

Department of Computer and Information Sciences

Bylaws

Revised and Approved by CIS Faculty: September 19, 2012

This document describes the policies and procedures by which the Department of Computer and Information Sciences (subsequently referred to as *CIS* or *the Department*) of the University of Delaware operates to achieve its mission. The CIS Department has a valued history of operating and achieving its mission in a collegial atmosphere. This atmosphere is based on respect for each individual and efforts to maintain an environment where issues and differences can be discussed and resolved in a constructive manner. The policies and procedures set forth herein are intended to preserve and protect this operating style.

1 Membership in the Department

The CIS department faculty consists of all persons who hold tenure-track, continuing non-tenure track, affiliated, research, joint, secondary, adjunct, or visiting appointments in CIS. All tenure-track and continuing non-tenure track full-time faculty whose primary continuing appointment is in the Department of Computer and Information Sciences, along with all tenure-track and continuing non-tenure track faculty with joint appointments in the Department of Computer and Information Sciences, have voting privileges on issues related to their Department responsibilities, as follows:

- Faculty whose job descriptions include research or graduate supervision responsibilities have voting privileges on issues related to graduate students, the graduate program, the hiring or appointment of tenure-track, research, affiliated, joint, secondary and (research related) adjunct faculty, and the Department Executive Committee.
- Faculty whose job descriptions include teaching responsibilities have voting privileges on issues related to undergraduate students, the undergraduate curriculum, and the hiring or appointment of continuing non-tenure track and (teaching related) adjunct faculty.

In the remainder of this document, the term *voting faculty* refers to those individuals who have voting privileges on the issue in question. Other individuals may be given voting privileges on specific issues by a 2/3 majority vote of the voting faculty at a faculty meeting called for that purpose. *Senior faculty* refers to associate professors and full professors.

2 Responsibilities and Privileges of the Faculty

The mission of the Department is all aspects of research and education in computer science, including graduate research and education, undergraduate education, and service to the professional and University community. The Department faculty are responsible for determining how the Department achieves its mission, including responsibility for the academic programs of the Department. All new degree programs and changes in existing programs require the approval of the voting faculty in the Department. New experimental (numbered .67) and topics courses require the approval of the Chair. Some of the other rights and responsibilities of the faculty are outlined in the following sections.

3 Department Organization and Operation

3.1 Officers of the Department

The *Chair* is the chief administrative officer of the Department. Responsibilities of the Chair include providing leadership to the Department in achieving its mission, administering the policies and procedures of the University and the Department, and acting as the primary representative of the Department within the institution and the profession.

The *Associate Chair* assists the Chair in administering the Department and acts for the Chair in the Chair's absence. The Associate Chair must be a senior tenured faculty member and is appointed annually by the Chair. Initial appointment of the Associate Chair must be approved by the Department Executive Committee.

The *Executive Committee* acts on behalf of the faculty in the administration of the Department. The Executive Committee consists of three tenure-track faculty, at least two of whom must be tenured. Members of the Executive Committee each serve a three-year term. The Associate Chair may not be a member of the Executive Committee. Executive Committee terms are staggered so that one member is elected each year. Selection of Executive Committee members is by written ballot. All tenure-track faculty who are not currently on the Executive Committee, along with the Executive Committee member whose term is expiring, will be candidates. Each voting faculty member will be requested to rank up to three choices; three points will be assigned to each first choice, two points to each second choice, and one point to each third choice. The candidate receiving the largest number of points will be selected. If an Executive Committee member becomes ineligible to serve on the Executive Committee or is unable to perform his or her duties due to sabbatical or illness, that member will be temporarily replaced. The replacement will be selected by the same procedures specified above for selection of members of the Executive Committee.

The member of the Executive Committee who is serving the third year of a three-year term will serve as *Coordinator* of the Executive Committee. The Department Chair or the Coordinator may convene the Executive Committee. The Coordinator is responsible for overseeing the tasks assigned to the Executive Committee.

The Executive Committee advises the Chair concerning the general administration of the Department and assists the Chair in providing leadership to the Department. The Executive Committee is responsible for: approving all appointments of temporary (visiting) faculty and professional staff; making recommendations to the voting faculty regarding initial appointments of affiliated, joint, secondary, research and adjunct faculty; and approving renewal appointments of affiliated, joint, secondary, research and adjunct faculty. Members of the Executive Committee are also responsible for promotion and tenure recommendations and peer reviews (see Section 5).

