

Working Papers of the Department of Computer Science (Revised: November 2005)

Section 1. General

Article 1. Relationship to Other Documents

All provisions of these papers are to be understood to apply subject to such policies of the School of Engineering, Southern Illinois University Edwardsville, and the state of Illinois as may be applicable. In particular, all rights and privileges granted to members of the Department by such policies are retained.

Article 2. Department of Computer Science

A member of the Department of Computer Science is anyone so designated by the Department. Membership is automatically held by anyone who holds a full-time appointment at Southern Illinois University Edwardsville and holds the rank of Instructor, Assistant Professor, Associate Professor, or Professor in the Department of Computer Science. The Members of the Department of Computer Science will be referred to collectively as the Faculty.

The Department may extend membership to such others (e.g., emeritus professors, visiting professors) as it deems appropriate.

Article 3. Academic Goals and Policies

The Department of Computer Science has the authority to establish goals and policies in matters such as

- (a) the establishment of course curricula, the proposal of new courses, the scheduling of courses, and the selection of textbooks,
- (b) the selection of students for awards and scholarships,
- (c) the selection and assignment of Faculty,
- (d) the establishment of committees, and
- (e) such other matters as shall have to do with the academic program of the Department.

It is understood that only that subset of the Department designated by the Graduate School as Graduate Faculty can participate in the establishment of goals and policies with respect to graduate studies.

Article 4. Internal Operations

The Department of Computer Science has the right:

- (a) to establish a structure of internal governance applicable to the Department.
- (b) to establish policies within the Department.
- (c) to delegate specific responsibilities to committees (ad hoc or standing) or to individuals.
- (d) to review and evaluate the effectiveness of internal structures, processes, and procedures.
- (e) to modify, revise, or nullify any procedures previously established by the Department.
- (f) to recommend persons for appointment to Chair the Department.
- (g) to recommend policies concerning working conditions, including teaching load, support of research activities, scheduling of classes, assignment of office space, use of physical plant and facilities, but not to exclude topics not listed.
- (h) to recommend policies concerning distribution of monies made available for salary increases or adjustments.
- (i) to recommend to the appropriate officials
 - i) tenure or denial of tenure to an eligible Faculty member.

- ii) academic promotion for an individual Faculty member.
- iii) persons for emeritus or other appointments.

Article 5. Meetings

The Department of Computer Science has the following rights:

- (a) to hold meetings of the Faculty.
- (b) to determine conditions under which such meetings may be called and held.
- (c) to determine who shall preside at such meetings called by the Faculty.
- (d) to have minutes of such meetings prepared and distributed.
- (e) to adopt methods of procedure in the conduct of its meetings.

Article 6. Time Intervals and Ballots

Paragraph 1. Time Intervals

Any reference in these papers to times measured in days or weeks applies only to those days or weeks when the full normal class schedule is in effect. Time intervals measured in months or years shall have their usual meaning.

Paragraph 2. Written Ballots

For a written ballot other than the one taken in the course of a meeting of the Faculty to be valid, at least five (5) full days must elapse between the issuance of the ballot and the closing of the poll.

Article 7. Amendment

Paragraph 1. Amendment of Section 1

To amend Section 1 of these working papers requires the approval by written ballot of at least 60% of the members of the Department. Any proposed amendment must be presented to the Department in writing at least one (1) week prior to the issuance of the ballot.

Paragraph 2. Amendment of other sections

To amend the other sections of these working papers requires the approval by written ballot of at least 51% of the Department. Any proposed amendment must be presented to the Department in writing at least one (1) week prior to the issuance of the ballot.

Section 2. Structure

Article 1. Chair of the Department

- (1) One member of the Department is designated the Chair.
- (2) The Chair of the Department shall be selected through the process approved by the School of Engineering. The person selected need not be a member of the Department at the time of selection.
- (3) The Chair shall have the responsibility of acting in most matters as the representative of the Department.
- (4) The Chair shall be the administrative officer of the Department, and shall be responsible for scheduling of classes, work assignments for individual Faculty members, liaison with other Departments and units within the University, and other duties normally performed by the Chair of an academic Department in a university, except as specifically limited by the Department, the School of Engineering, or by the University.

- (5) The Chair shall be the fiscal officer for the budget of the Department of Computer Science and shall engage in both planning and review of such budgeting matters.

Article 2. Promotion and Tenure

Paragraph 1. The Chair of the Department will be aided in making recommendations for promotion and tenure by a standing committee on promotions and tenure (PT Committee). This Committee shall follow the procedures for promotion and tenure recommendations set forth in Section 3 of these working papers.

