

DEPARTMENT OF COMPUTER SCIENCE

FACULTY INPUT SYSTEM

(approved 9/25/85 by Computer Science Faculty on secret ballot: 9 For, 0 Against)

(editorial changes approved at 6/18/86 Department meeting: 8 For, 0 Against)

(changes approved at 4/24/89 Department meeting: 12 For, 0 Against)

(scope clause amended 10/24/89)

I. Committee Structure

There shall be the following four standing committees, the Executive, the Evaluation, the Curriculum, and the Laboratory Committee with responsibilities as outlined below:

A. Executive Committee.

1. The Executive Committee shall make recommendations to the Department Head regarding matters of instruction, finance, and personnel. Included are such things as:
 - a. Acquisition and allocation of resources -- including current, pending, and future budgets; equipment; travel funds; faculty development.
 - b. The setting of long-term goals for the department, its computer laboratories and its academic programs.
 - c. Scheduling of course offerings, determining class sizes and establishing an override policy.
 - d. Regular teaching assignments, Spring/Summer teaching assignments, teaching load equivalences.
 - e. Assignment of special duties -- such as hardware and software maintenance, advising, scholarship awards, class scheduling, and curriculum development -- and determination of released time, when appropriate, for such duties.

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- f. Released time for research.
 - g. Appointment of faculty search committees.
 - h. Hiring of regular faculty and temporary teaching staff and setting of academic and hiring credentials.
 - i. Setting academic credentials for teachers of credit and non-credit CSC-courses outside the regular departmental program, e.g., for Continuing Education courses.
 - j. Public relations, liaisons with industry, and other external matters.
- 2.** Constitution of and Elections to the Executive Committee.
- a. The Executive Committee shall consist of three regular faculty members with at least one member from the Computer Science Education faculty and at least one from the remainder of the computer science faculty. A quorum shall consist of two of its members.
 - b. For all other details of the constitution of and the elections to the Executive Committee see Part II.A.
- 3.** The Executive Committee, in conjunction with the Department Head, may appoint individuals or special committees, as appropriate, to deal with on-going or short-term matters falling within its jurisdiction. In addition, the Executive Committee shall conduct all elections of departmental representatives to special committees and to College and University councils. The nominations and elections shall follow the procedure for the standing committees of the department.
- 4.** The Executive Committee together with two students who major or minor in Computer Science or Computer Science Education shall function as the department's Grade Grievance Committee.

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- a. The chair of the Executive Committee also acts as the chair of the departmental Grade Grievance Committee.
 - b. If a grade grievance is against a member of the Executive Committee, the elected Executive Committee Alternate member shall serve on the Grade Grievance Committee. A chair for a Grade Grievance Hearing is elected by the members of the Grade Grievance Committee whenever necessary.
 - c. The two student members shall be appointed by the department head prior to the beginning of the Fall Semester of each academic year and shall serve for one academic year on the Grade Grievance Committee.
 - d. If a member of the Executive Committee disqualifies herself/himself from a Grade Grievance Hearing, e.g., if the faculty member acts as advisor or as a witness, his/her replacement for the hearing shall be chosen from the members of the Evaluation Committee of the department in order to have the full complement of three faculty members on the Grade Grievance Committee for any grievance hearing.
5. The Department Head is an ex-officio, non-voting member of the Executive Committee, shall report regularly to it on matters within its purview, and will actively solicit its input regarding such matters.
 6. The Executive Committee shall report regularly on its activities to the faculty members of the Department. The Secretary of the Executive Committee prepares the minutes of meetings for approval by the Executive Committee at the next meeting and subsequent distribution to all faculty members.
 7. Executive Committee meetings.
 - a. Either the Department Head or the Executive Committee

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Chairperson may call a meeting of the Executive Committee.

- b. The agenda is constructed by the Chairperson of the Executive Committee and the Department Head. Any faculty member may propose items to be put on the agenda.
- c. There are no fixed requirements for frequency of meetings of the Executive Committee, but it is expected that under normal circumstances meetings will be held approximately once per month to deal with issues in a timely way; more frequent meetings may be necessary under special circumstances.
- d. Meetings of the Executive Committee shall be open except when confidential personnel matters are discussed. Agendas and times and places of meetings shall be distributed to the faculty at least two (2) business days in advance.

B. Evaluation Committee

1. The Evaluation Committee is responsible for conducting evaluations and making recommendations concerning reappointment, tenure, promotion, and periodic evaluation of faculty members and of the Department Head.
2. Constitution of and Elections to the Evaluation Committee.
 - a. The Evaluation Committee shall consist of three regular, tenured faculty members with at least one member from the Computer Science Education faculty, when possible, and at least one from the remainder of the computer science faculty. A quorum shall consist of two of its members.
 - b. For all other details of the constitution of and the elections to the Evaluation Committee see Part II.A.
3. Evaluation Committee meetings.

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- a. Either the Department Head or the Evaluation Committee Chairperson may call a meeting of the Evaluation Committee.
- b. The agenda is constructed by the Chairperson of the Evaluation Committee and the Department Head. Any faculty member may propose items to be put on the agenda.
- c. There are no fixed requirements for frequency of meetings of the Evaluation Committee. It is expected that under normal circumstances the Evaluation Committee will meet only as needed.
- d. Meetings of the Evaluation Committee shall be closed except when non-confidential matters are discussed. Agendas and times and places of meetings shall be distributed to the members of the Evaluation Committee at least two business days in advance.
- e. The Evaluation Committee shall conduct its operation as set forth in the Department Evaluation Document and will report to the Department Head or to the department faculty as is appropriate.

