

Computer Science Department Bylaws

(4/13/2005)

Article I. Name, Function, Authority, and Membership

Section 1 - Preamble. The academic unit governed by these bylaws is the Faculty of the Computer Science Department in the College of Engineering at the University of Idaho. It is the goal of departmental governance to create the best possible working environment in which the faculty can perform its function.

Section 2 - Function. The function of the Faculty of the Department of Computer Science is to establish and implement the objectives of the Department of Computer Science with respect to teaching, research, advising, public service, administration, and other support activities. The objectives of the department are contained in a business plan.

Section 3 - Authority. Authority is granted by the Constitution of the University Faculty, Article I, Section 4, Clause B.

Section 4 - Membership. Members of the Faculty of the Department of Computer Science are members of the University Faculty as described in Section 1520, Article II, Section 1 of the Faculty Staff Handbook, who hold appointments in the Department of Computer Science.

Section 5 - Voting Membership. The voting members of the Computer Science faculty are the constituent faculty. The constituent faculty are members of the University Faculty with appointments in Computer Science. Emeriti and Associated Faculties, as defined by the Constitution of the University Faculty, Article II, sections 2-3, are non-voting members of the Faculty of the Department of Computer Science.

Article II. Faculty and Department Chair

Section 1 - Faculty. The responsibilities of the members of the Faculty of the Department of Computer Science are defined in the Constitution of the University Faculty, Article IV.

Section 2 - Department Chair. The Department Chair performs responsibilities in accordance with the Faculty-Staff Handbook, Section 1420.

Article III. Department Chair Selection and Review

Section 1 - The Chair shall serve a three-year term. Near the end of each three-year term, or at any time that a vacancy occurs, all the departmental faculty become an -ad hoc chair selection committee,- with the faculty

member who has been tenured longest who is not a candidate for the position serving as committee chair. The committee meets with the Dean of the College of Engineering for the following purposes:

- A. Discuss and agree to desired direction of the department
- B. Agree to the extent of the search for Chair - internal or external searches (agreement by a majority of the departmental faculty is necessary in order to conduct an off-campus search, and the approval for funding the additional position is also required)
- C. Establishment of the Department Chair search committee in accordance with the College of Engineering Bylaws (Article V, Section 2)
- D. Develop procedural agenda and time deadlines.

Section 2 - If the search includes candidates external to the department, then the Department Chair search committee shall establish a selection procedure in which all the department faculty can participate. After selection and interview of the finalists, the final Chair recommendation will be the result of voting by the departmental faculty by secret ballot.

Section 3 - If the search is limited to selection of the Chair from departmental faculty, then the following election procedure shall be used:

- A. All willing faculty, except the current Chair if he/she is presently serving in a second term, are eligible to be candidates. The candidates make their interest known formally to the Department Chair search committee. The search committee chair shall oversee the election procedures.
- B. A formal meeting between each candidate and the departmental faculty is required for purposes of discussing issues with the candidates
- C. An election by secret ballot is required in which all department faculty participate. Ballots shall be counted and verified by at least two members of the Department Chair search committee, with at least one being a departmental faculty member.

Section 4 - A majority vote is required for election of Chair. If there are more than two candidates, the recommended procedure consists of the following:

- A. Each ballot will contain the names of all candidates and a box next to their name.
- B. Each faculty member will place a -1- in the box next to the candidate of their first choice, -2- in the box next to the candidate of their second choice, -3- for their third choice, and so on. Ballots not marked in this manner shall be declared invalid and not tallied in with the others.

- C. After collection of the ballots, candidates will be ranked quantitatively by adding up their corresponding numbers. The two candidates having the lowest sum will be designated as the run-off candidates. In the event of a tie between three or more candidates with the lowest sum, or if there exists a tie for the second lowest position, another round of balloting will occur until two clear candidates emerge.
- D. Another balloting will then proceed for the two run-off candidates. Following the same balloting procedure outlined above, the candidate with the lowest combined score will be declared the winner.
- E. The winning candidate identified in the previous step will be recommended to the Dean of Engineering by the search committee. A written communication to the Dean will include a summary of the election results with candidate ranking and the number of votes they obtained.

