



Georgia Tech College of Engineering

**School of Electrical
and Computer Engineering**

**ECE FACULTY & STAFF HANDBOOK
2023-2024**

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SECTION 1: 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.

Office of the Chair: Arijit Raychowdhury, Steve W. Chaddick School Chair

Dante Christmas, Unit Administrative Officer

Eve Cuero, Program & Operations Manager

Brittney Miller, Director-Operations

Dan Watson, Communications Manager

Martina Lindo, Communications Manager

Nisaa Buchanan, Marketing and Event Coordinator

Jeff Colburn, Director-Alumni Development

Etta Pittman, Director-Corporate Development

Peter Huynh, Director of Information Technology

Responsible for resource allocations and overall coordination of School activities.

Associate Chairs

Associate chairs covering six key areas report to Dr. Raychowdhury. They are:

Senior Associate Chair: Ying Zhang

Associate Chair for Undergraduate Affairs: Elliot Moore

Associate Chair for Graduate Affairs: Matthieu Bloch

Associate Chair for Faculty Development: Douglas Blough

Associate Chair for Research: Justin Romberg

Associate Chair for Strategic Initiatives and Innovation: Pamela Bhatti

Senior Associate Chair: Ying Zhang

Gregory Durgin, Professor
Shanthi Rajaraman, Senior Academic Professional
Laura Haynes, Director of Outreach
Raquel Plaskett, Academic Program Manager I
Jacqueline Rohde, Academic Professional
Tom Collins, Professor of the Practice
Nivedita Bhattacharya, Lecturer
Diego Fratta, Lecturer
Timothy Brothers, Professor of the Practice
Gregory Mihalik, Professor of the Practice
Michael West, Principal 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 and serves as ex-officio member of the ECE Undergraduate and Graduate Committees regarding 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. This includes making applications for ECE Instructors of Record.
- Organization and coordination of administrative and operational matters related to ECE academic programs at Georgia Tech campuses outside of Atlanta
- Oversight of the School's undergraduate outreach, research, and retention programs, including the Opportunity Research Scholars Program
- Provide support to faculty in academic matters, including information for new faculty and assistance in preparing applications for Active Service Modified Duties (ASMD)
- Approval of spend authorizations and expenses for professors (delegated by the School Chair)
- Coordination, in tandem with personnel in the School Chair's Office, of the annual review and promotion of academic professionals and lecturers
- Representation of ECE academic programs on the School's Reappointment, Promotion, and Tenure Committee and Periodic Peer Review Committee

Gregory Durgin, Professor
Faculty Director, Opportunity Research Scholars (ORS) Program

Manages finances for ORS. Develops industry, government, and faculty support for ORS program.

Shanthi Rajaraman, Senior Academic Professional
Director, Opportunity Research Scholars (ORS) Program

Directs the operations of the ORS program. Develops industry, government, and faculty support for ORS program. Evaluates credit-based ORS students. Manages ORS research relationships between host laboratories, student teams, and scientific evaluators. Manages the administrative and academic advising functions of the ORS program to include recruiting, hiring, program planning, event management, and student advisement. Manages ongoing relationships with corporate sponsors and builds relationships between sponsors and program students. Liaison and advisor for undergraduate student programs, including C-SCORE, TIES, UROP, and Research Option.

Laura Haynes, Senior Academic Professional
Director of Outreach

Promotes engineering education and career options to K-12 students. Works with the associate chair for undergraduate affairs on ECE partnerships with local public-school systems, magnet programs, and HBCUs. Works with the associate chairs for undergraduate and graduate affairs to support recruitment of underrepresented students. Assists faculty with preparation of outreach part of funding proposals. Seeks external funding for ECE outreach activities.

Raquel Plaskett, Academic Program Manager I

Manages school course scheduling, in consultation with the senior associate chair. Assists the school assessment team in collecting assessment data and reporting assessment results. Assists the senior associate chair in course planning and with other academic matters.

Jacqueline Rohde, Academic Professional Accreditation and Assessment Coordinator

Coordinates activities necessary to maintain ECE's various accreditations, including Accreditation Board for Engineering and Technology, Inc. (ABET) accreditation and Southern Association of Colleges and Schools Commission on Colleges (SACS) accreditation. These activities include program and course assessments and data gathering and analysis to support ECE planning and improvements. Also, supports ECE faculty in writing the educational components of research proposals and leads publication of educational research using school data.

Associate Chair for Undergraduate Affairs: Elliot Moore

Angela Elleby, Academic Advising Manager
Teresa Watkins, Academic Advisor II
Barbara Howard, Academic Advisor II
Christina Bourgeois, Senior Academic Professional
Brian Beck, Laboratory Manager II
W. Whitfield Smith, Senior Academic Professional
Allen Robinson, Senior Academic Professional

The Associate Chair for Undergraduate Affairs is responsible for the undergraduate academic program in the School of Electrical and Computer Engineering. The Associate Chair for Undergraduate Affairs is an ex-officio member of the ECE Undergraduate Committee. 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
- Contributes in matters relating to the CmpE and EE programs' accreditation and assessment, including providing input for reports in support of EAC/ABET accreditation
- 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
- Oversight of the Undergraduate Professional Communication Program
- Oversight of the Van Leer Interdisciplinary Design Commons and instructional laboratories

Christina Bourgeois, Senior Academic Professional
Kevin Johnson, 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.

Brian Beck, Academic Professional
Kevin Ferri, Electronics Engineer
James Steinberg, Electronics Engineer
Kevin Pham, Electronics Engineer

Responsible for instructional laboratory operation and maintenance, including the Van Leer Interdisciplinary Design Commons, and for coordination of laboratory teaching assistants.

Associate Chair for Graduate Affairs: Matthieu Bloch

Mark Davenport, Professor, Graduate Recruitment Coordinator
Daniela Staiculescu, Senior Academic Professional
Christian Gallie, Academic Advisor/Graduate Coordinator
Tasa Torrence, Academic Advising Manager
Katrina Patton, Academic Advisor II
Olivia Kulisz, Corporate Relations Manager
VACANT, Academic Program Coordinator

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 and requests, training, and evaluations
- Contributes in matters relating to the graduate CmpE and EE programs' accreditation and assessment, including providing input for reports in support of SACS accreditation
- Serves as chair of the M.S.E.C.E. steering committee

Mark Davenport, Professor and Graduate Recruitment Coordinator

Coordinates the admission process for doctoral students, including the organization of visit days for prospective admitted students.

Daniela Staiculescu, Senior Academic Professional

Provides Ph.D. academic advising, manages Ph.D. comprehensive exam, leads Ph.D. program improvement initiatives.

Associate Chair for Faculty Development: Douglas Blough
Dante Christmas Unit Administrative Officer

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, development, and hiring. 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 ECE professors
- Assuring recognition of outstanding faculty, staff, and students through annual ECE Awards program and as ex-officio member of the Faculty Honors Committee.
- Contributing to the proactive recruitment of a diverse faculty through service as an ex-officio member of the Faculty Recruitment Committee
- Management of the School's Mentorship Program for junior faculty
- Providing support to the Chair in faculty annual reviews and standing committee assignments

David Taylor, Professor
Chairs the School's research faculty promotion committee.

