and submission of degree petitions
- Supervision of Graduate Affairs office staff in maintaining graduate student files and ECE's electronic graduate student database
- Graduate teaching assistant assignments, training, and evaluations

Associate Chair for Faculty Development: **Andrew Peterson**  
Sharon Pugh, Administrative Professional III

The Associate Chair for Faculty Development is responsible for all matters related to faculty development including promotion, tenure, reappointment, and periodic peer review. Additional responsibilities include faculty retention and development. Specific functions and responsibilities include the following:

- Coordination, in tandem with personnel in the School Chair's Office, of the annual reappointment, promotion, tenure, and periodic peer review processes for all ECE faculty
- Providing support to the Chair in faculty annual reviews
- Coordination of standing committee assignments
- Assuring recognition of outstanding faculty, staff, and students through annual ECE awards program and as ex-officio member of the Faculty Honors Committee
- Tracking of faculty diversity, proactively working to achieve established goals

Associate Chair for Research: **Paul Steffes**

Mark Richards, Principal Research Engineer

Sharon Pugh, Administrative Professional III

The Associate Chair for Research manages the School's large research enterprise. Responsibilities include ECE research contract development and timely submission of contract deliverables, intellectual property negotiations, conflict of interest resolution, research center administration, and export controls regulations. This office is also charged with raising awareness and integrating junior faculty members into ECE research activities and coordinating ECE response to and participation in College- and Institute-level research initiatives.

**Mark Richards**, Principal Research Engineer

Coordinates research and development activities. Informs faculty of research funding opportunities available through federal sponsors, the private sector, and foundations. Assists with matters attendant to proposal preparation and submission, including budget preparation, special negotiations with the Office of Sponsored Programs, legal issues, and deliverables tracking. Processes proposals and compiles research related statistical information. Also serves as Georgia Tech/DARPA coordinator, defining and initiating DARPA funding opportunities for Georgia Tech, particularly ECE. Provides similar coordination with other potential funding agencies and companies.

Director for Operations: **Harry Beck**

Fiscal and Personnel Affairs:

Linda Dillon, HR Manager

Siri Melkote, Assistant Director for Financial Operations

Daphne Bronner, Financial Manager I

Catherine Gholson, Financial Manager I

Traci Walden, Financial Manager II

Judith Lorier, Financial Administrator III

Doria Moore, Financial Administrator III

Mary Render, Financial Administrator III

Rochelle Williams, Financial Administrator III

Patricia Dixon, Financial Administrator III

Maria Hugee, Financial Administrator III  
Scott Sladek, Financial Administrator III

Shipping/Receiving and Assets Management:  
Marvin Tingler, Shipping and Receiving Supervisor  
Brian Bennett, Building Coordinator I

Mechanical, Technical, and Building Support:  
Robert R. House, Facilities Manager II

Overall management of the School's fiscal affairs, including accounting, preparation of monthly and annual budgets, payroll, sponsored contract administration, outside purchases, and travel requests and reimbursements. Oversight of the School's human resources functions, including faculty and staff recruitment, employee relations, annual staff appraisals, and establishment and promulgation of School personnel policies. Overall supervision of purchasing, shipping and receiving functions, and facilities operations. Planning, coordination, and assignment of the School buildings and facilities; representing the School to Institute Building Committees; and coordinating renovation efforts.

Manager-Communications: **Jackie Nemeth**  
Diana Fouts, Senior Graphic Designer

Coordinates the School's public relations and communications activities for both internal and external audiences. Responsible for preparation and oversight of all written communications, publications, web site content, official presentations, and publications such as the annual report, research activity summary, *ECE Connection* (alumni newsletter), *ECE Highlights* (online newsletter), student recruitment brochures, and other pieces as needed. Primary point of contact for official ECE social media activities and primary point of contact for communications/public relations coordination with the Georgia Tech Communications and Marketing Office, Georgia Tech Research News and Publications Office, Georgia Tech Alumni Publications Office, and *The Technique*. Provides graphic arts and photographic support to the School's faculty (including business cards, stationery, and School publications).

Director for Alumni Development: **Martina Emmerson Hubbarth**

Manages the School's development and fund raising strategy regarding alumni, corporations, and private foundations. Coordinates proposals for solicitations to alumni, corporations, and private foundations. Supports the ECE School Chair in conjunction with the School's advisory board activities. Collaborates with other unit- or college-level development offices at Georgia Tech and with the Institute's Central Development Office.

Director for Corporate Development: **Etta Pittman**

Manages ECE's Corporate Affiliates Program (CAP). Supports and coordinates all ECE consortia organized under the CAP umbrella. Serves as relationship manager for companies that provide philanthropic gifts in support of students, faculty, and research. Prepares proposals for corporate support of the School's activities and programs.

**Deborah Milliner**, Development Assistant

Coordinates campus visits for alumni and corporations. Serves as liaison to ECE student organizations and solicits gifts for student organizations. Provides administrative support for ECE seminar courses.

Senior Academic Professional and Assistant to the Chair for Computer Support: **David Webb**

Fanchette Danmola, IT Support Professional II

Peter Huynh, IT Support Professional II

Rachel Melton Ponder, Senior Web Developer

Christine Sun Wang, Senior Application Developer

Keith May, IT Support Professional II

Samuel Smith, Research Scientist I

Responsible for development, maintenance, and coordination of the School's computer resources.

## CAMPUSES

### **Georgia Tech-Lorraine**

ECE Contacts: Henry Owen, Professor

Bertrand Boussert, Adjunct Professor

Georgia Tech-Lorraine (GT-L)—the European campus of the Georgia Institute of Technology—is a non-profit corporation operating under French law. Located in the city of Metz in the Lorraine Region of France, GT-L offers Georgia Tech graduate degrees in ECE, computer science, and mechanical engineering. Double degree programs, leading to the master of science from Georgia Tech and a Master Professionale degree from one of seven French engineering institutions, are also available. Undergraduate educational options include the semester/year abroad program and international plan and an undergraduate summer program for students majoring in electrical engineering, computer engineering, mechanical engineering, computer science, industrial engineering, management, and international affairs.

Sponsored research programs are directed toward specific opportunities in Europe, including the GT-L-Centre National de la Recherche Scientifique International Research Center, a joint research laboratory focused on secure and high-speed telecommunications and innovative materials in electrical and mechanical engineering. The Georgia Tech Lorraine web site is <http://www.georgiatech-metz.fr/>.

### **Georgia Tech-Savannah**

ECE Contact: Joseph Hughes, Senior Associate Chair

Georgia Tech-Savannah (GT-S) was created to unite education, industry, and technology in southeast Georgia. Students may earn Georgia Tech undergraduate and graduate degrees in electrical engineering, computer engineering, civil engineering, environmental engineering, and mechanical engineering. Georgia Tech-Savannah's strategic location along the coast allows the campus to turn local assets into global solutions, developing the world's best and brightest engineers within a "living laboratory" that balances an active seaport, military bases, manufacturing plants, and technology test beds with art, culture, history, and areas of pristine natural beauty. The Georgia Tech-Savannah web site is <http://www.gtsav.gatech.edu/>.

In June 2011, it was announced that the mission of Georgia Tech-Savannah will be changing. The current degree programs will be phased out, and the emphasis will shift to co-curricular, executive, non-credit, and professional education, as well as regional applied research opportunities. Joseph Hughes will be coordinating ECE's plans for the phase-out of the current degree programs, and questions about this transition should be directed to him.

## **Georgia Tech-Shanghai**

ECE Contact: G. Tong Zhou, Director

The Georgia Tech-Shanghai initiative gives Georgia Tech undergraduates an exciting opportunity to live and study in China and provides Shanghai Jiao Tong University (SJTU) students a chance to pursue a top-notch graduate education.

Selected Georgia Tech graduate courses are taught at SJTU by Georgia Tech faculty during the summer and fall semesters of each year. Students of SJTU can pursue dual master's degrees from both institutions—a non-thesis master's degree from the School of ECE at Georgia Tech and a thesis master's degree from the School of Electronic, Information, and Electrical Engineering at SJTU.

The Georgia Tech-Shanghai Summer Program is a summer study abroad program for undergraduate students from all over the United States. Georgia Tech faculty members teach regular Georgia Tech courses in engineering, humanities (including Chinese language), and social sciences. Students also enroll in complimentary non-credit courses offered by SJTU in Chinese art, cooking, and culture. The Georgia Tech-Shanghai web site is <http://www.shanghai.gatech.edu/>.

## OPERATIONAL PROCEDURES: INSTRUCTION

The curricula of the School are the purview of the faculty, acting through the agencies of the Undergraduate and Graduate Committees. With a few exceptions, each course and laboratory in the undergraduate curriculum has an assigned “Technical Interest Group” responsible for the implementation and management of that course. Detailed outlines of the required courses and the responsible Technical Interest Groups (TIG) for all courses are listed on the ECE web site. The TIGs are required to ensure the following instructional functions:

- Course coverage consistent with the current approved outline.
- Implementation of quizzes and examinations consistent with currently accepted standards, and ensuring that students have access to old exams.
- Availability of appropriate laboratory equipment in working order, as well as copies of lab instruction sheets.
- Dissemination, at the beginning of every term, of all relevant handouts and informational materials to all faculty and/or graduate assistants assigned to teach the course(s) for which he or she is responsible.
- Coordination of changes in course content and/or textbook with the members of the appropriate ECE TIG.

Procedures for the implementation of course changes are defined in the Academic Courses section.

