Department Code

Department of Computer Science

College of Natural Sciences

Colorado State University

Approved, Spring 2021

Contents

Preamble

This Code of the Department of Computer Science[1] is a manual of operation that describes the functioning of the Department by codifying policy, regularizing procedures, and specifying Department organization, in accordance with the *Academic Faculty and Administrative-Professional Manual of Colorado State University*[2]. The regulations, policies, and procedures of the University and of the College of Natural Sciences[3] shall govern matters not treated in this Code. The University Manual shall take precedence when it may conflict with this Code.

1   Mission and Objectives

1.1   Mission

The mission of the Computer Science Department at Colorado State University is to provide the best possible undergraduate and graduate education in computer science, to conduct high quality research, and to disseminate knowledge obtained through graduate education and outreach programs, in order to serve the local, state and national needs in education, government, industry, and the profession. In fulfilling its mission, the department recognizes the importance of service to the department, college, university and the external community.

1.2   Objectives

The Department will conduct research, teaching, and service of the highest possible quality in the discipline of Computer Science. Specifically, the Department will:

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[1] Hereafter referred to as the Department
[2] Hereafter referred to as the University Manual
[3] Hereafter known as the College

A. Develop and maintain high quality graduate and undergraduate degree programs, as well as non-degree educational programs when appropriate.

B. Maintain and augment a high quality research and teaching faculty, by promoting faculty research productivity and visibility, by encouraging participation and cooperation in Department programs and activities, and by supporting faculty professional activity and development.

C. Provide a congenial working atmosphere conducive to creative and productive research and teaching.

D. Maintain and improve facilities and infrastructure.

E. Provide campus leadership and expertise in computing technology.

F. Demonstrate ethical behavior through Department practice and encourage such behavior in faculty, staff, and students.

2 Organization

2.1 The Department Chair

A. The administrative officer of the Department is the Department Chair.

B. In addition to those duties specified in the University Manual, the Department Chair shall:

(1) Demonstrate academic leadership through a viable research program and participation in Department teaching activities.

(2) Coordinate activities and promote productive and harmonious professional relationships within the Department.

(3) Represent the Department in its relations with the College and University administration, and facilitate liaisons with other departments, institutes, and programs within the University, and with public and private organizations outside the University.

(4) Perform all other duties mandated elsewhere by this Code and University policy.

C. During the penultimate year of the Department Chair's term, the performance of the Department Chair shall be reviewed by a departmental advisory committee appointed by the Dean. As part of this review, the Committee shall solicit the advice and comments of the Department faculty, staff, and students.

2.2   The Faculty

A. As used in this Code, the term *tenure-track faculty* (TT) refers to the complement of all tenure-track academic faculty at the rank of Assistant Professor or above, not on unpaid administrative leave, and with 50% or greater appointments in the Department. For brevity, tenure-track but currently untenured members of the faculty are denoted in this Code as the untenured faculty.

B. The term Contract, Continuing, Adjunct Faculty (CCAF) refers to faculty members with contract, continuing, or adjunct faculty appointments not on unpaid administrative leave, and with 50% or greater appointments in the Department, holding the ranks of Assistant Professor, Associate Professor, Professor, Instructor, Senior Instructor, or Master Instructor. CCAF may hold titles of Instructor, Senior Instructor, Master Instructor, Assistant Professor of Practice, Associate Professor of Practice, and Professor of Practice.

The title of Professor of Practice is intended for CCAF who hold a PhD and to acknowledge a wealth of computer science experience that promotes the integration of academic scholarship with practical experience.

C. Visiting faculty, emeritus faculty, faculty with appointments of less than 50%, administrative professional staff and other faculty members that do not fall under the definition of tenure track or CCAF as defined above are non-voting *ex officio* members of the faculty. The term *faculty* will include these non-voting *ex officio* members, in combination with tenure-track and non-tenure track faculty. At the discretion of the Chair in charge of the meeting, meetings can be restricted to voting members (as defined below in Section 2.2.F).

D. Tenure-track faculty shall be responsible for setting policy for those matters not assigned to the Department Chair, including but not necessarily limited to the following:

(1) Definition of graduate and undergraduate curricula and degree requirements, graduate admissions standards, and the supervision and review of graduate degree examinations, with the consultation of approval of other units of the University as required by University and College policy.

(2) Determination of specific Department goals and objectives, including Department priorities and goals for faculty appointment, research, and education.

(3) Approval of the Department Code and amendments thereto.

(4) Initiation of a Department self-review.

(5) Election of a representative to the University Faculty Council.

(6) Election to the Executive Committee.

(7) Approval of other policy documents mandated by this code.

E. CCAF shall contribute to all matters related to curriculum and teaching, primarily at the undergraduate level. They are also eligible to vote in the elections for a representative to the University Faculty Council and the department's executive committee.

F. Faculty Voting

(1) Eligibility to vote: tenure-track faculty are eligible to vote on all matters related to faculty governance; CCAF are eligible to vote on matters directly related to curricular development and teaching and in elections for the executive committee.

(2) Unless otherwise specified in this Code, all questions decided by the faculty shall be adopted when a vote is conducted at a meeting of the faculty in which a simple majority of all faculty vote in favor of the question. A member of the faculty who casts a vote to abstain shall not be counted as eligible for the purpose of determining the number of votes needed to form a simple majority.

(3) When a secret ballot is not required by this Code, the Department Chair may request a vote for a specific question by electronic mail. The request shall state

the question, designate a member of the Department staff by whom votes shall be collected and tallied, and set a reasonable deadline by which a member of the faculty who are eligible to vote may cast a vote by electronic mail to the designated collector. The results of such an electronic mail vote shall be officially announced as soon as possible and at the next faculty meeting and the ballots cast must be retained until the close of such meeting. If any two members of the faculty who are eligible to vote object in writing or by electronic mail to the conduct of an electronic vote by the voting deadline, the electronic vote shall be invalid, and the question must be decided by a vote conducted at a meeting of the faculty.

(4) Members of the faculty may give a proxy vote in paper or electronic form to any other member of the faculty who are eligible to vote, authorizing said member to vote in their place at a meeting of the faculty. Such proxy shall delineate the conditions and time period under which it may be exercised. A proxy may not be exercised during an electronic vote.

(5) Any faculty member who is eligible to vote can request voting by secret ballot.

G. Faculty Elections. Whenever a faculty member needs to be elected to a position, including, but not limited to elections to the executive committee and faculty council, the following procedure will be used.

(1) Ballots will include all eligible members who have indicated a desire to serve.

(2) Elections will be conducted by secret ballot.

(3) If a person receives a majority, they are elected; otherwise there is a runoff between the two who have received the largest number of votes. If the top two are not unique, all tied persons will be included in the runoff.