Associate Chair for Research: Justin Romberg
Raquel Plaskett, Academic Program Manager I

The Associate Chair for Research manages the School's large research enterprise. Responsibilities include ECE research contract development, conflict of interest resolution, and management and coordination of ECE's diverse research facilities, including ensuring that adequate space is allocated to the individual faculty and their research programs. This office is also charged with raising awareness and integrating junior faculty members into ECE research activities and coordinating ECE responses to and participation in College- and Institute-level research initiatives, as well as other large-scale initiatives. The Associate Chair for Research is an ex-officio member of the ECE Reappointment, Promotion, and Tenure Committee and the ECE Periodic Peer Review Committee. This position also manages the School's faculty recruitment efforts and chairs the Faculty Recruitment Committee.

Associate Chair for Strategic Initiatives and Innovation: Pamela Bhatti

The Office of the Associate Chair for Strategic Initiatives and Innovation manages the School's portfolio of corporate partners and affiliates and leads various strategic initiatives internal and external to the School. Responsibilities include facilitating industry partnerships, supporting partnership with the School's advisory board, and intellectual property advisement. The Office is also charged with supporting School of ECE faculty members in developing and sustaining a culture of innovation and entrepreneurship within their groups. The Associate Chair for Strategic Initiatives and Innovation serves as an innovation champion on the ECE Reappointment, Promotion, and Tenure Committee and the ECE Periodic Peer Review Committee by invitation of the ECE RPT Committee Chair.

Director of Business Operations: Brittny Miller

Overall management of the School's fiscal affairs, including accounting, preparation of monthly/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, documentation of international visitors, and establishment and promulgation of School personnel policies. Overall supervision of purchasing, shipping, and receiving functions and facilities operations. Planning, coordination, and building/facility assignments; representing the School to Institute Building Committees; and coordinating renovation efforts.

Human Resources Management:

Linda Dillon, Assistant Director for Business Operations
Lucretia Allen, HR Consultant
Shalonda Williams, HR Consultant
Dana Foster, Administrative Manager I
Janine Lyn, Program and Operations Manager

Financial Management:

Rashad James, Assistant Director- Financial Operations
Kathy Kneeland, Financial Manager II
Ariel Jones, Financial Administrator III
Mark Bean, Financial Administrator Lead
Nancy Hutton, Financial Manager II
Melissa Donahoe, Financial Analyst III
Rosaland Moss, Financial Administrator Lead
Shiqun Ou (Quinny), Financial Administrator Lead
Scott Sladek, Financial Manager II

Research Administration:

Siri Melkote, Associate Director for Research Operations
Shu Lin, Grants Admin Lead
David Amwake, Grants Admin Lead

Building Management, Shipping/Receiving, and Assets Management:

Zach Worley, Building and Delivery Service Manager
Brian Bennett, Shipping Supervisor

Communications Manager: Dan Watson

Responsible for preparation and oversight of written communications, publications, official presentations, and publications such as the annual report and other pieces as needed. Maintains consistency, accuracy, effectiveness, and professionalism of the School's communications materials. Serves as contact for coordination with Institute Communications and Research Communications. Manages faculty news items and faculty profiles, research communications and media relations, internal communications, and awards and honors activities. Develops ECE communications strategy and provides communications counsel and best practices to ECE and unit faculty, staff, and students.

Instructional Media Producer: Marion Crowder

Accommodate video streaming/recording and photography requests from faculty and staff for events other than daily classes, such as guest lectures, panels, symposiums, faculty candidate presentations, equipment, and software demonstrations, etc. Assist with pre-recording lectures for traveling faculty, if needed. Assist faculty with using the Instructional Technology

(Lightboard) Studio and maintain the facility. Conduct video recording and photography for ECE Communications.

Communications Manager: Martina Lindo

Responsible for marketing strategy and online and social media engagement for ECE. Executes strategic marketing and public relations plans, promoting and raising awareness about the School's programs and services to students, prospective students, parents, industry, alumni, and the media. Serves as the primary steward and contact for online communications, social media, and marketing efforts. Creates marketing programs that deliver key messages and support the School's strategic goals by generating awareness, building brand loyalty, and engaging key audiences and stakeholders through publications and online marketing.

Director for Alumni Development: Jeff Colburn

Manages the School's development, fundraising strategy, solicitation, and stewardship of alumni and other individuals. Works with the ECE School Chair to advance the School's philanthropic priorities with ECE Advisory Board members. 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 the School's development and fundraising strategy regarding corporations and corporate foundations and solicitations to corporations and corporate foundations and the National Electric Energy Testing, Research, and Applications Center (NEETRAC). Works with the ECE School Chair to advance the School's philanthropic priorities with ECE Advisory Board members. 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. Collaborates with other unit development offices at Georgia Tech and with the Institute's Central Development Office.

Development Associate: Eve Irving

Assists in the identification, cultivation, solicitation, and stewardship of major gift donors and prospective donors from alumni and corporations. Manages the ECE Access program and the ECE Career Fair.

Director of Information Technology: Peter Huynh

Responsible for development, maintenance, and coordination of the School's information technology resources. Generates long-term sustainable approach to systems support, stimulates uses of new support technologies, and introduces cutting-edge technology into research and education.

Rachel Melton Ponder, Web Developer Manager
Keith May, IT Support Professional Lead
Christine Sun Wang, Senior Applications Developer
Kevin Abrams, Senior IT Support Professional

Fanchette Danmola, Senior IT Support Professional
Bao Nguyen, Senior IT Support Professional
Quoc Anh (QA) Nguyen, IT Support Professional II

CAMPUSES AND GLOBAL REACH

Georgia Tech-Lorraine

ECE Contacts: Abdallah Ougazzaden, Director
Paul Voss, Associate Professor
Bertrand Bousert, Adjunct Professor

The Georgia Tech-Lorraine campus offers year-round undergraduate semesters and graduate degree programs. Founded in 1990, Georgia Tech's European campus, located in historic Metz, France, is a 90-minute train ride from Paris. Each year, Georgia Tech-Lorraine provides over 600 students from around the world the opportunity to continue the momentum towards their degree by taking courses taught in English by Georgia Tech faculty assigned to the campus.

Undergraduate programs are offered year-round, attracting engineering, liberal arts, and business majors. At the graduate level, the campus offers master's and doctoral programs in Computer Science, Electrical and Computer Engineering, and Mechanical Engineering. The school partners with prestigious European and North African partner institutions, offering dual-degree master's programs.

Georgia Tech-Lorraine is also the site of a unique joint international laboratory - UMI 2958 GT-CNRS - between Georgia Tech and the French National Center for Scientific Research (CNRS). The Lafayette Institute, a center for innovation in optoelectronics, was inaugurated in 2014, completing Georgia Tech's goal of establishing a European base for academics, research, and innovation.