### ■ GUIDELINES

#### *Course Syllabus and Announcements*

A course syllabus must be distributed during the first week of each class. The syllabus is expected to include the following information:

- Instructor’s office hours, email address, and other contact information
- Course objective and expected outcomes (for undergraduate core courses)
- Text(s) and references
- Grading policy
- Attendance policy
- Name of grader (if one is used)
- Course ethics and enforcement of Student Honor Code
- Other specific requirements

#### *Class Management*

- Courses must be taught at the scheduled time and in the assigned classroom/laboratory. Recorded lectures or remote delivery of lectures should not regularly be used as a replacement for in-person lectures. All exceptions must be approved by the Senior Associate Chair.

- Strict adherence to published course outlines is expected. The assigned textbook is the one that must be used for the course.
- Any additional books used as class references should be placed on reserve at the Reserve Desk of the Library before they are needed by the students.
- Smoking, food, and drinks are prohibited in classrooms and laboratories.

### *Grading, Quizzes, and Final Exams*

The average grade (course GPA) for ECE courses is expected to fall within the following ranges, based on course type and level:

ECE 1xxx/2xxx	2.4 -- 2.8
ECE 3xxx	2.7 -- 3.1
Required labs	2.8 -- 3.2
ECE 4xxx	3.0 -- 3.4
ECE 6xxx/8xxx	3.2 -- 3.6
Service lecture courses	2.8 -- 3.2
Service lab courses	3.0 -- 3.4

These ranges have been established based on a review of historical grading practices within ECE and across the Institute. They reflect both the nature of our courses and the quality of our student body. Deviations from these ranges should be clearly supported by evidence of student performance, compared to established course objectives and outcomes, that is significantly above or below the expected or normal level of performance in these courses.

In all courses, students **must** receive some performance evaluation prior to “drop date,” which occurs after 50% of the term has been completed. For 1000- and 2000-level courses, “progress report” grades **must** be reported by the 40% point of the term, in accordance with instructions issued by the ECE Academic Office.

All faculty members and other instructors are expected to comply with Institute policies regarding Week Preceding Final Exams, as stated in section XII.C of Rules & Regulations in the Georgia Tech catalog. Questions regarding this policy should be directed to the Senior Associate Chair.

Each regularly scheduled lecture course of the Institute shall have a final examination which is to be administered at the time specified in the official final examination schedule as distributed by the Office of the Registrar. Conflicts and exceptions are defined by the Registrar and must be coordinated by the Senior Associate Chair.

### *Grade Submission*

Grades are reported via a secure web site, in accordance with instructions issued by the ECE Academic Office. Grades must be reported for all courses, including special problems and thesis sections. Instructors for all 1000- and 2000-level courses are required to submit progress report grades by the specified deadline. Instructors must personally enter grades for their courses;

administrative assistants, course teaching assistants, and the Academic Office personnel are not permitted to enter the grades for the instructor.

### *Instructor Absences*

If a planned absence will cause you to miss a scheduled class or laboratory, you are responsible for making arrangements to have the course taught during its normally scheduled times and for notifying Jennifer Michaels (undergraduate courses) or Bonnie Heck Ferri (graduate courses) of such arrangements. A person who is not on the ECE payroll should not be asked to serve as a substitute teacher without the prior approval of Jennifer Michaels or Bonnie Heck Ferri. Administrative assistants should not be asked to handle exams or other class work.

In case of an emergency that causes you to miss a scheduled class or laboratory, please notify Jennifer Michaels, Bonnie Heck Ferri, Joseph Hughes, or Douglas Williams. It is not sufficient to notify one of the administrative assistants, except as a final resort.

### *Student Evaluations and Course Assessments*

Every ECE course is to be evaluated each term. Please urge students to complete the end of term electronic, web-based evaluation of their courses at <http://www.coursesurvey.gatech.edu>. In some courses, additional assessment surveys may be provided by the School or Institute. Such forms should be distributed and/or completed per instructions.

If you wish to conduct additional assessment of any course that you are teaching, please contact Jill Auerbach for assistance. Depending upon the nature of the assessment and/or the intended use of the results, it may be necessary to obtain Institutional Review Board approval prior to conducting the assessment.

All GTAs are to be evaluated by their faculty supervisors each term.

## ■ MULTI-CAMPUS COURSES

Some ECE courses are taught using live video/audio links between multiple campuses. This occurs most commonly between GT-Savannah and its partner institutions and between Atlanta and GT-Savannah. The following additional policies apply to such situations.

- The expectation is that such courses will be taught from the instructor's primary campus; e.g., faculty hired at GT-Savannah will normally teach in-person at GT-Savannah.
- For classes with sections meeting at both GT-Savannah and partner institutions, instructors are encouraged to teach some lectures from the partner campus(es) to provide greater opportunities for direct student-faculty interaction.
- For Atlanta-based faculty teaching courses that include GT-Savannah sections, travel support may be available to allow one or two visits to Savannah to teach the course and interact with the non-Atlanta students. Travel requests should be submitted to the School chair.

- For Savannah-based faculty teaching courses that include Atlanta sections, travel support may be available for visits to Atlanta to teach the course and interact with the Atlanta students. Normally, a maximum of 5 lectures for a MWF class (3 lectures for a MW or TuTh class) may be taught from Atlanta during a semester, regardless of the source of travel funds.
- Requests for exceptions to these policies should be directed to the Senior Associate Chair and will be evaluated primarily on the basis of the expected benefit to the students taking the course, not other factors. For example, if a graduate course whose enrollment is primarily in Atlanta requires student presentations, then additional travel days to attend those presentations in person may be appropriate.

## ■ WORKLOAD ALLOCATION AND INSTRUCTIONAL ASSIGNMENTS

Additional information is available on the ECE Workload and Course Planning web site at <http://users.ece.gatech.edu/~hughes/planning/>.

### *Faculty Workload Model*

The faculty workload model, in conjunction with the course planning process, is intended to facilitate smooth operation and advance planning in the School's academic and financial operations. The model attempts to balance competing and conflicting objectives while satisfying a set of fiscal and operational constraints, often imposed from outside the School.

Among the objectives are the following:

- Relatively simple model for both planning and budgeting purposes
- Workload fairness among faculty members, while accommodating variation in level of faculty teaching, research, and other activities
- Summer program adequate to support co-op program and one-year M.S. program
- Offerings of sufficient number of courses to maintain viable undergraduate and graduate specialties in multiple areas
- Faculty teaching load competitive with peer institutions

Among the most significant constraints are the following:

- ECE budget allocation, including both total allocation and restrictions on certain funds
- Offer sufficient sections of undergraduate required and breadth courses to accommodate student population

Because operational parameters and budget allocations change from year to year, the workload and course planning models may be modified periodically. In most cases, changes will be incremental, retaining established basic principles. Nonetheless, faculty members should not assume that the current model will apply to future years.

The faculty workload and course planning processes vary for non-Atlanta ECE programs, given budgetary and programmatic constraints. Additionally, policies may differ for temporary and for

permanently assigned faculty at other campuses. Contact the Senior Associate Chair or the ECE coordinator at the specific program/campus for additional information.

### **Faculty Workload Model – Academic Year (Fall + Spring)**

- Academic year (fall and spring combined) = 9 months salary.
- The Base Teaching Requirement (number of courses) is determined by whether or not a faculty member is classified as “research active.” This base teaching requirement is adjusted to reflect start-up, matching, and administrative allocations and is pro-rated for faculty members employed less than full-time on the ECE budget during fall or spring.
- For 2011-12, the academic year base teaching requirement is 3 courses for research-active faculty members and 5 courses for non-research-active faculty members.
- The base teaching requirement may vary for non-Atlanta programs. Additionally, those programs may limit or have different policies on buying out of teaching. For example, visiting faculty at Georgia Tech-Lorraine (GT-L) normally teach two courses per term. Thus, a research-active Atlanta faculty member might spend fall at GT-L (2 courses) and spring in Atlanta (1 course). However, an Atlanta faculty member who teaches elsewhere for multiple terms may have a total teaching load that exceeds what would have been required had he/she stayed in Atlanta; in such cases, there is no “credit” toward the teaching requirement in future years.
- For most faculty members, the base teaching requirement may be reduced through buy-out on sponsored or Georgia Tech Foundation funds at the rate of 1.5 months salary per course.
- Remaining faculty time and salary, after teaching and sponsored commitments, is covered by a “State Research/Instruction” allocation for service, advising, non-sponsored research, and other professional activities. ***The School’s matching commitments for sponsored projects are covered by this standard allocation.*** Any teaching reduction or other implied matching commitment must be approved by the School Chair prior to submission of proposals.

### **Faculty Workload Model – Summer Term**

- Summer term = 3 months salary; instruction, sponsored, and/or Georgia Tech Foundation funds only (except for new faculty covered by start-up commitments).
- 1.5 months salary for teaching a standard course. Based on course availability, faculty members may be limited to teaching one standard course (or equivalent) during the summer term in Atlanta. Thus, the maximum State support on instruction during summer may be limited to 50% time (1.5 months salary).
- Study abroad programs and non-Atlanta ECE programs may have different policies on summer faculty workload.

## **Faculty Workload Model – General Information**

- Team-taught/cross-listed courses, recitation sections, seminars, lab sections, and lab lectures normally are counted as one-half (0.5) of a standard course. Certain courses may be counted as more than one standard course.
- Minimum annual teaching requirement (summer – fall – spring) is 2 courses for untenured faculty (after initial start-up commitments) and 1 course for tenured faculty.
- The normal base teaching requirement for new faculty is 1 course per term for the first two years. Full support normally is guaranteed for the first two summers, based on teaching one course each summer.
- Faculty on fiscal (12-month) contracts must charge a minimum of three months salary to sponsored or Georgia Tech Foundation funds during each fiscal year (July 1-June 30). If not, the faculty member will be switched to an academic (9-month) contract the following year.
- This workload allocation applies to full-time, non-administrative faculty with an appointment solely in the School of Electrical and Computer Engineering. Appropriate adjustments will be made in the allocations and teaching requirements for faculty in other situations.

