

OPERATING RULES AND PROCEDURES

Department of Computer Science
College of Engineering
University of Kentucky

Approved by faculty [19 January 2012]

1 Introduction

The purpose of these Operating Rules and Procedures is to promote effective and efficient conduct of the affairs of the department of Computer Science. These rules are intended to be consistent with the Governing Regulations and the Administrative Regulations of the University of Kentucky, the Operating Rules and Procedures of the College of Engineering, and the laws of the Commonwealth of Kentucky and of the United States of America. They are intended to supplement the rules and procedures of the College of Engineering and of the University of Kentucky.

In the event that these rules of procedure are inconsistent with or contrary to the above-mentioned regulations and laws, then those regulations and laws control.

2 Administrative Organization

The administrative organization of the Department of Computer Science is determined by functional responsibilities in the areas of instruction, research and service, and other such functions as may be assumed or assigned by the University.

Each administrative officer in the Department other than the Chair shall be responsible to the Chair for the efficient and effective operation of the organizational unit or functions to which he or she is assigned.

These Operating Rules and Procedures describe the role of the Department Chair and others having major administrative duties. Faculty roles and responsibilities are also presented.

Each administrative officer is authorized to establish administrative and/or advising committees to aid in the performance of assigned functions. Committees should provide for reasonable student input and participation. Student participation shall be provided for in the development of educational policies as set forth in Governing Regulation (GR) VII.A.9. For this purpose, the Chair shall select at least one undergraduate and one graduate student to serve as voting members of the Undergraduate Studies Committee and the Graduate Studies Committee, respectively.

Department Chair. Responsibilities of the Chair shall be those stipulated in Governing Regulations VII.B.5. The Department Chair shall be responsible for maintaining the

Standard Personnel File for each departmental Faculty as set forth in Administrative Regulation AR II 1.0-1, II.G.

The Chair shall serve as the main interface between the Faculty and the College and University Administration. The Chair shall effectively communicate opinions of the Department Faculty to the Administration. The Chair shall also provide Faculty with adequate information about actions of the Administration that may affect the Faculty.

The Chair shall be responsible for planning, implementation and assessment of activities supporting undergraduate and graduate instructional programs, research programs and outreach programs in the Department.

The Chair shall represent the Department on the College of Engineering Chairs' Team.

The Department Chair shall be responsible for recommendations on the appointment status of all personnel of the Department, for the periodic evaluation of all personnel, for the financial management of the Department, for recommendations on salaries, and shall serve as spokesperson for the Department. Procedures and criteria used in conducting these duties shall be in accordance with those established by the University, the College and by the Faculty of the Department.

The Department Chair shall establish the Executive Committee, which is to provide the Chair with advice in matters concerning appointments, promotion, tenure and to assist the Chair in developing strategic plans for the Department.

The Department Chair shall present a report on the state of the Department at a Faculty meeting once a year.

In addition to the Chair, the following officers have administrative responsibilities within the department.

Associate Chair. The Associate Chair shall be appointed by the Chair of the Department.

The duties of the Associate Chair shall include day-to-day advisory assistance to the Chair, oversight of procedures for giving out various department awards, and serving as the Chair's designate in handling cases of alleged academic offenses according to University Senate Rules. The Associate Chair shall be appointed for a two-year term.

Director of Undergraduate Studies. The Dean of the College, upon recommendation of the department Chair, shall appoint a Faculty member to serve as the Director of Undergraduate Studies (DUS). The DUS shall be responsible to the Department and the Chair for the administration of the undergraduate program in computer science, including oversight of student advising, transfer evaluation, admission to Computer Science Upper Division, maintenance of student records, and the department's participation in College- and University-wide outreach activities (such as Engineering Day). In addition, the DUS shall, in consultation with the Chair and Associate Chair, prepare the Department's class/teaching schedule.

The DUS shall serve as the department's representative on the College Undergraduate Studies Committee, and chairs the Department's Undergraduate Committee. The DUS shall be appointed for a period of four years.

Director of Graduate Studies. The Director of Graduate Studies (DGS) is appointed by the Dean of the Graduate School following the recommendation from the Department Chair and after consultation with the graduate Faculty in the Department, and with the approval of the Dean of the College. The term of the appointment is for four years. The DGS shall be responsible to the Dean of the Graduate School, the Department and the Chair for the administration of the Computer Science graduate program including admissions, maintenance of records, fellowships and teaching assistantships, program requirement changes and new programs, admissions, advising and registration, appointment of advisory and examination committees, the University Scholars Program, assessment of the effectiveness of graduate instruction, and supervision of curriculum development and modifications. The DGS shall serve as the department representative on the College Graduate Studies Committee.

