

**RUTGERS UNIVERSITY
SCHOOL OF ARTS AND SCIENCES
DEPARTMENT OF COMPUTER SCIENCE**

Approved November 27, 2007

ARTICLE I. Preamble.

These bylaws are intended to define the basic structure and procedures of the Department of Computer Science in New Brunswick (hereafter called the Department), consistent with Rutgers University regulations and the bylaws of the School of Arts and Sciences in New Brunswick (SAS). These bylaws shall not be suspended except by way of the amending process specified in Article VII.

ARTICLE II. Membership and Voting.

1. Membership of the Department shall consist of the Voting members and the Associate members.
2. Voting members of the Department shall include (1) all tenured or tenure-track members of the University Faculty whose tenure home is in the Department; and (2) all members of the Department on annual or other nontenure-track appointments who hold the rank of Instructor or higher, who occupy at least 51 percent of a faculty line in the Department, and who have completed a year of service. The Department may have additional voting members as provided in Paragraph 4 below. Faculty members on leave retain their voting membership in the Department, but faculty members whose primary assignment is as a member of the Administration (e.g., Executive Dean, Vice Dean, Dean) shall not be voting members of the Department during the terms of their administrative appointments. (They may be made voting members under the provisions of Paragraph 4 below.)

3. Associate members of the Department shall include: (i) faculty with visiting appointments in the Department; (ii) faculty with joint appointments in the Department who occupy less than 51 percent of a faculty line in the Department; and (iii) members of the Graduate Faculty of Computer Science in New Brunswick who have their primary appointments in departments other than Computer Science. The Department may have additional associate members as provided in Paragraph 5 below. Associate members shall be invited to all meetings of the Department and may participate without vote.
4. An Associate member of the Department may become a Voting member of the Department, for a term of three years, upon recommendation by the Department Chair and approval by two-thirds of the voting members of the Department. Transition to voting membership requires a substantial involvement by the faculty member in the academic programs of the Department.
5. Any person who is involved in the academic or research programs of the Department may become an Associate member of the Department, for a term of three years, upon recommendation by the Department Chair and approval by a majority of the voting members of the Department.

ARTICLE III. Function and Governance.

1. The Department shall have sole authority and responsibility to set and implement academic, personnel and budgetary policy for the Computer Science discipline in New Brunswick; consistent with University regulations. It shall be responsible for the undergraduate and graduate courses in Computer Science, the requirements for the major and the minor, and options within the major, with the goal of providing a full and diverse curriculum at a range of times and places for all students.
2. The authority and responsibility of governance lies with the membership of the Department although certain duties of governance are delegated to individuals and committees in the manner described herein. Actions by the Department shall be sanctioned at duly announced departmental meetings by a majority of those voting members present, provided they constitute a quorum.

ARTICLE IV. Department Chair; Associate Chair; Graduate Director, LCSR Director

1. The Chair will have general administrative responsibility for the operation of the Department, according to the provisions of the University regulations and these bylaws.
2. The Chair must be a voting member of the Department and a member of the graduate faculty who is a Professor or Associate Professor with tenure. The term of the Chair shall be three years and it is renewable.
3. The Chair shall be appointed by the Executive Dean of SAS upon the recommendation of a majority of the voting members of the Department as evidenced by a secret ballot. An elected *ad hoc* search committee of the Department will supervise the selection process, and will submit to the Dean the name of the chosen nominee. It is the responsibility of the search committee to guarantee that the standards for the integrity of the selection process, as specified in the Bylaws of the School of Arts and Sciences (SAS), Article VII, Section 4, are satisfied. The selection process shall commence no later than four and one-half months prior to the date of an appointment (e.g., for July 1 appointments, the process should start by February 15).
4. Should the Chair need to be absent for a period of not more than 6 months, the Associate Chair shall serve as Chair.

Should the Chair need to be absent for a period of greater than 6 months but less than the balance of the 3 year term of office, then the Department shall nominate to the Executive Dean of SAS, in accordance with the procedures of Article IV, Paragraph 3, a person to serve as Acting Chair.

Should the Chair vacate the office before the end of the 3 year term of office, the Department shall choose a new Chair by following the procedures of Article IV, Paragraph 3. If the balance of the unexpired term is at least 12 months, then that balance will be the term of the newly chosen Chair. If the balance is less than 12 months, then the term shall be that balance plus the subsequent 3 year term.

5. The Chair, with the approval of the Department, shall appoint a tenured, voting member of the Department who is a member of the Graduate Faculty as Associate Chair of the Department. The term of the Associate Chair is to coincide with that of the Chair.

The Associate Chair shall assist the Chair in matters of academic administration for both undergraduate and graduate programs.

6. The Chair, in consultation with the Executive Committee, shall nominate at least one tenured, voting, full member of the Graduate Faculty to serve as Director of the Graduate Program. The Graduate Faculty shall vote by secret ballot to choose (or approve) one of those nominated and the person chosen shall be nominated to the Dean of the Graduate School, New Brunswick. The term of the Graduate Director shall coincide with that of the Chair.

The Director of the Graduate Program shall oversee the governance and conduct of the program and be responsible for relations between the program and the Dean of the Graduate School.

7. The Chair, in consultation with the Executive Committee, shall nominate at least one Member of the Department to serve as LCSR (Laboratory for Computer Science Research) Director. The Faculty shall vote by secret ballot to choose (or approve) one of those nominated and the person chosen shall be nominated to the Executive Dean of SAS, New Brunswick. The term of the LCSR Director shall coincide with that of the Chair.

The LCSR Director shall oversee and implement Departmental policies relating to infrastructure including space and computing resources.

ARTICLE V. Department Meetings.