## **“Research Active” Designation**

The earned e-funds calculation, and resulting variable teaching load, from earlier workload models has been replaced by a “research active” designation. The academic year base teaching load is determined by whether or not someone is classified as research active. Research-active faculty members with late deliverables exceeding 180 days on July 1 will not receive the lower base teaching load for the coming academic year, but will be assigned the same base teaching load as non-research-active faculty.

All untenured faculty members are classified as research active, and it is expected that almost all tenured faculty will be classified as research active. For such faculty members, research contributions and level of activity (including students supported and graduated, publications, and funding) will be considered as part of the annual performance/salary review and the Periodic Peer Review process (previously known as post-tenure review).

For faculty who are not classified as research active, the annual and PPR reviews normally will not include research activity and contributions. Individual faculty members may self-select as not-research-active, or may be assigned this classification by the School Chair based on past annual review and PPR documentation.

## *Professional Development Allocations*

The School has established a Professional Development Allocation (PDA) policy that provides a periodic respite from the normal teaching requirement to allow faculty to enhance productivity through the pursuit of individual research, education, and/or professional development interests. Participants will have no teaching or service obligations for one semester during the academic year. Specific guidelines and requirements are as follows:

- Eligibility is currently limited to Full Professors, once every seven years. Assuming no breaks in service, faculty members initially hired during academic year (Summer-Fall-Spring) 1977-78, 1984-85, 1991-92, 1998-99, or 2005-06 will be eligible to apply in early 2012 for a PDA term during either Fall 2012 or Spring 2013.
- Eligible faculty members may submit a PDA request along with their annual review. (A specific deadline in late January or early February will be announced.) This request must include a specific proposal for activities during the PDA term.
- Faculty members may specifically request either fall or spring as the PDA term; however, the School reserves the right to limit the number of allocations granted for each term. For the non-PDA term, the base teaching load will normally be two (2) courses for research-active faculty and three (3) courses for non-research-active faculty. This teaching load may be reduced through the normal course buyout process.
- A report on activities during the PDA term must be submitted to the School Chair no later than 30 days following the end of the term.
- During the PDA term, a faculty member is paid as a regular Georgia Tech employee and is subject to all standard policies and procedures, including travel authorizations, intellectual property, consulting, etc. In particular, faculty members may not be employed by or receive outside compensation from a company, another university, or other source beyond that normally allowed under the Institute's policy on consulting and outside activities.

### *Course and Workload Planning*

During January/February, each TIG is asked to plan its schedule of elective and graduate courses for the coming year (summer, fall, spring) and to update a projected schedule for the following year. This schedule covers elective and graduate courses offered in Atlanta and at GT-Savannah. The remaining schedule planning for non-Atlanta programs is coordinated separately by the individual program coordinators.

Each TIG is allocated a maximum number of undergraduate electives and graduate courses that it may offer during the year. This budget is based on student demand, overall enrollments, and the School's projected instructional budget for the coming year. Given these constraints, TIGs may need to prioritize course offerings and/or schedule some courses on an alternate-year basis. During February/March, each faculty member is asked to complete a workload planning form, including projected charges to sponsored projects and instructional requests.

### *Course Scheduling and Instructional Assignments*

Final course schedules and instructional assignments are determined by the Senior Associate Chair, based on the TIG course plans, faculty workload plans, projected enrollments, and School needs. Once TIG course plans have been submitted, all subsequent changes in teaching assignments and faculty workload must be coordinated by the Senior Associate Chair, not the TIGs.

Based on the Institute's early registration dates, initial course schedules and instructional assignments are normally determined by mid-March for summer and fall terms and by mid-October for spring term. Instructor assignments for many required (and some other) courses generally are not determined until approximately one month prior to the start of fall and spring terms. Prior to the finalization of fall and spring schedules, faculty members will have an opportunity to review and update their workload plans.

The class scheduling process is highly constrained, based on room availability, distance-delivery requirements, avoidance of course conflicts, etc. ECE must fully utilize the course periods between 9 am and 6 pm, given the total number of courses offered. Additionally, certain courses are scheduled only at specific times because of various constraints.

Efforts are made to accommodate individual faculty requests and preferences for course assignments, class meeting times, and room locations. **However, satisfaction of such requests or preferences is not guaranteed.** In particular, the number of faculty requesting certain courses and popular time slots generally exceeds the number that can be accommodated.

## OPERATIONAL PROCEDURES: RESEARCH

Writing research proposals and conducting research are the responsibility of individual faculty members and faculty groups. Administrative oversight is minimal and pertains to procedures.

### ■ GRANTS AND CONTRACTS

Research projects having specific deliverable items (including reports) must be proposed and conducted under contract or grant through the Office of Sponsored Programs (OSP), and are typically subject to charges for Indirect Costs (overhead). General research can be proposed and supported through grants to the Georgia Tech Foundation. Improper use of Foundation grants to avoid overhead charges is not allowed.

### ■ PROPOSALS

#### *Signature Approval Requirements*

Faculty principal investigator(s)  
School Chair  
College of Engineering Dean  
Executive Vice President for Research (for approval of special considerations)  
Office of Sponsored Programs for final signature and transmittal

Proposal routing forms may be downloaded at <http://www.osp.gatech.edu/forms/routing.pdf>.

#### *Budgets*

Assistance in specific budget preparation is available from the assigned faculty administrative assistant and the ECE Accounting Office. General guidelines are:

#### *Direct Costs*

Direct costs are those that can be specifically identified with a single sponsored project. These costs usually include salaries/wages, fringe benefits, contracted services, supplies, equipment, travel, communication, tuition remission, and participant support costs. In most instances, the direct costs should be reflected by major budget categories with an attached narrative detailing how the costs were calculated. The budget narrative should contain enough detail for the sponsor to verify the appropriateness of the costs.

#### *Facilities & Administrative Costs (also known as Indirect Costs or Overhead)*

Facilities & Administrative Costs (F&A) are calculated according to the guidelines in OMB Circular A-21 and are approved by way of the F&A Cost Rate Agreement for Georgia Tech Research Corporation negotiated with our cognizant federal agency, the Office of Naval Research. The appropriate F&A cost rate or Indirect cost rate is based on Modified Total Direct Costs (MTDC), which is the total direct cost less equipment over \$5,000, patient care costs,

participant support costs, alterations/renovations, rental of off-campus space and subcontract expenses in excess of \$25,000, and student tuition remission.

More information about overhead and other budget issues may be found at <http://www.osp.gatech.edu/rates/> and at <http://budgetwiz.osp.gatech.edu/>.

### *Matching/Cost-Sharing*

Cost-sharing commitments on proposals are frequently desirable and sometimes required. Matching will be provided for those programs with explicit matching requirements. Otherwise, matching will be provided only in critical circumstances. Sources for matching funds are the School of ECE, the College of Engineering Dean's Office, and the Georgia Tech Research Corporation (GTRC). If matching is not required, but may be needed, the faculty member should first discuss the situation with the School Chair.

- a) School matching is available primarily for faculty personal services. For research-active faculty, approximately half of the academic year salary comes from a "State Research/Instruction" allocation defined previously. **The School's matching commitments are integral to, not in addition to, this allocation.** Implied matching commitments (e.g., reduced maximum teaching load or a commitment to develop/offer a specific course) ***must be identified and approved by the School Chair*** prior to proposal submission.
  - b) Dean's Office matching is available primarily for large proposals having College-wide impact.
  - c) GTRC matching is available primarily for equipment and is approved on a case-by-case basis. These matters need to be discussed with and approved by the School Chair; approvals from the Associate Dean for Finance and Administration and the Executive Vice President for Research are also required.
- ❖ The OSP cost-sharing form is available at <http://www.osp.gatech.edu/forms/costshareform.pdf>.

## ■ RCR COMPLIANCE

Georgia Tech has implemented a new policy requiring training in responsible conduct of research for all undergraduate research students, graduate students, and post-doctoral trainees. Those supported on projects funded by the National Science Foundation and trainees funded by National Institutes of Health training grants will have additional training available, so as to meet the National Science Foundation requirement that every institution funded by the agency have a plan to ensure that students supported on its grants receive such training. Georgia Tech's policy can be found at <http://www.compliance.gatech.edu/rcr-policy/>.

- ❖ Proposals to foreign entities with overhead rates lower than the published industry rate must be approved by College of Engineering and the Executive Vice President for Research. This could cause a delay in processing.

## ■ DELIVERABLES

Project reporting requirements are defined by proposals and contract negotiations. Care should be taken in proposals and at contract initiation to ensure a practical reporting schedule. After project initiation, reporting is the responsibility of project principal investigators. Since all deliverables are subject to Federal audit, OSP monitors report schedules and reports delinquencies. OSP must receive copies of all reports and other deliverables via the WebWise online system.

Deliverables overdue by more than 60 days may result in curtailment of project expenditures and encumbrances. **Please note that any faculty member serving as a PI for a project for which a deliverable is overdue by more than 180 days on July 1 will be reclassified as non-Research Active, and thus subject to those workload requirements as described in the Workload Allocation and Instructional Assignments section of this handbook.**

Principal Investigators have the option of sending deliverables to sponsors themselves, or to have the WebWise system send them. **In either case, it is still necessary to upload copies of all deliverables to WebWise.** It is very easy to upload deliverables, which you have already transmitted to sponsors, or to send new ones. This can be done using the WebWise system:

1. Point your browser to <https://webwise.gtri.gatech.edu/>. You will be asked to log in with your GT (Kerberos) ID and password. This is the same ID you use for Techworks or T-Square.
2. Next click on “OSP Contract System” in the left margin.
3. Now click on the “DELIVERABLES” tab and then select “VIEW/SUBMIT PROJECT DELIVERABLES TO OSP and SPONSOR.”
4. Next, enter the PeopleSoft (P/S) project number, such as 21066XX, and press the “P/S project number” button.