Director of Computing. The Director of Computing shall be appointed by the Chair of the Department. The term of the appointment is for three years. The Director shall be in charge of the departmental computing facility. Technical staff and students involved in the maintenance of the facilities shall report to the Director. Duties of the Director shall include: supervision of day-to-day operation of the departmental computing facilities, supervision of technical staff, evaluation of research computing needs, and preparation of reports on research computing needs.

3 Department Faculty

The Faculty of the Department of Computer Science is composed of all full-time personnel appointed in the unit at the rank of assistant professor or higher in the regular, special title, research title and extension series, and full-time lecturer series faculty at the rank of Lecturer or higher. The Faculty may approve for “courtesy” membership others connected with the activities and functions of the Department (see Section 3.2). Responsibilities of department Faculty are those stipulated in Governing Regulations VII.A.6.

3.1 Limits on Lecturer Title Series

The department shall not employ a number of faculty in the lecturer title series that exceeds one-sixth of the total number of department faculty.

3.2 Courtesy Appointments

To promote cross-fertilization of ideas, expand the department’s influence on campus, and enhance collaboration the department may, at its discretion, offer “courtesy” (zero-time) joint appointments to faculty in other units on campus.

Faculty with such appointments may participate in department discussions, but have no voting privileges. They may or may not have teaching responsibilities in the department. It is expected that some mutual benefit will be received through courtesy appointments.

Nomination of candidates for courtesy appointments shall come from the Department Chair, who shall also provide a justification for the nomination including a brief curriculum vita of the nominee. The decision to offer a courtesy appointment shall be approved by

normal faculty vote. Upon approval, the chair shall extend a formal offer of the courtesy joint appointment. The appointment shall be effective upon acceptance by the invited faculty member, and shall be entered into the faculty database.

Courtesy appointments have a 5-year term. At the end of each appointment term, the courtesy appointment may be renewed if desired. Renewal shall be by faculty vote.

Membership in the Graduate Faculty is independent of courtesy joint appointments. By Graduate School rules, membership in the department's Graduate Faculty gives the right to serve as a regular (internal) member on PhD committees, and removes the right to serve as an outside member of such committees. Membership in the department graduate faculty may be offered along with a courtesy appointment, but need not be.

4 Meetings of the Faculty

Regular meetings shall be held at least once each semester of the academic year. They shall be announced at least 14 days prior to the meeting date. Special meetings may be called by the Chair, or at the request of at least twenty (20) percent of the departmental Faculty. The Chair shall preside at Faculty meetings and shall be responsible for sending notices of meetings, including agenda, to all members of the departmental Faculty. Items to be included on the agenda may be submitted to the Chair at least ten (10) days prior to the regularly scheduled meeting. Notice of special meetings shall be distributed to Faculty and posted in departmental offices at least 48 hours prior to the meeting. In the absence of the Chair, these responsibilities shall be the duty of the Associate Chair. The minutes of the meeting shall be distributed by the Chair to the Faculty no later than seven (7) days after the meeting.

Fifty (50) percent of the departmental Faculty, excluding those on leave, shall constitute a quorum. A quorum is necessary to conduct business. Matters of issue shall be decided by voice vote or by a show of hands. Upon request of any member of the Faculty, votes shall be recorded individually and made part of the minutes. New policy or changes in policy shall be circulated to the Faculty ten (10) days prior to the meeting in which the proposals are to be considered. To change existing policy, or to make effective new policies, a two-thirds majority vote of those present will be required. The determination of what is policy and, hence, requires a two-thirds majority vote, shall be made by the Chair.

Course actions and other non-policy matters will be acted on by the appropriate graduate and/or undergraduate studies committees. After approval by these bodies, notice of this action shall be circulated to the departmental Faculty with appropriate documentation. If no written objections are received from a Faculty member within ten (10) days, approval will be assumed and item(s) will be further processed as appropriate. If one or more Faculty members object to the action within ten (10) days, each Faculty member's objections shall be considered by the appropriate committee(s). Unresolved matters shall be settled in a departmental Faculty meeting. The usual ten (10) day pre-meeting circulation shall be required.

