

DEPARTMENT HANDBOOK

COMPUTER SCIENCE DEPARTMENT

KENT STATE UNIVERSITY

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PREAMBLE

This Department Handbook (hereinafter “Handbook”) contains the operational policies and procedures for the Department of Computer Science (hereinafter “Department”) within the College of Arts and Sciences (hereinafter “College”). The policies and procedures contained in this Handbook shall not conflict with any University Policy of Kent State University, any applicable *Collective Bargaining Agreement* (CBA), or any federal, state and local law.

Suggestions for amendments or alterations to the Handbook may be initiated at any time by any Departmental faculty member. Proposed changes are subject to discussion, revision, and recommendation by the FAC, and must be approved by a majority of the entire tenure-track faculty of the Department of Computer Science. Approved changes to the Handbook will be handled at the College level in accordance with the CBA of the Tenure-Track Faculty.

A current, up-to-date copy of this Handbook will be kept in electronic form and made available to all full-time faculty members.

SECTION I

MATTERS OF DEPARTMENT GOVERNANCE AND RELATED PROCEDURES

A. Goals and Mission of the Department

The Department of Computer Science strives to offer quality undergraduate and graduate courses and programs in computer science. Consistent with these objectives are the high priorities the Department places on quality research and effective teaching. The Department seeks to attract highly qualified students as majors to both its undergraduate and graduate programs.

Faculty quality is of utmost importance for strong academic programs. The Department believes that combining scientific research with teaching raises the quality of teaching. In order to best serve its students and the University, the Department strives to attract and nurture faculty of high caliber in research and teaching. In order to attract such faculty the Department strives to maintain a productive research climate in which innovative and effective teaching flourishes.

B. Definition of the Faculty

The terms "Faculty", "members of the Faculty", and "Faculty members" used in this Handbook are defined as full-time faculty of academic rank who hold tenured or tenure-track appointments at the University and who, therefore, are members of the bargaining unit as defined in the current *Collective Bargaining Agreement* (CBA). Unless otherwise specified voting rights on Departmental matters are restricted to the Faculty. The CBA provides that the tenured and tenure-track Faculty of the Department may decide whether and to what extent full-time non-tenure (NTT) track faculty shall be represented on the Faculty Advisory Committee.

C. Administrative and Service Positions

1. Department Chair

The Department Chair (hereinafter "Chair") is the chief administrative officer of the Department and reports directly to and is accountable to the Dean of the College (hereinafter "Dean"). The Chair is responsible for recording, maintaining, and implementing the policies and procedures stated in this Handbook through regular and thorough consultation with the Departmental faculty and the Department's various committees as provided in the *Collective Bargaining Agreement* (CBA).

The Chair is an ex officio, non-voting member of all Department committees, except where this is specifically prohibited by University Policy or the CBA. The Chair may make appointments to Department committees and to the various administrative and service positions in the Department in accordance with this Handbook and the Department Operating Procedures.

The selection, review, and reappointment of the Chair is the responsibility of the Dean, who consults with the Departmental faculty on such matters. Procedures for the selection, review and reappointment of the Chair are included in the applicable *Collective Bargaining Agreement*.

2. Assistant Chair

The Assistant Chair is appointed for a two-year term by the Chair with the approval of the

FAC. The Assistant Chair serves at the pleasure of the Chair. The Assistant Chair may be granted an administrative appointment each summer.

The responsibilities of the Assistant Chair are specified in the Department Operating Procedures. The Assistant Chair may be assisted in the performance of his or her duties by members of the Departmental faculty and staff.

3. *Graduate Coordinator*

The Graduate Coordinator is appointed for a two-year term by the Chair with the approval of the FAC, and serves at the pleasure of the Chair. Since the administrative responsibilities and duties of this position continue throughout the entire summer, the Graduate Coordinator may be granted an administrative appointment each summer.

The Graduate Coordinator chairs the Graduate Studies Committee, and works closely with the Chair, the Curriculum Coordinator, and the Graduate Studies Committee in the performance of its duties. The responsibilities of the Graduate Coordinator are specified in the Department Operating Procedures. The Graduate Coordinator may be assisted in the performance of his or her duties by members of the Departmental faculty and staff.

4. *Curriculum Coordinator*

The Curriculum Coordinator is appointed for a two-year term by the Chair with the approval of the FAC, and serves at the pleasure of the Chair.

