

**DEPARTMENT OF COMPUTER SCIENCE**  
**PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS**

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## DEPARTMENT OF COMPUTER SCIENCE

### I. INTRODUCTION

#### A. Preamble

On July 20, 1977, the Board of Trustees approved the creation of the Department of Computer Science effective with the Fall, 1977 Semester. The Department resides in the College of Science and Technology with the Chairperson reporting directly to the Dean of the College.

#### B. Modification of Procedures

For the acceptance, revision, or deletion of any portion of these procedures the voting members shall consist of all full-time regular faculty. Proposals for changes shall be distributed at least one week in advance of the meeting to consider the changes. Approval by secret ballot by more than half of those voting is necessary for the adoption of any modification.

#### C. Department Membership

The members of the Department of Computer Science may be grouped according to the nature of their appointment as follows:

##### 1. Regular

A regular member is a member who holds a full-time appointment as defined in the current collective bargaining Agreement between CMU and CMUFA (referred to as Agreement), has a rank of instructor or higher, and whose appointment calls for research, instruction, and service within the department, college, and university.

**2. Temporary and Part-time Faculty**

A temporary member is a member who holds a temporary appointment which calls for instruction within the department assigned on a semester or yearly basis. A part-time faculty member is a regular or temporary member who holds a part-time appointment which calls for instruction within the department.

**3. Technical Staff**

A technical staff member is a member who holds a professional P&A or ST position in the Pearce Computer Center for the Department.

**4. Graduate Assistants**

A graduate assistant member is a member who holds a graduate assistantship position which calls for instruction or research within the department.

**5. Clerical Staff**

A clerical staff is a member who holds an Office Professional (OP) position in the department.

**D. Department Meetings**

1. The department will hold meetings as necessary for business but at least once each Fall and Spring Semesters. Meetings will be convened and presided over by the department chairperson or a department member designated by the department chairperson.
2. Agendas for department meetings are to be distributed into department mail by the department office at least 36 hours prior to the meeting. Exceptions to this must be for extreme extenuating circumstances.

**E. Voting Criteria**

**1. Personnel Matters and Procedures**

Only regular full-time members of the department may vote on faculty personnel matters including promotion, tenure, reappointment, and hiring decisions. Only regular full-time members may vote on changes of departmental procedures. Only regular full-time members may vote on curricular matters.

**2. All Other Matters**

The following members may vote on other issues: regular full-time faculty, regular part-time faculty (if specified in their letter of appointment), full-time temporary faculty, and technical staff.

**II. DEPARTMENT GOVERNANCE**

**A. Department Administrative Structure**

**1. Chairperson**

The chairperson is expected to fulfill the duties as referenced by the University in accordance with the Agreement. The chairperson shall administer the policies of the University, the policies and decisions of the department, and the department budget. The chairperson shall communicate the policies of the university administration to the department and vice versa. The chairperson shall maintain an “open door” policy toward communication with department members and shall act as a leader in fostering academic excellence.

**2. Manager of the Pearce Computer Center**

The manager supervises the personnel and material resources of the academic Computer Center under the general supervision of the chairperson of the department.

**B. Appointment, Reappointment, and Review of the Chairperson**

1. During the Fall Semester of the final year of the appointment of the chairperson, the department will conduct a formal review of the chairperson and send a recommendation concerning reappointment to the dean. The results of such a review will be presented at a departmental meeting.
2. After presentation and discussion of the review results, regular full-time members will vote by secret ballot on whether to reappoint the chairperson, with the results being announced to the department and becoming part of the recommendation to the dean.
3. In addition to the formal review process requirement in II.B.2. above, the department chairperson is expected to have an “open door” policy towards communication with department members for the purpose of informally reviewing the performance and ability of the chairperson in directing the department.

4. When appointment of a new chairperson is necessary, the Hiring Committee shall initiate a search procedure. A secret ballot shall be taken among the regular full-time members to determine whether the department recommends to the dean that the search be an internal or an external search. This procedure shall adhere to the existing policies of the university and the department policy (modified as necessary) set down for hiring.

**a. Internal Selection Procedures:**

- (1) Nominations may be made by any member of the department, subject to the consent of the nominated person.
- (2) Selection will be made by majority vote of the regular full-time members of the department in a written secret ballot. The election will be conducted by a committee elected by a majority of the regular full-time members of the department.
- (3) In the event that no candidate receives a majority, additional written secret ballots will be cast until one candidate receives the votes of a majority of the members of the department.
- (4) The department's recommendation shall be forwarded to the dean.

