Each program chair and the graduate/co-op coordinator will have a designated administrative assistant for the program, and a program office; depending on size, two programs may share the same person for this function. The technical support staff will have responsibility for the laboratory, network and computer facilities in buildings 14 and 20. The administration for the scheduling of classes will be performed at the school level with input from the chairs for the faculty preferences.
College of Engineering Dean

School Faculty Affairs Committee
Two tenured faculty elected from each of the four program's TPFC for four year staggered terms; chair elected each year

School Council
Director (Chair)
SWE Chair
CSC Chair
CPE Chair
EE Chair
Grad/Co-Op Coordinator
Technical Staff Lead Person
School Administrative Assistant
Student Representative

Recruitment in one or more programs

Peer Review Committee
Members elected for one year by the TFC of each of the one or more programs for which the faculty being reviewed is a member

Tenured faculty who are members of the one or more programs which will recruit the faculty member

Appointments Committee
Tenured faculty members elected for one year by the TPFC of each of the one or more programs for which there is to be a faculty recruitment;

Faculty are a member of one or more of the four programs (SWE, CSC, CPE, and EE) within the school, and obtain tenure in the administrative unit of the School of Computer Science and Electrical Engineering.

The Director, with input from the chairs, will be responsible for the appointment of all lecturers, including graduate assistants.
All courses scheduled by the school will be assigned one of the four prefixes: SWE, CSC, CPE, and EE. Courses that are required by more than one major will be coordinated by a committee of faculty associated with those programs, i.e., the committee will be formed by a matrix of the faculty from the programs. The graduate courses also will be coordinated by a matrix of interested faculty. Program chairs will act as curriculum chairs and will be responsible for leading the effort for accreditation of the program. Scheduling of classes will be coordinated at the school council, with input from the program faculty via the chairs. Laboratory development also will be coordinated at the school council, with input from the faculty from the chairs.