The Curriculum Coordinator chairs the Curriculum Committee, and works closely with the Chair, the Graduate Coordinator, and the Curriculum Committee in the performance of its duties. The responsibilities of the Curriculum Coordinator are specified in the Department Operating Procedures. The Curriculum Coordinator may be assisted in the performance of his or her duties by members of the Departmental faculty and staff.

5. *Computer Systems Coordinator*

The Computer Systems Coordinator is a faculty member appointed for a two-year term by the Chair with the approval of the FAC, and serves at the pleasure of the Chair. Since the administrative responsibilities and duties of this position continue throughout the entire summer, the Computer Systems Coordinator may be granted an administrative appointment each summer.

The Computer Systems Coordinator chairs the Systems Committee, and works closely with the Systems Committee in the performance of its duties. The responsibilities of the Computer Systems Coordinator are specified in the Department Operating Procedures.

6. *Additional Administrative Appointments*

Appointments to other Departmental administrative positions with a duration of at least one semester are made by the Chair with the approval of the FAC. These appointments will be dependent upon the specific requirements of the position and an individual's qualifications for the position. Duties and terms of office shall be specified by the Chair and FAC in the Department Operating Procedures. If a workload equivalent is to be associated with the appointment, the position must also be referenced in the description of workload equivalents in *Section IV.E Faculty Workload and Workload Equivalents* of this Handbook.

7. *Non-Academic Staff*

The Department's non-academic staff includes all classified and unclassified staff positions within the Department including but not limited to the Administrative Assistant / Secretary and secretarial staff. Each position has specific duties as defined in the applicable position description.

C. Department Committees

All Department committees are advisory and recommendatory to the Chair. The membership, structure, and function of some of the Department's committees are governed by University Policies and the applicable *Collective Bargaining Agreement*. The Chair may establish other Departmental standing and ad hoc committees in consultation with the FAC. The Chair will welcome requests from faculty members for positions on the Department's various committees. The Chair, when making appointments to Department committees, will be mindful of the diversity of disciplines within the Department and will consider the expertise and interests necessary for the effective functioning of specific committees.

1. *Faculty Advisory Committee (FAC)*

The FAC consists of all tenured and tenure-track faculty members in the Department at the Kent Campus and a maximum of two representative(s) of the tenured and tenure-track faculty from the regional campuses. Representatives of the regional campus faculty will be elected by and from the regional campus faculty using the procedure in the Department Operating Procedures.

The Departmental Chair will chair the FAC as a non-voting member. The time, date, venue, and agenda for each FAC meeting shall be announced at least one week in advance whenever possible.

The full responsibilities of the FAC are described in detail in the CBA.

In accordance with the CBA, the FAC shall be the primary advisory and recommendatory body to the Departmental Chair on those academic matters that are central to the Department's mission. The FAC may delegate duties to other committees either as indicated in this Department Handbook or Department Operating Procedures, or by a specific recorded action of the FAC. A majority of the voting membership of such committees must be tenure-track or tenured faculty.

2. *Graduate Studies Committee (GSC)*

The Graduate Studies Committee is chaired by the Graduate Studies Coordinator. The voting members of the committee shall consist of at least three tenure-track or tenured faculty with Graduate Faculty status nominated by the Graduate Coordinator, and are subject to approval by the Department Chair in consultation with the FAC. Under normal circumstances no faculty, other than the Department Chair, should serve on both the Curriculum and Graduate Studies committees. All members are appointed for a one-year term; the size of the committee is not fixed.

Non-voting members include one graduate student appointee, and may also include the Graduate secretary or other staff member with responsibilities for graduate affairs. The Curriculum Coordinator is not an ex-officio member of the Graduate Studies committee but is invited to attend while curriculum issues are being discussed.

Student members will absent themselves during discussions that pertain to specific students.

Student and staff members may also be excluded for particular issues by a vote of the committee.

Only the voting members of the committee and the Graduate Coordinator will participate in the ranking of students for admission or support or the annual review of graduate students.

The mission of the Graduate Studies Committee, in consultation with the Graduate Faculty, is to oversee the graduate programs of the Department. The responsibilities of the Graduate Studies Committee are specified in the Department Operating Procedures.