**b. External Selection Procedures:**

- (1) A search will be conducted by advertising in at least two appropriate publications of national circulation for at least two issues.
- (2) All appropriate affirmative action procedures will be followed.
- (3) Initial candidate screening will be done by a committee elected by the majority of the regular full-time members of the department.
- (4) Final selection will be made as specified in II.B.4.a.(2) and II.B.4.a.(3) from those candidates selected by the screening committee.

- (5) The department's recommendations shall be forwarded to the dean.
5. Appointment of an acting chairperson shall be needed at such times as deemed necessary by the existing chairperson or dean. Selection of a temporary chairperson shall follow the procedures outlined in II.B.4.a.

**C. Procedures for Recruiting and Hiring Regular Faculty**

1. At the beginning of each school year, a committee shall be formed to oversee the recruitment of new faculty—hereafter called the “Hiring Committee”. Its members shall consist of:
  - a. Department Chairperson and
  - b. One or more (up to half of) regular faculty members selected by the department.
2. The Hiring Committee shall establish a priority listing of faculty hiring needs for the department in a timely manner.
  - a. The list is to be made available to the faculty.
  - b. Those members of the department wishing to appeal items on the list may request a hearing before the Hiring Committee within ten (10) days of the distribution of the list. If the appellant still desires a change in the list after the hearing, the issue shall be taken to the next department meeting for final settlement.
3. The formal search for new faculty will be initiated as soon as FTE allocations are known. It will be guided by the previously established priorities and will be conducted in accordance with all established university and college policies and regulations. Where appropriate and after consultation with the dean, the search process may be initiated before the FTE allocations are finalized.
4. Selection
  - a. The Hiring Committee shall review all credentials and screen all applicants.
  - b. The Hiring Committee will screen all applicants and forward to the department a prioritized list of those candidates recommended for interview, or those who, for some reason, cannot be interviewed but whom the committee finds worthy of consideration. The application files of all candidates will be available to members of

the department for their review. The list is subject to ratification by majority vote of the full-time regular members of the department.

- c. Using the prioritized list, the department chairperson in consultation with the dean will arrange as many interviews as may be necessary or appropriate.
- d. After an interview, the department shall meet and decide by ballot to recommend or not to recommend to the department chairperson the hiring of the applicant. Majority rules. All regular full-time members shall be given one (1) day advanced notice of this meeting. The results of the ballot shall be made known to the faculty.

5. “Emergency Appointments”

- a. “Emergency Appointments” are those occurring at a time or under other constraints which preclude employment of the normal search process.
- b. They shall be recommended by the department chairperson to the dean.

6. The applicant shall be given copies of the following no later than the time of an offer of an appointment:

- a. The Agreement.
- b. The Department Procedures, Criteria, Standards, and By-Laws.
- c. Other personnel documents as developed.

**D. Hiring Temporary and Part-time Faculty**

- 1. The department chairperson will recommend to the dean the appointment of temporary faculty as needed to staff vacancies with advice from the regular faculty where appropriate. The minimum qualifications for a temporary position are an M.S. in computer science or related area with demonstrated understanding of the subject matter that the applicant will be teaching. Except in unusual circumstances the term of any particular appointment will not exceed one academic year.
- 2. Each temporary and part-time faculty member will receive a letter from the chairperson describing department policies.