More information can be found on the Georgia Tech-Lorraine website at <http://lorraine.gatech.edu>

Georgia Tech-Shenzhen

ECE Contact: Tong Zhou, GT-Shenzhen ECE Program Director

Launched in August 2014, the Georgia Tech Master of Science degree in Electrical and Computer Engineering (M.S.E.C.E.) program enrolls students from China, the United States, and other countries. Selected Georgia Tech graduate courses as well as senior level undergraduate classes are taught in Shenzhen by Georgia Tech faculty during the spring, summer, and fall semesters of each year.

Shenzhen is the high-tech center of China and has the highest GDP per capita among medium and large Chinese cities. Shenzhen is 18 minutes by high speed rail to Hong Kong; there are also ferry, Metro, shuttle, and bus connections between Shenzhen and Hong Kong. Complimentary Chinese language and cultural courses are provided to all interested students, faculty, and families visiting Georgia Tech-Shenzhen. More information can be found on the Georgia Tech-Shenzhen website at <http://www.shenzhen.gatech.edu>.

SECTION 2: 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 website. 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 TIG members and the ECE Undergraduate and Graduate Committees.

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 outcomes (see ECE official syllabi at <https://ece.gatech.edu/courses>)
- Required materials, including text(s) and references
- Grading policy
- Attendance policy
- Name of grader (if one is used)
- Explanation of acceptable student conduct as it relates to the Honor Code and the Student-Faculty Expectations Agreement
- A statement about services available through the Office of Disability Services

Additional guidance on syllabi is available at <http://ctl.gatech.edu/resources/syllabus>.

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 classroom activities. All exceptions must be approved by the Senior Associate Chair.

- Instructors are responsible for verifying student participation at about the end of Week 2 of the semester, by having an assignment due before then or by taking roll.
- GTAs are assigned to courses based on enrollment, the level of the course, and the level of lab component required in the course. Students with 50% GTA positions are expected to work 20 hours per week and those with 33% positions are expected to work 13-14 hours per week. GTAs are required to follow the policies outlined in the GTA Handbook, which can be viewed at <https://ece.gatech.edu/academics/graduate/employment-and-financial-assistance>
- All GTAs are to be evaluated by their faculty supervisors each term.
- The typical, allowable responsibilities of GTAs are as follows:
 - GTAs can grade student homework and do homework solutions.
 - GTAs can hold office hours each week.
 - GTAs can conduct review sessions.
 - GTAs can work out exam solutions.
- 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

In all courses, students **must** receive some performance evaluation prior to “drop date,” which occurs after at least 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. The final examination may be substituted with a culminating project, such that the due date is clearly articulated in the syllabus. Conflicts and exceptions are defined by the Registrar and must be coordinated by the Senior Associate Chair.

Instructors have discretion on assigning grades and should exhibit reasonable judgment. To give some guidance, the following statistics were collected for ECE courses taught over the 2018-2019 academic year.

ECE Courses - Statistics for 2018-2019

Course Level*	Average GPA Across All Sections	Standard Deviation Across All Sections
2XXX	3.31	0.28
3XXX	3.49	0.27
4XXX	3.21	0.33

* These statistics omit lab-only courses, undergraduate research, VIP, and special topics courses.

Grade Submission

Grades are reported via a secure website, 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 an instructor to miss a scheduled class or laboratory, he/she is responsible for making arrangements to have the course taught during its normally scheduled times and for notifying the Associate Chair for Undergraduate Affairs or Associate Chair for Graduate Affairs 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 the Associate Chair for Undergraduate Affairs or Associate Chair for Graduate Affairs. Administrative assistants should not be asked to handle exams or other classwork.

In case of an emergency that causes you to miss a scheduled class or laboratory, please notify the Associate Chair for Undergraduate Affairs, Associate Chair for Graduate Affairs, or Senior Associate Chair. 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 <https://academiceffectiveness.gatech.edu/surveys/cios/>. 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 an additional assessment of any course that you are teaching, please contact the Senior Associate Chair 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.

WORKLOAD ALLOCATION AND INSTRUCTIONAL ASSIGNMENTS

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
- 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 core 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.
- 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 buyout on sponsored or Georgia Tech Foundation funds at the rate of 1.5 months salary per course.
- Up to two courses worth (two “academic units” or AUs) of excess workload credit may be carried to the next year in the form of “Prior Year Credit.” Any excess workload credit beyond two AUs is forfeited. All Prior Year Credit not used prior to retirement is forfeited.
- 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 1 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 1 standard course. Partial course credit may also be earned for advising senior capstone design teams, at a rate of one-quarter (0.25) of a standard course per team, and for being the primary advisor of a Vertically Integrated Projects (VIP) Program team. The role of “secondary advisor,” to interdisciplinary capstone teams for which the ECE students make up less than half the team, earns 0.25 AU per five students advised.
- 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 2 years. Full support normally is guaranteed for the first 2 summers, based on teaching 1 course each summer.
- Faculty on fiscal (12-month) contracts must charge a minimum of 3 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.
- Faculty on fiscal contracts accrue vacation time. Consistent with Institute policy that taking vacation time must not interfere with essential work, accrued vacation cannot be used to offset teaching obligations. A faculty member may reduce his/her teaching requirement by charging part of his/her salary to sponsored, Georgia Tech Foundation, or non-ECE funds but not through the use of accrued vacation time.
- 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 academic year base teaching load is determined by whether or not a faculty member is classified as research active.

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.

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 non-research-active or may be assigned this classification by the School Chair based on past annual review and PPR documentation.

Research-active faculty members with late deliverables exceeding 180 days on July 1 may not receive the lower base teaching load for the coming academic year, but may be assigned the same base teaching load as non-research-active faculty.

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 limited to tenured faculty, both Associate and Full Professors, once every seven years. Assuming no breaks in service, tenured faculty members who have not yet had a PDA and were initially hired during academic year (summer-fall-spring) 1987-1988, 1994-1995, 2001-2002, 2008-2009, or 2015-2016 will be eligible to apply in early 2022 for a PDA term during either fall 2022 or spring 2023. If a faculty member wishes to wait to take a PDA, they may let it roll over into the following year. Faculty members who have had a PDA are eligible again after six years of full-time service.
- Eligible faculty members may submit a PDA request to the Senior Associate Chair and 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 courses for research-active faculty and three 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, such as travel authorizations, intellectual property, and consulting. 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.
- A PDA not used prior to retirement is forfeited.

Course and Workload Planning

During November/December, 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, taught by tenured and tenure-track (T/TT) faculty and ECE academic professionals; TIGs should not arrange teaching by any other personnel, without the concurrence of the Senior Associate Chair. 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 factors such as room availability, distance-delivery requirements, and avoidance of course conflicts. ECE must fully utilize the course periods between 8 a.m. and 6 p.m., 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.

SECTION 3: 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-library>.