H. Eligibility: unless otherwise noted, only tenure-track faculty are eligible to be elected. CCAF are eligible to be elected to University Faculty Council.

I. Meetings of the Faculty

(1) Meetings of the faculty may be called by the Department Chair, by majority vote of the Executive Committee, or by written petition of five or more members of the tenure-track or non-tenure track faculty.

(2) Meetings of the faculty shall be held at least once per month during the academic year. The faculty may waive the requirement for a meeting in a specific month by vote, but in no case may there be fewer than one meeting per semester, as required by the University Manual.

(3) Faculty meetings will be chaired by the Department Chair. The Department Chair will set up the agenda and post it prior to the meeting and shall ensure that minutes are taken and made available to the faculty after the meeting.

(4) Written or electronic notice of the agenda for a faculty meeting shall be given to all members of the faculty no later than 2 working days before the meeting is to be held. Items may be placed on the agenda by any member of the tenure-track and non-tenure track faculty subject to the aforementioned deadline.

(5) Minutes of faculty meetings shall be distributed electronically or in writing within three working days after the meeting and are subject to approval by the tenure-track and non-tenure track faculty.

2.3   Associate Chair(s)

The Department shall have at least one Associate Chair, selected from TT faculty by the Department Chair, subject to a simple majority vote of TT and NTT faculty. Their performance is subject to review by the Chair. The Associate Chair(s) shall have sufficient signatory authority to carry out normal departmental activities in the Chair's absence. The other duties of the Associate Chair shall be as assigned by the Chair.

2.4   The Undergraduate Director

A. The Undergraduate Director shall:
   (1) Have oversight of the undergraduate program overall.
   (2) Shall be Chair of the Undergraduate Committee.
   (3) Shall be responsible for supervising undergraduate advising and mentoring.
   (4) Shall be responsible for assigning graduate teaching assistants to courses.

(5) Shall be the contact point for undergraduate student concerns, questions and complaints.

(6) Shall be Acting Chair when the Department Chair is unavailable.

B. The Undergraduate Director will be appointed by the Department Chair and serve for a term of up to three years.

2.5   The Graduate Director

A. The Graduate Director shall:

(1) Have oversight of the graduate program overall.

(2) Shall be a co-chair of the Graduate Recruitment and Graduate Program committees.

(3) Shall be responsible for awarding of graduate teaching assistantships.

(4) Shall be the advisor or shall designate the advisor for M.C.S. students.

(5) Shall be the contact point for graduate student concerns, questions and complaints.

(6) Shall be Acting Chair when the Department Chair and Undergraduate Director are unavailable.

B. The Graduate Director will be appointed by the Department Chair and serve for a term of up to three years.

2.6   The Executive Committee

A. The Committee shall consist of three elected members of the tenure-track faculty. The Department Chair shall not be eligible for membership on the Committee. In addition, the Undergraduate Director and Graduate Director are *ex officio* members. If a committee member cannot complete a part of their term (e.g., goes on sabbatical, is appointed as a grad/undergrad director, thereby making them an *ex-officio* member, resigns from the committee or department), a new member will be elected for the part of the term that cannot be served.

B. Members of the Executive Committee shall serve for a term of 3 years with elections set so that in expectation one position will be open each year.

C. The Committee shall:

(1) Any faculty member may bring a grievance to the executive committee, which will form a mediation committee for the case. This committee may recommend actions to the parties involved. If a university grievance is filed, this process is terminated.

(2) Represent the interests of the faculty and provide advice and assistance to the Department Chair in the administration of the Department, including such issues as:

    a. long-range planning,

    b. preparation and administration of the Department budget,

    c. faculty workloads,

    d. personnel issues not assigned to other committees,

    e. maintenance of Department staff and student morale,

    f. study and planning of changes to the Department Code and other Department administrative standard operating procedures or guidelines,

    g. other matters not assigned to other committees as requested by the faculty or the Department Chair.

(3) Perform all other functions as required elsewhere in this Code.

D. The members of the Executive Committee shall be elected by the tenure-track faculty and CCAF. These elections will be initiated by the Department Chair on or before May 1 of each academic year, and carried out following the procedure delineated in Section F.

E. If a member of the Committee is either temporarily or permanently unable to serve, an election will be held to designate an alternate who shall replace the member on the Committee until the member is able to return to duty or the end of the term, whichever comes first.

F. The Committee Chair shall be elected by the members of the Committee. The duties of the Committee Chair are as defined in Section 3.1 of this Code.

G. Recommendations or other actions of the committee must be approved by a simple majority of the Committee membership.

2.7   The Promotion and Tenure Committee

A. The Committee shall consist of all tenured tenure-track faculty. The Department Chair is not eligible to be a member of the Promotion and Tenure Committee, but may attend meetings if invited by the Committee.

B. The Committee shall:

(1) Advise the Department Chair in the annual evaluation of tenure-track and non-tenure track faculty.

(2) Recommend the award or denial of tenure.

(3) Recommend the award or denial of promotion for tenure-track and non-tenure track faculty.

(4) Recommend the selection of new members of the faculty with tenure; faculty appointed with tenure will be required to undergo the usual tenure review process with a modified time frame.

C. Promotion or appointment actions at the rank of Professor shall be approved by the subcommittee of all Promotion and Tenure Committee members at the rank of Professor. This Subcommittee shall conduct itself in the same manner as required of the Promotion and Tenure Committee.

D. The Promotion and Tenure Committee or Professor Promotion Subcommittee may never be formed with fewer than three members. The University Manual governs procedures when the number of eligible tenured faculty is fewer than three.

E. The chair of the Committee shall be elected by the Committee members. The chair of the Professor Promotion Subcommittee shall be elected by the members of the Subcommittee. The duties of the Committee and Subcommittee Chairs are as defined in Section 3.1.

F. Recommendations or other actions of the Committee or Subcommittee must be approved by a simple majority of the membership eligible to vote.

3 Standing and Ad Hoc Committees

3.1 General requirements and definitions

A. In this Code, the term "standing committee" denotes only those committees defined in Section 3.3.

B. The term of office for members of standing committees shall be defined for each committee.

C. Recommendations or other actions of a committee must be approved by a simple majority of the committee membership eligible to vote.

D. Each standing or ad hoc committee shall be presided over by a chair or co-chairs, who shall ensure the efficient and effective accomplishment of the committee's duties, preside over committee meetings, and report on behalf of the committee to the faculty or the Department Chair. A committee chair shall be a member of the committee who is a tenure-track or non-tenure track member. The Department Chair may not serve as the chair of a Department standing or ad hoc committee.

E. The following are eligible for voting membership in standing and ad hoc committees:

   (1) All members of the Department general faculty.

   (2) All graduate students admitted in the Department and not on academic probation.