5. All of the deliverables for this project will now be displayed. If a date appears under the “date mailed” column, then the report is considered to be delivered. If there is no date, you should click on the deliverable, and you will be shown a page whereby you can upload the deliverable to OSP.

Please note that the WebWise system will only allow THE PI to initially log in, so as to change the status of a deliverable. (However, once you are logged into WebWise and select the “OSP Contract System,” you may grant access to other GT employees to submit any subsequent deliverables for you.)

If your sponsor will accept e-mail deliverables, the WebWise system will allow you to also send the deliverable to the sponsor as you upload it. You will receive a copy of the e-mail, which is transmitted to the sponsor containing the deliverable. If you want OSP to mail a paper copy to the sponsor, you may also select that option. You will receive a paper copy (via interdepartmental mail) of what gets mailed to the sponsor. In both cases, you will have a verification that the deliverable was sent to the sponsor.

If your sponsor employs an online system for submission of deliverables (such as FastLane), it is up to the PI (or PI’s assignee) to upload such deliverables to the sponsor’s systems AND to upload the deliverable to WebWise.

## ■ CONFLICTS OF INTEREST

While all academic and general faculty members are required to complete an Annual Conflict of Interest Disclosure by October 31 of each year (see page 32), Principal Investigators are obligated to ensure that any potential conflict of interest which might result from the success of a specific research proposal be specifically reported using the Institute’s Conflict of Interest System (see page 32). Plans for management of conflicts of interest which might result from research relationships with companies in which a Georgia Tech faculty member has a prior involvement as either a founder or as a consultant should be developed in consultation with the School’s Associate Chair for Research Paul Steffes and with the GTRC Director of Conflict of Interest Management Jeffrey Steltzer.

## ■ FACULTY APPOINTMENTS

### *Adjunct Faculty Appointments*

Adjunct or courtesy appointments may be established for purposes of special teaching assignments, research and publication collaboration, and student advisement including participation on Ph.D. committees. The TIG must review the credentials and approve the candidate to be considered for adjunct status. The TIG chair will recommend the candidate to the Graduate Committee for final approval. Adjunct appointments are reviewed periodically to ensure continued viability. Depending upon the purpose for the adjunct status, the individual may obtain a guest GTID number for access to campus facilities.

### *Joint Faculty Appointments*

Joint appointments between ECE and other units on campus must be approved by both affected units and the Office of the Provost/Executive Vice President for Academic Affairs. Individuals holding joint faculty status are considered faculty members of both units, although the primary unit will be responsible for all employment actions.

### *Visiting Faculty/Scholars*

The School has a number of Visiting Faculty/Research Scholars that work with host ECE faculty for periods of time from one month to several years. Typically, these individuals have outside financial support for their visits to Georgia Tech and a prescribed set of activities that they wish to accomplish. The host faculty member is responsible for the necessary equipment, office, and laboratory space. Special requests for office space should be directed to Harry Beck, who is responsible for space assignments. International visitors generally require the J1 visa in order to enter and work in the U.S. Linda Dillon can assist with obtaining the documents that the individual will require to request the visa. Once the visitor arrives, he/she will be required to complete a personal data form and security questionnaire, so that unpaid “affiliate” status can be established for computer accounts and Buzz Card usage.

If the host faculty member has funds available to provide compensation for their visitor, a hiring package will need to be prepared which includes a CV, three reference letters, and verification of highest degree earned. Plans should be made prior to the visitor’s arrival in the U.S. to ensure that the correct visa type is obtained. Limited short-term housing is available on campus in the 10<sup>th</sup> and Home complex. Availability depends upon demand, so reservations should be made as far in advance as possible. Linda Dillon can assist with hiring packages and housing arrangements.

### *Instructional Appointments*

A limited number of ECE courses are taught by instructors who are not tenured or tenure-track faculty members or GTAs. This pool of instructors includes adjunct faculty, postdoctoral fellows, research faculty, and retired academic faculty. The availability of such appointments is

limited and subject to both budgetary constraints and course needs. Most such teaching opportunities are in required undergraduate courses.

All such instructors must have their credentials verified by the Senior Associate Chair to ensure compliance with Institute, Board of Regents, and SACS requirements. The ECE Graduate Affairs Office handles this verification for potential GTAs. If an instructional component is desired as part of an adjunct, post-doc, or visiting appointment, then academic credentials, course availability, and funding availability should be confirmed prior to extending an offer.

For the past several years, ECE has been an active participant in the Research Faculty Teaching Fellowship program, sponsored by the Office of the Executive Vice President for Research. GTRI faculty who are interested in participating in senior design should contact the Senior Associate Chair directly; those interested in electives or graduate courses should participate in the appropriate Technical Interest Group's planning process (see page 19). Once the courses have been identified and approved, GTRI faculty members must apply to the program; the Senior Associate Chair will sign the applications for ECE. The School does not expect to have other funding available to cover the salaries of GTRI faculty whose proposals are not funded by the program.

## ■ TECHNOLOGY TRANSFER

Georgia Tech and the School of ECE are both dedicated to teaching, research, and the extension of knowledge to the public. Personnel recognize as two of their major objectives, the production of new knowledge and the dissemination of both old and new knowledge. Inherent in these objectives is the need to encourage the development of new and useful devices and processes, the publication of scholarly works and educational materials, the development of computer software, and other forms of intellectual property. Such activities (1) contribute to the professional development of the faculty, staff, or students involved; (2) enhance the reputation of ECE and the Institute; (3) provide additional educational opportunities for participating students; and (4) promote the general welfare of the public at large. For specific information on patents and records of invention, visit the Office of Technology Licensing web site at <http://otl.gtrc.gatech.edu>. Information about creating start-up businesses and commercializing technologies may be found at the Advanced Technology Development Center web site at <http://atdc.org/>.

## OPERATIONAL PROCEDURES: FACULTY DOCUMENTATION

- Annual report data are collected each year prior to budget and raise allocations. Faculty publications, committee work, and other activities may be reported using the ECE Oracle database interface at [https://secure2.ece.gatech.edu/PHP/fac\\_review/login.php](https://secure2.ece.gatech.edu/PHP/fac_review/login.php). **Faculty and their administrative assistants may upload data at any time throughout the year.**
- Untenured faculty members are required to submit biographical data in a specified format for purposes of reappointment. Andrew Peterson will supply schedules and assistance in data preparation. For more information, see Section 19.2 Reappointments in the *Georgia Tech Faculty Handbook*, available at <http://www.academic.gatech.edu/handbook/>.
- As per Institute guidelines, all tenured faculty members are to be reviewed every five years. By a vote of the ECE faculty, the Reappointment, Promotion, and Tenure (RPT) Committee is charged with conducting the reviews in conjunction with the School Chair. Each tenured faculty member has been notified of his/her review year. Consult Andrew Peterson for specific information and scheduling or refer to Section 23 Periodic Peer Review in the *Georgia Tech Faculty Handbook*.
- Ongoing activities (publications, patents, new contracts, special awards and appointments, etc.) should be reported to Jackie Nemeth for incorporation into various publicity vehicles.
- All faculty members are required to maintain a current, professional résumé.
- All faculty members engaged in external consulting are required to have a current consulting agreement on file in the School Chair's Office. Continuations must be updated annually, effective July 1. To quote from section 38.5.3 of the *Georgia Tech Faculty Handbook*:

*“Georgia Tech encourages and assists faculty members in the practice of their profession. The Institution particularly encourages faculty to consult, providing guidelines for this type of activity. It must be recognized, however, that professional consulting activities and involvement in business ventures can result in an apparent or actual Conflict of Interest. This policy provides several principles which should be followed to avoid conflicts.*

*“It is not possible to anticipate all types of potential outside involvements. It is, therefore, always a faculty member's obligation to obtain prior written consent from his or her School Chair or Laboratory Director, Dean, or Director of GTRI, and the appropriate Institute officer before undertaking any activities. Written consent must be obtained by completing and obtaining authorization on a “Georgia Institute of Technology Report on Outside Professional Activity and Potential Conflict of Interest” form.”*

All faculty conducting courses outside of the Georgia Tech Professional Education Office must first obtain the approvals of the School Chair and the College of Engineering Dean's Office. Continuations must be updated annually, effective July 1. To quote from section 38.5.4 of the *Georgia Tech Faculty Handbook*:

*“In the case of a faculty member organizing or generating any continuing educational program not affiliated, sponsored, or endorsed in any way by the Institute, the faculty member must obtain permission from the Vice Provost of Distance Learning and Professional Education as indicated on the Request Form.”*

The required forms for each of these activities are available in the Chair’s Office.

## **OPERATIONAL PROCEDURES: ECE EMPLOYEE ORIENTATION CHECKLIST**

In order to orient employees to ECE operations, the following checklist of important topics has been developed. Supervisors should review these items with staff members at the time of employment and periodically thereafter. Discussion of these items is intended to supplement and expand information at the Institute level.

### **ECE MISSION**

All positions should be viewed within the context of the ECE mission, which is to provide quality education, research, and service to our constituents. While faculty members have the primary responsibility of achieving the mission, the work that each staff member does is important in supporting these objectives.

### **ECE BUDGET**

More than half of the ECE budget comes from outside sponsors (government, private industry, donations, etc.). These sponsors are critical to the ongoing support of the activities in the School, and everyone is responsible for accommodating their requirements. Likewise, a large portion of the budget comes from undergraduate and graduate student fees.