Paragraph 2. Membership. This Committee shall consist of the Chair as an ex-officio member without vote and of those tenured regular members of the Department who do not hold administrative positions in which they review promotion or tenure recommendations. Candidates for promotion are not allowed to vote on their own promotion recommendations.

Paragraph 3. Organization. Early in the Spring semester, the Chair of the Department shall call an organizational meeting of the PT Committee for the next academic year. The Committee will choose its own Chair from among its voting members. The Chair of the Committee retains full voting privileges. In a given year, the Committee may delegate some or all of its responsibilities to a proper subset of itself. The name(s) of the PT Committee Chair and subset, if any, so chosen shall be published to the Department.

Article 3. Standing Committees

Paragraph 1. The **Undergraduate Committee** shall consist of the Chair as an ex-officio member without vote and at least three regular members of the Department, appointed by the Chair. The Chair of the Department will appoint the Chair of the Committee from among its voting members. The Chair of the Committee retains full voting privileges. The Committee shall perform the following duties

- (a) conduct the annual assessment of the undergraduate program,
- (b) report assessment results to the Department and the University,
- (c) submit recommendations to the Faculty regarding changes to the Department's undergraduate curricula,
- (d) oversee the periodic review of the content of the required curriculum of undergraduate programs.

Paragraph 2. The **Graduate Committee** shall consist of the Chair as an ex-officio member without vote and at least three regular members of the Department, appointed by the Chair, who are members of the Graduate Faculty. The Chair of the Department will appoint the Chair of the Committee from among its voting members. The Chair of the Committee retains full voting privileges. The Committee shall perform the following duties

- (a) conduct the annual assessment of the undergraduate program,
- (b) report assessment results to the Department and the Graduate School,
- (c) submit recommendations to the Faculty regarding changes to the Department's graduate curricula,
- (d) oversight of acceptance and admission of students to the graduate program, and
- (e) conduct the hiring of graduate assistants.

Article 4. Ad Hoc Committees

Paragraph 1. The Faculty may establish such ad hoc committees as it shall deem needful, and may grant them such of its prerogatives as it deems necessary. However, the Faculty retains the responsibility for the activities of any committee so established and may place on them such restrictions or requirements as it deems proper.

Paragraph 2. The Chair of the Department may establish such ad hoc committees as are needful, delegating to them such of the Chair's prerogatives as are necessary to the fulfillment of their charge. However, the Chair retains the responsibility for the activities of any committee so established and may place on them those restrictions or requirements which the Chair considers appropriate.

Section 3. Procedures

Article 1. Elections and Votes

Paragraph 1. Conducting

The Chair of the Department shall appoint a team of two regular Faculty members to conduct any needed election or vote. This team shall conduct all elections except those for which other provision is specifically made by these working papers or policies of other units of which the Department of Computer Science is a part.

Paragraph 2. Nominations

Nominations may be made at a meeting of the Faculty or through a mail procedure.

If a mail procedure is followed:

- (a) The team appointed to conduct the election shall prepare a list of all members of the Department eligible for the position or positions involved.
- (b) This list shall be distributed to the members of the Department. Each member shall be requested to nominate by ballot people from the list to fill the positions. Each member may make up to two more nominations than the number of positions to be filled.
- (c) The team appointed to conduct the election shall rank those nominated in order of the number of ballots on which they are nominated, the person appearing most frequently being ranked first, ties ranked equally.
- (d) The team appointed to conduct the election shall prepare a ballot listing those highest ranked nominees who are willing to serve. There shall be at least two more nominees than the number of positions to be filled. Ordinarily, the number of nominees should not exceed this number except in the case of ties.
- (e) The nomination process may be repeated until such a ballot can be prepared.

Paragraph 3. Elections

Elections may be held at a meeting of the Faculty or conducted by mail.

If a mail procedure is followed:

- (a) Ballots shall be mailed or otherwise delivered to those persons eligible to vote in the election.
- (b) The time between the issuance of the ballots and the final time for ballots to be cast shall be at least five (5) days.
- (c) A check-off sheet may be provided to show who has voted. If, at some time prior to the time set for completion of balloting, each person eligible to vote has either voted or indicated the decision not to cast a ballot, the election may be declared complete and the ballots counted.
- (d) The team appointed to conduct the election shall be present when the votes are being tallied.

- (e) A majority of votes cast shall suffice to elect. If the number of candidates receiving a majority is less than the number to be elected, another ballot shall be issued to fill the remaining positions. This ballot shall be structured as follows:
 - i) The name of any person elected on the previous ballot shall not appear.
 - ii) The names of the remaining candidates receiving the highest number of votes on the previous ballot shall appear subject to (iii) below.
 - iii) There shall be at least one more candidate than the number of positions to be filled. Ordinarily, the number of candidates should not exceed this number except in the case of ties. Any positions that remain unfilled after this ballot shall be filled by action of the Faculty.
- (f) The results of the election shall be announced, preferably by written notice, to members of the Department. At the discretion of the Faculty, other interested persons may be notified of the results.