   (3) All undergraduate Computer Science majors and not on academic probation.

   (4) Staff members as needed and specified by specific committees.

F. All members of the general faculty may sit as non-voting *ex officio* members of any ad hoc or standing committee, of which they are not voting members, with the exception of the Promotion and Tenure Committee, unless the issue under discussion by the committee involves a grievance or other matter deemed confidential by University policy or regulation. The Department Chair may sit as a non-voting *ex officio* member of any committee, unless the matter under discussion involves a grievance in which the Department Chair is an involved party.

3.2   Selection of committee members

A. All members of ad hoc committees shall be appointed by the Department chair, with the advice of the Executive Committee and in consultation with the prospective members.

B. Faculty appointment to all departmental committees, except the Executive Committee, is for a term of up to two years. In expectation, half of the committee will be appointed each year. Executive Committee members are elected to serve for up to three years.

C. Student members serve for one year on committees.

D. Non-student members of standing committees shall be selected by the following procedure:

(1) By July 1, the Department Chair, in consultation with the Executive Committee and the individuals involved, shall present to the faculty the nominees for open positions in standing committees, both members and chairs.

(2) At the first meeting of the faculty of each academic year, any member of the faculty may propose changes to the nominees. Any such changes must be approved by a majority vote.

E. Student members of standing committees shall be nominated by members of the faculty. The Department Chair may disallow the selection of a student for compelling reasons.

F. Should a seat on a standing or ad hoc committee, other than the Executive Committee, become vacant, a replacement shall be appointed by the Department Chair, with the advice of the Executive Committee, and in consultation with the prospective member.

3.3   Standing Committees

3.3.1 Operations Committee

A. The Committee shall be composed of four or more tenure-track or non-tenure track faculty and one undergraduate student. The Committee should include, when possible, at least one member from among those administrative professional staff responsible for the operation and maintenance of Department computing equipment or laboratory spaces. The committee shall also include a Department Key Advisor.

B. The Chair shall be appointed by the Department Chair.

C. The Committee shall:

(1) Advise the Department Chair on compliance of Department spaces with applicable building and safety codes, and on Department needs for computing equipment, software, laboratory and office space, and other facilities, and recommend the best use of Department funds to provide for these needs and comply with all relevant regulations.

(2) Develop a proposal for the expenditure of student technology fees.

(3) Be responsible for department publicity such as the website, newsletters and award announcements.

(4) Select student recipients for all undergraduate scholarships, honors, and awards for which the Department is responsible.

(5) Select a Department representative for the College Scholarship Committee.

(6) Select student recipients for all graduate honors and awards for which the Department is responsible.

(7) Prepare nominations for Department, College, and University awards and honors (for students and faculty).

(8) Select one member to act as liaison to the University Libraries.

(9) Manage the student desk assignment process.

3.3.2 Undergraduate Committee

A. The Committee shall consist of four or more tenure-track or non-tenure track faculty, one undergraduate student and a Department Key Advisor.

B. The Chair shall be the Undergraduate Director.

C. The Committee shall:

(1) Recommend changes in the undergraduate curriculum and degree requirements, student recruitment, cross listing of courses, and associated administrative procedures.

(2) Coordinate the adoption of textbooks and assist in the maintenance of course materials for the core courses to ensure consistency across instructors.

(3) Perform periodic assessments of undergraduate teaching (instructors and teaching assistants) and courses.

(4) Coordinate undergraduate program changes with the Graduate Committee to ensure proper integration with the graduate program.

(5) Recommend policies on student and faculty academic conduct with respect to undergraduate coursework, teaching, and advising, in coordination with the Graduate Committee when appropriate.

(6) Promote achievement of Department affirmative action goals with respect to undergraduate students.

(7) Seek to improve the undergraduate experience.

(8) Recruit an advisor for the ACM Club.

(9) Select one member to serve as the Department representative on the College Curriculum Committee.

3.3.3 Undergraduate Operations Committee

A. The Committee shall consist of one or more teaching-faculty members, one or more tenure track faculty members, and one or more department academic advisors or academic success coordinators.

B. The Committee shall have a chair who is a teaching-faculty or tenure-track faculty member.

C. The Committee shall manage the first two years of the computer science department's undergraduate educational experience. Specifically, the committee will be responsible for:

(1) Operations

- Hire and manage undergraduate teaching helpers and assistants.
- Perform periodic assessment of undergraduate teaching assistants.
- At least one member of this committee will be on the search committee for the hiring of CCAF and academic support coordinators or academic advisors.
- Proactively anticipate and manage the impact of enrollment numbers, including but are not necessarily limited to the following: classroom and lab sizes, instructors, and class/lab schedules.

(2) Curriculum

- Ensure consistency of the 100-level and 200-level curriculum in terms of course content and pre-requisite courses feeding into the next course in the CS curriculum.
- Ensure every instructor who teaches these courses is consistent with the course content, textbooks, and materials.
- Select and manage textbook and online course materials.
- Ensure course materials are kept up to date.
- Perform periodic assessment of courses.
- Promote and incorporate latest findings in computer science teaching methods.
- Share best practices with other members of the department. This can be through department meetings, email, or other appropriate communication methods.

(3) Teaching infrastructure

- Improve processes used in the 100-level and 200-level courses. These processes include, but are not limited to:
  - Manage help desk infrastructure and staffing.
  - Create and maintain automated tools used in teaching courses.
  - Plagiarism detection.
  - Peer instruction.

- Promote consistency of processes between courses in the 100-level and 200-level courses.

(4) Diversity

- Foster a welcoming environment in the department for students, staff, and faculty.
- Review, develop, and implement outreach, recruitment, and retention activities that promote diversity in the department. Theses process include, but are not limited to:
  - Identify diversity recruiting and retention scholarship funding opportunities, and select student recipients.
  - Support, coordinate, and/or implement initiatives that promote diversity and inclusion, such as Grace Hopper participation, ACM-W, Girls Who Code, Summer Programming Camps, and other outreach programs.
  - Ensure building spaces are welcoming for a diverse student community.
  - Ensure diversity status is communicated effectively to prospective students, current students, department staff and faculty, alumni, and donors.
- Provide diversity training for teaching assistants and undergraduate teaching helpers.
- Monitor and assess the level of diversity and the progress being made on this issue. Set diversity goals, and drive programs to achieve those goals.

3.3.4 Graduate Recruitment Committee

A. The Committee shall consist of four or more tenure-track faculty and one graduate student.
B. The Committee shall have two co-chairs, one of which is the Graduate Director.
C. The Committee shall:
   (1) Process graduate admission applications.
   (2) Administer Department programs for graduate student recruitment.

(3) Recommend which incoming graduate students should be awarded graduate teaching assistantships.

(4) Promote achievement of Department affirmative action goals with respect to graduate students.