### **III. PROCEDURES FOR TENURE, REAPPOINTMENT, PROMOTION, AND GRADUATE FACULTY STATUS**

#### **A. Procedures**

1. A committee to be called the department Personnel Committee will make recommendations to the department chairperson on reappointment, tenure, and promotion of department members on the stated criteria. The Personnel Committee will make recommendations to the department chairperson on graduate faculty status. This recommendation shall be forwarded to the dean along with the chairperson's recommendation.
2. The department Personnel Committee shall consist of all tenured regular faculty members of the department except for the department chairperson. The department chairperson shall act as a non-voting moderator of the Personnel Committee and shall render an independent recommendation as provided for in the following paragraph. No department member who submits an application for promotion or professor salary adjustment will participate in any discussion or voting on any application for promotion or for professor salary adjustment during the same academic year. With respect to other personnel matters, no department member will participate in any discussion or voting on the member's own application. In the case of the chairperson's application, the Personnel Committee will elect a voting moderator.
3. A member of the department shall be recommended to the department chairperson for reappointment, tenure, promotion, professor salary adjustment, or graduate faculty status if a majority of the affirmative votes are cast by the Committee. The vote shall be by secret ballot. If the department chairperson's recommendation is not in accord with the Committee vote, the Committee must be so informed with specific reasons for this action presented to the Committee, with all recommendations being forwarded to the dean. If the Committee vote is to recommend for reappointment and/or tenure and/or promotion and/or professor salary adjustment, and if the department chairperson does not concur with this recommendation, then the individual shall be notified in writing of both of these facts.
4. The Personnel Committee shall meet at least two (2) weeks prior to the university deadlines as specified in the university procedures for submission of the departmental recommendations to the dean. The time of such meetings shall be announced to the department.

If a member of the department believes he/she has cause for reappointment, tenure, promotion, or professor salary adjustment, he/she

has the right, by request, to present his/her case to the Committee at one of its meetings.

5. If the recommendation is not for reappointment, tenure, promotion, or professor salary adjustment, the faculty member shall be informed, in writing, by the department chairperson. Said notification will allow the faculty member at least one (1) week to appeal as in III.A.6. below.
6. In case of an unfavorable recommendation, the faculty member shall have the right to appear before the Personnel Committee and to appeal the recommendation at least one (1) week prior to the scheduled submission of the department recommendation to the appropriate authority.
7. Each faculty member has all rights given him/her through the university regulations which includes the right to appeal to higher authority concerning department decisions and has the right of filing grievances.
8. Each department member has the right to meet with the department chairperson at any time to discuss his or her contribution to the department and progress toward meeting the criteria for reappointment and/or tenure and/or promotion. Each department member also has the right to have such meetings with the dean, as set forth in the Agreement.

#### **IV. CRITERIA AND STANDARDS FOR REAPPOINTMENT, TENURE, AND PROMOTION**

##### **A. Introduction**

The department has developed criteria for reappointment, tenure, promotion, and professor salary adjustment in the following areas: 1) teaching, 2) scholarly and creative activity, 3) service. The factors used as evidence for each area are described below.

##### **1. Teaching**

This is demonstrated achievement in teaching computer science at an appropriate level while covering material that is determined to be current and coordinated with the approved department syllabi, and any other activities which contribute to the teaching mission of the department. The factors considered to measure this may include, but are not limited to, in no particular order:

- a. Student opinion surveys.
- b. Peer review.

- c. Recognition of teaching achievement, such as teaching awards.
- d. Statements from students or other qualified persons.
- e. Supervision of individualized student projects such as: graduate/undergraduate research programs, independent studies, and special topic courses.
- f. Annotated course outlines, tests, etc., demonstrating the organization and contents of courses.
- g. Attending and participating in professional meetings related to curricular content or pedagogy.
- h. Taking advanced coursework or participating in workshops and tutorials in computer science or related areas, or participating in computer science related activities at outside agencies to expand the range of courses the faculty member is qualified to teach, or to enable the development of additional curricular offerings.
- i. Activities connected with the writing of grant proposals intended to support the enhancement of teaching activities in the department.

The evaluation of teaching may include examining reports of student's performance in the context of the instructor's tests, quizzes, and assignments.

## **2. Scholarly and Creative Activity**

This is demonstrated effort toward research contributing to the field of computer science. The factors considered to measure this may include, but are not limited to, in no particular order:

- a. Publication of a research book, monograph, or standards document in the field of computer science.
- b. Refereed publications in computer science journals.
- c. Refereed publications in proceedings of computer science conferences.
- d. Securing grants/contracts from external funding agencies.
- e. Attending and participating in professional meetings related to faculty member's research interests.

- f. Taking advanced coursework or participating in workshops and tutorials in computer science or related areas, or participating in computer science related activities at outside agencies related to faculty member's research interests.
- g. Activities connected with the writing of grant proposals intended to help support the faculty member's research interests.

### **3. Service**

This is demonstrated university and public service as defined in the Agreement. The applicant is expected to have contributed expertise, time, and energy to the department, college, and university affairs. The factors considered to measure this may include, but are not limited to, in no particular order:

#### **Department**

- a. Serving on or chairing department committees.
- b. Organizing a seminar in the department.
- c. Advising students in the department.