Budgets

Assistance in specific budget preparation is available from the assigned financial administrators. 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 the 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 sometimes desirable and, in some cases, 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 Research and the Executive Vice President for Research are also required.
- ❖ The OSP cost-sharing form is available at http://www.osp.gatech.edu/forms/OSP-Cost-Share-Form-GDS_11-18-16.pdf.
 - ❖ 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.

RCR COMPLIANCE

Georgia Tech has implemented a policy requiring training in responsible conduct of research for undergraduate research students, graduate students, and post-doctoral trainees. This training is required for all Ph.D. students who matriculate fall 2011 or later (see <http://www.rcr.gatech.edu/doctoral-policy>). All students and post docs supported on projects funded by the National Science Foundation and the National Institutes of Health must complete RCR training. Georgia Tech's policy can be found at <http://policylibrary.gatech.edu/research-support/responsible-conduct-research-compliance-policy>.

DELIVERABLES

Project reporting and other deliverable requirements are defined by proposals and contract negotiations. Care should be taken in proposals and at contract initiation to ensure a practical

deliverables list and schedule. Deliverable requirements can only be changed via a contract modification. In particular, deliverables cannot be modified or deleted by mutual agreement of the principal investigator (PI) and the sponsor.

After project initiation, reports and other deliverables are the responsibility of project PIs. Since all deliverables are subject to federal audit, the Office of Sponsored Programs (OSP) monitors deliverables schedules and reports delinquencies. To ensure an adequate audit trail, OSP must receive copies of all reports and other deliverables. The mechanism for submitting deliverables to OSP is the WebWise online system described below.

Principal Investigators have the option of sending deliverables to sponsors themselves or having the WebWise system send them. Some sponsors may require that deliverables be submitted through their own online systems (e.g., research.gov). IT IS STILL NECESSARY TO UPLOAD A COPY OF EACH DELIVERABLE TO WEBWISE, so as to document its delivery and provide a copy for Georgia Tech files. It is easy to upload deliverables that have already transmitted to sponsors, or to send new ones, using the WebWise system:

1. Navigate to <https://webwise.gtri.gatech.edu/>. Faculty members may be asked to log in with their GT (Kerberos) ID and password. This is the same ID used for Techworks.
2. Click on “Contract Information System” in the “Quick Links” section of the left margin.
3. Click on the “Deliverables” tab on the top of the page.
4. Click on “View/Submit project deliverables to OSP & sponsor.”
5. Next, enter the Workday award number, such as AWD-XXXXXX, and press the “Find Contract/Award” button.
6. All of the deliverables for this project will now be displayed. If a date appears under the “date mailed” column, that item is considered to have been delivered. If there is no date, click on the deliverable and a page will be shown where the deliverable can be uploaded to OSP.

Additional notes on the use of WebWise:

- If a sponsor will accept e-mail deliverables, the WebWise system will allow a faculty member to simultaneously send the deliverable to the sponsor as it is uploaded. The faculty member will receive a copy of the email which is transmitted to the sponsor containing the deliverable.
- If it is preferable for OSP to mail a paper copy to the sponsor, that option may be selected. The faculty member will receive a paper copy (via interdepartmental mail) of the material mailed to the sponsor.
- If a sponsor requires that deliverables be submitted through their own online system (such as research.gov), it is up to the PI to upload such deliverables to the sponsor’s system AND to OSP via WebWise. Again, IT IS STILL NECESSARY TO UPLOAD A COPY OF EACH DELIVERABLE TO WEBWISE. To avoid duplicate submissions to the sponsor, do not select the WebWise option to send a copy to the sponsor.

Please note that the WebWise system will allow only the PI to upload or otherwise change the status of a deliverable. However, once the PI has logged into WebWise and selected the “OSP Contract System” and then the “Deliverables” tab, he/she may grant access to other Georgia Tech employees to submit any subsequent deliverables using the “Setting Up Designees for a Project Deliverable” link.

CONFLICTS OF INTEREST

While all academic and general faculty members are required to complete an Annual Conflict of Interest Disclosure by April 15 of each year (see page 36), 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 36). 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 and with the GTRC Director of Conflict of Interest Management.

FACULTY APPOINTMENTS

Adjunct Faculty Appointments

Adjunct appointments may be established for the purposes of formalizing close working relationships with ECE, such as for special teaching assignments, research and publication collaboration, and student advisement including participation on Ph.D. committees. The process for appointing an adjunct is for the appropriate TIG to review the credentials and approve the candidate to be considered for adjunct status. The TIG Chair will recommend the candidate to the Graduate Committee, who will review the candidate's credentials to ensure the candidate's qualification. As a representative of the ECE faculty body, the Graduate Committee has been delegated to decide final approvals of adjunct appointments. Adjunct appointments are for a fixed period, currently three years. Adjuncts who are judged to be actively engaging with ECE may be reappointed for any number of successive three-year terms. Reappointment requests are also processed through the appropriate TIG and the Graduate Committee.

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. They must have a prescribed set of activities that they wish to accomplish. The host faculty member is responsible for the necessary equipment, office, and laboratory space. Additionally, the faculty host is responsible for meeting regularly with the scholar to review activities and progress, for being generally aware of the visitor's activities, particularly when the visitor is traveling, and for notifying the Office of International Education of any changes to the scholar's program dates. Special requests for office space should be directed to the Director for Operations, who is responsible for space assignments. International visiting Faculty/Research Scholars generally require a J1 visa in order to enter and work in the United States. The Human Resources Coordinator 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.

The purpose of the J1 Exchange Visitor Program is to foster global understanding through educational and cultural exchange. Faculty hosting Visiting Faculty/Research Scholars engage regularly with the visitor and provide mentorship and/or support to allow the visitor to maximize the exchange period. Faculty hosts are responsible for having general knowledge about the visitor's Faculty/Research Scholar activities and for reporting to the Human Resources Coordinator any change in regular location for the visitor's Faculty/Research Scholar activities.

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 United States to ensure that the correct visa type is obtained. Limited short-term housing is available on campus in the 10th and Home complex. Availability depends upon demand, so reservations should be made as far in advance as possible. The Human Resources Coordinator can assist with hiring packages and housing arrangements.

Research Faculty

A research faculty member must be hired and supervised by a faculty member and is expected to be supported by sponsored research funds. If the supervisor intends to change the level of support of the research faculty member, the supervisor must inform the Assistant Director for Administrative Operations in writing at least 60 days before the change is to be effective, to allow adequate time for the change notice to be approved.

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. In all cases, Faculty Affairs should review and have documentations on any individual who serves as an instructor of record, which includes a signed FERPA form.

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.

Teaching support of a research faculty member should not account for more than 50% FTE, to remain consistent with the research job title. A research faculty member may be supported by teaching for more than 50% FTE per semester, as long as the average teaching workload for the academic year is below 50% FTE. Any exceptions must be approved by the Assistant Director for Administrative Operations and may require Institute approvals.

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 and other research 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 20). Once the courses have been identified and approved, 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 research faculty whose proposals are not funded by the program.