Article IV. Faculty Tenure, Promotion, Evaluation, and Review

Section 1 – Tenure

- A. The definition, criteria, eligibility, and evaluation of tenure are described in the Faculty-Staff Handbook, Section 3520. The criteria for tenure for the Department of Computer Science are given below in Article V.1.A.
- B. Tenure performance review policy and procedures are defined in the Faculty-Staff Handbook, Section 3520.

Section 2 – Promotion

- A. Promotion criteria are defined in the Faculty-Staff Handbook, Section 3560. The criteria for promotion for the Department of Computer Science are given below in Article V.1.B.
- B. Promotion policy and procedures are defined in the Faculty-Staff Handbook, Section 3560.

Section 3 - Evaluation and Review.

- A. Third Year Review. The Faculty-Staff Handbook, Section 3520 H-3, specifies the need for a thorough review of non-tenured faculty during their third full year of service. The committee and procedures used for the third year review are similar to those used for a tenure review, which are described below in Article IV.3.B. The Faculty-Staff Handbook, Section 3520 specifies the basis of the review
- B. Tenure. The Faculty-Staff Handbook, Section 3520 H, describes evaluation of tenure procedures. Section G-3 specifies that the Department will have procedures for a tenure-recommending committee.

1. Membership of the tenure-recommending committee.
 - a. The tenure-recommending committee for the Department of Computer Science is composed of four members selected as follows:
 - (1) one member and one substitute shall be selected by lot from among the tenured Faculty of the Department of Computer Science,
 - (2) one member and one substitute shall be selected by lot from the untenured Faculty of the Department of Computer Science, if available, otherwise this position will be filled by a tenured faculty member,
 - (3) one member and one substitute shall be elected from among the junior, senior, and graduate students of the department at an election supervised by the Department Student Professional Society, at which election all students in the Department will be eligible to vote, and
 - (4) one member from outside the Department, who shall be selected by the Faculty of the Department of Computer Science.
 - b. A faculty member under consideration by the committee shall have a right to challenge two members of the committee. The faculty member must exercise any challenge in writing delivered to the Department Chair at least five days ahead of the first meeting. A member of the committee who is challenged shall be replaced by the next substitute in the appropriate category.
 - c. The Department Chair shall be responsible for initially convening the committee where the first order of business shall be to elect a permanent committee chair from within the committee's membership.
2. Notice and convening of the tenure-recommending committee.
 - a. The committee shall hold its meetings in the College of Engineering, University of Idaho.
 - b. The committee chair shall specify the times of all committee meetings.
 - c. Notice of the first meeting of the committee shall be given by the Department Chair in writing at least ten days before the day of the meeting to all members of the committee and to all faculty who will be under consideration at such meeting.
3. Meetings.
 - a. The committee shall hold a meeting for the taking of evidence with respect to each faculty member under consideration.
 - b. The committee chair shall rule on all procedural points and on the admissibility of evidence.
 - c. A faculty member shall have the right to review and rebut all evidence and to have legal counsel if the faculty member so desires.
 - d. After evidence has been presented concerning the faculty member under consideration, the committee shall meet in order to decide, based on the evidence presented, whether to recommend the granting of tenure. These meetings of the committee shall be closed.

- e. The decision of the committee shall be transmitted to the Department Chair using the Report of Evaluation and Recommendation for Awarding of Tenure form from the Faculty-Staff Handbook, Section 3520.
- C. Promotion. The Faculty-Staff Handbook, Section 3560 describes the evaluation of promotion procedures. Section 3560 E describes the specific procedures that are to be used by the department.
- D. Periodic Performance Review of Tenured Faculty. The Faculty-Staff Handbook, Section 3320 describes the procedures to be used for periodic performance reviews.