#### **College and University**

- d. Serving on or chairing college or university committees.
- e. Assisting in university functions.
- f. Advising student organizations.

#### **Other**

- g. Editing journals.
- h. Serving on outside dissertation committees.
- i. Reviewing professional publications.
- j. Public service related to computer science.
- k. Reviewing proposals for outside agencies.
- l. Participating in professional organizations.

- m. Chairing sessions in computer science conferences.
- n. Activities connected with the writing of grants for purposes other than those noted in section on Teaching and in section on Scholarly and Creative Activity above.
- o. Consulting in computer science related areas. (This may also be relevant with regard to Teaching if it may be expected to enhance to ability of the faculty member to contribute to the teaching mission of the department, or with regard to Scholarly Activity, if it may be expected to contribute to the faculty member's research program.)

In the following paragraphs the terms competence, promise, and future needs will be used as described in the Agreement. Generally, these terms are defined as follows:

1. Competence is defined as demonstrated achievement in the areas of evaluation for tenure and reappointment.
2. Promise is (a) an evaluation based upon performance up to the present time as to the faculty member's potential for continued growth and development, and (b) a judgment as to whether the applicant will contribute to the goals and objectives established by the department.
3. Future needs are defined by the university as it undergoes a continual process of change. Such needs may include, but are not limited to, specialties within a discipline, student enrollment, and special programs. As far as feasible, the deans will continue to communicate the university's future needs to academic departments.

## **B. Reappointment**

The bases for judgment for reappointment are: a) the competence and promise of the faculty member, and b) the future needs of the university.

As years of reappointment accumulate and a tenure decision draws nearer, the person is expected to demonstrate a strengthening case for reappointment with the eventual goal of satisfying the tenure criteria at the time a tenure decision will be made. The criteria for reappointment are:

### **1. Teaching**

The Department of Computer Science expects a demonstration of high quality in the job of teaching and indications of likelihood of continuing

competence shall be important requisites for reappointment. It is expected that a person shall teach well constructed, up-to-date courses that provide adequate preparation for higher courses and professional work.

Prior to the time a decision on reappointment is to be made, the applicant must submit documentation of effectiveness. The applicant shall normally provide results of the Student Opinion Survey for each course taught. It is expected that each survey shall include responses from a significant fraction of the students enrolled. The applicant shall specify all courses taught for which Student Opinion Survey results are not supplied. However, the reappointment decision will be made based upon a variety of criteria, detailed below, and the applicant should submit additional documentation to satisfy these criteria. Without such documentation, the assumption will be that these criteria are unsatisfied. The criteria include, in no particular order:

- a. Good faculty-student relations.
- b. Effective teaching methods.
- c. Appropriateness of level of lectures, assignments, and tests.
- d. A willingness to assist in improving the computer science curriculum.

The applicant is expected to show a pattern of continuing competence indicating a likelihood that the faculty member will remain current. It is the responsibility of the individual to demonstrate continuing efforts toward high standards.

## **2. Scholarly and Creative Activity**

The department recognizes that continued creative activity of an individual is necessary for the personal improvement of the individual as a professional and for the development of the individual's teaching. It is also recognized that creative activity leads to continued growth and therefore is an important criterion for recommending reappointment. The applicant must show promise toward specific achievements in research and creative activity.

## **3. Service**

The applicant is expected to show willingness to contribute expertise, time, and energy to the department, college, and university affairs.

## **C. Tenure Decisions**

The bases for judgment for tenure are: a) the competence and promise of the faculty member and, b) the future needs of the university. The criteria for tenure are:

### **1. Teaching**

The Department of Computer Science expects a demonstration of high quality in the job of teaching and indications of likelihood of continuing competence shall be important requisites for tenure. It is expected that a person shall teach well constructed, up-to-date courses that provide adequate preparation for higher courses and professional work. In addition, the applicant shall have demonstrated a sustained effort to obtain funds from outside agencies in support of the department's teaching mission (or in support of the applicant's research program as noted under Scholarly and Creative Activity below).

