The Department of Computer and Information Science

Statement of Administrative Structure, Policy and Procedures

Proposed Revisions August 14, 2015

The policies and procedures described in this document are intended to be consistent with the policies of the University of Oregon, as posted by the Office of Academic Affairs, and of the College of Arts and Sciences, and with the various requirements of the Collective Bargaining Agreement between United Academics and the University of Oregon. It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate dean and the Provost or designee. This document reflects the equitable participation of all Department of Computer & Information Science Tenure Track Faculty and both Career and Adjunct Non-Tenure Track Faculty in the development of department policies and practices.

This document provides a statement of administrative structure and procedures for the Computer and Information Science Department. There are brief descriptions of Departmental Membership and Meetings, Departmental Decision-making, Administrative Positions, Departmental Service, and the Standing and Ad Hoc Committees, including their membership and responsibilities. Decisions made by department committees and at department meetings are preserved by the Department Head or a designated individual and appropriately archived on the CIS Faculty wiki under “Policies”. Access to these decisions is readily available to all TT and Career NTT faculty members.

Department Membership and Meetings

Faculty members having appointments in the following categories will be considered voting faculty: tenured and tenure-track faculty members, including those currently in the Tenure Reduction Program (TRP) whether on the payroll or not, and any emeritus professor no longer on the TRP but on the payroll for a specific term. (See emeritus voting rights policy in UO Policy Library <http://policies.uoregon.edu/policy/by/1/0201-personnel/faculty-rights-privileges-and-perquisites-retired-faculty> document approved by UO Senate 05/01/2012.) Both TRP and emeritus retired faculty may opt-out of voting on a year-by-year basis. Career non-tenure track faculty (NTTF) positions on the payroll for an academic term will be considered voting faculty for that term for some departmental matters, commensurate with their job responsibilities. Career NTTF faculty may opt-out of voting on a year-by-year basis. Career NTTF Instructors may vote
on Departmental Motions regarding 1) NTTF instructor hiring; 2) all NTTF instructor personnel policy such as merit review, performance review and promotion policy; 3) lower division curriculum and teaching assignments; 4) office space; 5) and any changes to this document. Career NTTF Researchers may vote on Departmental Motions regarding 1) NTTF researcher hiring; 2) all NTTF researcher personnel policy such as merit review, performance review and promotion policy; 3) policy issues involving computing resources; 4) office/lab space; 5) and any changes to this document. The voting faculty can choose to add others temporarily by Departmental Motion as discussed below.

The Department shall hold regular department meetings once each month during the academic year, unless otherwise decided. The time of the next regular meeting will be determined at the end of each meeting; an agenda for each regular meeting will be prepared and distributed by the Department Head at least three days before the meeting. For motions to be considered, a quorum of voting faculty must be present or represented by in absentia votes. A quorum consists of two-thirds of the voting faculty. A member of the voting faculty who is unable to attend the meeting because of a conflict, illness, leave or sabbatical, may vote in absentia by sending an email to the Department Head with their vote prior to the meeting and will be counted toward the quorum. However, an in absentia vote will not be counted if the motion in question is changed during the meeting and the faculty member who voted in absentia is not present.

The Department Head may call Special Department Meetings by serving notice at least two days in advance, at a time not conflicting with any voting faculty member's teaching assignment.

Attendance at departmental meetings is open, unless announced as restricted by the Department Head prior to the meeting, e.g., for personnel or other sensitive issues. The Department's Office Manager will serve as secretary to the regular and special meetings and take minutes.

**Departmental Decision Process**

This section discusses authority for making decisions regarding departmental policy and the process for providing notice of motions to be considered at regular department meetings. The goal is to realize efficient decision-making and promote broad participation by the faculty while eliminating repeated discussion of minor issues.
Major Decision

Policy decisions significantly affecting faculty or other departmental issues, including amendment of this document, must be enacted by a two-thirds majority of voting faculty present or voting *in absentia* at a regular or special department meeting, under the condition that a quorum be present.

These policy issues will be considered first in an open Standing or Special Committee meeting prior to making a recommendation in the form of a departmental motion. Time for discussion, debate, and revision of the departmental motion will be allocated at a regular or special department meeting, following appropriate notice of motion, as discussed below.

