

1                                   **The Department of Computer and Information Science**

2                                   **Statement of Administrative Structure, Policy and Procedures**

3                                   Proposed Revisions August 14, 2015

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

15  
16                   This document provides a statement of administrative structure and procedures for the  
17 Computer and Information Science Department. There are brief descriptions of Departmental  
18 Membership and Meetings, Departmental Decision-making, Administrative Positions,  
19 Departmental Service, and the Standing and Ad Hoc Committees, including their membership  
20 and responsibilities. Decisions made by department committees and at department meetings are  
21 preserved by the Department Head or a designated individual and appropriately archived on the  
22 CIS Faculty wiki under “Policies”. Access to these decisions is readily available to all TT and  
23 Career NTT faculty members.

24  
25                   ***Department Membership and Meetings***

26                   Faculty members having appointments in the following categories will be considered  
27 voting faculty: tenured and tenure-track faculty members, including those currently in the Tenure  
28 Reduction Program (TRP) whether on the payroll or not, and any emeritus professor no longer  
29 on the TRP but on the payroll for a specific term. (See emeritus voting rights policy in UO  
30 Policy Library <[http://policies.uoregon.edu/policy/by/1/0201-personnel/faculty-rights-privileges-  
31 and-perquisites-retired-faculty](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  
32 emeritus retired faculty may opt-out of voting on a year-by-year basis. Career non-tenure track  
33 faculty (NTTF) positions on the payroll for an academic term will be considered voting faculty  
34 for that term for some departmental matters, commensurate with their job responsibilities. Career  
35 NTTF faculty may opt-out of voting on a year-by-year basis. Career NTTF Instructors may vote

36 on Departmental Motions regarding 1) NTTF instructor hiring; 2) all NTTF instructor personnel  
37 policy such as merit review, performance review and promotion policy; 3) lower division  
38 curriculum and teaching assignments; 4) office space; 5) and any changes to this document.  
39 Career NTTF Researchers may vote on Departmental Motions regarding 1) NTTF researcher  
40 hiring; 2) all NTTF researcher personnel policy such as merit review, performance review and  
41 promotion policy; 3) policy issues involving computing resources; 4) office/lab space; 5) and any  
42 changes to this document. The voting faculty can choose to add others temporarily by  
43 Departmental Motion as discussed below.

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

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

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

62

### 63 ***Departmental Decision Process***

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

68       **Major Decision**

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

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

77       **Minor Decision**

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

87       **Notice of Motion**

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

95

96 ***Administrative Positions***

97 Department Head

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

101 The Department Head is responsible for departmental leadership, including operational  
102 and financial management of the Department. He or she shall report to the faculty on the state of  
103 the budget at the beginning and end of each academic year. The Head shall prepare a budget for  
104 each of the three committees, Computer Resources (CRC), Graduate Education (GEC), and  
105 Undergraduate Education (UEC), based on proposals submitted by these committees; the  
106 committees will then have the authority to manage these budgets in consultation with the Head.  
107 In addition, the Department Head should facilitate unity and cooperation among the faculty by  
108 coordinating programs designed to improve the Department. Important duties include providing  
109 for common computing infrastructure, responsibility for carrying out educational programs, and  
110 fostering faculty development. The Department Head acts as primary ambassador for the  
111 Department within the college, university, state, national, and international contexts. The Head  
112 represents the Department at meetings within the University and at the Higher Education  
113 Coordinating Commission.

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

118 Selection of Department Head

119 The departmental procedure for this consists of several phases. To begin the nomination  
120 phase, the Personnel Committee announces that nominations are open for a two-week period.  
121 Individuals may submit their names by written notice to the Personnel Committee, or may have  
122 their names submitted by others (for which the Personnel Committee must seek permission for  
123 inclusion as nominees). The Personnel Committee will then publish the list of nominees and  
124 schedule a meeting for a vote to occur within not less than two weeks. If no candidates are  
125 proposed, the Faculty will recommend to the Dean either that the Dean appoints a Head or that  
126 an external search be conducted.

127           At the scheduled meeting a discussion of the candidates is conducted. After the meeting,  
128 a secret written ballot will be conducted with all tenured and tenure-track faculty as well as  
129 Career 0.5 FTE or greater NTTF faculty required to vote. A person may vote for as many  
130 candidates as desired. The Department's Office Manager will tally the vote. Any candidate  
131 receiving at least a two-thirds majority of the vote will have his or her vote tally reported to the  
132 Faculty, and will be recommended to the Dean. If no candidate receives a two-thirds majority, a  
133 second round of selection will occur, beginning with the nomination phase. If after two rounds  
134 of the selection process, the Faculty is still unable to select a candidate with a two-thirds  
135 majority, the Faculty will recommend to the Dean either that the Dean appoint a Head from  
136 within the Faculty or that an external search be conducted.