Prior to the time a decision on tenure is to be made, the applicant must submit documentation of effectiveness of their teaching. The applicant shall normally provide results of the Student Opinion Survey for each course taught. It is expected that each survey shall include responses from a significant fraction of the students enrolled. The applicant shall specify all courses taught for which Student Opinion Survey results are not supplied. However, the tenure decision will be made based upon a variety of criteria, detailed below, and the applicant should submit additional documentation to satisfy these criteria. Without such documentation, the assumption will be that these criteria are unsatisfied. The criteria include, in no particular order:

- a. Good faculty-student relations.
- b. Effective teaching methods.
- c. Appropriateness of level of lectures, assignments, and tests.
- d. Willingness to assist in improving the department's current curriculum.
- e. Willingness to keep content of courses current. This may be shown using, for example: 1) sequential annotated course outlines, showing the evolution of a course, especially as regards new ideas and information, 2) evidence of participation in short courses, workshops, conferences, technical sessions, etc., which keep a professional abreast of the field.

## **2. Scholarly and Creative Activity**

The applicant shall have demonstrated sustained research activity through publication in refereed computer science literature and refereed computer science conferences. The department must also make a qualitative judgment concerning the appropriateness of a publication and the forum in which it is published. In addition, the applicant shall have demonstrated a sustained effort to obtain funds from outside agencies in support of the applicant's research program (or in support of the department's teaching mission as noted under Teaching above).

## **3. Service**

The applicant is expected to have contributed expertise, time, and energy to the department, college, and university affairs.

### **D. Promotion from Assistant Professor to Associate Professor**

Criteria for promotion from assistant professor to associate professor are:

#### **1. Teaching**

The Department of Computer Science expects a demonstration of high quality in the job of teaching and indications of likelihood of continuing competence shall be important requisites for promotion. As a set of ideals, it is expected that a person shall have congenial faculty-student relationships and teach well constructed, up-to-date courses that provide adequate preparation for higher courses and professional work. In addition, the applicant shall have demonstrated a sustained effort to obtain funds from outside agencies in support of the department's teaching mission (or in support of the applicant's research program as noted under Scholarly and Creative Activity below).

Prior to the time a decision on promotion is to be made, the applicant must submit documentation of effectiveness. The applicant shall normally provide results of the Student Opinion Survey for each course taught. It is expected that each survey shall include responses from a significant fraction of the students enrolled. The applicant shall specify all courses taught for which Student Opinion Survey results are not supplied. However, the promotion decision will be made based upon a variety of criteria, detailed below, and the applicant should submit additional documentation to satisfy these criteria. Without such documentation, the assumption will be that these criteria are unsatisfied. The criteria include, in no particular order:



- a. Good faculty-student relations.
- b. Effective teaching methods.
- c. Appropriateness of level of lectures, assignments, and tests.
- d. Willingness to keep content of courses current. This may be shown using, for example: 1) sequential annotated course outlines, showing the evolution of a course, especially regarding new ideas and information, 2) evidence of participation in short courses, workshops, conferences, technical sessions, etc., which keep a professional abreast of the field.

**2. Scholarly and Creative Activity**

The applicant shall have demonstrated sustained research activity through publication in refereed computer science literature and refereed computer science conferences. The department must also make a qualitative judgment concerning the appropriateness of a publication and the forum in which it is published. In addition, the applicant shall have demonstrated a sustained effort to obtain funds from outside agencies in support of the applicant's research program (or in support of the department's teaching mission as noted under Teaching above).

**3. Service**

The applicant is expected to have contributed expertise, time, and energy to the department, college, and university affairs.

**E. Promotion from Associate Professor to Full Professor and Professor Salary Adjustment**

The criteria for promotion from associate professor to full professor and for professor salary adjustment are:

**1. Teaching**

The Department of Computer Science expects a demonstration of high quality in the job of teaching and indications of likelihood of continuing competence shall be important requisites for promotion and for professor salary adjustment. As a set of ideals, it is expected that a person shall have congenial faculty-student relationships and teach well constructed, up-to-date courses that provide adequate preparation for higher courses and professional work.