TECHNOLOGY TRANSFER AND INTELLECTUAL PROPERTY

Georgia Tech and the School of ECE are both dedicated to teaching, research, and the extension of knowledge to the public. Personnel recognize the production of new knowledge and the dissemination of both old and new knowledge as two of their major objectives. 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. Information regarding intellectual property is described by documents housed within the GT Policy website: <https://policylibrary.gatech.edu/legal/intellectual-property-and-copyright>. For specific information on how to pursue patents and establish records of invention, visit the Office of Technology Licensing website at <http://industry.gatech.edu/>. Information about creating startup businesses and commercializing technologies may be found at the Advanced Technology Development Center website at <http://atdc.org/> as well as the GT Office of Technology Licensing Researcher Toolkit: <https://licensing.research.gatech.edu/researcher-toolkit/launching-startup>.

SECTION 4: OPERATIONAL PROCEDURES: FACULTY DOCUMENTATION

- Annual report data are collected each year prior to budget and raise allocations. The request for this information is sent early in the calendar year by the ECE School Chair to all faculty members.
- Untenured faculty members are required to submit biographical data in a specified format for purposes of reappointment. The ECE Associate Chair for Faculty Development will supply schedules and assistance in data preparation. For more information, see Section 3.3.3 Reappointment of Tenure-Track Faculty without Tenure in the Georgia Tech Faculty Handbook, available at http://www.policylibrary.gatech.edu/faculty_handbook.
- Reappointment for untenured Assistant Professors in their third year is a critical review, which follows the procedures outlined below for promotion and tenure except that no external referees are included in the process. Critical review cases are evaluated at all levels (school, college, and institute). Non-critical-review reappointment cases for untenured faculty are handled within ECE.
- Ongoing activities (such as publications, patents, new contracts, and special awards and appointments) should be reported to the ECE Communications Manager for incorporation into various publicity vehicles.
- All faculty members are required to maintain a current, professional resume.
- All faculty members engaged in external consulting are required to have a current consulting agreement on file through the Conflict of Interest System described on page 36. Continuations must be updated annually, effective July 1. To quote from section 5.6.5 (under Prior Approval) of the *Georgia Tech Faculty Handbook*:

“The Institute 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/her School Chair or Laboratory Director, Dean, or Director of GTRI, and the appropriate Institute officer before undertaking any activities. Approval must be obtained by completing and obtaining authorization via the [Conflict of Interest Online System](#). If the faculty member's consulting activities are related to his/her Institutional Obligations, and if the faculty member has either a Significant Financial Interest or a Substantial Interest in the outside entity with which he/she consults, the consulting activity must also be reviewed and approved by the COI Office prior to the initiation of services.”

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 5.6.5 (under Distance Learning and Continuing Education) 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 Dean of Professional Education via [the Conflict of Interest Online System](#).

POST TENURE REVIEW

As per Institute guidelines, all tenured faculty members are to be reviewed every five years. By a vote of the ECE faculty, the voting members of the Post Tenure Review (PTR) Committee consist of the voting members of the Reappointment, Promotion, and Tenure Committee. There may be several compositions of the PTR committee, but each must consist of at least three (3) voting members. The Senior Associate Chair and the Associate Chair for Research are to be included as non-voting members of the Committee, and the Associate Chair for Innovation and Entrepreneurship can be included for cases that have an entrepreneurship component. The PTR Committee is chaired by the Associate Chair for Faculty Development, who does not vote on cases. The PTR Committee conducts all reviews for faculty with 100% appointments in ECE; the committee is modified as appropriate for candidates who hold a primary appointment in ECE and a secondary appointment in another unit, by including faculty members from the non-primary unit. Reviews of faculty members holding primary appointments in another unit will be coordinated by that unit with the participation of some subset of the ECE PTR Committee.

Per Institute rules, each candidate for review may choose a “champion” who is not necessarily a member of the regular PTR Committee and may exclude one member of the regular PTR Committee from participating in their review. Champions from outside the regular committee are considered voting members for that case.

Faculty members due for review in a given academic year will be contacted by the School Chair in the fall semester to establish criteria for the PTR evaluation and suggest the proper formatting of candidate documentation. The default criteria used by ECE is consistent with that of the College of Engineering, and involves research, teaching, and service activities. Alternative criteria may be applied to reflect the varying roles senior faculty may play; however, “research” must be included as a criterion for PTR evaluation if that faculty member is considered “research active” for purposes of workload. If the faculty member and the Chair cannot agree on review criteria, the faculty member may request a hearing by the Statutory Advisory Committee to establish criteria.

The PTR process requires that the Chair provide a written summary of each candidate’s annual reviews from the 5-year period.

Additional information on the PTR procedures may be found in Section 3.3.9 Post Tenure Review ~~Part~~ of the *Georgia Tech Faculty Handbook*, or by contacting the Associate Chair for Faculty Development.

PROMOTION AND TENURE FOR TENURE-TRACK AND TENURED FACULTY

The following is a brief summary of the procedures followed by ECE for promotion and tenure (P&T) evaluations. The School of ECE conducts its procedures in accordance with Sections 3.3.4–3.3.8 of the *Georgia Tech Faculty Handbook*, and as such does not maintain a separate written document defining these procedures. The criteria used for P&T by ECE is consistent with that of the College of Engineering, and includes research, teaching, and service activities.

The ECE Reappointment, Promotion, and Tenure Committee is made up of one representative elected by each of the 11 Technical Interest Groups within ECE and two non-voting members, the Senior Associate Chair and the ECE Associate Chair for Research. The Associate Chair for Innovation and

Entrepreneurship can also be included for cases that have an entrepreneurship component. These elections are conducted during the summer and are effective on an annual calendar basis. The ECE Associate Chair for Faculty Development coordinates the P&T processes and chairs the meetings, but does not vote on the cases. (In accordance with Institute policy, for an evaluation of faculty with joint appointments, the Committee will be modified to include members from both Schools.)

Each candidate for review may choose a “champion” who is not a member of the regular RPT Committee. A champion presents the case to the RPT Committee but does not vote on the case.

Candidates for P&T are asked to communicate with the School Chair and the Associate Chair for Faculty Development by late April preceding the academic year of their evaluation and to submit their required materials in May. These materials include a complete CV in the Institute format, a summary of CIOS scores, a 5-page summary statement of accomplishments, a biosketch of maximum 150 words, copies of the candidate’s five most significant intellectual products, and a list of suggested external referees.

Specific instructions are circulated to all faculty members each year during the month of April. Additional information may be obtained from the ECE Associate Chair for Faculty Development.

PROMOTION FOR ACADEMIC PROFESSIONALS AND LECTURERS

The following is a brief summary of the procedures followed by ECE for promotion of academic professionals and lecturers. The School of ECE conducts its procedures in accordance with Section 3.2.2 of the Georgia Tech Faculty Handbook and the College of Engineering procedures available at <https://coe.gatech.edu/promotion-academic-professionals> and <https://coe.gatech.edu/evaluation-and-promotion-lecturers> for academic professionals and lecturers, respectively, and as such does not maintain a separate written document defining these procedures.