Article V. Department Criteria for Tenure and Promotion

Section 1 - Criteria for Tenure and Promotion. The Faculty-Staff Handbook, Section 3520 D and 3560 B, specifies that each department establish specific criteria for tenure and promotion. The criteria in the Department of Computer Science are:

- A. Criteria for Tenure. The department shall follow the criteria for award of tenure established by the University Faculty as stated in the Faculty-Staff Handbook, Section 3520. The specific department criteria are:
 - 1. Performance will be judged in relation to the specific position description, including responsibilities in research, teaching, advising, service, and other activities of the department.
 - 2. Creative and scholarly activity such as professional publications, peer recognition, patents and inventions, program innovations, grantsmanship, and other scholarly and creative activities typically associated with academic endeavor.
 - 3. Professional development judged by continued improvement in teaching and research and by participation and leadership in professional activities.
- B. Criteria for Promotion. The department shall follow the criteria for promotions established by the University Faculty as stated in the Faculty-Staff Handbook, Section 3560.
 - 1. Department criteria for appointment and promotion to the rank of assistant professor are:
 - a. A Doctoral degree or equivalent in Computer Science or a related field is required.
 - b. Demonstrated competence in teaching and/or research.
 - c. Recommendations indicating a capacity for scholarly development.
 - 2. Department criteria for appointment and promotion to the rank of associate professor are:
 - a. A Doctoral degree or equivalent in Computer Science or a related field is required.
 - b. Positive teaching and research reputation established by experience.
 - c. Membership in graduate faculty and service on graduate committees.
 - d. Evidence of scholarly achievement and professional stature, which may include effective research project leadership, demonstrated creativity and grantsmanship, publications and/or

- presentations demonstrating current knowledge in his or her field, and participation in professional activities including ability to communicate results of research.
- e. Effective participation in advising undergraduate and graduate students.
 - f. Meet position requirements and performance expectations as specified in position descriptions.
 - g. Effective participation in supporting activities such as committee assignments and program planning.
3. Department criteria for appointment and promotion to the rank of professor are:
- a. A Doctoral degree or equivalent in Computer Science or a related field is required.
 - b. Established teaching and research reputation.
 - i. Evidence of effective teaching.
 - ii. Leadership established in teaching and research programs.
 - iii. Meet position requirements and performance expectations as specified in position description.
 - iv. Demonstrated intellectual depth and breadth related to specialty.
 - v. Service at the associate professor rank.
 - c. Scholarly achievements.
 - i. Successful development of teaching and/or research programs including effective research project leadership, demonstrated creativity, and grantsmanship.
 - ii. Publications and/or presentations demonstrating current knowledge in his or her field and participation in professional activities including ability to communicate results of research.
 - d. Effectively participates and assumes leadership, when appropriate, in advising students and in committee assignments.
 - e. Membership in graduate faculty and service on graduate committees.
 - f. Sustained record of effective performance and demonstrated continued professional achievement.

Article VI. Faculty Meetings

Section 1 - Call of Meetings.

Meetings of the Faculty of the Department of Computer Science may be called by the Department Chair, the Chair's designee, or upon the written petition of not less than one-quarter of the Faculty of the Department of Computer Science.

Section 2 - Quorum.

A quorum shall consist of not less than one half of the voting Faculty of the Department of Computer Science, excluding faculty on leave.

Section 3 - Agenda.

The Department Chair shall issue an agenda listing all subjects to be voted

on at least one day prior to each meeting.

Section 4 - Department Voting.

Department voting is restricted to members of the voting faculty of the department.

Section 5 - Department Business.

Department business will be conducted only when a quorum is present.

Section 6 - Voting Rules.

In most matters put to a vote, the decision can be made by a simple majority. An exception is that changing these bylaws which requires at least a two-thirds vote by the voting faculty. Depending on the matter at hand, voting may be by unanimous consent, voice vote, show of hands, or by ballot. E-mail balloting shall not be allowed unless authorized for a specific purpose by a two-thirds vote of the voting faculty.

Article VII. Committees

Section 1 - Standing Committees.

Standing committees shall be established by the Faculty of the Department of Computer Science. Committee members and committee chairs shall be appointed by the Department Chair. Standing committees and their functions are listed in Article VIII.

Section 2 - Special Committees.

Special committees of the department may be created and appointed by the Department Chair.

Section 3 - Membership.

Names of members appointed to all committees within the department shall be made known to the Faculty of the Department of Computer Science.

Section 4 - Term of Office.

Each standing committee shall take office one week before the beginning of the fall semester and serve for twelve months. Special committees will expire at the same time.

Section 5 - Meetings.

All committees shall meet by call of the committee chair or at the request of a majority of the members.

Section 6 - Vacancies.

Vacancies which occur during the academic year in standing and special committees shall be filled by the Department Chair.