Recommendations of the Graduate Studies Committee for major changes in graduate curriculum, degree requirements, or other policies must be approved by the Graduate Faculty prior to being forwarded to the Department Chair, whose recommendations go to the Dean of the College of Arts and Sciences.

3. *Curriculum Committee (CC)*

The Curriculum Committee is chaired by the Curriculum Coordinator. The members of the Curriculum Committee are nominated by the Curriculum Coordinator, and are subject to approval by the Department Chair in consultation with the FAC. The voting members of the Curriculum Committee should be tenured or tenure-track faculty. There should be at least two voting members of the committee from the tenured or tenure-track faculty, and a majority of the total membership of the committee, whether voting or non-voting, should be tenured or tenure-track faculty. Under normal circumstances no faculty, other than the Department Chair should serve on both the Graduate and Curriculum Committees. All members are appointed for a one-year term; the size of the committee is not fixed.

The Graduate Coordinator is not an ex-officio member of the Curriculum Committee, but is invited when graduate curriculum or program issues are being discussed. The Assistant Chair shall attend when scheduling and staffing issues are being discussed.

Non tenure-track faculty may serve as non-voting members. The committee should also have as non-voting members one undergraduate student designated by a body representing undergraduate computer science majors, such as the Kent State University Student Chapter of the Association of Computing Machinery; and one graduate student elected by the graduate students in Computer Science.

An appropriate staff member (one with responsibilities in this area) may be included as a non-voting member.

Student members will absent themselves during discussions that pertain to specific students, whether those discussions concern the student's finances, aid, grades, academic problems, etc. Student and staff members may be excluded for particular issues, by a vote [of the tenured and tenure-track members] of the committee.

The mission of the Curriculum Committee, in consultation with the Departmental faculty, is to review Departmental curricula, at both the graduate and undergraduate levels, and to make recommendations for improving their quality and effectiveness. The responsibilities of the Curriculum Committee are specified in the Department Operating Procedures.

Recommendations of the Curriculum Committee for major changes in curriculum or degree requirements must be approved by the Departmental faculty prior to forwarding to the Department Chair, whose recommendations go to the College Curriculum Committee.

4. *Systems Committee*

The Systems Committee is chaired by the Computer Systems Coordinator. The faculty members on the Systems Committee are nominated by the Computer Systems Coordinator, and are subject to approval by the Chair of the Computer Science Department in consultation with the FAC. All members are appointed for a one-year term; the size of the committee is not fixed.

The full-time members of the Systems Staff serve as non-voting members of the committee.

The mission of the Systems Committee, in consultation with the faculty and the System Staff, is to evolve short, medium and, in particular, long-term, plans for computing services within the Department, and to make recommendations for improving the quality of the Departmental computing environment. The responsibilities of the Systems Committee are specified in the Department Operating Procedures.

Recommendations of the Systems Committee for major changes in Departmental systems or related policies must be approved by the FAC prior to being forwarded to the Departmental Chair.

5. *Student Academic Complaint Committee (SACC)*

The process for handling student academic complaints informally is described in the Department Operating Procedures. Formal complaints are handled by the Student Academic Complaints Committee.

The establishment and procedures for the Student Academic Complaint Committee are governed by University Policy 3342-4-02.3. The SACC will consist of 4 Faculty selected by the Departmental faculty, together with one student selected as described below. The Department Chair is not a member of the committee, and does not participate in its deliberations. The Chair of the SACC is elected by the SACC at the beginning of each academic year.

The student member(s) of the committee will be selected by the Department Chair from at least two nominees chosen by the Departmental student organization that the Department Chair and the Faculty Advisory Committee identify as being most reflective of the academic mission of the Department. This organization will be identified in the Department Operating Procedures. Two undergraduate nominees and two graduate nominees who are majors in good standing in the unit shall be forwarded to the Department Chair on or before September fifteenth of each year. In the event the nominations are not received, the Department Chair shall select an undergraduate and a graduate student, who is a major in good standing, to serve. The undergraduate student will sit on complaints from undergraduate courses, and the graduate student will sit on complaints from graduate courses.