3.2 Department Committees

3.2.1 Graduate Program Committee

The Graduate Program Committee is responsible for current graduate students and the operation of the graduate program. The members of the Graduate Program Committee and the Committee Chair are appointed annually by the Department Chair and should ideally reflect different research areas of the Department. The Chair of the Graduate Program Committee must be a senior tenured faculty member of the Department. Responsibilities of the Graduate Program Committee include periodic review of the graduate program, formulation of requirements for the graduate program subject to approval of the voting faculty, approval of new regular graduate computer science courses, administration of the graduate program, enforcement of degree requirements, development of programs for fostering morale within the graduate

student body, and nomination of potential award recipients. In addition, the Graduate Program Committee is responsible for making recommendations to the Department Chair about fellowship, teaching assistantship, and tuition scholar awards for current graduate students.

3.2.2 Graduate Recruiting and Admissions Committee

The Graduate Recruiting and Admissions Committee is responsible for ensuring the high quality of the graduate student body. The members of the Graduate Recruiting and Admissions Committee and the Committee Chair are appointed annually by the Department Chair and should ideally reflect different research areas of the Department. The Chair of the Graduate Recruiting and Admissions Committee must be a senior tenured faculty member of the Department. Responsibilities of the Graduate Recruiting and Admissions Committee include the recruitment and admission of graduate students, and recommendations to the Department Chair about fellowship, teaching assistantship, and tuition scholar awards for new students. The Graduate Recruiting and Admissions Committee should consult with individual faculty whenever possible to identify top students from all the research areas in the Department.

3.2.3 Interaction of Graduate Committees

The Department Chair and the Chairs of the Graduate Program Committee and the Graduate Recruiting and Admissions Committee will meet as a group to discuss which current and new students will be offered fellowship, teaching assistantship, and tuition scholar support, with final decisions made by the Department Chair after taking into account the recommendations of the two committees.

3.2.4 Undergraduate Committee

The Undergraduate Committee is responsible for the undergraduate program. The members of the Undergraduate Committee and the Committee Chair are appointed annually by the Department Chair. The Chair of the Undergraduate Committee must be a senior faculty member of the Department. Responsibilities of the Undergraduate Committee include recruitment of qualified undergraduate majors, formulation of requirements for the degree programs for undergraduate majors and minors subject to approval of the voting faculty, approval of new regular undergraduate computer science courses, admission decisions for students proposing to change their major or minor to computer science or to add computer science as a major or minor, administration of the undergraduate program, administration of undergraduate advisement, and liaison with undergraduate programs in other departments.

3.2.5 Faculty Search Committee

The Faculty Search Committee is responsible for recruitment of new CIS faculty. The members of the Faculty Search Committee and the Committee Chair are appointed by the Department Chair when a search is to be conducted. The Chair of the Faculty Search Committee must be a senior tenured faculty member of the Department. Responsibilities of the Faculty Search Committee include the administration of the recruiting process, preliminary screening of applications, selection of finalists, and hiring recommendations. In carrying out its duties, the Faculty Search Committee actively solicits the views of the voting faculty and makes every effort to be guided by the Department's wishes. See Section 4.

3.2.6 Promotion and Tenure Committee

See Section 5.1

3.2.7 Peer Review Committee

See Section 5.2

3.2.8 Other Committees

Other standing or ad hoc committees may be formed as deemed necessary by the Chair. Members of the committees will be appointed by the Chair, with one member designated as Committee Chair.

3.3 Department Meetings

In accordance with the by-laws of the College of Engineering, the Department holds at least two faculty meetings each Fall and Spring semester to consider matters of Department policy. Faculty meetings may be called by the Chair, by the Executive Committee, or by written petition of at least 25% of the faculty who have any voting privilege in the department.

Whenever possible, faculty meetings must be scheduled at least one week in advance and at a time that does not conflict with the teaching schedule of any voting faculty. Each faculty meeting will have an agenda, usually prepared by the Chair or the Executive Committee. Normally, agenda items will be solicited from the voting faculty at least ten days in advance, and the agenda should be distributed to the faculty at least seven days in advance of the meeting. Although other business may be discussed at the faculty meeting, official action may be taken only on items on the agenda.