Article VIII. Standing Committees

Section 1 - Curriculum & Petitions Committee.

- A. Function.
1. The committee reviews all proposed curriculum and course changes, additions, deletions, and other matters related to instruction offered by the Department of Computer Science. Recommendations resulting from review by the committee shall be reported to the Faculty.
 2. The committee shall maintain records documenting actions taken by the faculty on curricular matters.
 3. The committee coordinates course and curriculum matters with other academic divisions.
 4. The committee coordinates the preparation and review of all program, curriculum, and course description information to appear in the University catalog.
 5. The committee coordinates the preparation of and reviews all curriculum information to be placed on the department-s web site.
 6. The committee coordinates preparation of, and reviews all materials required for accreditation. The committee also coordinates preparation of any required written response following an accreditation visit.
 7. The committee reviews all academic petitions submitted by students in the Department of Computer Science. Petitions related to requirements of, or interpretation of graduate program requirements shall be coordinated with the Graduate Committee. Decisions made by the committee shall be documented.
- B. Structure and Membership.
1. The Curriculum & Petitions Committee shall consist of three voting members of the Faculty of the Department of Computer Science. The committee chair will be the department representative on the College of Engineering Curriculum Committee.
 2. Members of the Curriculum & Petitions Committee cannot serve as members of the College Petitions Committee.

Section 2 - Hardware/Software Committee.

- A. Function.
1. The committee presents equipment acquisition/upgrade plans to the faculty, listing the proposed acquisitions (and their justification). Consistent with normal budget cycles, such plans are usually presented in the Spring; however, they should be presented any time that a major purchase or other change is made.
 2. The committee presents an annual report on current equipment and recent acquisitions. Consistent with normal budget cycles, this report is usually presented in the Fall.
 3. The committee provides, at the option of the requester, advice on any request for new equipment to be acquired by purchase, grant, or donation. The committee should be sent a copy of any request or proposal for new equipment.
 4. The committee coordinates workshops for new users of all department equipment.
 5. The committee oversees the allocation of funds generated by student fees for teaching labs.
- B. Structure and Membership.
1. The Hardware/Software Committee shall consist of three to five voting members of the Faculty of the Department of Computer Science. The Department of Computer Science's System Manager (Assistant Computer Scientist) serves as an ex-officio member without vote. There will be one voting student member of this committee chosen the department student professional society.

Section 3 - Graduate Program Committee.

A. Function.

1. The committee recommends entrance criteria for the graduate programs in the Department of Computer Science.
2. The committee reviews all proposed curriculum and course changes, additions, deletions, and other matters related to graduate instruction offered by the Department of Computer Science. These curriculum items should then be passed to the Computer Science Curriculum & Petitions Committee.
3. The committee processes all applications to the graduate programs in the Department of Computer Science.
4. The committee coordinates with the Curriculum and Petitions committee on any petitions related to the requirements of or interpretation of graduate program requirements, and with the maintenance of that portion of the departmental web site concerning graduate program requirements.

B. Structure and Membership.

1. The Graduate Program Committee shall consist of three voting members of the Faculty of the Department of Computer Science.

Section 4 - Bylaws, Policies, and Procedures Committee.

A. Function.

1. Once each year the committee shall review the bylaws, policies, procedures, and context statement of the Department of Computer Science to ensure that they are consistent with governing documents of the College of Engineering and the University. The committee shall report the results of the review to the faculty.
2. The committee shall draft changes to the bylaws, policies, procedures, or context statement as it determines to be necessary or as directed by a vote of the faculty to maintain or enhance the functioning of the department.
3. Any member of the department faculty or staff may submit a proposed amendment to the bylaws, a change to the context statement or an existing policy or procedure, or may propose a new policy or procedure by submitting it to the Bylaws, Policies, and Procedures Committee. The committee shall review changes submitted to it and may make editorial changes to proposals to ensure that language is consistent with existing documents. If the committee believes that a change in substance is required, the change shall be discussed with the individual initiating the proposal. A department faculty or staff member may submit a proposal directly to the faculty as provided for in Articles IX and XI.
4. An affirmative vote of two-thirds of the committee members shall be required for committee approval. Policy and Procedure changes approved by the committee shall be presented to the faculty for their consideration as defined in Article IX. Bylaw changes approved by the committee shall be presented to the faculty for their consideration as defined in Article XI.