Departmental matters may also be discussed and voted on by email. Email discussions shall be initiated by the Chair. When all Faculty members have had enough opportunity to voice their opinions, but not later than after seven (7) days, the Chair shall conclude the discussion and distribute a summary. Faculty may request a special meeting to continue

the discussion of the matter. Otherwise, the Chair may request that the Faculty vote on the matter. The votes shall be sent by email to the Chair; votes are due within seven (7) days. The Chair shall then distribute the results of the vote to the Faculty. As with regular votes, 50% of Faculty must vote in order to constitute a quorum. At any time in this process, a single Faculty may request that the discussion and/or vote take place during a Faculty meeting. Any such request shall be honored by the Chair who will then call a Faculty meeting.

5 Committees

Standing committees shall consist of at least three Faculty members chosen by the Department Chair to represent the diverse interests of the Faculty. There shall be student representatives on Undergraduate and Higher Degrees committees. The Faculty members shall constitute a majority on standing committees. The committees, including the committee chairs, shall be appointed by the Department Chair. Terms of appointment shall be one year except that the committee chairs shall normally be appointed for three years. Committee appointments for standing committees shall be finalized and distributed to the Faculty early in the first semester of the academic year.

5.1 Standing Committees

The Department maintains the following standing committees.

Graduate Committee. Oversees the graduate curriculum, admissions, and performance evaluations of graduate students. Advises the Director of Graduate Studies.

Undergraduate Committee. Oversees the undergraduate program, including self-assessment and curriculum development. Advises the Director of Undergraduate Studies.

Executive Committee. Advises the Chair on tenured and non-tenured Faculty appointments and other key issues related to the management of the Department. Assists in Faculty Performance Evaluation.

Media and Communications Committee. Oversees all aspects of the Department's external communications, including web page, newsletter, and annual report. Also aids and coordinates student recruitment efforts with the undergraduate and graduate committees.

Standing committees shall be appointed by the Chair near the beginning of each academic year. The DGS, DUS, and Associate Chair are automatically appointed to the Executive Committee. Other members of the Executive Committee shall serve no more than two consecutive years on that committee.

5.2 Ad-Hoc Committees

Ad hoc committees shall be formed as necessary by the Department Chair. In forming these committees, the Chair shall specify the duties to be performed and the tenure of the committee, and shall circulate a list of the membership of such committees to the Faculty.

6 Budget

Decisions about the allocation of resources to departmental programs shall be made by the Department Chair.

7 Periodic Evaluations

7.1 Distribution of Effort

Every year in the Spring, each Faculty shall discuss with the Chair the distribution of effort for the succeeding academic year. As the result of the discussion, and based on the College guidelines for Faculty workloads, the Faculty and the Chair shall reach agreement concerning the amount of effort that will be devoted to teaching, research, service and administration. The process shall be completed by the end of the Spring semester, and the signed agreements shall be forwarded to the Dean for approval.

7.2 Faculty Performance Evaluation

Periodic faculty performance evaluation shall be conducted in accordance with procedures specified by the Provost and the Dean. Faculty members shall provide the Chair with information on their (1) teaching and advising, including the results of teaching evaluations by students; (2) research and scholarship; and (3) university and public service activities. Student comments on teaching performance shall be included for consideration by the Chair.

This information shall be reviewed by the Chair who, for each Faculty member under review, shall assign a rating in each of the three categories. Independently, the information shall be reviewed by members of the Executive Committee who shall produce their own sets of ratings. Subsequently, the Chair shall meet with the members of the Executive Committee and, after a discussion, the final departmental ratings shall be established. The ratings established at the meeting shall then be sent to the Dean. In cases when the difference in ratings is not reconciled in the meeting, the Chair ratings shall be sent to the Dean as the departmental ratings accompanied by a letter from the Chair notifying the Dean about the difference.

8 Appointments, Tenure and Promotion

Faculty appointments, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and granting of tenure shall be handled in accordance with the provisions of the University of Kentucky Administrative Regulations (AR II-1.0-1 III, V, XIII, and XIV). The Chair shall be responsible for recommendations to the Dean on all appointments, tenure decisions, and promotions.

Appointment, reappointment, and promotion of faculty in the Lecturer title series shall be handled in accordance with the department's "Guidelines for Appointment, Reappointment, and Promotion of Lecturer Series Faculty."