Paragraph 4. Votes

The Faculty or the Chair of the Department may call for a written vote on a particular issue. As with elections, the Chair of the Department shall appoint a team of two regular Faculty members to conduct this vote, using the following mail procedure:

- (a) Ballots shall be mailed or otherwise delivered to those persons eligible to vote.
- (b) The time between the issuance of the ballots and the final time for ballots to be cast shall be at least five (5) days.
- (c) A check-off sheet may be provided to show who has voted. If, at some time prior to the time set for completion of balloting, each person eligible to vote has either voted or indicated the decision not to vote, the vote may be declared complete and the ballots counted.
- (d) The team appointed to conduct the vote shall be present when the votes are being tallied.
- (e) The results of the vote shall be announced, preferably by written notice, to members of the Department. At the discretion of the Faculty, other interested persons may be notified of the results.

Article 2. Faculty Meetings

Paragraph 1.

The Chair of the Department is responsible for calling meetings of the Faculty. A meeting of the Faculty shall be called at the request of at least two members of the Department.

Paragraph 2.

The Chair of the Department shall preside at all meetings of the Faculty. In the event that the Chair is to be absent from a meeting, the Chair may designate a member of the Department to preside at that meeting. If a Faculty member has not been designated, those present shall select a Faculty member to preside at that meeting.

Paragraph 3. Meetings of the Department of Computer Science

- (a) The members of the Department shall be notified at least one week prior to the date of a meeting unless there is urgent business to transact (emergency meeting).

- (b) The agenda for a meeting (not declared as an emergency meeting) shall be published to the members of the Department at least two days before the date of the meeting. (Additions to the agenda and rearrangements of the order of items of the agenda may be made by a majority vote of the members present at the meeting.) At an emergency meeting, only items related to the emergency are to be placed on the agenda.
- (c) The date and time of any meeting (other than an emergency meeting) shall be selected in such a way as to minimize time conflicts with regular duties (including teaching) of the various members of the Department. The date and time should be during regular hours of a regular working day. Thus, meetings should not be called for Saturday, Sunday, vacation dates, during semester breaks, during examination week, or during evening hours.
- (d) No quorum is necessary for a meeting in which no official vote of the Faculty is taken. Thus, meetings called for the purpose of disseminating information or of receiving individual opinion (such as hearings) do not require a quorum; an informational meeting may be held, with issues discussed, and opinions exchanged, but no official vote of the Faculty may be taken.

Paragraph 4. Quorum

Fifty percent (50%) of the Faculty of Computer Science shall constitute a quorum at all meetings.

Article 3. Extending Membership (See Section 1, Article 2.)

Paragraph 1.

Whenever the Faculty shall deem that it is appropriate to so, it may recommend that membership in the Faculty be extended to one who is not a member of the Faculty. If, by written ballot, at least 60% of the Faculty concur with the recommendation, the Faculty will invite the one so honored to become a member of the Faculty.

Paragraph 2.

Upon the acceptance of the invitation, the new member will have all rights which can be granted by the Department of Computer Science.

Article 4. Procedures for Promotion and Tenure

Paragraph 1. Promotion.

A. Criteria for Promotion Recommendation

- (a) The criteria for promotion recommendation shall be teaching excellence, academic leadership, and professional excellence. A Faculty member may be promoted for contributions in any or all of these areas. These contributions must be evaluated in the larger context of Departmental goals in a holistic way, recognizing that overall contributions may be far more significant than would be revealed by a simplistic examination of performance within the three areas of evaluation.
- (b) Teaching excellence may be substantiated, normally but not necessarily exclusively, by students' class evaluation. Also, letters of reference by colleagues and former students, as well as any other documentation, may be used for this purpose.