The candidate should prepare the following: a biosketch of maximum 150 words; a complete CV in the Institute format; a CIOS table with normative data if the candidate has taught classes; a reviewer list, including at least three (3) reviewers from outside of the college, each with a one-paragraph biosketch; a statement of completeness; and a waiver. In addition, academic professionals must provide a description of the “new” position, that is, what the candidate would be doing, assuming the promotion is successful, a personal statement of maximum five pages, and three to five examples of relevant best work. In addition, lecturers must provide a Teaching Portfolio, which includes a self-evaluation and course materials. See the College of Engineering Promotion Policy and the Georgia Tech Faculty Handbook for details.

Based on the candidate’s dossier and the external letters, the supervisor will provide a letter of evaluation addressed to the School Chair.

An ECE Internal Review Committee for Academic Professionals and Lecturers will be appointed. It comprises three to five members, one of which is the Senior Associate Chair, who chairs the committee. The Senior Associate Chair may invite other associate chairs to participate as ex-officio members, as appropriate. When possible, the committee will include at least one academic professional of rank at or above the highest rank being considered; otherwise the members will be tenured faculty members. Based on the candidate’s dossier, the external letters, and the supervisor letter, this committee will

provide a recommendation to the School Chair. The School Chair will write a letter of recommendation to the Dean.

SECTION 5: 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, such as government agencies, private industry, and donations. 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 United States/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 responsibilities 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 of Human Resources—<https://ohr.gatech.edu/learning-development> and the Georgia Tech Office of Sponsored Programs—<https://training.osp.gatech.edu/>. 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 the Director for Operations 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 bi-weekly staff, Tech Temps, and students should use OneUSG Connect to report time worked and time away from work. OneUSG time keeping training videos can be found at <https://www.transformation.gatech.edu/oneusg-connect-course-catalog>.

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 workload (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 doctor 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, who should then contact the Assistant Director for Administrative Operations to file worker's compensation paperwork.

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 School of Electrical and Computer Engineering (ECE) allows telecommuting consistent with the following policy. The Georgia Institute of Technology (GT) Flex Work Arrangements policy (linked below) explains a variety of flexible working arrangements, implementation procedures, and provides links to the "Flexible Working Arrangements Agreement" & "Telecommuting Agreement" forms. The allowed flexible work option for ECE is Telecommuting; however, flexible work schedules are allowed during summer semester.

<http://www.policylibrary.gatech.edu/flexwork-arrangements>

The following rules apply in addition to any guidelines stated in the formal GT agreement:

- Telework employees are prohibited from working overtime when working from home, unless approved in advance.
- Telework may not be taken in lieu of sick time, unless approved in advance. Telework should normally be performed per the agreed upon schedule on the annual form.
- Telework employees may not perform personal business during the agreed upon work hours.
- Telework employees agree to apply approved safeguards to protect State/Georgia Tech records from unauthorized disclosure or damage and will comply with the public record requirements. All records, papers, and correspondence must be safeguarded for return to the official location. Release or destruction on any records should be done at the official location according to statute and regulation. Computerized files are considered official records and should be similarly protected.

Guidelines

1. Telecommuting participation is strictly voluntary.
2. Telecommuting is a privilege and not a right and can be revoked at any time at the sole discretion of department supervisors or ECE administration.
3. Telecommute arrangements require resubmission annually. Completed paperwork must be submitted up to two weeks prior to start of the approved telecommuting period.
4. Telecommuting Procedures

Please telephone your supervisor immediately if network and/or connection issues prevent telecommuting support of your supported group. If network and/or connection issues are not resolved within 1 hour, re-contact your supervisor to discuss reporting to work at the GT campus.

The primary method of contact and communication is via email and Microsoft Teams. Please provide a home or cell phone number as your secondary method of contact.

ANNUAL CONFLICT OF INTEREST DISCLOSURE

Each Georgia Tech employee is required to submit both a State Business Transaction Disclosure Report and an Annual Conflict of Interest (COI) Disclosure on an annual basis.

To complete your ANNUAL Disclosure:

1. Access the Conflict of Interest system at the following URL: <https://ecoi.research.gatech.edu/>
2. 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) and password.
3. Once logged in, you will see an explanation of the eCOI and External Activities Reporting application; click continue at the bottom of the page to proceed to your eCOI home page.
4. Click on the links at either the top or the bottom of the page to begin the process of completing your certification.

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. Any changes related to involvement with consulting or projects being funded by companies in which faculty members have financial interests should be updated as they occur.

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

<http://www.rcr.gatech.edu/resources/>

OUTSIDE PROFESSIONAL ACTIVITIES (CONSULTING)

The Institute recognizes that consulting is a benefit to the Institute and its faculty and staff. 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.

The required online notification forms for external activities such as consulting may be found at the following website: <https://ecoi.research.gatech.edu/researcher/welcome>

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 are 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.policylibrary.gatech.edu/employment/employee-dispute-resolution>
<http://policies.gatech.edu/employment/anti-harassment-policy>

Section 7.7 (Employee Dispute Resolution) and 1.7 (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, and departmental sales/service. 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 for food and beverages 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 for food expenses 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. For more information, please see <https://policylibrary.gatech.edu/campus-use-facilities/catering-providers-policy>.

GEORGIA OPEN RECORDS ACT

As a state university, Georgia Tech is subject to the provisions of the <http://policylibrary.gatech.edu/legal/open-records-act-policy> (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 the ECE School Chair's office immediately; if the request is in writing, fax the request to the ECE School Chair's 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://policies.gatech.edu/legal/open-records-act-policy> <http://www.georgiaarchives.org/records/laws>

SECTION 6: 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 8:00am- 4:00pm, Monday-Friday. Non-stocked office supplies may be purchased using the P-card.

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.

TELEPHONES

Georgia Tech Telecom supports a mixture of analog, digital, and Voice over Internet Protocol (VoIP) phones on the main campus. For specific instructions on how to use these phones, please see https://ece.gatech.edu/sites/default/files/documents/people/resources/faculty-staff/analog_phone_qrg.pdf

PURCHASING

This service is provided electronically; administrative assistants are familiar with regulations and procedures. For further details and assistance, see the Assistant Director for Financial Operations for access to purchasing systems. The Workday electronic procurement system and the Georgia Tech P-Card are the Institute's approved buying methods. Access to the Workday electronic procurement system is contingent to online/personal training and role responsibility. Use of the appropriate buying tool must be in compliance with Institute policies and procedures. For general information about purchasing at Georgia Tech, go to the Purchasing Office website at <http://www.procurement.gatech.edu>. For guidance on the appropriate source of funds to use for a specific purchase, employees should refer to the Georgia Tech Allowable Cost Matrix at http://www.controller.gatech.edu/sites/default/files/images/georgia_tech_-_allowable_cost_matrix_-_updated_-_march_2018.pdf. 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:

- Effective April 1, 2017, all P-card purchases must be pre-approved on a P-card requisition form. This approved form must be uploaded with the receipt into Workday. This requirement is waived if the individual card is specifically designated as a "research" or "facilities" card.