### 137       **Director, Undergraduate Education**

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

149

### 150       ***Departmental Service***

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

157           Committee membership for Undergraduate Education, Graduate Education and  
158 Computing Resources and other non-standing committee service positions are appointed by the  
159 Department Head solicited from a list of volunteers at the end of each academic year. Before the

160 Spring term ends, members of the TTF and Career NTTF faculty may submit to the Department  
161 Head a prioritized list of up to three positions in which they would like to serve for the following  
162 academic year. The Department Head will attempt to match faculty to their preferences. If there  
163 are no volunteers for a position, the Department Head may appoint someone to serve.

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

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

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

#### 174 ***Standing Committees***

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

#### 177 **Undergraduate Education Committee**

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

183 The Chair of the UEC coordinates the work of the UEC and other faculty in meeting the  
184 Committee's responsibilities. The ultimate authority in handling student petitions rests with the  
185 Chair, who will consult other faculty, as needed. Any such decision can be reversed by a  
186 majority vote of the members of the UEC. The Chair of UEC should publish an agenda for  
187 meetings with timely notice, and is responsible for publishing minutes of the meeting in a timely  
188 fashion. The UEC may make policy implementation decisions and minor policy decisions by  
189 majority vote, and may propose major policy decisions to the full faculty as described in the  
190 section on Departmental Decision Process.

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

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

### 201 Graduate Education Committee

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

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

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

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

224        **Computing Resources Committee**

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

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

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

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

246

247        **Personnel Committee**

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

254            Annual Evaluations. Both TTF and NTTF faculty will receive annual evaluations. In  
255 years when funding is available, this will be conducted as the merit review. Results of these  
256 evaluations will be given to the CIS Dept. Head who will communicate them to the faculty  
257 member and make recommendations to the CAS Dean. These policies and procedures are



258 described in the CIS TTF and NTTF personnel policy documents regarding annual evaluation,  
259 merit salary review, and equity criteria.

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

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

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

283 The NTTF subcommittee for evaluation will evaluate career NTTF for annual contract  
284 renewal, merit review, reclassification and promotion. It will consist of one career senior  
285 instructor elected by all NTTF, one TTF member of the UEC chosen by the TTF members of the  
286 UEC, and a member of the PC chosen by the PC chair. The NTTF member will be elected by  
287 the following system. All career NTTF faculty at senior rank 1 or above stand for election. All  
288 NTTF faculty, whether instructors or researchers and whether adjunct or career, are eligible to  
289 vote. Each NTTF faculty member has one vote. Voting is by signed ballot administered by the  
290 Office manager. The candidate with the most votes will be elected. In the case of a tie, the  
291 member will be selected by a random process among tied faculty. The Chair of the NTTF  
292 subcommittee will be the member from the PC. A person may serve no more than two one-year

293 consecutive terms on the NTTF subcommittee. The PC can request assistance from other faculty  
294 in performing its duties. In the event that the NTTF subcommittee must evaluate a promotion  
295 application from senior I to senior II and the elected senior NTTF member is ranked senior I, the  
296 head of the NTTF subcommittee may coopt a senior II faculty member, where possible, onto  
297 the NTTF subcommittee for the consideration of said application  
298

### 299 **Ad Hoc Committees**

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

#### 303 Internal Governance

304 The Internal Governance Committee is an Ad Hoc committee usually no more than one  
305 academic term in duration. Its purpose is to develop and revise policies and procedures for  
306 internal governance of the Department as captured in the CIS Statement of Administrative  
307 Structure, Policy and Procedures also known as the CIS Constitution (i.e., this document).  
308 Personnel policies are developed and revised in other ad hoc committees created specifically for  
309 that purpose. Members of the Internal Governance Committee are selected as follows: The  
310 Dept. Head appoints a Chair of the Committee selected from among the tenured faculty, then  
311 volunteers are appointed with two representing TTF and one representing Career NTTF. The  
312 Committee is strictly advisory and presents its recommendations as Major Decisions to the  
313 voting faculty.  
314

#### 315 Personnel Policy

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

- 319 ○ TTF and NTTF Merit Review
- 320 ○ Promotion and Tenure for TTF
- 321 ○ Promotion and Tenure for TTF
- 322 ○ Promotion and Reclassification for NTTF
- 323

324 Members of the Personnel Policy Committee are selected as follows. The Dept. Head appoints a  
325 Chair of the Committee from among the tenured faculty, then volunteers are appointed with two

326 representing TTF and one representing Career NTTF. The Committee is strictly advisory and  
327 presents its recommendations as Major Decisions to the voting faculty.

### 328 Search Committee

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

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

### 344 Assessment Committee

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

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

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

359 Curriculum Committee

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