B. Structure and Membership.

1. The Bylaws, Policies, and Procedures Committee shall consist of three voting members of the Faculty of the Department of Computer Science.

Article IX. Departmental Policies and Procedures

Section 1 - Purpose and Intent. Policies and procedures supporting and standardizing the conduct of departmental operations shall be established by the Faculty of the Department of Computer Science. The Department of Computer Science Policies and Procedures Manual shall serve as a repository for approved department policies and procedures related to faculty governance, departmental administration, and academic matters. Departmental policies and procedures must be consistent with these bylaws as well as the policies and procedures established by the University and the College of Engineering. The manual shall contain policies and procedures in areas such as:

- A. Administrative procedures to be followed for which consistent implementation is required.
- B. Interpretations of departmental academic requirements appearing in the University catalog and elsewhere.
- C. More detailed interpretative documentation related to items appearing in the departmental bylaws.

Section 2 - Approval Procedure.

Proposed additions, deletions and modifications to the Department of Computer Science Policies and Procedures Manual shall be presented to the faculty for their consideration and voted on in a meeting of the faculty. Proposed changes must have been published in full in the agenda at least one week before the meeting or presented in writing at a meeting at least one week previous to the one at which the vote is to be taken. Approval of a proposed change shall require an affirmative vote by at least two thirds of the faculty present.

Section 3 - Publication.

Approved changes to the Department of Computer Science Policies and Procedures Manual shall be published by the department and made available to faculty and staff of the Computer Science Department and to other University personnel as may be required.

Article X. Rules of Order

Section 1 - Rules of Order are those prescribed in the Constitution of the University Faculty, Article VI. Article XI. Amendments Section 1 - These bylaws may be amended by a two-thirds affirmative vote of the members of the Faculty of the Department of Computer Science in attendance at a regular meeting. Proposed amendments must have been published in full in the agenda at least one week before the meeting or presented in writing at a meeting at least one week prior to the one at which the vote is to be taken.

Section 2 - No provision of Article XI may be suspended.

Section 3 - No amendment may be adopted which would conflict with any provision of the Bylaws of the College of Engineering or the Constitution of the University Faculty.

Section 4 - Adopted amendments are forwarded to the College of Engineering.

Article XII. Ratification Section

Section 1 - Ratification of these bylaws requires a two-thirds affirmative vote of all the members of the Faculty of the Department of Computer Science.

Section 2 - The ratified bylaws are forwarded to the College of Engineering.

Amendments

Amendment I. Student Representation on Hardware/Software Committee.

- A. Membership of Hardware/Software Committee modified to include student from department student professional society.
- B. Functions of Hardware/Software Committee modified to include the allocation of funds generated by student fees for teaching labs.

Amendment II. Selection and Review of Department Chair.

- A. Chair to serve three year terms.
- B. Selection and Review procedures made more specific.

Amendment III. Minor changes to Criteria for Promotion.

- A. Clarify advising criteria and measurement.
- B. Clarify use of teaching evaluations.
- C. Clarify measures of scholarship.

Amendment IV. Addition of Departmental Policies and Procedures Manual

- A. Inserted Article IX to provide for a Department of Computer Science Policies and Procedures Manual.
- B. Re-sequenced Articles following the inserted Article.

Amendment V. Changes to the responsibilities of the Curriculum Committee

- A. Changed the committee title to Curriculum & Petitions Committee
- B. Added responsibilities to the Curriculum & Petitions Committee to oversee accreditation activities and to oversee program information published in the University catalog and displayed on the Department-s web site.

Amendment VI. Updated references to the Faculty Staff Handbook

- A. Changed the references to the Faculty Staff Handbook to refer to the current version of the FSH.

AmendmentVII. Changes to departmental membership and voting

- A. Changed definition of membership to be consistent with the University

- constitution.
- B. Added section to govern departmental voting.
- C. Removed procedural items from the section governing the Curriculum & Petitions Committee.

Amendment VIII. Added Bylaws, Policies and Procedures Committee

- A. Added Article VIII, Section 4 creating the Bylaws, Policies, and Procedures Committee.