- 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 (\$2,499).
- No gifts to employees, students, and retirees.
- No equipment purchases of \$2,499 or more.
- No food purchases, including departmental snacks, beverages/water service, and associate paper/party products.
- 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 when processing P-card transactions in Workday:

CARDHOLDER

It is the responsibility of the cardholder to follow the purchasing rules set forth above, obtain receipts for every purchase, and submit all documentation for individual transactions into Workday for approval processing per designated schedules.

Faculty cardholders have the option to delegate this process to their administrative assistant, but they 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.

ACCOUNTANTS

It is the responsibility of the accountant to review the P-card charges and receipts in Workday for all worktags. 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 transaction, they shall approve it for processing.

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

Spend Authorization (SA): 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 SA prior to the travel is impractical or even impossible, email communications, notes of phone conversations, and other evidence of communications, between the traveler and the individual authorizing the travel, may be printed and attached to the SA 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 SA form must be approved and retained in the traveler's department. The SA is completed electronically through the Workday Financials system.

Absences of more than ten consecutive business days and less than 8.5 weeks (half a term) must be approved by both the School Chair and the Dean of the College, who will notify the Provost's Office. An Absence From Campus form (http://www.faculty.gatech.edu/sites/default/files/documents/absence_from_campus.pdf) will be used.

Absences of greater than half a term (8.5 weeks) must be forwarded to the President's Office by the Dean of the College for consideration for a Leave of Absence as defined by the Board of Regents. A Leave of Absence form (https://faculty.gatech.edu/sites/default/files/images/draft_loa_form_0.pdf) is used for such requests.

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.researchintegrity.gatech.edu/export-control>. **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. The Workday Expense system must be used to request reimbursement for expenses associated with official Georgia Tech business. All Travel Expense Reports should include original receipts (except meals). The traveler is required to sign an oath by logging into the Workday system, attesting to the accuracy and completeness of the claim for travel reimbursement; the approver cannot be a subordinate of the traveler. Administrative assistants are familiar with regulations and procedures. Further details and assistance are available from administrative assistants, the ECE Accounting Services Office, and <http://www.procurement.gatech.edu/travel>.

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**. Expense Reports submitted more than 45 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 45 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 www.techworks.gatech.edu, select the OneUSG Connect tile, and then the pay tile under employee self-service. 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 online 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 – 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 – 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 – You may use this email address to request help with computer and networking support problems.

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, technical interest groups, and standing committees and faculty governance representatives. A moderator from the ECE Computer Support Group oversees email messages sent to these addresses.

Faculty, Staff, and Student Email Aliases

ece_personnel@ece.gatech.edu – Moderated list that includes ece_faculty, ece_research, and ece_staff.

ece_faculty@ece.gatech.edu – Moderated list of all ECE faculty.

professors@ece.gatech.edu – Moderated list of all ECE full professors and Regents' Professors.

assoc-professors@ece.gatech.edu – Moderated list of ECE associate professors.

asst-professors@ece.gatech.edu – Moderated list of all ECE assistant professors.

ece_research@ece.gatech.edu – Moderated list of all ECE research personnel.

ece_staff@ece.gatech.edu – Moderated list of all ECE staff personnel.

postdocs@ece.gatech.edu - Moderated list of all ECE postdoctoral fellows.

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

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

all-students@ece.gatech.edu – Moderated list of all ECE students (to be used by the ECE Computer Support Group and CoE Dean's Office only).

news_ugrads@ece.gatech.edu – Moderated list of all undergraduate students wishing to receive news, job opportunities, and announcements.

news_grads@ece.gatech.edu - Moderated list of all graduate students wishing to receive news, job opportunities, and announcements.

Technical Interest Group Email Aliases

tig-chairs@ece.gatech.edu – Moderated list of all ECE TIG chairs.

tig-bioeng@ece.gatech.edu – Moderated list of TIG Bioengineering ECE faculty.

tig-css@ece.gatech.edu – Moderated list of TIG Computer Systems and Software ECE faculty.

tig-dsp@ece.gatech.edu – Moderated list of TIG Digital Signal Processing ECE faculty.

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

tig-emag@ece.gatech.edu – Moderated list of TIG Electromagnetics ECE faculty.

tig-eda@ece.gatech.edu – Moderated list of TIG Electronic Design and Applications ECE faculty.

tig-nano@ece.gatech.edu – Moderated list of TIG Nanotechnology ECE faculty.

tig-optics@ece.gatech.edu – Moderated list of TIG Optics and Photonics ECE faculty.

tig-controls@ece.gatech.edu – Moderated list of TIG Systems and Controls ECE faculty.

tig-telecom@ece.gatech.edu – Moderated list of TIG Telecommunications ECE faculty.

tig-vlsi@ece.gatech.edu – Moderated list of TIG VLSI Systems and Digital Design ECE faculty.

ECE Standing Committee and Faculty Governance Email Aliases

faculty-recruitment@ece.gatech.edu – Moderated list for the ECE Faculty Recruitment Committee.

acad-senate@ece.gatech.edu – Moderated list for the ECE Academic Senate/General Faculty Representatives.

rpt@ece.gatech.edu – Moderated list for the ECE Reappointment/Promotion/Tenure Committee.

grad-recruit@ece.gatech.edu – Moderated list for the ECE Graduate Student Recruitment Committee.

sac@ece.gatech.edu – Moderated list for the ECE Statutory Advisory Committee.

fac-honors@ece.gatech.edu – Moderated list for the ECE Faculty Honors Committee.

grad-comm@ece.gatech.edu – Moderated list for the ECE Graduate Committee.

sfc@ece.gatech.edu – Moderated list for the ECE Student/Faculty Committee.

ugrad-comm@ece.gatech.edu – Moderated list for the ECE Undergraduate Committee.

research-fac-review@ece.gatech.edu – Moderated list for the ECE Research Faculty Review Committee

research-senate@ece.gatech.edu – Moderated list for the ECE Research Faculty Senate Representatives

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://secure.ece.gatech.edu/pli>.

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 three of Section 4.2 in the *Institute Faculty Handbook* states that:

“The Faculty of each Instructional Unit shall...Establish an elected Faculty Advisory Committee. This Committee shall be composed of full-time members of the Instructional Unit, elected by written vote of the Unit’s Faculty. The Chair of the Committee shall be elected by the Committee from among its members. This Committee shall advise the Academic Head of the Instructional Unit on all matters concerning the welfare of the Unit.”

The above referenced committee is referred to as the *Statutory Advisory* Committee. The functions of this committee were defined in its originating document of July 14, 1978, from the School of EE (now ECE). Quoting from that document: “The School of Electrical Engineering [now ECE] has several faculty committees concerned with almost every aspect of the operation of the School. The Statutory Advisory Committee, on the other hand, is viewed as a vehicle for collecting and articulating faculty opinions and concerns. The Statutory Advisory Committee may treat issues parallel to those of existing committees insofar as the welfare of the School is concerned. In such cases, the Statutory Advisory

Committee will be motivated by faculty concerns. The Statutory Advisory Committee will offer a forum for open expression of faculty views and will transmit faculty views to the Director [now Chair] for consideration. Input to the Statutory Advisory Committee will originate with the academic faculty.”