### **EXPECTATIONS**

An employee's total compensation includes both salary and a benefits package. The total state salary and benefits package is established to be competitive with corresponding positions within the southeastern U.S./Atlanta job market; therefore, skills and performance are evaluated by the same standard. All positions at Georgia Tech are assigned a pay range that reflects the skills, responsibilities, and activities required by the job. Similar positions with these factors are assigned the same pay range.

### **JOB DESCRIPTION**

A job description is available for each staff position. Job descriptions help employees and supervisors communicate and understand general job responsibilities. These descriptions are not fixed; they are guidelines that can normally be expected to change over time. Specific job descriptions may be supplemented and adjusted by the supervisor to accommodate specific ECE requirements.

### **JOB EVOLUTION**

As ECE's needs change, and as technology changes, the responsibility of each staff position can also be expected to change accordingly.

## **TRAINING OPPORTUNITIES**

Opportunities for improving existing skills and developing new skills are available through several organizations on campus. Examples of such organizations include the Georgia Tech Office for Organizational Development—<http://www.orgdev.gatech.edu/> and the Georgia Tech Office of Sponsored Programs—<http://www.osp.gatech.edu/training-osp/>. In certain circumstances, off-campus training may be necessary and helpful. Approval for all training classes and any associated fees must be authorized by the supervisor. If fees are to be charged to State funds, the employee is responsible for obtaining approval from Harry Beck in writing. Feedback from the employee on the quality/appropriateness of training for other staff should be given. Staff members are encouraged to participate in training activities as appropriate for their position.

## **TIMEKEEPING**

All non-exempt employees are expected to report productive and non-productive hours (vacation, sick, holiday pay) on the bi-weekly timesheet. This timesheet should be submitted to the Accounting Office in Van Leer, Room W236. Exempt employees should report any non-productive hours on the monthly *Compensated Absence Report* form, which will be placed in your mailbox by the first of each month. This form should be returned to Linda Dillon's mailbox.

## **WORK HOURS**

Regular work hours are expected of each staff employee. Specific work hours are determined between the supervisor and employee; however, all schedules must fit within Institute guidelines. Work hours should be posted on the office door. Punctuality is expected, and all employees should be at their assigned workstation, ready to work, at the beginning of their shift. Any changes to work schedules must be approved by the supervisor.

During periods of heavy work load (such as at the end of the term), the employee may be requested to work extra hours as needed. Any non-exempt staff employee required to work in excess of the normal workweek may receive compensatory time off at the discretion of the immediate supervisor. Compensatory time must be taken within the next calendar month and will not be paid at separation.

## **TIME AWAY FROM WORK**

Vacation time and/or doctors appointments should be scheduled as far in advance as possible. The immediate supervisor must approve vacation. If an employee is unable to report to work for any reason, he/she must notify the supervisor as far in advance as possible. It is not sufficient to leave a message with a co-worker, nor should a friend or family member (except under emergency conditions) make the notification. If sick leave is claimed for a continuous period in excess of five work days, a physician's statement is required to permit further leave with pay.

## **OUTSIDE WORK**

Any non-Georgia Tech work for individuals or outside employers should be approved by the supervisor and should be done outside of regular work hours. Any outside activities should not interfere with normal work responsibilities.

## **DOCUMENTATION OF WORK**

Staff employees are expected to track work assignments and to be able to account for the time spent completing assigned tasks.

## **SAFETY AND INJURY**

Staff employees are expected to perform duties in a way that is safe for them and others. Any work-related injuries should be reported immediately to the supervisor.

## **PERFORMANCE EVALUATION**

Each employee will receive an annual performance evaluation conducted by the supervisor, according to Institute procedures. This annual review is conducted during the spring term. During the year, the supervisor may elect to conduct an interim performance review(s).

## **ECE ACCOUNTING**

Employees should develop an understanding of the ECE accounting system and associated procedures.

## **TELECOMMUTING**

The Institute has established a telecommuting policy for employees who fill job classifications/positions that have been designated as eligible for telecommuting. The policy is intended to be a framework where issues such as approval, duties, work hours, equipment usage, and expectations are clearly defined. Guidelines are available in the Human Resources Policy and Procedure Manual section 8.62. Employees that participate in the program are required to complete the Telecommuting Agreement and Equipment Loan Agreement form. Linda Dillon must review and approve any requests for telecommuting by an employee or supervisor.

## **ANNUAL CONFLICT OF INTEREST DISCLOSURE**

Each Georgia Tech employee is required to submit an Annual Conflict of Interest (COI) Disclosure. The School of ECE requires that all academic and general faculty members complete this annual disclosure by October 31, 2011.

To complete your ANNUAL Disclosure:

1. Access the Conflict of Interest system at the following URL:  
<https://my.research.gatech.edu/coi/>
2. Click on Start/Manage Disclosures
3. Enter your GT login information (your username is either your initials and a number, e.g., js123, or first initial, last name, followed by a number, e.g., jsmith1)
4. Once logged in, click on Start New Annual Disclosure

The system will pre-populate your contact information and then ask a series of questions. Should additional information be required, you will be prompted to provide more details.

Detailed information and policy resources about conflict of interest are available at:

<http://www.compliance.gatech.edu/conflicts-of-interest-gt/>

## **OUTSIDE PROFESSIONAL ACTIVITIES (CONSULTING)**

The Institute recognizes that consulting is a benefit to the institution and the General Faculty. By gaining experience working closely with companies, faculty members are aware of new technical directions and innovations; therefore, the Institute encourages and permits its faculty to consult. The practice of consulting calls for the faculty to enter the non-academic world as a professional, usually as a teaching professional, with special disciplinary talents and knowledge. The Institute approves of such practices and set forth below are the principles and general standards for such practices.

Consulting can provide an important means of continuing education of the faculty and can provide them with a currency and experience in aspects of their professional field outside the context of the Institute itself. Though such attributes of consulting may make faculty better scholars and teachers, the employer-employee nature of the consulting process has in it the potential for diversion of faculty, staff, and student employees from their primary activities and responsibilities. Consulting is covered by the policies found in the Institute's Employee Handbook.

Consulting is encouraged, provided the faculty member's primary obligation to the Institute is met. The responsibility for adhering to the limit on consulting days, and other aspects of the Institute's consulting policy, lies first with the individual faculty member. Faculty members have an obligation to report, fully and currently, the level of their consulting activities. Faculty members should resolve any questions or ambiguities with the appropriate Institute official before the fact, so that the Institute community is not injured by their actions. The Institute has the right, and indeed, the obligation, to protect itself from losses due to excess consulting.

[http://www.compliance.gatech.edu/forms/COI/Consulting\\_Form.pdf](http://www.compliance.gatech.edu/forms/COI/Consulting_Form.pdf)

## **ANTI-HARASSMENT**

Discriminatory harassment of any person or group of persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status is prohibited. Any employee, student, student organization, or person privileged to work or to study at the Georgia Institute of Technology who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the Institute.

Every member of the Institute community is expected to uphold this policy. Faculty, students, and staff at all levels are responsible for maintaining an appropriate environment for study and work. This includes conducting themselves in a professional manner. Toward this end, the Georgia Institute of Technology supports the principle that harassment represents a failure in professional and ethical behavior that will not be condoned.

This policy and procedure is intended to facilitate an atmosphere in which faculty, staff, and students have the right to raise the issue of discriminatory harassment without fear of retaliation and to ensure that violations are fully remedied. No member of the Georgia Tech community will be retaliated against for making a good faith report of alleged harassment or for participating in an investigation, proceeding, or hearing.

<http://www.admin-fin.gatech.edu/human/action/010700.html>

<http://www.academic.gatech.edu/handbook/>

Section 37.5 (Procedures for Handling Potential Conflict Situations) and 37.6 (Anti-Harassment Policy).

## **FOOD POLICY**

Institutional funds include all funds to which the Institute holds title, such as student fees, auxiliary revenues, state appropriated funds, departmental sales/service, etc. The funding source should match the supported program and participants. For example, student activity funds might be used to purchase water for a volunteer event sponsored by a student group. Sponsored funds may be used where specifically permitted in the sponsored agreement. Institutional funds cannot be used to purchase alcohol.

Funds collected by the sponsoring institution for intra-institutional events are normally collected in and expended from an agency account created for that purpose.

Employees with responsibility for administering institutional funds and employees requesting reimbursement from institutional funds should ensure that funds are spent only for legitimate business purposes and not for the personal benefit of the employee or other individuals. The misuse of institutional funds may result in both employment termination and various civil and criminal penalties.

<http://procurement.gatech.edu/foodpolicy.php>

## GEORGIA OPEN RECORDS ACT

As a state university, Georgia Tech is subject to the provisions of the [Georgia Open Records Act](#) (ORA). The ORA provides that all citizens are entitled to view the records of state agencies on request and to make copies for a fee. The ORA requires that Georgia Tech produce public documents within three business days. If you receive a request for records under the Act, please call our office immediately; if the request is in writing, fax the request to our office. *There is no legal requirement that ORA requests be made in writing.*

All documents prepared or maintained by Georgia Tech, as well as documents prepared or maintained by its employees as part of their job responsibilities, are subject to the ORA. For example, employee notes of official University business (e.g., notes of meetings) are public, not personal, documents. The ORA includes “computer based or generated information” within the definition of a “public record.” This includes, for example, logs kept on the server. There are certain exemptions under the law for personal or confidential information, such as Social Security numbers and proprietary information.

Georgia Tech is not required to prepare reports, summaries, or compilations not in existence at the time of the request. However, Georgia Tech keeps enormous amounts of information in electronic databases; where the information is available in electronic form, Georgia Tech must produce the information. Sometimes the easiest way to do this is to run a query and retrieve only the information requested. Documents maintained electronically must be made available by electronic means upon request where the transmission can be made reasonably secure.