8.1 Promotion and Tenure

The decision whether to initiate the process of Promotion and/or Tenure consideration is to be made by the Chair, except for those cases where such consideration is mandatory. If a decision is made by the Chair to propose a promotion and/or tenure consideration, or if such consideration is mandatory, the following steps are to be followed:

- a. The Faculty member is notified of all information required for the dossier—including an updated vita, teaching portfolio, statement of research activities and goals, and other materials considered relevant by the Department or the candidate—and the timetable for preparation and review of the dossier.
- b. The candidate is asked to submit to the Chair a list of eminent researchers/scholars from outside the University whom he/she considers qualified to write a review of the candidate's professional activities.
- c. Independently of the candidate's list, the Chair asks all eligible faculty (see below) to also supply a list of qualified reviewers.
- d. The Chair then requests letters of review from a selected number of the people recommended by the two sources, with at least half chosen from the list compiled by the body of all tenured Faculty (excluding the considered Faculty member if already tenured).
- e. When the dossier is assembled, including outside letters, it is made available to those Faculty who are eligible to provide input to the decision process. Only Faculty who are already at or above the rank for which the candidate is being considered are eligible to provide input. A meeting of those faculty is scheduled and announced far enough in advance to provide adequate time for eligible faculty to review the dossier. At the meeting, the case will be discussed; however, the meeting is for information only. After the meeting, each eligible Faculty member is asked to prepare and provide a substantive letter to the Chair, laying out reasoning behind the Faculty member's recommendation for or against promotion and/or tenure. Any letters from non-tenured department faculty in accordance with AR II-1.0-1, XV, will be solicited at this time. The letters are all placed in the candidate's dossier.
- f. The Chair examines the dossier, including the letters from all sources, and writes on behalf of the Department a letter recommending for or against the promotion/tenure based on this final departmental review.
- g. In case of disagreement between the Chair and the Faculty who provide input, the Chair shall include in the dossier a statement explaining the reasons for the difference. The Chair shall notify the Faculty of any such action.
- h. The completed dossier, including the Chair's recommendation is forwarded to the Dean.

8.2 Reappointments

The Faculty shall be consulted by the Chair to make in-depth evaluations of non-tenured Faculty. The Chair shall prepare a written report of the evaluation and make suggestions for improving the Faculty member's record and professional development. The Chair shall make recommendations concerning reappointment to the Dean.

9 Review and Modification of Rules

These Departmental Operating Rules and Procedures are to be reviewed by the Faculty no less frequently than every six years; however, proposed modifications may be submitted in writing to the Chair at any time throughout the year. Requests for modifications shall have the support of at least twenty (20) percent of the department Faculty before further action will be taken. Proposals having the required support will be distributed to the Faculty with appropriate documentation. If no written objections are received within ten (10) days, approval will be assumed and revisions will be forwarded to the Dean. (For the purposes of this rule, email is considered written notification.) If one or more Faculty members object to the proposal within the ten (10) days, the proposal and objection(s) will be considered in a Department Faculty meeting. The usual ten (10) day pre-meeting circulation will be required.

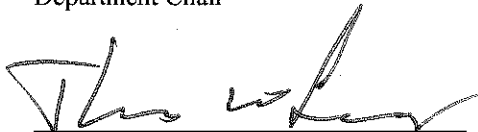
These rules of procedure have been created and approved by the Faculty of the Department of Computer Science, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until and unless approved by the Chair and Dean as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean before the modifications take effect. A current copy of the approved rules for the Computer Science Department is available in the office of the Chair, the Dean and the Chancellor.

Signature Page

These rules have been created and approved by the faculty of the Department of Computer Science, pursuant to the authority granted by the *Administrative and Governing Regulations* of the University of Kentucky. These rules are effective on the date when approved by the Department Chair, Dean and Provost as indicated by their signatures below. Any modifications to these rules must also be approved by the Department Chair, Dean and Provost before the modifications take effect. A current copy of the approved rules for the Department of Computer Science is available in the office of the educational unit chair/director, the Dean of the College, and the Provost. A copy of these approved rules will be posted online at the University Senate website.


Department Chair

26 Jan 2011
Date


Dean

8/24/12
Date



Operating Rules and Procedures

College: Pigman College of Engineering

Unit: Computer Science

Approved by Provost: Lineberry, 9/4/2012

Approved by College Dean: 8/24/2012

Approved by Unit Director (Indicating Approval by Faculty): 1/26/2011