Computer Science Department Bylaws

Passed by Senate faculty 5/6/2016
(2/3 majority voting by secret ballot: 23 yes; 0 no; 2 abstain; 10 not voting),

I. The Chair
The Chair is the executive officer of the department and is appointed by the Chancellor upon the recommendation of the Dean. Any Computer Science faculty member may request a meeting to recommend candidates for appointment as chair to the Dean. The duties of the Chair shall be assigned by the Dean according to university practice.

The Chair is responsible for the recommendation of the Vice Chair for Graduate Programs and the Vice Chair for Undergraduate Programs, in consultation with the faculty and Dean. The Vice Chair for Graduate Programs and the Vice Chair for Undergraduate Programs are appointed by the Chancellor, after consultation with the Dean, Chair and faculty. The duties of the Vice Chairs shall be assigned by the Chair. In consultation with the Vice Chairs and faculty members, the Chair appoints all standing and ad hoc committees.

II. Department Faculty members
Department Faculty members are department members who are members of the Academic Senate, including Recalled Emeriti. Recalled Emeriti have the right to vote on all non-personnel substantial department questions. Recalled Emeriti have not been extended the right to vote on personnel actions. Tenured Faculty members have not extended the right to vote on Academic Personnel Actions to In Residence Faculty. [01/26/2016 Faculty Meeting: 8 yes; 9 no; 1 abstain]

III. Academic Personnel Actions
a. Appointments: Full and Associate Professors vote on all appointments that confer membership in the Academic Senate.
   i. Additionally, Senior Lecturers SOE (Security of Employment) have the right to vote on all appointments to Senior Lecturer SOE or PSOE and Lecturer SOE or PSOE.
   ii. Additionally, Lecturers SOE have the right to vote on all appointments to Lecturer SOE or PSOE.
iii. Full and Associate Professors have extended to Assistant Professors the right to vote on all appointments. [04/25/2016 Faculty Meeting by secret ballot 2/3 majority: 18 yes; 3 no; 2 abstain]

b. Non-Reappointments: Full and Associate Professors vote on all non-reappointments of Senate members. (SB 55.B.5)
   i. Additionally, Senior Lecturers SOE have the right to vote on all non-renewal to Senior Lecturer or Lecturer.
   ii. Additionally, Senior Lecturers SOE and Lecturers SOE have the right to vote on all terminal Lecturer PSOE appointments.

c. 4th Year Appraisals: Full and Associate Professors vote on all 4th Year Appraisals of Assistant Professors.
   i. Senior Lecturers SOE have the right to vote on all 4th Year Appraisals of Senior Lecturers PSOE or Lecturers PSOE.
   ii. Lecturers SOE have the right to vote on 4th Year Appraisals of Lecturers PSOE.

d. Promotions:
   i. To Full Professor: Full Professors vote on all Promotions to Full Professor
   ii. To Associate Professor: Full and Associate Professors vote on all Promotions to Associate Professor.
   iii. To Senior Lecturer SOE: Full and Associate Professors and Senior Lecturers SOE vote on all Promotions to Senior Lecturer SOE.

e. Merit Actions:
   All merit actions have been delegated to the elected Bylaw 55 committee. [01/26/2016 Faculty Meeting by secret ballot. Fulls (2/3 majority): 16 yes; 1 no; 1 abstain; Associates/Assistants (2/3 majority): 13 yes; 4 no; 1 abstain]

f. Joint and Split Appointments
   Joint Appointments without a waiver for personnel actions and all Split Appointments follow the same review and voting procedures as those for any other department member of the same rank.

g. Five Year Reviews
   Five year reviews are handled at the discretion of the Department Chair.

IV. Standing Committees
The department has eleven standing committees.

Every year, all regular faculty vote on membership of the Bylaw 55 committee. The typical number of members of that committee is five people who are all full professors.

The department chair appoints regular faculty to the other committees by the end of the summer for the following academic year. Typically, the other committees have 3 or 4 members, though the MS admission committee may be much larger. The policy and planning committee usually includes one or more former department chairs.
The department chair and/or vice chairs may be a member and chair of one or more of the standing committees.

Each committee meets at the request of the chair of that committee. A quorum is the chair plus at least half of the other members.

The charges of those committees are as follows:

a. Academic policy committee: Handles academic policy matters such as proposals for ad hoc majors and ad hoc minors, proposals for new courses, and curriculum changes.

b. Awards committee: Nominates faculty members for awards.

c. Bylaw 55 committee: Votes on merit cases delegated to the committee.

d. MS admission committee: Runs the MS admission process and makes the admission decisions.

e. Ph.D. visit day committee: Runs the visit day for prospective Ph.D. students; the committee selects and works closely with a group of current Ph.D. students.

f. Ph.D. admission committee: Runs the Ph.D. admission process: Gets all regular faculty and possible others involved in the admission process and eventually make the admission decisions.

g. Ph.D. progress tracking committee: Runs the Ph.D. progress tracking process; Once a year, the process begins with contacts between the committee, Ph.D. students, and their advisors; then continues with a faculty meeting at which all faculty discuss difficult cases, and culminates with a progress letter to each student.

h. Policy and planning committee: Advises the chair on strategy.

i. Recruiting committee: Selects faculty candidates for interview; Gets all regular faculty and possible others involved in the selection process.

j. Written qualifying exam committee: Runs the Ph.D. written qualifying exam.

k. Undergraduate program committee: The committee oversees the undergraduate majors and recommends changes to the faculty.

V. Faculty meetings

The Chair schedules faculty meetings and announces them at least a week in advance, if at all possible. All faculty members may submit agenda items. A quorum is half of all regular faculty who are in residence during the quarter in which a meeting is held.

All votes are by secret ballot. Voting is open for at least five business days, except for voting on new appointments which may have a shorter voting period.