Minor Decision

Other policy decisions concerning committee, curriculum, and administrative issues will be decided in open meetings of Standing and Special Committees. Such decisions require a two-thirds majority vote of the committee members present. These decisions will be considered enacted after they have been officially reported to the voting faculty at the next regular department meeting. The voting faculty reserves the right to veto such decisions, decide they are major decisions, or send them back to committee for further discussion by a majority vote at the next department meeting. There will be no discussion at this meeting, just a report from the chair of the Standing or Special Committee and a yea/nay vote on the committee decision. A quorum is required for any decision.

Notice of Motion

Any motion significantly affecting the policy or operation of the Department will be termed a *departmental motion* and will require prior notice. Such notice may be provided in one of two ways: by distribution to each member of the voting faculty by a member of the voting faculty at least two weeks prior to the regular department meeting at which a vote is to be taken; or by distribution to each member of the voting faculty by a Standing or Special Committee at least five days prior to the regular meeting at which a vote is to be taken. The distribution is by email.
Administrative Positions

Department Head

The Department Head is appointed by the Dean of the College of Arts and Sciences, following a formal recommendation from the faculty of the department. A standard appointment is for a period of three years. Only members of the tenured faculty may serve as Head.

The Department Head is responsible for departmental leadership, including operational and financial management of the Department. He or she shall report to the faculty on the state of the budget at the beginning and end of each academic year. The Head shall prepare a budget for each of the three committees, Computer Resources (CRC), Graduate Education (GEC), and Undergraduate Education (UEC), based on proposals submitted by these committees; the committees will then have the authority to manage these budgets in consultation with the Head.

In addition, the Department Head should facilitate unity and cooperation among the faculty by coordinating programs designed to improve the Department. Important duties include providing for common computing infrastructure, responsibility for carrying out educational programs, and fostering faculty development. The Department Head acts as primary ambassador for the Department within the college, university, state, national, and international contexts. The Head represents the Department at meetings within the University and at the Higher Education Coordinating Commission.

The Department Head presides over regular department meetings. The Department Head is responsible for executing various personnel actions and decisions, including submission of letters regarding promotion and tenure. He or she may conduct other activities at the discretion of the Dean of the College of Arts and Sciences.

Selection of Department Head

The departmental procedure for this consists of several phases. To begin the nomination phase, the Personnel Committee announces that nominations are open for a two-week period. Individuals may submit their names by written notice to the Personnel Committee, or may have their names submitted by others (for which the Personnel Committee must seek permission for inclusion as nominees). The Personnel Committee will then publish the list of nominees and schedule a meeting for a vote to occur within not less than two weeks. If no candidates are proposed, the Faculty will recommend to the Dean either that the Dean appoints a Head or that an external search be conducted.
At the scheduled meeting a discussion of the candidates is conducted. After the meeting, a secret written ballot will be conducted with all tenured and tenure-track faculty as well as Career 0.5 FTE or greater NTTF faculty required to vote. A person may vote for as many candidates as desired. The Department’s Office Manager will tally the vote. Any candidate receiving at least a two-thirds majority of the vote will have his or her vote tally reported to the Faculty, and will be recommended to the Dean. If no candidate receives a two-thirds majority, a second round of selection will occur, beginning with the nomination phase. If after two rounds of the selection process, the Faculty is still unable to select a candidate with a two-thirds majority, the Faculty will recommend to the Dean either that the Dean appoint a Head from within the Faculty or that an external search be conducted.

**Director, Undergraduate Education**

The Director, Undergraduate Education is an instructional faculty member working 0.5 FTE for duties as Director, Undergraduate Education. The Director is expected to teach courses in the lower and upper division major. The duties of the Director are to implement the policy and curriculum decisions passed by the Undergraduate Education Committee; handle undergraduate petitions; coordinate undergraduate advising; coordinate course offerings, including scheduling, pre-requisites, catalog copy, and submissions to University Curriculum Committee; manage undergraduate activities, including undergraduate newsletter, events, awards; meet monthly with the Undergraduate Steering Committee; manage recruitment and public relations with prospective students and other visitors; manage the internship program; and other duties to be defined. The Director, Undergraduate Education will be selected jointly by the Department Head and the Undergraduate Education Committee.

**Departmental Service**

The Department values service both inside and outside the department. Departmental service consists of membership on a Standing or Special Committee, or other service such as the Library Representative or Colloquium Organizer. The procedures for serving on standing committees are intended to encourage a spirit of volunteerism, to spread the load of being a committee chair among the faculty, and to balance continuity of committee membership with rotation of membership.