Prior to the time a decision on promotion or on professor salary adjustment is to be made, the applicant must submit documentation of effectiveness. The applicant shall normally provide results of the Student Opinion Survey for each course taught. It is expected that each survey shall include responses from a significant fraction of the students enrolled. The applicant shall specify all courses taught for which Student Opinion Survey results are not supplied. However, the promotion or professor salary adjustment decision will be made based upon a variety of criteria, detailed below, and the applicant should submit additional documentation to satisfy these criteria. Without such documentation, the assumption will be that these criteria are unsatisfied. The criteria include, in no particular order:

- a. Good faculty-student relations.
- b. Effective teaching methods.
- c. Appropriateness of level of lectures, assignments, and tests.
- d. Willingness to keep content of courses current. This may be shown using, for example: 1) sequential annotated course outlines, showing the evolution of a course, especially regarding new ideas and information, 2) evidence of participation in short courses, workshops, conferences, technical sessions, etc., which keep a professional abreast of the field.
- e. The applicant shall have demonstrated a sustained effort in obtaining funds for the department, either in support of the department's teaching mission, or in support of the applicant's research program as noted under Scholarly and Creative Activity below.

## **2. Scholarly and Creative Activity**

The department recognizes that continued creative activity of an individual is necessary for the personal improvement of the individual as a professional and for the development of the individual's teaching. Research and creative activity above/beyond the level expected for promotion to associate professor is an essential criterion for recommending promotion to full professor or for professor salary adjustment.

The applicant shall have demonstrated a significant and sustained presence in publishing refereed results in national and/or international forums. This may be shown using, for example:

- a. Publications in refereed computer science literature or refereed conferences. The department must also make a qualitative judgment concerning the appropriateness of a publication and the forum in which it is published.
- b. The applicant shall have demonstrated a significant and sustained presence in publishing national or international refereed articles in computer science.
- c. The applicant shall have obtained funds for the department in support of the applicant's research.

### **3. Service**

The applicant is expected to have contributed expertise, time, and energy to the department, college, and university affairs.

### **F. Graduate Faculty Status**

College of Graduate Studies guidelines will be followed to determine graduate faculty status.

## **V. PROCEDURES FOR DEPARTMENT GOVERNANCE**

### **A. Assignment of Professional Duties**

#### **1. Allocation of Teaching Assignments**

##### **a. Regular Semesters**

A faculty member's teaching assignment for the academic year will be determined by the department chairperson in consultation with the member.

All members of the department shall have a teaching load consistent with the terms of his or her appointment. Where the teaching load for Fall and Spring Semesters are unequal for an academic year appointment, the decision of which semester will have the heavier load will be made by the department chairperson in consultation with the department member.

##### **b. Summer Sessions**

The following procedures will be used to assign computer science faculty to summer courses.

- (1) The three priority groups of members are (in order):
  - a) regular faculty,
  - b) temporary faculty,
  - c) all other faculty.

- (2) On or before January 15, within each group the members will be ranked in reverse order of a score determined as follows:

For each member of the department, the score is the total number of compensated hours accumulated the previous three (3) summers.

This total shall exclude hours accumulated through such courses as special themes, special offerings, and courses for other departments and universities.

- (3) All members of a given priority group shall have the opportunity to teach the maximum number of courses before assignments will be made to any faculty of a lower group. Every effort should be made to ensure that the teaching assignments are distributed as evenly as possible over all members of the group. In case of ties in a ranking a randomization procedure will be used.
- (4) All appointments are subject to the members of the department being qualified to teach the particular courses being offered. The course offerings will be determined by the programmatic needs of students. The department chairperson will make this determination.

**c. Extended Degree Program**

The procedures for assignments will follow the University Agreement. These duties shall not interfere with the normal duties within the department.

**2. Consulting by Department Members**

The department encourages all members to engage in such consulting or other extra-departmental professional activities as their interests and expertise may suggest, to the extent of up to eight (8) hours per week while classes are in session and up to three (3) days of absence from campus per semester. In addition, the department should permit the use of the personal computing facilities provided for the use of departmental

faculty for the furtherance of such extra-departmental activities, as well as the use of such other departmental resources as may be appropriate and allowable under applicable university regulations. Consulting cannot conflict with normal teaching, research, or service activities on campus.

**B. Sabbatical and Leave Recommendations**

1. Eligibility for the sabbatical leave will be determined as described in the Agreement.
2. Sabbatical leave proposals are to be presented to the Personnel Committee at least three (3) weeks before the deadline of submission of leave proposals to the Dean of Science and Technology. The Personnel Committee will determine which proposals to submit to the department chair based upon the merit of the proposal and the impact the vacancy will have upon departmental programs. The department chairperson shall submit the committee's decision and his/her independent decision to the dean.
3. Other leave proposals from any member of the department will be considered by the Personnel Committee. Positive recommendations will be forwarded to the dean by the department chairperson.
4. In case of a negative leave recommendation the person asking for the leave may present his/her case to the department as a whole which will render a final decision by secret ballot.