(5) Assign temporary advisors to incoming graduate students.

3.3.5 Graduate Program Committee

A. The Committee shall consist of four or more tenure track faculty and one graduate student.

B. The Committee shall have two co-chairs, one of which is the Graduate Director.

C. The Committee shall:

(1) Assess and improve graduate student culture.

(2) Recommend changes in graduate degree requirements, required examinations, and associated administrative procedures.

(3) Coordinate graduate program changes with the Undergraduate Committee to ensure proper integration with the undergraduate program.

(4) Recommend policies on student and faculty academic conduct with respect to graduate coursework, teaching, and advising, in coordination with the Undergraduate Committee when appropriate.

(5) Oversee the administration of graduate degree examinations.

(6) Monitor the academic progress of enrolled graduate students, and make recommendations to the faculty when students fail to make adequate progress.

(7) Have oversight of the distance education program, including evaluation of the curriculum and approval of proposals for new courses.

(8) Perform periodic assessments of graduate teaching (instructors and teaching assistants) and courses.

(9) Administer the Department graduate research seminar program.

3.4 GTA assignment committee

GTA assignment recommendations are handled by a committee composed of the graduate director, undergraduate director and another member appointed by the chair. Its primary task is assigning GTAs to classes.

4   Appointment, Evaluation, Tenure and Promotion

4.1   Appointment

A. The Board of Governors has exclusive power over all personnel matters and has delegated this authority for Department personnel decisions to the President (including hiring, termination, and tenure). The Department will select individuals for recommendation to the President in these matters.

B. The Department will strive to fill vacant faculty and staff positions with the best available candidates consistent with the goals of the Department and current research and teaching needs, the availability of funds, and Department, College, University, State, and Federal policies and regulations regarding employment practices.

C. Members of the Department State Classified staff may be appointed at the discretion of the Department Chair, with the advice of the Executive Committee.

D. Post-doctoral students, research associates, or other administrative professional personnel paid by a specific research grant on a temporary appointment may be appointed with the concurrence of the Department Chair and principal investigator/project director.

E. Temporary or part-time Administrative Professional staff or instructors may be appointed at the discretion of the Department Chair, with the advice of the Executive Committee.

F. Permanent, full-time administrative professional staff or instructors shall be selected with the following procedure:
(1) When a position becomes or will become vacant, the Department Chair shall appoint an ad hoc Search Committee.

(2) The Search Committee shall conduct the timely announcement of vacant positions. The Department Chair shall provide the committee with such advice and support for the administration and handling of employment applications as may be required.

(3) The Search Committee shall coordinate its efforts with the College OEO Coordinator and the University Office of Equal Opportunity as required by College and University policies and regulations.

(4) The Search Committee shall review the applications of all candidates, and recommend a list of semifinalists to the full faculty. Application materials of semifinalist candidates, including letters of reference, will be made available for review by the entire faculty of the Department of Computer Science.

(5) The Search Committee, with input from the full faculty about the semifinalists, will recommend to the Department Chair a list of finalist candidates to be interviewed.

(6) The Department Chair shall then direct the invitation of candidates from the approved list for interview. All members of the faculty shall be given the opportunity to interview each invited candidate.

(7) On completion of interviews and after the solicitation of faculty comments, the Search Committee shall recommend to the Department chair a list of candidates who might be tendered offers.

(8) The Department Chair, with the advice of the Executive Committee and with the consultation or approval of the College Dean or the University Provost as may be required by University or College policy or regulation, shall negotiate terms of an employment offer with one or more of the approved successful candidates.

G. Tenure track and non-tenure track faculty shall be selected by the same general procedure as for permanent, full-time administrative professional staff or instructors with the following additions:

(1) On completion of interviews for a tenure-track position, the tenure-track faculty shall recommend to the Department chair a list of candidates who might be tendered offers.

(2) On completion of interviews for an CCAF position, tenure-track and non-tenure track faculty shall recommend to the Department chair a list of candidates who might be tendered offers.

(3) Terms of employment involving the granting of immediate tenure may be offered pursuant to the requirements of the University Manual, and must be approved by a two-thirds majority of the Promotion and Tenure Committee. Terms of employment that promise consideration for tenure at a specific future time sooner than the recommended normal times specified in the University Manual must be approved by a simple majority of the Promotion and Tenure committee. Terms that involve employment at the rank of Associate Professor or Professor, or that promise consideration for promotion to such rank at a specific future time, must be approved by majority vote of the Promotion and Tenure Committee or Professor Promotion Subcommittee, as appropriate, when the candidate has not previously held equivalent or higher rank at an academic institution.

4.2   Affiliate Faculty

A. On occasion, the goals of the Department may be advanced by appointing individuals outside the University as affiliate members of the faculty, with no associated salary. The primary purpose of such appointments is to allow these individuals to extend their expertise to the Department through service on graduate student advisory committees or by participation in on-going Department research. As specified in the University Manual, individuals employed by the University are not eligible for Affiliate status.

B. Individuals holding affiliate appointments may serve as full voting members of Department graduate student advisory committees, but may not serve as voting members of other Department committees or of the Department faculty. They may, however, serve as non-voting *ex officio* members of Department committees when appropriate.

C. The Department Chair may appoint eligible candidates to serve a term not to exceed one year. Subsequent reappointment may be for a term of up to the limit specified in the University Manual, subject to other provisions of this Code.

D. At the expiration of each affiliate faculty member's term, his or her performance shall be reviewed by the Department Chair. Reappointment decisions shall require approval by the Department Chair.

4.3   Joint Faculty

A joint appointment should benefit the department as a whole: improving our research, teaching or advising. A Joint faculty member could participate in the Department in at least one of these areas. For example, a Joint faculty member could advise a graduate student, could teach a computer science course, or actively participate in Department committees.

Privileges include being a member or advisor for a graduate committee, being a non-voting member of Operations, Undergraduate, Graduate Recruiting, Graduate Program and ad hoc Committees, attending faculty meetings and teaching a course. Joint faculty members are responsible for participating in one or more of the previously mentioned activities.

The procedure for requesting a Joint appointment is as follows. The candidate should provide a Curriculum Vita and a brief statement of their objective in seeking the appointment. Appointments are approved by a majority vote of the tenure-track faculty. Appointments are for a term of three years, and re-appointment follows the same process as for appointment.

4.4   Criteria for Evaluation of Tenure-Track Faculty Performance

Annual and comprehensive evaluations of probationary and tenured faculty will be based on performance in the areas of teaching, advising, research, and service. Levels

of effort in these areas will be consistent with the individual effort distribution determined by the department chair in consultation with the faculty member. The typical effort distribution for active research faculty in the Computer Science Department is: Teaching/Advising: 45%, Research: 45%, Service: 10%. The range of effort distribution between these areas can vary from year to year for a given individual and can differ significantly between faculty members. It is recognized that many faculty activities fall in more than one category and often cannot be uniquely labeled as teaching, advising, research, outreach, and service. It is the responsibility of the Department Chair to determine, in consultation with the faculty member, the individual's effort distribution such that the overall mission of the department is achieved.