Committee membership for Undergraduate Education, Graduate Education and Computing Resources and other non-standing committee service positions are appointed by the Department Head solicited from a list of volunteers at the end of each academic year. Before the
Spring term ends, members of the TTF and Career NTTF faculty may submit to the Department Head a prioritized list of up to three positions in which they would like to serve for the following academic year. The Department Head will attempt to match faculty to their preferences. If there are no volunteers for a position, the Department Head may appoint someone to serve.

The Graduate Student Association and the corresponding undergraduate student organization choose graduate and undergraduate student members of committees.

The Chairs of the three standing committees for Undergraduate Education, Graduate Education and Computing Resources are appointed by the Department Head from a list of volunteers solicited at the start of each academic year. If there are no volunteers, the Department Head makes the appointment. The Committee Chairs serve without compensation and for a period of from one to four years.

Time spent by funding contingent faculty members on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored project and all federal and state laws and regulations.

Standing Committees

There will be four standing committees for Undergraduate Education, Graduate Education, Computing Resources and Personnel.

Undergraduate Education Committee

The Undergraduate Education Committee's (UEC) role is development and coordination of undergraduate programs and courses in CIS. Duties of the UEC include undergraduate curriculum development; standards; graduation requirements including undergraduate degrees and certificates, coordination of undergraduate advising, recruitment, and events; monitoring progress in the major; and responding to undergraduate student petitions.

The Chair of the UEC coordinates the work of the UEC and other faculty in meeting the Committee’s responsibilities. The ultimate authority in handling student petitions rests with the Chair, who will consult other faculty, as needed. Any such decision can be reversed by a majority vote of the members of the UEC. The Chair of UEC should publish an agenda for meetings with timely notice, and is responsible for publishing minutes of the meeting in a timely fashion. The UEC may make policy implementation decisions and minor policy decisions by majority vote, and may propose major policy decisions to the full faculty as described in the section on Departmental Decision Process.
The UEC committee shall work with the Department Head at the start of the Fall term to negotiate a yearly budget for undergraduate student activities and recruiting. At the end of each academic year, the committee shall report to the faculty on its accounting of the budget.

The UEC shall consist of the Chair (TTF), at least two additional members of the TTF, the Undergraduate Education Director who may be career NTTF, at least one career NTTF instructor at 0.5 FTE or above, up to two graduate teaching fellows having one collective vote, and up to two undergraduate students having one collective vote. The process described in the section on Departmental Service selects members. Other faculty may participate in the discussion of an issue at a committee meeting, but may not vote. A quorum consists of two-thirds of the UEC voting members.

Graduate Education Committee

The Graduate Education Committee’s (GEC) role is development and coordination of graduate programs and courses in CIS. Duties of the GEC include graduate curriculum development; standards; graduation requirements requirements including graduate degrees and certificates; coordination of graduate advising, recruitment, and events; evaluating graduate progress; managing graduate teaching fellow (GTF) contracts and assigning GTFs to courses; and responding to graduate student petitions.

The Chair of the GEC coordinates the work of the GEC and other graduate faculty in meeting the Committee's responsibilities. The authority in handling graduate student petitions rests with the Chair; however, any such decision can be reversed by a majority vote of the full GEC. The Chair of GEC should publish an agenda for meetings with timely notice, and is responsible for publishing minutes of the meeting in a timely fashion. The GEC may make policy implementation decisions and minor policy decisions by majority vote, and may propose major policy decisions to the full faculty as described in the section on Departmental Decision Process.

The GEC committee shall work with the Department Head at the start of the Fall term to negotiate a yearly budget for graduate student activities and recruiting. At the end of each academic year, the committee shall report to the faculty on its accounting of the budget.

The GEC shall consist of at least three members of the tenured and tenure-track faculty, including the Chair, and up to two graduate students having one collective vote. The process described in the section on Departmental Service selects members. Other faculty may participate in discussion of an issue, but may not vote. A quorum consists of two-thirds of the GEC voting members.
Computing Resources Committee

The Computing Resource Committee's (CRC) role is the development and maintenance of the Department's hardware and software computing resources. This includes support for shared community resources (printers, file servers, network segments, etc.), resources for educational programs, and research projects. The duties of the CRC include equipment acquisition; hardware and software maintenance; management of support contracts; administration of fees for departmental infrastructure; and coordinating department initiatives on grants for new infrastructure. The CRC shall maintain a written policy regarding fees charged for support of computing resources and their yearly budget report shall account for the fees.