The Office of Legal Affairs (OLA) has been designated by the President of the Institute as the office to respond to ORA requests. However, because OLA is not the custodian of records for the Institute, departments and schools must work in cooperation with OLA to ensure the Institute’s compliance with the ORA. The custodian of the records remains responsible for compliance with the ORA.

[http://sos.georgia.gov/archives/who\\_are\\_we/rims/best\\_practices\\_resources/open\\_records\\_act.htm](http://sos.georgia.gov/archives/who_are_we/rims/best_practices_resources/open_records_act.htm)

## **OPERATIONAL PROCEDURES: ADMINISTRATION**

### **OFFICE SUPPLIES**

Office supplies for teaching and general office use are purchased and stocked by the Administrative Office. These supplies are accessible during the office hours of 7:30 am-4:30 pm, Monday-Friday. Non-stocked office supplies may be purchased using the P-card.

### **TELEPHONES**

Telephone costs come out of the School's Operating Supplies and Expenses (OS&E) budget. Harry Beck's office (the Director of Operations Office) receives a monthly list of long-distance charges by number.

### **COPYING**

The central copying machines are a large element of the School's OS&E budget. Efficient use of these machines is essential. Access to the copier machines is controlled via the Buzz Card system. Faculty, staff, and GTAs are provided copier access. Graduate students making unauthorized use of the copying facilities will first be warned. Unauthorized use after the warning will result in the deletion of the Buzz Card from the copier.

### **PURCHASING**

This service is provided electronically; administrative assistants are familiar with regulations and procedures. Further details and assistance are available from administrative assistants or the Accounting Office (Van Leer, Room W236). A purchase order consisting of \$4,999 or less may be placed using a regular purchase order generated by Buzzmart or P-card. For general information about purchasing at Georgia Tech, go to the Purchasing Office Web site at <http://www.procurement.gatech.edu>. The ECE P-Card Usage Policy is provided below in its entirety.

#### *ECE P-Card Usage Policy*

#### Purchases with the P-Card are limited as follows:

- No employee travel or entertainment.
- No cash advances or gift cards.
- No motor vehicle fuel.
- No personal purchases.
- No split orders to circumvent the state's no-bid limit (\$5,000).

- No equipment purchases of \$3,000 or more.
- No food purchases unless the card defaults directly to a Foundation or sponsored account that allows food purchases. Charging food to the ECE State redistribution account (2101127) is not allowed.
- No Georgia sales tax shall be paid on any purchase; if tax is erroneously paid, it is the cardholder's responsibility to obtain a credit from the vendor.
- No purchases shall be made without obtaining a receipt. If there are receipts missing when the monthly statement is received, EVERY EFFORT shall be made (by the cardholder) to obtain a replacement receipt from the vendor.
- No sharing or lending your p-card to others. All purchases must be made by the cardholder.

The following roles and responsibilities are set forth as a part of the procedure to be followed each month for processing P-Card statements in ECE:

#### CARDHOLDER

It is the responsibility of the cardholder to follow the purchasing rules set forth above, obtain receipts for every purchase, and sign and provide the monthly P-Card statement and receipts to their accountant each month (cards defaulting to Foundation and sponsored accounts should go to the cardholder's assigned accountant while cards defaulting to a State account should go to the ECE central accounting office). This submittal should be completed within 30 days of the statement date.

Faculty cardholders have the option to delegate this process to their administrative assistant, but are still ultimately responsible for the timely reporting of their P-Card activity.

#### ADMINISTRATIVE PERSONNEL

It is the responsibility of administrative support personnel to maintain accurate files and records for P-Cards assigned to them as cardholders as well as for cards assigned to the faculty that they support (if the faculty choose to delegate this function to them). Submittal of signed monthly statements and receipts for all P-Cards should be made to the appropriate accountant within 30 days of the statement date.

#### ACCOUNTANTS

It is the responsibility of the accountant to review the monthly P-Card statements and receipts for all cardholder accounts assigned to them. Charges shall be reviewed for adherence to Institute P-Card purchasing rules, allowability to sponsored contracts, and overall appropriateness. Once the accountant has completed this review and is satisfied

with the accuracy and completeness of the package, they shall sign the monthly statement as the approver. Accountants shall complete the online P-card activity/compliance report.

Failure to adhere to this policy in ECE shall have the following consequences:

Faculty cardholders that fail to provide statements and receipts to their accountant or administrative assistant within 30 days of the statement date shall be subject to card cancellation.

Administrative support personnel and accountants that do not carry out their monthly responsibilities as outlined above shall be subject to disciplinary procedures in accordance with Georgia Tech Human Resources policy. Repeated failure to meet financial obligations is considered a major rule violation and will result in progressive disciplinary action, up to and including termination.

This policy is intended to serve the School of ECE only. It is not intended to supersede any portion of the Institute policy on P-Card usage. It is instead intended to outline a procedure by which ECE P-Card practices can be held in compliance with the Institute policy.

## **TRAVEL AND TRAVEL REIMBURSEMENT**

Travel Authorization Request (TAR): Each employee required to travel in the performance of official duties and entitled to reimbursement for expenses incurred must have prior authorization from the department head (or their designated official) for the performance of travel. In instances where completion of the TAR form prior to the travel is impractical or even impossible, email communications, notes of phone conversations, etc., between the traveler and the individual authorizing the travel, may be printed and attached to the TAR as evidence of prior authorization to travel. In situations where no charges to the Institute are involved, but the purpose of the trip is official business or Institute-related, a Travel Authority Request form must be approved and retained in the traveler's department.

International Travel: Compliance with federal laws related to export controls and embargoes require that all faculty and staff planning international travel and international collaborations need to be aware of these regulations. Travelers must ensure that any information that will be discussed or any items that accompany the traveler are either not controlled, or if controlled, proper licenses are in place. More information regarding export controls and how they relate to employee travel can be found at: <http://www.export.gatech.edu/index.php?section=travel>. **The Travel Authorization Request Form (TAR) for international travel includes a second page that must be completed.** If all answers are “no,” both pages of the Travel Authorization Form will remain on file in the department. **If any answers are “yes,” the Office of Legal Affairs will review the form and collect additional information from the traveler. The Office of Legal Affairs must receive the TAR at least 30 days prior to the first day of travel to ensure adequate time to audit the traveler’s questionnaire and acquire any necessary licenses.** In all cases, both pages of the TAR must be submitted for all international travel.

Travel Reimbursement: This service is provided electronically. All Travel Expense Statements (TES) should include original Receipts Required (except meals). Traveler must sign the completed TES; the approver cannot be a subordinate of the traveler. The approver's title and printed name must be provided. Administrative assistants are familiar with regulations and procedures. Further details and assistance are available from administrative assistants, the ECE Accounting Services Office, and <http://procurement.gatech.edu/travel.php>.

Timely Submission of Travel Expense Statements: Reimbursement requests are to be submitted to the ECE Accounting Office within 30 calendar days of the last day of travel. TES forms submitted more than 60 calendar days after the last day of travel will require additional documentation. A separate memo is to be completed and signed by the traveler and the school/department head explaining the delay in submission and/or processing and be submitted to Accounts Payable for review. The signature of the school/department head may not be delegated in this case. For the purpose of calculation of late submission by more than 60 days, periods that include official Institute holidays will exclude those days.

## **PAYROLL CHECKS**

Georgia Tech requires direct deposit of all employee paychecks, including faculty, staff, temporary employees, and students. Employees may view their HR data online using Employee Self Service via the Internet at <http://www.techworks.gatech.edu>. Employee Self Service allows individuals access to their OHR data, including current and past payroll, benefits, and personal information. Address and contact information may be updated directly on line using Techworks.

## HELP LINES/EMAIL LISTS

As a response to recommendations, the following help lines have been established that will make communicating problems or requests easier. It is the desire to have same day response from any of the following help lines (24 hours).

[Buildinghelp@ece.gatech.edu](mailto:Buildinghelp@ece.gatech.edu) – You may use this email address to request help with facilities functions regarding building maintenance, custodial service, telephone service, HVAC service, water and electrical problems, key requests, inventory, and space utilization.

[Shipping@ece.gatech.edu](mailto:Shipping@ece.gatech.edu) – You may use this email address to communicate problems or requests for equipment and supplies being received or shipped. This address will also respond to requests for furniture disposal or storage and inventory questions.

[Help@ece.gatech.edu](mailto:Help@ece.gatech.edu) – You may use this email address to request help with computer and networking support problems.

[Buzzcard@ece.gatech.edu](mailto:Buzzcard@ece.gatech.edu) – You may use this email address to communicate any issues regarding Buzzcard use.

The following email lists are used to communicate with faculty, staff, students, and technical interest groups. A moderator from the ECE Computer Support Group oversees email messages sent to these addresses.

[ece\\_personnel@ece.gatech.edu](mailto:ece_personnel@ece.gatech.edu) – Moderated list that includes ece\_faculty, ece\_research, and ece\_staff.

[ece\\_faculty@ece.gatech.edu](mailto:ece_faculty@ece.gatech.edu) – Moderated list of all ECE faculty.

[ece\\_research@ece.gatech.edu](mailto:ece_research@ece.gatech.edu) – Moderated list of all ECE research personnel.

[ece\\_staff@ece.gatech.edu](mailto:ece_staff@ece.gatech.edu) – Moderated list of all ECE staff personnel.

[grads@ece.gatech.edu](mailto:grads@ece.gatech.edu) – Moderated list of all ECE graduate students (to be used by ECE Academic Office only).

[ugrads@ece.gatech.edu](mailto:ugrads@ece.gatech.edu) – Moderated list of all ECE undergraduate students (to be used by ECE Academic Office only).

[allstudents@ece.gatech.edu](mailto:allstudents@ece.gatech.edu) – Moderated list of all ECE students.