The expectation is that tenure-track faculty members will establish well-recognized research programs of international significance and obtain significant external funding, unless otherwise negotiated as part of effort distribution. A tenured faculty member who does not achieve this expectation shall compensate by contributing more in the areas of teaching, advising, service, and/or outreach.

As a general rule, it is the responsibility of the faculty member to submit appropriate evidence of activity in research, advising, teaching, outreach, and service to the department chair, for the comprehensive reviews, and for tenure and promotion recommendations. In addition, the Department Chair may take the initiative to collect additional information as indicators of faculty performance; such information will be made available to the Promotion and Tenure Committee by request.

4.4.1 Teaching and Advising

The Department values both high quality graduate and undergraduate teaching. Faculty shall:
- create a constructive learning environment for all students,
- keep their course content up-to-date and consistent with the curriculum,

- ensure fair and equitable evaluation criteria and process in both teaching and advising,
- prepare students for their careers,
- obtain resources as needed to achieve the teaching and advising goals.

Evidence of effectiveness in teaching and advising should include multiple sources of information. Evidence of teaching quality may include: student course surveys; curriculum content evaluations; diverse teaching load including different levels of courses and distance education; signed peer evaluations; unsolicited letters, e-mail messages, and other written testimonials from current and/or former students; senior exit interviews; teaching awards; development of new curriculum, courses, and materials; publishing textbooks, software and instruction web sites; mentoring and supervision of graduate teaching assistants; presentation of instructional workshops and tutorials; and obtaining funding for teaching.

Evidence of contributions to advising include: completed student research projects, theses and dissertations; advising Honors theses; service on graduate committees; mentoring undergraduate organizations and groups; graduation of M.S. and Ph.D. students; and career success of advisees.

4.4.2 Research

The Department views creation, dissemination and recognition of world-class research as central to its mission. Therefore, tenure-track faculty shall:
- direct high quality research leading to innovation,
- create an environment conducive to research, and
- impact society through dissemination of research results.

Evidence of effectiveness in research includes the publication on a regular basis of research in high-quality refereed journals and conference proceedings; impact as measured through citations; success in obtaining extramural research funding; invited

lectures at external venues; supervision of funded post-doctoral students, graduate and undergraduate research assistants; development and distribution of research-related software; invention disclosures and patents awarded; participation in interdisciplinary research projects, particularly with colleagues at Colorado State University; research awards and other evidence of recognition; and external peer evaluations (generally solicited by the department chair and/or appropriate committee).

Research productivity should be commensurate with experience and rank, and should be consistent across the faculty member's time at Colorado State University. Quality will be judged by reputation of journals and conferences, acceptance rates, citation indices and external reviewer's comments. We expect faculty to obtain extramural research funding to support research activities.

4.4.3 Service and Outreach

Service is critical to faculty and professional self-governance. Therefore, faculty shall:

- create an efficient, productive and harmonious department
- contribute to the administration of the college and university
- contribute to the self-administration of the profession of computer science
- participate in activities that promote computer science to the local, state, and national communities

Evidence of effectiveness in professional service includes membership on national and international committees of professional societies; organization of workshops and conferences; memberships on program committees; reviewing journal manuscripts, conference submissions, books, book chapters, and grant proposals; participation in grant proposal review groups for national/international agencies; membership in standing and ad hoc committees that advise funding entities on research directions; positions on editorial boards and as editors; and recruitment and retention of diverse populations.

Evidence of effectiveness in university service includes membership on or chairing of standing or ad hoc committees at the department, college and university levels; and administrative assignments.

Evidence of effectiveness in outreach includes participation in K-12 educational programs; activities designed to address the under-representation of women and minorities; and collaborative efforts with government and industry.

4.4.4 Criteria for Attaining Promotion and Tenure

For promotion to the rank of Associate Professor, teaching/advising and research will normally be weighted more heavily than service. The candidate must demonstrate: (a) excellence in at least one of these two primary areas (i.e., teaching/advising and research); and (b) competence in the other area and in service. Candidates for Associate Professor should demonstrate the promise of attaining substantial national and/or international recognition for their research.

For promotion to the rank of Professor, teaching/advising and research will normally be weighted more heavily than service. The candidate must: (a) demonstrate excellence in teaching/advising and research; and (b) demonstrate a consistently active record of service at a level commensurate with the rank. Candidates should demonstrate the achievement of substantial national and/or international recognition for their research.

4.4.5 Criteria for Attaining Promotion for CCAF

Criteria for promotion to Senior Instructor. Instructors may apply for promotion to the rank of Senior Instructor. Criteria are: demonstrated teaching excellence and an expressed commitment to department service.

Criteria for promotion to Master Instructor. The main teaching expectation is evidence of increased maturity and excellence of the teaching practice. Evidence of excellence in service to the department is required. Service to the College, University and broader computer science community is desirable.

Criteria for Promotion to Associate Professor of Practice and Professor of Practice. Criteria for promotion to Associate Professor of Practice and Professor of Practice are commensurate to those described in Section 4.4.4 for each area, as defined by the candidate's effort distribution

4.5   Faculty Annual Evaluation Procedures

The Department Chair shall annually review the accomplishments and performance of Department faculty members. Faculty evaluation will apply the criteria specified in Section 4.4 and follow the procedures as described in the appendix *Faculty Performance Review Procedures* and in accordance with the University Manual. The Department Chair and the Computer Science Department staff member responsible for compiling the annual evaluation materials shall be granted access to the on-line results of student course surveys for the department. The Promotion and Tenure Committee shall provide feedback to the tenure-track faculty member and Chair as described in the Policies and Procedures appendix.

4.6   Comprehensive Performance Review of Tenure Track Faculty

A comprehensive performance review of tenure-track faculty (also called "mini tenure review") shall be conducted at the midpoint of the probationary period at Colorado State University in accordance with the University Manual and the procedures outlined in the Section 7 *Policies and Procedures*.

4.7   Tenure and Promotion Procedures

The University Manual discusses the policies and procedures for the granting and revocation of tenure. We include details specific to the Computer Science Department.

A. No later than the date specified in the appendix *Faculty Performance Review Procedures*, the Department Chair shall nominate tenure-track faculty to be considered for promotion and/or tenure in the following academic year. Additionally, by the same date, tenure-track faculty may nominate themselves for such consideration. Nomination shall be delivered in writing to the Promotion and Tenure Committee.