In the event that a member of the Student Academic Complaint Committee is the subject of or may otherwise be involved with a student complaint, the FAC will select a replacement from the full-time tenured and tenure-track faculty. If the Chair of the SACC is the subject of or may otherwise be involved with a student complaint, the Chair will appoint a member of the Student Academic Complaint Committee to chair the committee and the FAC will appoint an additional member to the committee from the full-time tenured and tenure-track faculty.

6. *Reappointment, Tenure, and Promotion Committee*

The policies and procedures which govern the Department's Ad Hoc Reappointment, Tenure and Promotion (RTP) Committee are included in University Policy. Procedural and operational guidelines for this committee are provided annually by the Office of the Provost. This

committee reviews materials relevant to the professional performance of faculty who are candidates for reappointment, tenure, or promotion in rank, and makes recommendations to the Chair on each of these personnel decisions. The recommendations of this committee and the Chair, together with the materials assembled for the committees, are forwarded to the Dean of the College.

7. *Additional Departmental Committees*

The Chair may establish, charge, and appoint the membership of additional Departmental standing or ad hoc committees as required by the Department. For standing committees with a duration of one academic year or more, the duties of the committees must be approved by FAC and included in the Department Operating Procedures; the discontinuation of such standing committees requires FAC approval. In establishing Departmental committees, naming members and designating a committee chair, the Chair shall consult with the FAC. The Chair will welcome requests and preferences from the faculty before establishing and making appointments to Departmental committees.

D. Voting Rights and Procedures

On all issues to be decided by the Department, the voting right is restricted to tenured and tenure-track full-time faculty members. On issues pertaining solely to the graduate program, the voting is restricted to the Graduate Faculty. Where votes are held outside meetings, electronic, voice, FAX or other verifiable means of voting are equally acceptable as written votes. Where votes of the faculty, FAC or another Departmental committee are conducted electronically, a majority of the entire electorate is required for approval.

SECTION II

TEACHING ASSIGNMENTS AND WORKLOAD INCLUDING WORKLOAD EQUIVALENCIES AND RELATED PROCEDURES

A. Faculty Appointments

Normally, an earned doctoral degree in a related discipline is required for all faculty appointments to a tenure-track position in the Department.

B. Faculty Ranks

The basic definitions of faculty ranks are the following:

1. *Assistant Professor*

This rank is normally the entry level rank for tenure-track faculty holding the doctorate in an appropriate discipline.

2. *Associate Professor*

Hire to or promotion to this rank presumes prior service as an Assistant Professor, significant academic achievements, and possession of the doctorate in an appropriate discipline (*See, Section V* of this Handbook).

3. *Professor*

Promotion to this rank requires credentials and achievements beyond those required for promotion to Associate Professor and is reserved for senior faculty members who have achieved significant recognition in their discipline (*See, Section V* of this Handbook).

4. *Research Associate and Research Assistant*

These ranks are reserved for individuals who are engaged in research and who are not normally assigned teaching responsibilities. Such positions are typically supported by extramural grant funds and are not tenure-track appointments. Faculty who hold these ranks do not vote on Department committees and do not participate in Department governance.

5. *Adjunct Faculty Appointments*

Proposals to appoint Adjunct Faculty should be submitted in writing to the Chair. They should be for a period of one year, and describe the past and intended contributions. They are subject to the approval of FAC. This position will normally only be awarded to those making substantial contributions to the Department and requiring regular presence on campus. Adjunct Faculty have the privileges and rights bestowed on the position by the University, which may include library access, and parking privileges. The status of Adjunct Faculty will normally only be awarded to those engaged in unpaid service. Adjunct Faculty are not considered members of the faculty for governance purposes.

6. *Visiting Faculty Appointments*

Visiting faculty appointments at an appropriate faculty rank may be made by the Chair with the approval of FAC when leaves of absence occur or special needs arise and funds are

available. A visiting faculty member is typically a faculty member from another institution who is employed by the Department for a period not to exceed one (1) year. In the event that a Visiting faculty member is employed in that capacity for a second consecutive year, the visiting faculty member will then become a full-time non-tenure track (NTT) faculty member.

7. *Full-Time Non-Tenure Track Faculty (NTT) Appointments*

Full-time non-tenure track faculty (NTT) appointments are made on an annual basis (*See, Section VI* of this Handbook). Where time permits, the search procedures of *Section IV.C* will apply to such NTT appointments, though in all cases FAC will make a recommendation to the Department Chair. NTT appointments are not included under the umbrella of the **University policy and procedures regarding faculty tenure** (*See, University Policy Register 3342-6-14*) and NTT faculty members are not entitled to any rights with regard to tenure.