- (c) Academic leadership (constructive participation in the development of research, pedagogical, or service programs at SIUE) will normally be substantiated by clear evidence of contributions such as statements from Chairs of committees on which the candidate has served and statements from other persons knowledgeable of the candidate's services on committees or outside the framework of designated committees.
 - (d) Professional excellence will be substantiated by evidence of scholarly activity such as refereed research grants obtained; publications in refereed journals, monographs, textbooks, and unpublished articles disseminated by preprinting; papers presented at professional meetings; colloquium lectures; abstracts and reviews of papers or books; and other documentation of professional excellence.
 - (e) It is not intended that any valid documentation in the candidate's behalf be excluded.
- B. Promotion Procedures
- (a) The PT Committee shall announce a date early in the Spring semester on which it will begin to consider promotion recommendations and shall complete its deliberations at least one week prior to the date on which the recommendations must be forwarded.
 - (b) A Faculty member becomes a candidate for promotion in one of three ways: 1) by self-declaration; 2) by decision of the Committee; 3) by nomination of the Department Chair.
 - (c) The Committee will examine the qualifications of each candidate and will determine whether or not it wishes to initiate a promotion recommendation. The Department Chair shall have the responsibility for coordinating the preparation of the promotion documents. These will be written by the Committee in consultation with the candidate.
 - (d) It is recognized that the Committee and the Department Chair might disagree on the nomination of an individual for promotion. Therefore, either of them may initiate promotion proceedings with the other's knowledge but without the other's consent after a five-day waiting period. If the Department Chair plans not to endorse a recommendation for promotion that the Committee wishes to make, the Chair shall inform the Committee in writing, outlining the objections. If the Department Chair initiates a promotion recommendation of which the Committee disapproves, the Committee may then, by unanimous vote and by unanimous vote only, elect to express its objection in writing as an addendum to the recommendation documents. The statement of objection must be supported by substantive evidence and must be as carefully prepared as a statement of recommendation.
 - (e) A candidate will be informed at least one week prior to the date on which recommendations must be forwarded whether or not a recommendation for promotion will be forwarded from the Department. In either case, the Faculty member involved shall have periodic access to his or her promotion file at every stage of the procedure. A Faculty member may withdraw from consideration for promotion at any time by so informing the Committee in writing.

Paragraph 2. Tenure

A. Criteria for Tenure Recommendation

Teaching excellence, academic leadership, and professional excellence are relevant criteria for tenure as well as for promotion decisions. Therefore, the evaluation procedures and the documentation discussed in Paragraph 1 of this Article are relevant. However, the irreversibility of a tenure decision requires a broadened perspective. The decision to recommend tenure for a Faculty member is based on:

- (a) The candidate's assessed actual and potential contributions toward the achievement of the Department's goals.
- (b) The candidate's professional competence.
- (c) The personal and professional compatibility of the candidate with colleagues as it relates to effective operation of the Department.

The assessment is primarily the responsibility of the Department Chair and the PT Committee. The candidate's actual and potential contributions to the Department, professional competence, and compatibility shall be assessed by a confidential poll of the entire Faculty of the Department. The poll shall be conducted jointly by the Department Chair and the Chair of the PT Committee. All ballots must be validated by signature, but the identity of the voter will be known only to the Chair of the Department and the Chair of the PT Committee. The ballots will be destroyed after the tenure process, including appeal procedures, has been completed.

B. Tenure Procedure Within the Department

- (a) An untenured Faculty member becomes a candidate for tenure in any one of three ways: 1) by completing the probationary period as listed in the tenure schedule of By-laws and Statutes of the Board of Trustees; 2) by completing the period prescribed in his or her contract with the University; 3) by nomination of the Department Chair or a majority of the PT Committee.
- (b) The entire Faculty shall be polled (as described in Section A of this Paragraph) for their recommendations regarding Faculty members being considered for tenure. The PT Committee shall then meet to discuss the candidate's qualifications. The Department Chair and the remainder of the PT Committee shall then independently make their decisions. In case their decisions disagree, the following procedure shall be followed. If the Department Chair wishes to make a tenure recommendation of which the Committee disapproves, the Chair may proceed with the recommendation. However, the Committee may elect, if so desired by three or more members, to express its objection in writing as an addendum to the recommendation documents. The statement of objection must be substantiated and must include the results of the poll. If the Chair plans not to endorse a recommendation for tenure that the Committee wishes to make, the recommendation shall not be forwarded unless the Committee is unanimous in their support of the recommendation. The Department Chair must document for the Committee the reasons for not endorsing the recommendation.
- (c) In the event of a decision not to renew a Faculty member's appointment, that member shall be informed of the decision in writing and shall have the right to request: (1) the reasons which contributed to that decision, (2) a written statement of these reasons, and (3) a reconsideration by the decision-making body.

- (d) A Faculty member being considered for tenure has the right to select an advocate to present the case for tenure to the PT Committee.

Paragraph 3. Salary Adjustments

Salary adjustments shall be made in accordance with the policy of the Department adopted each year to implement policies of the school and University.

Article 5. Amendment to the Working Papers

An amendment may be proposed by any two or more members of the Department.

A meeting for discussion of the proposed amendment must be held prior to the issuance of the written ballot. (See Section 1, Article 7.) At this meeting, the statement of the amendment may be modified by majority vote of those present provided a quorum is present.