B. By the end of the academic year, the nominee shall provide a current Curriculum Vitae, list of at least 6 suggested external evaluators and a list of persons considered by the candidate to be unduly biased that should be excluded as external evaluators.

C. After receipt of the candidate's suggested external evaluators, the Promotion and Tenure Committee shall compile a list of reviewers from among those persons suggested by the candidate and at least as many additional persons neither suggested nor excluded by the candidate, unless compelling reasons make such a selection impossible. All persons selected as external evaluators shall be approved by majority vote of the Committee. The Department Chair shall solicit letters of evaluation from individuals chosen from this list.

D. Before the start of the Fall semester, the candidate shall provide application materials, such as a tenure or promotion application in the form required by University and College procedures, and a supplementary packet of materials to be included with requests for external evaluation.

E. At any time during its deliberations, the Promotion and Tenure Committee may request additional information or clarification from the candidate, giving such time for response as is reasonable.

F. The recommendation of the Committee shall be determined by a simple majority of the members, conducted so as to preserve the secrecy of each member's vote. Committee members who are unable to attend the meeting are expected to submit proxies in advance. For promotion to Professor, the recommendation shall be determined by majority vote of the Professor Promotion Subcommittee.

G. The committee shall submit a recommendation containing (a) the vote count, and (b) a letter explaining the rationale for the decision and reflecting the content of the committee's discussion. The Committee Chair will draft the letter, the text of which must be agreed to by the whole committee. It is a strong expectation that the committee and chair will strive to reach consensus through this process. If the chair is ultimately unable to draft text that is agreeable to the whole committee, the chair may require members to identify how they voted and divide the committee along those lines. In this event, each group should then draft text which the chair will integrate into a single letter, with the goal that the relative length of the texts should reflect the sizes of the groups. Note that committee votes must remain anonymous to everyone outside the committee, even if members are forced to identify themselves within the committee.

H. The candidate may submit a written rebuttal of the Committee's report to the Department Chair within the time period specified by the University Manual.

I. The Department Chair shall make a recommendation to the College Dean, in the light of the Committee recommendation and any rebuttal by the candidate, attaching a copy of the Committee report, any candidate rebuttal, and all other documents required by University or College procedures. Copies of the Department Chair's report shall also be provided to the candidate and to the Promotion and Tenure Committee.

J. The candidate may submit a written rebuttal of the Department Chair's report to the Department Chair within the time period specified by the University Manual.

K. At any time during the tenure or promotion review process, the candidate may withdraw from consideration. At such time, the Department chair shall notify the candidate in writing of the consequences of such withdrawal and the candidate shall indicate in writing that they have been so notified.

4.8   Comprehensive Performance Reviews of Tenured Faculty

Phase I Comprehensive Performance Reviews of all tenured faculty shall be conducted in accordance with the criteria specified in Section 4.4 and follow the procedures defined in the appendix and the University Manual.

When a phase II review is triggered as a consequence of a periodic comprehensive performance review, the peer review committee shall consist of five members elected from and by the tenured faculty members of the department at equal or higher rank than the person being reviewed, excluding the person being reviewed and other conflicts. In the event that five eligible members are not available, then all eligible members comprise the peer review committee. If the number of eligible members is fewer than three, then the University Manual policies apply.

The peer review committee is to evaluate whether the faculty member performed assigned duties satisfactorily according to the criteria specified in Section 4.4. The evaluation will encompass the years covered by the Phase I review.

The information given to the peer review committee consists of the material used by the Department Chair in Phase I of the review, the Department Chair's written evaluation of the phase I review, and any additional information the faculty member chooses to provide. If the faculty member wishes to provide additional information, the faculty member will be given 10 working days to do so.

The peer review committee decides on the possible outcomes in two successive votes (decision by simple majority). The first vote determines whether the faculty member has met reasonable expectations for faculty performance. If the first vote judges performance to be unsatisfactory, then a second vote determines whether or not the deficiencies are judged to be substantial and chronic or recurrent.

The peer review committee submits the result of the vote and a report of its deliberations and findings to the Department Chair and the faculty member. To preserve

the secrecy of the vote to the extent possible, the committee chair shall draft the report, soliciting contributions and comments from each member.

As specified in the University Manual, the faculty member shall have 10 working days to submit to the Department Chair a written response to the report.

Once the peer review committee decision is made, the process described in the University Manual applies.

4.9 Faculty and Staff Grievance Procedures

Faculty and staff grievances are dealt with in accordance with the University Manual.

4.10 Administrative Professional Evaluation

In accordance with the University Manual, the Department Chair or a designee will provide a written annual evaluation of each Administrative Professional and will meet with the individual to discuss the evaluation.

5 Departmental Self-review

A. At intervals mandated by University regulation, the Department shall perform a self-review of its activities and operations.
B. The review shall be administered by the Executive Committee, with the participation of the faculty, staff, and students of the Department.
C. Evaluations of Department operations shall include undergraduate and graduate teaching, research, and other programs pertinent to the goals and objectives of the Department, and shall include a review of the Department Code.
D. Interim self-reviews of the Department may be initiated by the Department Chair, the Dean, or by majority vote of the tenure-track faculty.

6 Academic Regulations

6.1 Notification

Department academic regulations are promulgated in the Department Student Information Guide and in other Department or University documents. Reasonable effort will be made by the Department to keep students informed of regulations and issues that affect them.

6.2 Graduate Advising

A. The Graduate Recruitment Committee shall assign to each new graduate student a temporary advisor, who shall explain graduate program procedures, assist in initial course selections, and aid in the selection of an appropriate permanent advisor.

B. A student and prospective permanent advisor shall together draft a formal plan of study and propose membership of a Graduate Student Advisory Committee, to be chaired by the advisor and whose members share in the responsibility to direct and advise the student.

C. The formal appointment of the advisor and of committee members of a Graduate Student Advisory Committee shall be made by the Department Chair subject to the approval of the Graduate Dean. Formal appointment of the non-Department member of the Graduate Student Advisory Committee shall be made by the Graduate Dean. Appointments should account for student academic interests and personal preferences, as well as the advisor's workload and research plans.

D. A person outside the University who has expertise related to the thesis may be added as an Affiliate committee member. Such a person would be in addition to the requirements of the Graduate School. Faculty Affiliate appointments must be approved by the Department Chair.

E. Should a change of advisor or committee member be necessary, the student, advisor or Department Chair shall initiate the proper procedures as set by the Graduate School.

6.3   Undergraduate Advising

All undergraduate students shall be advised by the Department's Key Advisor(s), who shall keep records, monitor degree progress, and inform students of changes in courses and curriculum. The Key Advisor should also aid students in curricular and career plans, inform students of Department, College, and University policy, and provide advice and guidance to students in the resolution of student academic grievances and complaints.