1. Meetings of the Department shall be called by the Chair at least once each semester. Special meetings will be called by the Chair upon the written request of at least one fourth (1/4) of the voting membership of the Department (not counting the members on leave), or by majority of the Executive Committee, specifying the business that needs consideration.

2. Department meetings will be announced at least two weeks in advance, except in emergencies. One-half of the voting membership of the Department (not counting the members on leave) shall constitute a quorum. The agenda will be determined by the Chair in consultation with the Executive Committee. The Department meetings will normally be open, except when matters involving individual students or personnel are on the agenda. The faculty may at any time, by majority vote, move to close a meeting to all except members of the Department. A Secretary will be elected by a plurality of the members present, at the first meeting of each academic year, to serve for that year.

ARTICLE VI. Department Committees.

All committees shall keep the Department informed of work in progress and action under consideration, and shall bring recommendations to the Department for action.

Department Committees shall include the following:

1. The Executive Committee.

The Executive Committee shall consist of the Department Chair, who shall serve as committee chair, the Associate Chair, the Graduate Director, the LCSR Director, and four additional members elected by the Department from its voting membership. The elected members shall serve for two years. Elections shall be held in late spring and the members shall begin their terms in the following fall at the beginning of the semester.

As soon as the Executive Committee is elected and convened, it shall determine its operating procedures including a schedule of monthly meetings, the formation of the agenda, and how it will keep minutes. The Chair or any two members may call for a meeting at times other than the ones scheduled.

The Executive Committee shall advise the Chair and make recommendations to the Department on matters of policy and planning in the discipline. The advice of the Executive Committee shall be sought by the Chair on all matters of personnel and budgetary policy, academic

planning, formation of standing committees, computing and space resources and relations of the Department with other departments and with the University administration. The Committee shall keep the Department informed of its deliberations and actions.

Each new or open faculty line in Computer Science in New Brunswick shall be brought before the Executive Committee for discussion and recommendations about discipline priorities and the appropriate field description. The Executive Committee shall recommend policies and procedures for allocating SBR resources to members of the Department, when such resources become available, and it shall recommend specific candidates to receive such SBR support. The Chair may, upon consultation with the Executive Committee, recommend to the Executive Dean of SAS appointments of Visiting Part-Time Lecturers and other one-year faculty appointments. No person appointed in this manner may be considered for a regular line appointment unless selected by the procedure described below for such positions.

2. Personnel Committee.

The Personnel Committee shall consist of all faculty who occupy 51 percent or more of a faculty line in the Department at the rank of Professor, Associate Professor or Assistant Professor. The Personnel Committee shall review all appointments, reappointments, and promotions of members of the Department in accordance with appropriate University regulations. The Committee shall be chaired by the Department Chair.

Prospective appointments at all ranks will be evaluated and voted on by the Personnel Committee as a whole. Following the vote on a candidate by the Personnel Committee, a subcommittee consisting of tenured faculty at the appropriate rank will deliberate and vote on whether to make a formal recommendation to hire the candidate. In the case of appointment to Assistant Professor, the subcommittee shall consist of all tenured members of the department. In the case of appointments to all other ranks, the subcommittee shall consist of tenured members of the department at or above that rank. Both the vote of the full Personnel Committee and the vote of the subcommittee at rank shall be reported to the Dean when making a formal recommendation to hire

the candidate.

Prospective reappointments and promotions will be evaluated and voted on by appropriate subcommittees of the Personnel Committee. Assistant Professors coming up for reappointment or promotion shall be considered by a subcommittee of the Personnel Committee consisting of its tenured members. Promotions to the rank of Professor I shall be considered by a subcommittee of the Personnel Committee consisting of all Professors I and II of the Department. Promotions to the rank of Professor II shall be considered by a subcommittee of the Personnel Committee consisting of all Professors II of the Department. In each case considered, the appropriate committee shall have available for its evaluation, material solicited from the candidate, a report from the departmental Teaching Evaluation and Effectiveness Committee, and (where needed) outside letters of evaluation. The judgment of the appropriate committee, together with a record of the committee's vote, shall be submitted by the Department Chair to the Executive Dean of SAS.

On consultation with the Personnel Committee the Chair will recommend members for FASP leave to the University.

3. Standing Committees.

The Department shall have:

- (a) at least one Standing Committee for the governance of the Graduate Program;
- (b) at least one Standing Committee for the governance of the Undergraduate Program;
- (c) such other Standing Committees as are necessary to achieve the goals and discharge the responsibilities of the Department.

The committees for the governance of the Graduate and Undergraduate Programs, in addition to their other responsibilities, will monitor student views of departmental course offerings, teaching, and other activities; establish and administer a procedure for advising students; and establish and administer a procedure for dealing with student complaints.

The precise organization of these Standing Committees may change from time to time, but the Department shall maintain and publish a current list of such committees and their objectives. The Chair may, with the consultation of the Executive Committee, propose modifications in the organization of the Standing Committees, consistent with the preceding minimal requirements. Such modifications will become effective upon approval by a majority of the voting members of the Department.

The members of all Standing Committees shall be appointed annually in late Spring, either by the Chair or the Graduate Director, as appropriate, in consultation with the Executive Committee. Committee members will begin their service the following Fall at the start of the semester. The term of service on a Standing Committee is for one year.

4. *Ad Hoc* Committees.

The Chair may appoint *ad hoc* committees to consider and report upon particular questions or problems that do not fall within the province of the existing committees.

ARTICLE VII. Amendment of Bylaws.

Amendments to these Bylaws shall be considered at a duly announced meeting of the Department. To be adopted, an amendment must be approved by at least two-thirds of the voting members of the Department, excluding those members on leave who choose not to vote.