[news\\_ugrads@ece.gatech.edu](mailto:news_ugrads@ece.gatech.edu) – Moderated list of all undergraduate students wishing to receive news, job opportunities, and announcements.

[news\\_grads@ece.gatech.edu](mailto:news_grads@ece.gatech.edu) - Moderated list of all graduate students wishing to receive news, job opportunities, and announcements.

[tig-bioeng@ece.gatech.edu](mailto:tig-bioeng@ece.gatech.edu) – Moderated list of TIG Bioengineering ECE faculty.

[tig-css@ece.gatech.edu](mailto:tig-css@ece.gatech.edu) – Moderated list of TIG Computer Systems and Software ECE faculty.

[tig-dsp@ece.gatech.edu](mailto:tig-dsp@ece.gatech.edu) – Moderated list of TIG Digital Signal Processing ECE faculty.

[tig-power@ece.gatech.edu](mailto:tig-power@ece.gatech.edu) – Moderated list of TIG Electrical Energy (previously known as Electric Power) ECE faculty.

[tig-emag@ece.gatech.edu](mailto:tig-emag@ece.gatech.edu) – Moderated list of TIG Electromagnetics ECE faculty.

[tig-eda@ece.gatech.edu](mailto:tig-eda@ece.gatech.edu) – Moderated list of TIG Electronic Design and Applications ECE faculty.

[tig-micro@ece.gatech.edu](mailto:tig-micro@ece.gatech.edu) – Moderated list of TIG Microelectronics/Microsystems ECE faculty.

[tig-optics@ece.gatech.edu](mailto:tig-optics@ece.gatech.edu) – Moderated list of TIG Optics and Photonics ECE faculty.

[tig-controls@ece.gatech.edu](mailto:tig-controls@ece.gatech.edu) – Moderated list of TIG Systems and Controls ECE faculty.

[tig-telecom@ece.gatech.edu](mailto:tig-telecom@ece.gatech.edu) – Moderated list of TIG Telecommunications ECE faculty.

[tig-vlsi@ece.gatech.edu](mailto:tig-vlsi@ece.gatech.edu) – Moderated list of TIG VLSI Systems and Digital Design ECE faculty.

# SCHOOL COMMITTEES

## STANDING COMMITTEES

A brief description of each standing committee and its functions follows. A list of committee members can be found at <https://secure2.ece.gatech.edu/PHP/pli/pli.php>.

**Faculty Honors** - Plans and implements such functions, as appropriate, to recognize ECE faculty achievements; recommends policies and procedures relative to faculty development.

**Faculty Recruitment Committee** - Works with the School Chair to identify and recruit new faculty to fulfill long-term program needs for growth, redirection, and integration.

**Graduate** - Promotes and conducts matters related to the graduate program. Specific duties parallel those of the Undergraduate Committee, with the addition of operation of the Ph.D. preliminary examination. Also coordinates the selection of research related awards for graduate students.

**Graduate Student Recruitment** - Assists in the recruitment and admission of high potential graduate students. This includes the coordination of prospective student visits during the spring semester.

**Reappointment, Promotion, and Tenure** - Evaluates and recommends all cases for reappointment, promotion, tenure, and periodic peer review.

**Student/Faculty** - Deals with matters and special projects germane to student education and welfare.

**Undergraduate** - Promotes and conducts undergraduate classroom and laboratory instruction. Specific duties include the consideration of all proposed new courses, texts, curricula modifications, and program activities. Also responsible for the continuing development and monitoring of outcome assessment measures of undergraduate courses, instructional laboratories, curricula, and programs.

## Statutory Advisory Committee

Paragraph four of Section 5.12 in the Institute Faculty Handbook states that:

“The Faculty of each Department (or College without Departments) shall establish an elected Departmental (or College) Committee which shall be composed of full-time members of the Department, elected by written vote of the Faculty of the Department. The Chair of the Committee shall be elected from among the members of the Committee. This Committee shall act as an advisory body to the Chair of the Department on all matters concerning the welfare of the Department.” Additionally, this *Statutory Advisory Committee* coordinates the nomination of ECE faculty to the Institute standing committees, General Faculty Assembly, and Academic Senate.”

The above referenced committee is referred to as the *Statutory Advisory Committee*. Six committee members are elected to serve three-year terms. Members completing a full three-year

term are not eligible for immediate re-election. The current membership of the committee is as follows:

Alan Doolittle (Term ends 2012)  
Steve Kenney (Term ends 2012)

Magnus Egerstedt (Term ends 2013)  
Yorai Wardi (Chair, Term ends 2013)

David Citrin (Term ends 2014)  
William Hunt (Term Ends 2014)

## TECHNICAL INTEREST GROUPS

Rosters for all Technical Interest Groups (TIG) may be found on the ECE Personnel Listing Interface at <https://secure2.ece.gatech.edu/PHP/pli/pli.php>. The following is a list of activities that are **required** of each Technical Interest Group (TIG). The TIG chair must ensure that these things are accomplished.

- Coordinate group course offerings/scheduling. Review course prerequisite structure.
- Coordinate and encourage continuing education activity.
- Coordinate new course proposals and implementation.
- Monitor junior faculty development. Verify that each junior faculty member has one or more senior faculty mentors. The senior faculty mentor(s) for the junior faculty member may be a research colleague [in or outside of the junior faculty member's group(s)] or the mentor may be a non-research colleague [in or outside of the junior faculty member's group(s)]. Mentor relationships are to be formed by mutual agreement. All senior faculty members are expected to be available to serve as mentors.
- Coordinate the identification of the group's (1) immediate technical needs, (2) long-term technical growth needs, and (3) areas of technical opportunity.
- Assist the School's Faculty Recruitment standing committee in the identification of possible faculty candidates to fulfill the group's technical needs. All direct recruitment activity must be coordinated with the School Chair's Office.
- Develop and update web page information for group containing lists of courses, faculty, research laboratories, and research projects as requested by the School Chair and in coordination with the School's Communications Office. Prepare packets for interfacing with prospective undergraduate and graduate students, their parents, and with interested visitors from industry, government, and other academic institutions; prepare information packets and make them available to group faculty and others. These packets would typically include the following items: list of recent and proposed special topics courses, list of recent group

publications, list of current Ph.D. students, list of recent Ph.D. graduates, and other relevant items.

- Serve on the RPT (reappointment, promotion, tenure, and periodic peer review) committee or designate a senior faculty member for RPT activities. Each faculty member to be reviewed is to select which group is to handle the review process for him or her. The group support includes providing advice on documentation packages, preparing appropriate narrative evaluation statements, helping to solicit external reference letters, and other relevant items.

## ACADEMIC COURSES

### APPROVAL PROCEDURES FOR COURSE CHANGES

Technical Interest Groups (TIGs) have been established, along with Curriculum Committees (CCs), for both undergraduate and graduate curricula. Among the responsibilities of the TIGs is the design and maintenance of the undergraduate and graduate curricula related to the area. The two CCs are responsible for oversight of the general curricula; they are jointly referred to below as the “Curriculum Committee.”

Individual courses are designed by one or more faculty members. For graduate courses, a designated faculty member is named as the Resource Professor for each offered course. The Resource Professor is responsible for the detailed course descriptions, with maintenance of the currency of the course (including the information presented on the ECE web site), recommendation of a suitable textbook, and other matters. For undergraduate courses, one or more TIGs serve as resources.

This structure—Resource Professor-TIG-CC-ECE Faculty—allows for a full range of attention, from fine detail to the “big picture” for our curricula. For this system to work, faculty members need to be aware of the established procedures for the establishment and alteration of courses. The following procedures for course modification are currently in effect:

#### *Requests for Special Topic Courses and Permanent Catalog Listings*

Special topic courses are usually offered as a proving ground for new courses. Approval by the TIGs and the appropriate CC is necessary each time they are offered. Special topic courses count as part of a TIG’s budget of elective and graduate courses.

A course syllabus and other specified documentation must be submitted by the established deadline. A request for a second or subsequent offering must include (1) the summary sheet from the Center for the Enhancement of Teaching and Learning (CETL) “Course-Instructor Opinion Survey” for each previous offering and (2) the final grade distribution from each previous offering.

Normally, a course must be proposed for permanent catalog listing as a regular course before it can be offered a third time. The appropriate CC may allow additional special topic offerings if warranted, such as when the proposed course has been significantly modified. The request for permanent catalog listing also must be approved by the appropriate TIG(s), the appropriate Curriculum Committee, and the ECE faculty. The Senior Associate Chair will then assign the course number and prepare the appropriate documentation for consideration by the appropriate Institute Curriculum Committee and the Georgia Tech Academic Senate.

#### *Request for Change in Course Title*

These requests require a change in the course number and follow the same procedures used for permanent catalog listing.

### *Request for Change in Course Outline and/or Prerequisite(s)*

Changes in the outline to re-order the material or to make incremental augmentations of the course material require the approvals of the appropriate TIG(s) and CC. Substantial changes to the course content may require approval of the EE/CmpE faculty and the appropriate Institute Curriculum Committee. Changes in course prerequisites require the approvals of the appropriate TIG(s), ECE CC, and Institute CC.

### *Request for Change in Textbook*

All textbook changes, regardless of reason, must be approved by the appropriate TIG (or TIGs) and then by the appropriate Curriculum Committee. Textbooks selected for required undergraduate courses should be consistent with defined course objectives and outcomes and should take into account the relationship with both prerequisite and subsequent courses. For elective or graduate courses, textbook changes that have been properly approved by the TIG are generally *pro forma*.