6.4   Academic Appeals

A. To make an academic appeal, a student must follow the procedure set forth in the University Manual.
B. The Department Appeals committee will have five members: two faculty members (two members of the Executive Committee, selected by the Department Chair), two students (the student members on the Graduate Program and Undergraduate Committees respectively), and a faculty member from outside the department (selected by the Department Chair). If any of these faculty members or students is involved in the appeal or unable to serve, the Department Chair shall appoint a replacement. If the Department Chair has a conflict of interest, then the Undergraduate Director appoints the committee for undergraduate students and the Graduate Director for graduate students.

7   Policies and Procedures

This section outlines in more detail procedures and policies to implement the broad goals described in earlier sections.

7.1 Promotion and Tenure Review

7.1.1 Promotion Review Materials

The following materials must be submitted by the candidate:
   A. curriculum vitae,
   B. research and teaching statements,
   C. list of at least five references excluding the candidate's Ph.D. and post-doc advisors,
   D. list of references to be excluded --- references not to be used in the evaluation.
   E. three research publications, and
   F. course evaluations.
   G. other relevant material (optional).

The following must be provided by one or more members of the faculty evaluation committee:
   • Letters evaluating the in-class teaching performance of the candidate.

The following must be provided by at least five references:
   • Letters describing the performance of the candidate with respect to research, service, and teaching.

The faculty evaluation committee selects the references. No more than 50% of the references may be selected from the list provided by the candidate.

Other materials may be considered by the faculty evaluation committee.

7.1.2 Timing Considerations

- No later than April 1, the Department Chair shall nominate those members of the Faculty to be considered for promotion and/or tenure in the following academic year. Additionally, by April 1, members of the Faculty may nominate themselves for such consideration.

- The promotion and/or tenure candidate must submit all required materials according to the timetable in the Department Code.

- The Department Chair must solicit letters from the references by September 15 for reviews being performed during the current academic year.

- In-class teaching evaluations must be available to the Promotion and Tenure Committee or Professor Promotion Subcommittee by November 1.

- The P&T Chair or Professor Promotion Subcommittee Chair will conduct meeting(s) of the appropriate P&T members before November 7 to decide on the promotion and tenure cases under consideration during the current academic year.

- Formal reports from the P&T Committee or Professor Promotion Subcommittee and the Department Chair will be available to the candidate before December 15 of the academic year of the review.

- The candidate may respond to the formal reports within the deadline stipulated by the University Manual.

7.2   Comprehensive Performance Review of Tenure-Track Faculty

The purpose of a Comprehensive Performance Review of Tenure-Track Faculty (mini-tenure review) is to give detailed feedback to tenure-track faculty so that they can take corrective actions and make progress towards getting tenure. The University Manual states that a mini-tenure review must be carried out for tenure-track faculty at the mid-point of their probationary period. If a tenure-track faculty member plans to apply for tenure within the first three years of their initial appointment, we recommend omitting the mini-tenure review. In other cases, we recommend review within the first four years. The faculty member going through the mini-tenure review, henceforth referred to as the candidate, will be evaluated by a committee as stated in the University Manual.

The Review Committee for the mini-tenure review is the Promotion and Tenure Committee.

7.2.1 Mini-Tenure Review Materials

The candidate should submit the same materials as listed in Section 7.1.1, with the following exception. The candidate need only list four references excluding the candidate's Ph.D. and post-doc advisors. In addition, the following items must be provided by one or more members of the Review Committee:

- Letters evaluating the in-class teaching performance of the candidate.
- Other relevant material (optional).

The Department Chair may provide other relevant material.

The following items must be provided by two references:

- Letters describing the performance of the candidate with respect to research, service, and teaching from two of the four names provided by the candidate.

The Review Committee selects the references.

7.2.2 Timing Considerations

- A mini-tenure review must be conducted at the mid-point of a tenure-track faculty member's probationary period as stated in the University Manual. The academic year which includes a faculty member's mid-point of their probationary period is called the *mid-point year*.
- For logistical reasons, we recommend that the mini-tenure review be done during the Spring semester of a faculty member's mid-point year.
- The candidate must submit materials by the first day of class of the Spring semester.

- The Department Chair must solicit letters from the references by February 15 of a faculty member's mid-point year.

- The in-class teaching evaluations must be performed before March 1 of a faculty member's mid-point year.

- The P&T chair will schedule a Review Committee meeting before the end of the Spring semester mid-point year to prepare the mini-tenure review report.

- The P&T Committee and the Department Chair will provide the candidate with formal reports with details of the mini-tenure review before the end of the Spring semester of the mid-point year.

- The candidate may respond to this report by the deadline stated in the University Manual.

7.2.3 Mini-Tenure Review Report

The mini-tenure report provided to the candidate must include the information as specified in the University Manual. It should also identify the strengths and weaknesses of the candidate, and should provide a recommendation to the candidate on areas that need improvement. The report should not be construed as terms for getting tenure.

7.3 Annual Comprehensive Evaluations

7.3.1 Assistant Professors and untenured Associate Professors

Assistant professors and untenured Associate Professors are evaluated annually on their productivity as scholars, their competence as teachers and advisors, and their service to the department, college, university and their profession. In preparing annual faculty evaluations, the Department Chair shall consult the report prepared by the Faculty Evaluation Committee for each faculty member.

Faculty Evaluation Committee The Faculty Evaluation Committee for Assistant and untenured Associate Professors is the full P&T Committee, consisting of all tenured

professors. Tenured faculty on sabbatical are not required to participate, but may opt in. Tenured faculty members with a conflict of interest should recuse themselves.

Evaluation Process The evaluation process is as follows:

A. **Material Collection.** Every untenured tenure-track professor should provide the committee with a curriculum vitae (CV), a current annual activities report (currently FSAS), and any additional material they want the committee to consider. Note that the evaluation covers the period from when they were hired as a tenure-track faculty member to the current date. Faculty members with significant duties in other university units should solicit reviews from the other department and/or unit as specified in the University Code and submit them as part of their materials. All materials should be provided by the first day of classes in the spring semester. Untenured professors may ask a tenured committee member to present their case to the evaluation committee. (Tenured faculty have the right to refuse this request.) If the untenured faculty member does not select a presenter, the chair of the P&T committee will designate who presents their case.

B. **Material Presentation.** The untenured professor's materials will be presented to the Faculty Evaluation Committee (see above) by the selected or designed presenter. This presentation is expected to be brief (under ten minutes), although exceptional cases may take longer. Committee members may ask questions and/or express opinions about the material. Every member of the committee then writes brief signed comments that are made available to the full committee. The goal is for the committee to hear every Assistant and untenured Associate Professor's material within three weeks of the start of the semester.