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:

Morris Cohen (Term ends September 2024)

Yorai Wardi (Term ends September 2024)

Stanislav Emelianov (Chair) (Term ends September 2023)

Christopher Rozell (Secretary) (Term ends September 2023)

Five faculty members also serve as associate members of the committee. They are David Anderson, Azadeh Ansari, Matthieu Bloch, Arijit Raychowdhury, and Shimeng Yu.

TECHNICAL INTEREST GROUPS

Rosters for all Technical Interest Groups (TIG) may be found on the ECE Personnel Listing Interface at <https://secure.ece.gatech.edu/pli>. 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 (see course and workload planning, page 20). Review course content and prerequisite structure.
- Coordinate and encourage continuing education activity.
- Coordinate new course proposals and implementation.
- In collaboration with the Associate Chair for Faculty Development, support 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 the 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.

SECTION 8: 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. A designated faculty member is named as the Course Coordinator for each offered course. The Course Coordinator is responsible for maintaining the currency of the official course syllabus (as posted on the ECE website), which includes prerequisites, the textbook, Course and Student Outcomes for undergraduate courses, Strategic Performance Indicators for graduate courses, and the topical outline, in consultation with course instructors.

This structure—Course Coordinator-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 to both the Senior Associate Chair and the appropriate CC by the established deadline. A request for a first offering must include the proposed syllabus and a completed Special Topic Course Proposal Form, <https://ece.gatech.edu/sites/default/files/documents/people/resources/faculty-staff/specialtopicnewpermanentcourseproposal.docx>. A request for a second or subsequent offering must include (1) the summary sheet from the Center for Teaching and Learning (CTL) “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 the Senior Associate Chair and the Academic Program Manager. Requests for textbook changes should be submitted to the appropriate curriculum committee, with a copy to the Academic Program Manager 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, the Academic Program Manager 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 the Academic Program Manager or the Senior Associate Chair.

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 <https://help.ece.gatech.edu>, 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 must be obtained through the Computer Support Group, by the Director of Information Technology, 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 (such as installation, use, copying, and number of simultaneous users) must be strictly followed.
- Academic faculty are expected to provide regular updates for their "official" ECE faculty profile and to maintain a current web 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 Director of Information Technology. 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 PROVISIONING AND ACCOUNT DURATION

Accounts are given to all ECE full-time faculty and staff members. They are to be used for general research and/or instructional purposes.

ECE faculty, staff, and students are permitted to login to ECE systems using their OIT provided credentials (GT/GTED /GTAD account). These accounts are managed at <https://passport.gatech.edu>.

- Student accounts are automatically provisioned at the beginning of each semester (see the [Lab Overview](https://help.ece.gatech.edu/labs) - <https://help.ece.gatech.edu/labs> for more details).
- ECE faculty, staff, and researchers AD (Windows) accounts are automatically provisioned once all paperwork has been completed and filed with OHR.
- If you are an ECE faculty or staff member, or an ECE graduate or undergraduate student, or a Georgia Tech student enrolled in an ECE course or cross-listed course, and you need access to ECE's Linux machines, then email help@ece.gatech.edu requesting permission. Include your GT account username and the machines or lab that you need access to. If you are a graduate student include your advisor's name. If you are not an ECE student and need access for an ECE course in which you are enrolled, include the course number.
- Access for Georgia Tech employees or students who are not affiliated with ECE (such as cross department research personnel and student assistants) should be requested by an ECE faculty member by emailing help@ece.gatech.edu.
- Non-Georgia Tech guest accounts can be sponsored through [Passport](https://passport.gatech.edu), but for access to ECE resources, the sponsor will need to email help@ece.gatech.edu.
- After a student, staff, or faculty member leaves ECE permanently, any accounts assigned to that person will be removed.

SYSTEM/DISK USAGE

Disk quotas for 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, memory, and CPU usage.

ECE maintains general use systems. On ECE's public access systems, temporary files and directories more than two weeks old on these machines are deleted daily. Jobs are limited to one interactive or background process per login for the public Linux systems. Accounts running more than one job will lose login privileges for these machines for two weeks. For those who need to run job processes or simulations requiring large amounts of resources (CPU cycles, memory and/or large amounts of disk I/O), please email help@ece.gatech.edu to request access to the department's PACE resources.

EDUCATIONAL LABS

The physical systems in the laboratories on the first and second floors of the Klaus Advanced Computing Building, 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 6p.m. 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 machine, 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 (CSG) 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. Additional software licenses may be restricted to be in compliance with terms set forth by software vendors.

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.

EDUCATIONAL VIRTUAL LABS (VLABS)

The virtual systems in the ECE Virtual laboratories pools, hosted by OIT VDI team in the CODA building, are primarily for academic teaching purposes. The ECE Virtual Lab is a project that will allow students to access Georgia Tech and ECE licensed software remotely. 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.

- The ECE virtual pool has enough resources allocated to support 128 dedicated virtual machines.
- The maximum connection time to a virtual desktop is limited to 16 hours. After 16 hours have elapsed, you will be logged out in order to provide fair access to other students.
- Should you stay disconnected for more than 8 hours from your desktop session (e.g. Citrix receiver disconnected), your session will be automatically logged out.
- Usage during non-scheduled lab hours is unrestricted except for the following: (a) users must limit background jobs to one machine, 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 (CSG) lab manager.
- During term breaks (after finals week, before registration), the lab may be unavailable 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.

SOFTWARE ACCESS

Due to campus license agreements with ECE software vendors, access to software packages is granted after enduser reads and agrees to the individual End User License Agreements (EULA) for software packages.

ECE will annually purge our software EULA access at the beginning of the Fall semester. To comply with our software vendor agreements, ECE CSG will perform semesterly\yearly purges of student access to our software packages. Purges will be based on if software access is for course or research. Course access will be purged on the first day of the following semester. Research access will be purged annually on the first day of the Fall 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 Categorization Table:

<https://policylibrary.gatech.edu/information-technology/data-governance-and-management-policy>

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 user's local machine and all ECE file servers.

All ECE computer accounts are subject to the Georgia Tech Acceptable Use Policy (AUP), Cyber Security Policy (CSP), and Data Privacy Policy (DPP).

<https://policylibrary.gatech.edu/information-technology>

All ECE computer endpoints are required by Georgia Tech Cyber Security to have approved endpoint software and standard configurations. Deviations from this configuration require an approved policy exception request from Georgia Tech Cyber Security.

<https://datax.gatech.edu/endpointcompliance>

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.

All ECE computer accounts are also subject to the Georgia Tech Acceptable Use Policy (AUP), Cyber Security Policy (CSP), and Data Privacy Policy (DPP).