**C. Retrenchment**

When a recommendation for reduction must be made by the Department of Computer Science, V.C.1. through V.C.5. shall be considered in a departmental meeting called by the department chairperson within two (2) weeks of being notified of the need for retrenchment. The chairperson shall consult with the dean prior to the meeting to ascertain the availability of options V.C.1. through V.C.5. The retrenchment decisions will follow the guidelines given in the Agreement.

1. To leave unfilled a vacancy caused by retirement, resignation, or some other form of natural attrition.
2. To not appoint a temporary faculty member serving on a temporary appointment.
3. To reconvert for retrenchment purposes graduate assistantships earlier established by the conversion of faculty positions to graduate assistantships.

4. Any other alternative which is available at the time and which does not involve the dismissal of a regularly appointed faculty member, e.g., converting the summer or off-campus positions.
5. Non-reappointment of non-tenured faculty members serving on a regular appointment. The recommendation of which position(s) to cut shall be made by the Personnel Committee on written criteria adopted by the department.

The decision of which option(s) V.C.1. through V.C.5. to apply shall be determined by a majority vote by secret ballot by members of the bargaining unit and through the department chairperson. If retrenchment remains necessary after V.C.1. through V.C.5. are exhausted, V.C.6. shall be applied.

6. Dismissal of a tenured faculty member according to established university policies. The recommendation of which position(s) to cut shall be made by the Personnel Committee, based on written criteria adopted by the department.

#### **D. Office Space Allocation**

Office space made available to the department by the dean or the Provost will be assigned on the basis of academic rank, with ties broken by years in present rank, and finally, total years of seniority at CMU.

#### **E. Equipment Allocation**

##### **1. Minimal Equipment**

All faculty shall have equivalent standard departmental computing equipment in their offices with communications capability to the university mainframe computer.

##### **2. Procurement of New Equipment**

At the beginning of Fall Semester the chairperson shall announce the deadline for submitting suggestions for new equipment. Suggestions must be written and be accompanied by justification. Following the deadline the chairperson shall release a list of submitted suggestions to the department with any written comments he or she may have asking the full-time department members for a ranking of the items. Based upon a poll of the faculty the chairperson shall compile a ranking of the requests and make the ranking available to the faculty. The department will vote to approve the ranking at a department meeting. The chairperson will make every effort to acquire the equipment in rank order but, subject to budget

and/or time constraints, may make changes in the ordering or substitutions with the consent of the faculty member(s) making the requests.

**F. Travel Funds Allocation**

1. The term “member” means a regular faculty member of the Department of Computer Science holding the rank of instructor or above carrying at least a half-time appointment.
2. The following procedures are based upon the assumption that the department receives X dollars per member each year.
3. Members of the department are assured of their expenses or X dollars, whichever is smaller, for travel to professional meetings, provided they submit in writing to the department chairperson before February 1 of the academic year, their intentions of attending professional meetings during the academic year and a proposed list of expenses.
4. Travel funds not reserved in V.F.3. shall be assigned during February as follows:
  - a. Priority will be given to those expenses incurred or anticipated by a member of the department at a meeting at which he/she presents a paper or a member of the department who is an officer in a state or national computer affiliated organization. In case funds are not sufficient to support all non-reimbursed reported expenses, the money shall be distributed on a pro-rated basis.
  - b. Any funds remaining after V.F.4.a. shall be distributed on a pro-rated basis to members of the department where actual or anticipated expenses exceed their guaranteed travel funds (X dollars).
5. Any funds remaining at the end of the academic year shall be distributed on a pro-rated basis to those members of the department who have not been fully reimbursed for their reported travel expenses.
6. The responsibility for the disbursement of the travel funds is with the office of the department chairperson.

Note: When a state car is used for travel, it is the decision of the persons using the car as to how the cost of the car is to be met.

**G. Academic Integrity Policy for Graduate Students**

The department will follow the CMU academic integrity policy.

## **APPENDIX A**

### **History of Revisions**

November, 1978

Revised April, 1979

Revised September, 1979

Revised May, 1985

Revised July, 1993

Revised May, 1995

Revised April, 2002