All textbook changes must be coordinated with Joseph Hughes and Julie Ridings. Requests for textbook changes should be submitted to the appropriate curriculum committee, with a copy to Ms. Ridings, no later than the beginning of the term prior to the desired date of change. If the specified textbook for a course is out of print, or otherwise unavailable, Ms. Ridings will work with the scheduled instructor and/or TIG chair to determine an appropriate resolution. Under no circumstances should a faculty member direct students to purchase textbooks other than the official text without first clearing this action with Ms. Ridings or Dr. Hughes.

# COMPUTER ACCOUNT ADMINISTRATION

## PURPOSE AND USE OF ACCOUNTS

The ECE computing facilities are provided for the use of ECE students, faculty, and staff in support of the programs of the School. All students, faculty, and staff are responsible for seeing that these computing facilities are used in a conscientious, ethical, and lawful manner. These general policies, which can be found at <http://www.ece-help.gatech.edu/policies/index.html>, serve as guidelines for their use.

- Computer facilities and accounts are owned by the Institute and are to be used for Institute-related activities only. Computer accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-Institute related activities.
- All access to the School's computing systems, including the issuing of passwords, must be obtained through the Computer Support Group, by the Assistant to the Chair for Computer Support, or an authorized representative.
- Accounts are for individual use only; they are not to be shared. The individual is responsible for proper use of the account, including proper password protection.
- Programs and files are confidential unless they have explicitly been made available to other users. Computer Support personnel may access others' files when necessary for the maintenance of the computing systems. When performing maintenance, every effort is made to ensure the privacy of a user's files.
- Electronic communications facilities (such as email) are considered a privilege. Fraudulent, harassing, or unlawful messages and/or materials are not to be sent or stored.
- No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized users of resources or access to any of the computer systems.
- Loopholes in computer security systems or knowledge of a password must not be used to damage computer systems, obtain extra resources, take resources from another user, obtain access to or change another user's files, gain access to systems, or use systems for which proper authorization has not been given. Users are prohibited from making any attempt to intercept or decode passwords or other access control information, or from making such information available to anyone.
- Computer software protected by copyright is not to be copied using School facilities or used, except as permitted by law or by contract with the owner of the copyright. Software subject to licensing must be properly licensed and all license provisions (installation, use, copying, number of simultaneous users, etc.) must be strictly followed.
- Academic and research faculty are expected to provide regular updates for their "official" ECE home page and to maintain a current World Wide Web home page listing appropriate

professional activities and responsibilities, such as current classes and ongoing research initiatives.

In summary, users may not harass or threaten other users; attempt to steal passwords, files, or other user/system information; or attempt to crash, violate the integrity of, or adversely affect the activities of any computer system. When a process is consuming excessive system resources and objectionably degrading system response, its priority may be altered without notice. If violations of these guidelines occur, the account may be disabled to protect the security and operation of the department's computer systems.

These policies will be enforced by the Assistant to the Chair for Computer Support. Every attempt will be made to notify the affected student, staff, or faculty member prior to disabling an account. Appeals may be made in writing to the ECE School Chair.

## **ACCOUNT TYPES**

Two types of accounts are issued for ECE computer users: permanent and instructional.

Permanent accounts include faculty members, graduate students, and undergraduates advised by faculty members on specific projects. They are to be used for general research and/or instructional purposes.

Faculty members can obtain an account on open machines upon request. However, they must complete an Account Request Form for administrative purposes.

Graduate students can obtain a permanent ECE account by completing the form at:

[http://www.ece-help.gatech.edu/policies/ece\\_account\\_guidelines.html](http://www.ece-help.gatech.edu/policies/ece_account_guidelines.html).

Graduate student accounts will be limited to 1 GB of space on ECE disks. The user name will remain equivalent to the student's PRISM account name. Should a user not have a PRISM account on arrival, he/she will need to obtain one from the Georgia Tech Office of Information Technology. Student accounts are activated by the Undergraduate Assistant on duty in the PC labs on the first floor of the Klaus Advanced Computing Building (KACB).

Instructional accounts include accounts that both graduate and undergraduate students will be granted specifically for use in computer science or ECE classes. They may be used for other instructional purposes during the time the account is effective.

Instructional accounts will be granted to students enrolled in classes that will use the academic clusters for homework and/or class projects. Professors may request accounts for their courses by sending email to [help@ece.gatech.edu](mailto:help@ece.gatech.edu) (Subject: Admin) and giving the course number and any system requirements. The accounts will be active on the first work day following registration.

The instructional accounts will not have any options to change user names. The user name will remain equivalent to the student's PRISM account name. Should a user not have a PRISM account on arrival, he/she will need to obtain one from the Georgia Tech Office of Information

Technology. These accounts will initially have disk quotas assigned to the account based on an appropriate need for the class. Quotas will be used as a means to divide the available space among those who need it. However, if a student has a legitimate need for an increase in quota, he/she will be able to request an increase by sending a request to [help@ece.gatech.edu](mailto:help@ece.gatech.edu) (Subject: Admin).

Instructional accounts will be valid for the term of the class only. **The accounts will be permanently removed after the week of finals. Students should archive their files to tape or disk prior to the last day of finals.**

If a student happens to be enrolled in another class using the labs during the following semester, a new account will be generated, independent of the old account. The files from the old account will not be placed into the new account.

Should students need to extend their existing accounts into the following term for any reason, either due to an incomplete or due to continuing work with the professor, then that student will need to fill out an Account Request Form and have it signed by the instructor. That account will then be considered as a permanent account for the period of time deemed necessary by the instructor.

Students must go to KACB, Room 1440 to have their passwords set by one of the Computer Laboratory teaching assistants. Passwords will **not** be distributed via e-mail or telephone in any form. Students must sign an Account Request Form acknowledging that they will abide by the computer usage policies before their passwords will be released to them.

Passwords for ECE email and Unix/Linux accounts can be changed at [password.ece.gatech.edu](http://password.ece.gatech.edu). Note that you must choose a password that is not simple or easily guessable. Guidelines for good passwords can be obtained by sending mail to [help@ece.gatech.edu](mailto:help@ece.gatech.edu) (Subject: Guidelines) or on the Web at <https://secure2.ece.gatech.edu/password/>.

## ■ ACCOUNT DURATION

Student accounts will be active for the duration of official enrollment at the Institute. After a student, staff, or faculty member leaves ECE permanently, any accounts assigned to that person will be removed. Class accounts will be terminated at the end of the term for which they were created.

## ■ SYSTEM/DISK USAGE

The system central processing unit (CPU) and disk space are both scarce commodities on any network. The private nature of most of the systems in ECE makes this management even more difficult. Disk quotas for permanent accounts on ECE maintained systems will reflect an even distribution of resources for the users of the system unless other arrangements are made by the owner of the system. The owner of the system has the final word in all matters concerning disk and CPU usage.

ECE does not maintain any public access systems. Large processes or background processes are not to be run on the main network servers. All permanent accounts that need resources beyond the minimum provided by the default ECE accounts must make arrangements with a system owner if they do not possess their own machine.

## ■ EDUCATIONAL LABS

The systems in the HP/Intel/Mac/SUN laboratories on the first floor of KACB and the second floor of the Van Leer Building are primarily for academic teaching purposes. No permanent accounts are available on lab computers. The following guidelines are intended to make these resources available for other research purposes when this usage does not interfere with academic needs.

- During scheduled lab hours, the workstations are available primarily for academic users and secondarily for research users. To maintain the effectiveness of these systems, no background jobs are permitted during these hours.
- During scheduled lab hours, usage priority is given to users in the lab. Remote processes on machines will be restricted during periods of peak usage. Peak periods are from 12 noon to 6 pm Monday through Friday during the three academic terms. Instructional accounts and faculty members are exempted from remote usage restrictions.
- Usage during non-scheduled lab hours is unrestricted except for the following: (a) users must limit background jobs to one or two machines, and (b) background jobs must be completed or halted before scheduled lab hours begin. Habitual abusers of this policy will be notified by the Computer Support Group lab manager.
- During term breaks (after finals week, before registration), the lab may be closed by the support staff for maintenance and upgrading of the resources. Faculty members should inform students that the lab may be unavailable during this period.

Access to licenses, which are being used for instructional purposes during the semester, will be restricted, if said licenses are under the control of the instructor. MATLAB® licenses are available for instructional (class) use only, and are restricted to one per person.

Users violating these guidelines or others posted in the laboratory may be subject to termination of their background processes or login session.

Outside of normal lab hours, the doors to the labs will remain closed. BuzzCard access to the labs is available 24 hours a day, 7 days a week to all faculty, staff, ECE students, and students enrolled in ECE courses for that semester.

## ■ ABUSE OF ACCOUNT PRIVILEGES

Anyone flagrantly or repeatedly violating the policies set forth in this document may, in extreme cases, be subject to suspension or revocation of their account privileges.

## ■ DATA SECURITY

The protection of data utilized in the education, research, and business operations of the School of ECE is a major concern of the Institute. All users need to review the Institute's Data Security Classification Handbook:

[http://www.oit.gatech.edu/sites/default/files/DSC\\_handbook.pdf](http://www.oit.gatech.edu/sites/default/files/DSC_handbook.pdf)

Faculty and staff must remove outdated and obsolete sensitive data files (Category III and IV as outlined in the Data Security Classification Handbook) on a continuing basis. These files can be moved to external storage (CD, DVD, USB drive) and placed in a locked drawer or file cabinet. Data files that need to remain online should be encrypted and stored on an ECE file server. The ECE CSG must be notified of the location of all Category III and IV data. The CSG will arrange with the user to either move the data to an external storage device or encrypt the data on an ECE file server. The CSG will then securely delete the file from the users local machine and all ECE file servers.

## ■ DISCLAIMER

It is recognized that computer systems may fail and system security may be breached. The School of ECE and the system support staff accept no liability for the accidental loss of data or other complications caused by machine failure or account violation.