8. *Part-Time Faculty Appointments*

When the Department cannot meet its teaching needs from the ranks of its full-time tenured and tenure-track faculty, full-time non-tenure track (NTT) faculty and graduate students, part-time faculty appointments will be made from an established pool of qualified applicants not currently on regular appointment at the University.

9. *Graduate Faculty Status*

As a doctoral degree granting Department, the Department normally requires that all faculty hired for tenure-track positions be eligible for appointment to the graduate faculty as associate or full members. The **Administrative policy regarding graduate faculty** is included in the University Policy Register. (*See, University Policy Register 3342-6-15.1*)

C. *Recruiting Faculty*

The Department supports the goals of equal opportunity and affirmative action in recruiting and in making appointments to the faculty. Search Committees are appointed by the Chair after consultation with the FAC and faculty members in the specific area or discipline. Both the Search Committee Chair and members must be approved by FAC.

The duty of the Search Committee will be to prepare the position advertisement and submit it for FAC approval, and to review the applications for the position and produce a short list for phone and / or on site interview. Following the onsite interview the Search Committee will solicit comments and ranking from the tenured and tenure-track faculty and using this and other available information produces a ranking of the candidates. The ranking will be submitted to the Hiring Committee, which will consist of all members of the FAC. The Hiring Committee will make a final determination of the ranking and make a final recommendation to the Department Chair.

Committee recommendations are advisory to the Chair, who then makes a recommendation to the Dean. If the Dean concurs with the Chair, a recommendation is forwarded to the Office of the Provost. If the Chair's recommendation is different than that of the Hiring Committee, the Chair shall inform the Dean of all recommendations and the reasons for the disagreement.

D. Faculty Workload and Workload Equivalents

All full-time tenured and tenure-track faculty of the department are expected to carry a maximum workload of twenty-four (24) credit hours per academic year. Full-time non-tenure track faculty members are expected to carry a maximum workload of thirty (30) credit hours per academic year. The Chair shall provide each faculty member with a statement of her/his workload prior to the beginning of the semester. (See, University Policy Register 3342-6-18)

The workload for each individual faculty member is assigned by the Chair, with the approval of the Dean. The Chair shall consult with the FAC on the definition of departmental norms, and the appropriate application of workload equivalents.

1. *Administrative Service*

The Chair may, in consultation with the FAC and with the concurrence of the Dean, assign workload equivalencies for administrative service that is considered essential to the academic mission of the Department. This service will include appointments to single-year and multi-year positions as specified in this Handbook and the departmental Operating Procedures. The department's normal expectations and specifications for such workload equivalencies are given below in Table 1.

Additional load equivalence may be given in rare circumstances for administrative service that is clearly above and beyond normal expectations, or when authorized or required by the CBA or University Policy.

Table 1. Workload Equivalents for Administrative Service

Title / Name of Assignment	Load Equivalent	Frequency	Brief Description of Duties
Assistant Chair	3	Semester	Assist Chair with staffing and preparing reports
Graduate Coordinator	3	Semester	Chair Graduate Studies Committee, represent Department on College Graduate Council
Curriculum Coordinator	3	Semester	Chair Curriculum Committee, represent Department on College Curriculum Committee
Computer Systems Coordinator	3	Semester	Supervise unclassified system staff, chair Systems Committee
College Advisory Committee Representative	3	Fall	Represent Department faculty on College Advisory Committee
Faculty Search Committee Chair	1-3	Spring	Chair Search Committee for tenure-track faculty search, when necessary

2. *Undergraduate and Graduate Advising*

The Chair may, in consultation with the FAC and with the concurrence of the Dean, assign workload equivalencies for undergraduate and graduate advising. The department's normal expectations and specifications for such workload equivalencies are given below in Table 2. Additional load equivalence may be given in rare circumstances for undergraduate and graduate advising that is clearly above and beyond normal expectations.