C. Curriculum Committee.

1. The Curriculum Committee shall make recommendations to the department faculty and to the Department Head regarding all of the department's academic concerns. The Curriculum Committee, any faculty member or the Department Head may initiate proposals for consideration by the Curriculum Committee. Matters under its purview include such things as:
 - a. Selection and/or approval of textbooks for all required computer science core courses.
 - b. Course outlines and updates for all under-graduate courses.
 - c. Resolution of conflicts with course and program proposals

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submitted by other departments.

- d. Changes in individual courses and in degree programs.
 - e. New course proposals and new degree program proposals.
- 2.** Constitution of and Elections to the Curriculum Committee.
- a. The Curriculum Committee shall consist of three regular faculty members with at least one member from the Computer Science Education faculty and at least one from the remainder of the computer science faculty. A quorum shall consist of two of its members.
 - b. For all other details of the constitution of and the elections to the Curriculum Committee see Part II.A
- 3.** Curriculum Committee meetings.
- a. Either the Department Head or the Curriculum Committee Chairperson may call a meeting of the Curriculum Committee.
 - b. The agenda is constructed by the Chairperson of the Curriculum Committee and the Department Head. Any faculty member may propose items to be put on the agenda.
 - c. There are no fixed requirements for frequency of meetings of the Curriculum Committee, but it is expected that under normal circumstances meetings will be held approximately once per month to deal with issues in a timely way; more frequent meetings may be necessary under special circumstances.
 - d. Meetings of the Curriculum Committee shall be open except when confidential personnel matters are discussed. Agendas and times and places of meetings shall be distributed to the faculty at least two business days in advance.

D. The Laboratory Committee

1. The Laboratory Committee is an appointed standing committee which advises the Department Head in all matters pertaining to the computer laboratories of the department. Included are such thing as:
 - a. Determine policies for the use and management of all departmental laboratories.
 - b. Disseminate such policies to potential laboratory users and departmental faculty, and to post them in the laboratories.
 - c. Authorize use and access privileges to the departmental laboratories for individuals and for entire classes.
 - d. Advise the Department Head on the staffing of the departmental laboratories.
2. The Laboratory Committee has three voting members in addition to the Department Head who serves ex-officio. The voting members are a member or designee of the Executive Committee, a member or designee of the Computer Science Education faculty and the Laboratory Coordinator, an employee of the department, who supervises the day-to-day operations of the departmental computer laboratories.
3. The Department Head shall serve as the Chairperson of the Laboratory Committee. The two faculty members of the committee are appointed prior to the Fall term, serve for one year and may be reappointed to the committee.
4. The Laboratory Committee shall meet as needed for the smooth administration of the departmental computing laboratory facilities. The Department Head shall call the meetings of the

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Laboratory Committee.

5. The Laboratory Committee shall report regularly on its activities to the faculty members of the Department, e.g., at the department meetings.

II. General Guidelines and Procedures

- A. Constitution of and Elections to departmental committees.
 1. Term of office shall be two years, commencing at the beginning of the Fall semester. Terms shall be staggered, with one member and two members being elected in alternate years. A member may serve at most three consecutive terms.
 2. Members shall be nominated at a department meeting during the Winter semester preceding the start of their term. Further nominations are possible for one week following the nominating meeting. Voting takes place by secret ballot during the five business days following the close of the nominations. The ballots are counted by the Executive Committee.
 3. The Department Head will call a meeting of each elected committee during the first two weeks of the Fall semester, at which each committee will select one of its members to serve as Chairperson for the year and one of its members to serve as Secretary for the year.
 4. In the event that a committee member is unable to complete a full term, a special election will be held to select a replacement for the remainder of the term.
 5. At the time of elections to any committee, the Executive Committee shall ask for nominations of one alternate member for

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the committee.

6. Nominations and elections of the alternate member follow the procedures for the ordinary members. The alternate is expected to stay informed about the issues on the agenda of the Executive Committee, but usually will not actively participate in the committee meetings except when an ordinary member is unable to attend or when an ordinary member has a conflict of interest with an item on the agenda.

B. Department meetings.

1. There are no fixed requirements for frequency of Department meetings. It is expected that under normal circumstances meetings will be held approximately once per month during the Fall and Winter semesters, and as needed during the Spring and Summer terms to deal with issues in a timely way; more frequent meetings may be necessary.
2. Department meetings may be called by the Department Head or by the Chairperson of any of the standing committees.
3. Department meetings and meetings of the standing committees described in Section I shall be governed by Roberts' Rules of Order.
4. A quorum for a Department meeting is a simple majority of the tenure-track faculty.

C. Recall of elected departmental representatives.

1. A group of at least four tenure-track faculty members may petition the Department Head for the recall of an elected representative of the Department. Such petitions will only be accepted during the academic year.

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2. In such an event, the Department Head shall call a special department meeting within ten business days.
3. At that department meeting a secret vote on the recall will be taken. A two-thirds majority of those present at the meeting is required for the recall to take effect.

D. Amendments.

1. Amendments to these procedures may be introduced at a department meeting by petition of five or more faculty members, and shall be voted on at the following department meeting. A two-thirds majority of all tenure-track faculty members shall be required to pass an amendment.
2. Any amendment so passed shall be submitted for approval at the College or University level in accordance with University policy and contractual requirements.

E. Scope.

This document shall not serve to alter, modify or otherwise supersede any provision of the Master Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors nor shall any provision herein detract from any right(s) or function(s) retained by or granted EMU or EMU-AAUP through the parties' Master Agreement.