The Chair of the CRC coordinates the work of the CRC and other graduate faculty in meeting its duties. The Chair also conducts an annual evaluation of systems staff personnel. The Chair of CRC should publish an agenda for meetings with timely notice, and is responsible for publishing minutes of the meeting in a timely fashion.

The CRC committee shall negotiate a yearly budget with the Department Head at the start of the Fall term, and should be provided with information about departmental income and expenses for computing resources. At the end of each academic year, the committee shall report to the faculty on its accounting of the budget.

The CRC shall consist of at least three members of the tenured and tenure-track faculty, including the Chair, the head system administrator and one other systems staff member each having a vote, and up to two graduate students having one collective vote. Any other faculty may participate in discussion of an issue but may not vote. A quorum consists of two-thirds of the voting members.

Personnel Committee

The Personnel Committee's (PC) role is the regular evaluation of faculty performance for tenure-related professors (TTF). A separate NTTF subcommittee convened by the PC will conduct evaluation for NTTF faculty—including instructors and researchers who are either career or adjuncts. In addition an ad hoc committee on Personnel Policy defines policies for the criteria and procedures that structure the functioning of the PC. These policies are considered Major Decisions of the Department and all eligible voting faculty.

Annual Evaluations. Both TTF and NTTF faculty will receive annual evaluations. In years when funding is available, this will be conducted as the merit review. Results of these evaluations will be given to the CIS Dept. Head who will communicate them to the faculty member and make recommendations to the CAS Dean. These policies and procedures are
described in the CIS TTF and NTTF personnel policy documents regarding annual evaluation, merit salary review, and equity criteria.

Post-Tenure Review. The PC will also review, summarize and evaluate 3-year and 6-year post-tenure reviews for tenured faculty and make recommendations to the CIS Dept. Head who will communicate them to the faculty member and make recommendations to the CAS Dean. These policies and procedures are described in the document UO Policy Number 02.01.17.

Tenure and Promotion. Finally, the PC will prepare, review and summarize the case for tenure-track TTF faculty (pre-tenure) contract renewal, promotion to Associate Professor and granting tenure. These results are presented to the tenured faculty for discussion and voting. These policies and procedures are described in the CIS Personnel Policy document on TTF promotion and tenure. For promotion to Full Professor, an ad hoc committee, consisting only of Full Professors, reviews and summarizes the case. In these cases, the Dept. Head communicates with the faculty member and makes an independent recommendation to the CAS Dean. The CIS document on TTF promotion and tenure outlines criteria.

The PC consists of three members of the tenured TTF faculty. Members are elected using the following system. All tenured professors, of all ranks, stand for election as candidates. All tenure-related faculty and senior instructors are eligible to vote. Each voting faculty member has six votes. Voters cannot vote for a candidate more than once, and are not required to cast all six votes. Voting is by signed ballot administered by the Office Manager. All candidates are rank-ordered by the number of votes received. The top three candidates will be selected as tenured TTF members of the PC. In the case of a tie, the member will be selected by a random process among the tied faculty. The Chair of the PC will be the most senior, as defined by rank and years at rank, member elected to serve. A person may serve no more than two one-year consecutive terms on the PC. The PC can request assistance from other faculty in performing its duties.

The NTTF subcommittee for evaluation will evaluate career NTTF for annual contract renewal, merit review, reclassification and promotion. It will consist of one career senior instructor elected by all NTTF, one TTF member of the UEC chosen by the TTF members of the UEC, and a member of the PC chosen by the PC chair. The NTTF member will be elected by the following system. All career NTTF faculty at senior rank 1 or above stand for election. All NTTF faculty, whether instructors or researchers and whether adjunct or career, are eligible to vote. Each NTTF faculty member has one vote. Voting is by signed ballot administered by the Office manager. The candidate with the most votes will be elected. In the case of a tie, the member will be selected by a random process among tied faculty. The Chair of the NTTF subcommittee will be the member from the PC. A person may serve no more than two one-year...
consecutive terms on the NTTF subcommittee. The PC can request assistance from other faculty in performing its duties. In the event that the NTTF subcommittee must evaluate a promotion application from senior I to senior II and the elected senior NTTF member is ranked senior I, the head of the NTTF subcommittee may coopt a senior II faculty member, where possible, onto the NTTF subcommittee for the consideration of said application.