All faculty with any voting privilege in the department, including those on sabbatical or on leave, may attend and participate in all faculty meetings; other faculty and a representative of the graduate students will be invited to attend and participate in portions of faculty meetings as appropriate. A quorum shall consist of a majority of those with any voting privilege who are not on sabbatical or leave of absence; neither the Department Chair nor faculty on sabbatical or leave of absence count in determining a quorum. A quorum must be present at a faculty meeting for action to be taken. Those faculty with any voting privilege in the department unable to attend a meeting may submit absentee or proxy votes as appropriate for a given agenda item. Faculty on sabbatical retain their voting rights; a faculty member on leave retains his or her voting rights unless decided otherwise by a 2/3 majority vote at a faculty meeting called for that purpose. Unless stated otherwise, a majority of those voting is required to adopt proposals. The Department Chair votes only in the case of ties.

4 Appointments

4.1 Tenure-Track and Continuing Non-Tenure Track Appointments

The Faculty Search Committee is responsible for administering the recruitment of new tenure-track and continuing non-tenure track faculty. The Faculty Search Committee actively solicits the views of the voting faculty regarding the desired qualifications of candidates for open positions and formulates an advertisement to attract such candidates. The Faculty Search Committee reviews applications for the positions and identifies a set of finalists who are invited to campus for interviews. After each candidate's visit, the Faculty Search Committee solicits evaluations from the voting faculty, appropriate non-voting faculty, and students, and uses these evaluations to formulate a recommendation that is presented to the voting faculty at a faculty meeting. The voting faculty are responsible for determining any candidates to whom an offer will be made. In order for a tenure-track or a continuing non-tenure track offer to be made

to a candidate, a two-thirds majority of those voting must find the candidate acceptable. A majority vote is required to make an offer to an acceptable candidate.

4.2 Other Appointments

The initial appointment of research, affiliated, joint, secondary and adjunct faculty is upon recommendation of the Executive Committee and approval of the voting faculty by a majority of those voting. Renewal appointments of research, affiliated, joint, secondary and adjunct faculty are approved by the Executive Committee. The appointment of visiting (limited-term) faculty is upon recommendation of the Chair to, and approval by, the Executive Committee. Appointment of part-time faculty is upon recommendation of the Chair.

Affiliated, secondary and adjunct appointments are made in a spirit of mutual benefit and to formalize a connection between the appointee and the Department with the purposes of (1) encouraging scholarly collaboration, and/or (2) exchanging educational experiences. Affiliated and secondary appointments are offered to individuals with full-time appointments (faculty and professional staff, respectively) in other units at the University of Delaware. Affiliated and secondary appointments are for a fixed period of three years and are renewable. Adjunct appointments are offered to individuals not currently associated with the University of Delaware, and by University definition, individuals with adjunct appointments do not receive monetary compensation in conjunction with that affiliation. Adjunct appointments are for a fixed period of one year and are renewable.

5 Promotion, Tenure, and Reviews

5.1 Committee on Promotion and Tenure

The composition of the Department's Promotion and Tenure Committee is specified in a separate Promotion and Tenure document.

5.2 Peer Review Committee

Peer reviews will be conducted in accordance with University policy. For assistant professors and instructors, the Peer Review Committee consists of all associate professors and full professors who are members of the Executive Committee; if there are fewer than three members of the Executive Committee eligible for the Peer Review Committee, the Chair appoints additional associate or full professors to the Committee. For associate professors, the Peer Review Committee consists of all full professors who are members of the Executive Committee; if there are fewer than three full professors who are members of the Executive Committee, then the Chair will appoint additional voting faculty to the Peer Review Committee in the following order: 1) one associate professor who is a member of the Executive Committee, and 2) other full professors. For full professors, the Peer Review Committee consists of all full professors who are members of the Executive Committee; if there are fewer than three members of the Executive Committee eligible for the Peer Review Committee, the Chair appoints additional full professors to the Committee. The Chair of the Peer Review Committee is elected by majority vote of the committee members.

The Peer Review Committee solicits written information from the faculty member being reviewed documenting his or her contributions in each of the areas of research, teaching, and service, and then meets with the faculty member to discuss those contributions. The Committee submits a written evaluation to the Department Chair who then adds their own comment and forwards the evaluation to the Dean, with a copy to the faculty member.

6 Amendment

These Policies and Procedures may be amended at a duly constituted Department faculty meeting by a two-thirds majority vote.