C. **Advisory Subcommittee.** The Faculty Evaluation Committee will select a five member advisory sub-committee. This committee will evaluate all the Assistant and untenured Associate Professors being evaluated in a given year. The advisory committee collects the comments from step 2 above, and based on these comments writes a letter of evaluation and advice. This letter will be clearly divided into two section: an evaluation section, intended to inform the annual evaluation

decision of the chair and to be considered in future tenure decisions, and an advice section, intended to provide constructive career advice for the faculty member.

D. **Letter Approval.** The proposed letter of evaluation and advice is presented to the Faculty Evaluation Committee for approval. The committee may (1) approve it or (2) send it back to the advisory sub-committee to be edited and resubmitted. When the letter is approved, members of the full committee who wish to dissent may attach an anonymous minority opinion. The number of faculty members subscribing to the minority opinion will be noted.

E. **Optional Response.** The Assistant or untenured Professor being evaluated may optionally file a response letter within the time limit specified in the University Manual.

7.3.2 Tenured Associate Professors

Annual comprehensive evaluations for tenured Associate Professors are the same as for Assistant and untenured Associate Professors, with the following exceptions:

- The Faculty Evaluation Committee for tenured Associate Professors is the subset of all Full Professors on the P&T Committee.
- The Advisory Subcommittee for tenured Associate Professors is a five person subcommittee of the Faculty Evaluation Committee for tenured Associate Professors, and is distinct from the Advisory Subcommittee for Assistant and untenured Associate Professors.

7.3.3 Full Professors

Full professors are evaluated on their productivity as scholars, their competence as teachers and advisors, and their service to the department, college, university and their profession. Full professors are evaluated twice every five years, with one of the evaluations timed to coincide with their periodic comprehensive (a.k.a. five year) review.

Faculty Evaluation Committee: Full Professors The Faculty Evaluation Committee for Full Professors is the subset of the P&T Committee consisting of all other full professors. Tenured faculty on sabbatical are not required to participate, but may opt in. Tenured faculty members with a conflict of interest should recuse themselves.

Evaluation Process The evaluation process is as follows:

A. **Material Collection.** Every Full Professor should provide the committee with a curriculum vitae (CV), a current FSAS report, and any additional material they want the committee to consider. Note that the evaluation covers the period from when they were hired as a tenure-track faculty member to the current date. Faculty members with significant duties in other university units should solicit reviews from the other department and/or unit as specified in the University Code and submit them as part of their materials. All materials should be provided by the first day of classes in the spring semester. Optionally, Professors may choose another Full Professor to present their case to the evaluation committee. (Faculty may refuse this request.) If no presenter is selected, the Faculty Evaluation Committee chair designates a presenter.

B. **Material Presentation.** The Full Professor's materials will be presented to the committee in the large by the selected or designed presenter. This presentation is expected to be brief (under ten minutes), although exceptional cases may take longer. Committee members may ask questions and/or express opinions about the material. Every member of the committee then writes brief comments. The goal is for the committee to hear every Professors material within three weeks of the start of the semester.

C. **Advisory Subcommittee.** The committee at large will select a five member advisory sub-committee. This committee will evaluate all the Full Professors being evaluated in a given year. Advisory subcommittee members will recuse themselves when their own case is discussed. The advisory committee collects the comments from the full committee for each Full Professor, and based on these comments writes a letter of evaluation and advice. This letter will be clearly divided into two

sections: a brief evaluation section, intended to inform the annual evaluation decision of the chair, and a longer advice section, intended to provide constructive career advice for the faculty member.

D. **Letter Approval.** The letter of evaluation and advice written by the advisory subcommittee is presented to the full committee for approval. The committee may (1) approve it or (2) send it back to the advisory sub-committee to be edited. When the letter is approved, members of the full committee who wish to dissent may attach an anonymous minority opinion. The number of faculty members subscribing to the minority opinion will be noted.

E. **Optional Response.** The Full Professor may optionally file a response letter within the time limit specified in the University Manual.

7.4   CCAF

The promotion and tenure committee shall be responsible for evaluation of CCAF. CCAF with the appropriate rank will be part of the process. CCAF faculty shall be evaluated on their progress toward promotion in the CCAF ranks. Instructors will be evaluated on a yearly basis, and Senior Instructors will be evaluated every other year. More frequent evaluation will be done by request of the faculty member. Master Instructors may request to be evaluated.

Progress will be assessed in the areas of research, teaching/mentoring, and service/outreach, as defined by the faculty member's effort distribution similarly to the assessment of tenure track faculty. Information for the evaluation will be gathered primarily from the faculty member's curriculum vitae and annual self-reporting mechanisms, supplemented by additional sources such as teaching evaluations performed by members of the promotion and tenure committee.

7.5   Periodic Comprehensive Performance Review

The Phase I comprehensive review will be performed in accordance with the rules laid out in the University Manual.

Here are the actions that take place in the department:

A. The Department Chair should notify faculty member who are candidates for a Phase I review.

B. A candidate for a Phase I review should provide a curriculum vitae together with a report listing the candidate's achievements and goals at least 10 working days prior to the date when the review is due. The format of the report is up to the candidate. As guidance only, a suggested rough outline of the report is below.

[begin outline]
Post Tenure Review (January 20XX - December 20XX+4)
Name:
Rank:
Promotion Date:
Tenure Date:

(1) Accomplishments:
- Research Accomplishments
  – General area of research.
  – Key results.
  – Publications Summary (just a count of the numbers in each category).
  – Grants Summary.
  – Impact (e.g., awards, citations, h-index, i10-index) (available from Google Scholar and Harzing's Publish or Perish).
- Teaching and Advising Accomplishments
  – List of courses taught with a description of any innovations, etc.
  – Other teaching activities.
  – List of students completing their degrees, along with their current positions and accomplishments.

- – Impact.
- Service Accomplishments
  - – Service activities to the CS Research Community (summary).
  - – Service to the CS Department (summary).
  - – Service to the University (summary).
  - – Impact.

(2) Goals and objectives:

- Research goals.
- Teaching goals.
- Service goals.

[end outline]

A Phase II review, if needed, should be performed in accordance with the guidelines given in the University Manual and the Department Code.

8   Review and Amendment of this Code

A. This Code shall be reviewed and amendments proposed as necessary as part of the Departmental self-review process.

B. Amendments to this code may also occur through the following procedure:

(1) Any member of the tenure-track faculty may propose an amendment or amendments by motion at a meeting of the faculty.

(2) If the proposed amendment is initially approved by a simple majority of the tenure-track faculty, the Executive Committee shall review the proposed amendment, recommending specific language by a date set by the tenure-track faculty but not less than 30 days from the initial approval. As part of this review, the Executive Committee may recommend other amendments to this Code as may be necessary.

C. Final approval of amendments require a two-thirds majority of the tenure-track faculty.