Ad Hoc Committees

There are five Ad Hoc committees: Internal Governance, Personnel Policy, Search, Assessment and Curriculum. These committees are created on demand and usually for only one or two terms.

Internal Governance

The Internal Governance Committee is an Ad Hoc committee usually no more than one academic term in duration. Its purpose is to develop and revise policies and procedures for internal governance of the Department as captured in the CIS Statement of Administrative Structure, Policy and Procedures also known as the CIS Constitution (i.e., this document). Personnel policies are developed and revised in other ad hoc committees created specifically for that purpose. Members of the Internal Governance Committee are selected as follows: The Dept. Head appoints a Chair of the Committee selected from among the tenured faculty, then volunteers are appointed with two representing TTF and one representing Career NTTF. The Committee is strictly advisory and presents its recommendations as Major Decisions to the voting faculty.

Personnel Policy

The Personnel Policy Committee is an Ad Hoc committee usually no more than one academic term in duration. Its purpose is to develop and revise policies and procedures for personnel evaluation of the CIS Dept.:

- TTF and NTTF Merit Review
- Promotion and Tenure for TTF
- Promotion and Reclassification for NTTF

Members of the Personnel Policy Committee are selected as follows. The Dept. Head appoints a Chair of the Committee from among the tenured faculty, then volunteers are appointed with two
representing TTF and one representing Career NTTF. The Committee is strictly advisory and presents its recommendations as Major Decisions to the voting faculty.

Search Committee

The Search Committee (SC) is an ad hoc committee (also known as the Recruiting Committee) that is formed at the beginning of the academic year when the department is authorized to conduct a search for TTF faculty, including an outside Dept. Head, or career NTTF faculty. The SC is appointed by the Dept. Head usually from a list of volunteers. For TTF searches it will consist only of TTF faculty members. For career NTTF positions, it will consist of at least two TTF and one senior career NTTF members. Appointment on the search committee is for one year or until the search completes, whichever comes first.

The purpose of the SC is to administer all aspects of the search process. This consists of creating the position description in association with the faculty, performing initial review of the applications, identifying top applicants for further faculty evaluation, conducting the voting faculty process as a Major Decision for selecting who to interview, coordinating the candidate interviews with the Office Manager, and conducting the voting faculty process as a Major Decision for offers. Voting faculty shall consist of all voting faculty for external Dept. Head and career instructor or research NTTF positions. However, only TTF voting faculty can vote for TTF positions other than Department Head.

Assessment Committee

The Assessment Committee is an ad hoc committee that was formed to start the process of CIS Department compliance with UO and CAS mandates regarding course and program assessment that are needed to prepare for an accreditation process. The goals for this year are to identify learning outcomes for undergraduate majors and minor and for graduate degrees, and to integrate them into course offerings.

The Head appoints members for the academic year. They are the Director of Undergraduate Education, and two volunteers from the tenured faculty preferably one TTF from UEC and one from GEC. (Note: If the Director of Undergraduate Education is not a Career NTTF, then a Career NTTF must be appointed as well as the TTF Director of Undergraduate Education.) The term is one academic year. The work of the Assessment Committee will continue into the next academic year and will likely be ongoing.

The recommendations of the ad hoc Assessment Committee are strictly advisory and will be presented to the UEC and GEC standing committees as recommendations. From there they are presented to the voting faculty as Major Decisions.
Curriculum Committee

The Curriculum Committee (CC) is an Ad Hoc committee appointed by the CIS Dept. Head consisting of the Director of Undergraduate Education, one volunteer tenured faculty member each from UEC and GEC, and the CIS Office Manager (ex officio). (Note: If the Director of Undergraduate Education is not a Career NTTF, then a Career NTTF must be appointed as well as the TTF Director of Undergraduate Education.) It currently has the responsibility of recommending to the Dept. Head an annual schedule of classes based on department curricula, degree requirements, faculty available to teach, and other department and university considerations. It may become a standing committee, in which case it would assume the duties of the current Ad Hoc Assessment Committee. Deciding the purpose and membership of the CC will be a Major Department Decision, based on a proposal from initial members of the CC.