Table 2. Workload Equivalents for Undergraduate and Graduate Advising

Title / Name of Assignment	Load Equivalent	Frequency	Brief Description of Duties
Lead Undergraduate Advisor	1-3	Semester	Coordinate activities of Undergraduate Advisors, act as an Undergraduate Advisor
Undergraduate Advisor	1-2	Semester	Advise current and prospective undergraduate students on academic matters
Master's Thesis & Doctoral Dissertation Advising	1-4 2 = norm	Semester	Supervise students registering for <i>CS 69199 Thesis I</i> and/or <i>CS 89199 Dissertation I.</i> , or active students on <i>CS 69299 Thesis II</i> and/or <i>CS 89299 Dissertation II.</i> 1 load hour for minimal supervision in the past 2 years; 2 load hours for being within departmental norms; 3 load hours for exceeding departmental norms; 4 load hours in exceptional cases.

Table 3. Workload Equivalents for Additional Course Support and Development

Title / Name of Assignment	Load Equivalent	Frequency	Brief Description of Duties
Course Coordinator	1-2	Semester	Coordinate activities of multiple lecture instructors and lab instructors, supervise development and updates to laboratory materials
First Year Experience Instructor	1	Semester	Teach university's First Year Experience course
<i>CS 33192 Internship in Computer Science</i> Instructor	1	Semester	1 load hour
<i>CS 60094 College Teaching of Computer Science</i> Instructor	1	Semester	1 load hour
<i>CS 69191 Masters Seminar / CS 89191 Doctoral Seminar</i> Instructor	1	Semester	Total of 1 load hour for teaching both courses
Team-Taught Course, Taught by N Instructors	Course Load Hours / N	Semester	1/N of course load hours for each instructor; 1 additional load hour possible for "primary" course instructor
Individual Study / Research	1/8 Load Hour per Student		

3. *Additional Course Support and Development*

The Chair may, in consultation with the FAC and with the concurrence of the Dean, assign workload equivalencies for additional course support and development beyond the normal course updates that expected by course instructors. The department's normal expectations and specifications for such workload equivalencies are given below in Table 3. Additional load equivalence may be given in some circumstances for course support and development that are clearly above and beyond normal expectations.

4. *Scholarly Activity*

The Chair may, in consultation with the FAC and with the concurrence of the Dean, assign workload equivalencies for scholarly activity, in particular publications and grant activity. The department's normal expectations and specifications for such workload equivalencies are given below in Table 4. Additional load equivalence may be given in rare circumstances for scholarly activity that is clearly above and beyond normal expectations.

Table 4. Workload Equivalents for Scholarly Activity

Title / Name of Assignment	Load Equivalent	Frequency	Brief Description of Duties
Publishing	1-4 2 = norm	Semester	1 load hour for minimal publishing ¹ in the past 2 years; 2 load hours for being within departmental norms; 3 load hours for exceeding departmental norms; 4 load hours in exceptional cases
Grant Activity	1-3 1 = norm	Semester	1 load hour for grant activity ² within departmental norms in the past 2 years; 2 load hours for exceeding departmental norms; 3 load hours in exceptional cases
Professional Service	1-3 1 = norm	Semester	1 load hour for professional service ³ within departmental norms in the past 2 years; 2 load hours for exceeding departmental norms; 3 load hours in exceptional cases

¹Publications include journal articles, conference / symposium / workshop papers, books, book chapters, monographs, technical reports, posters, etc. as defined for Reappointment, Tenure, and Promotion (*See, Section VI* of this Handbook).

²Grant activity refers to submitting grant proposals or receiving grants as defined for Reappointment, Tenure, and Promotion (*See, Section VI* of this Handbook).

³Professional service includes serving on formal grant review panels, journal editorial boards, or conference program committees; reviewing grant proposals, articles, papers, or other publications; chairing or serving on conference organizing / steering committees; and chairing or serving on committees / boards / councils of professional societies or government agencies as defined for Reappointment, Tenure, and Promotion (*See, Section VI* of this Handbook).

5. *Workload Assignments for Probationary Faculty*

In the interest of allowing probationary faculty time to develop appropriate levels of scholarly activity, the Chair shall, in consultation with the FAC and with the concurrence of the Dean, exercise some leniency in the application of workload equivalencies for probationary faculty.

Additionally, each probationary faculty member will be granted nine (9) load hours of workload equivalency for Research Development, which will be in addition to any course releases mentioned in his or her offer letter. These probationary Research Development workload equivalencies may be used by the faculty member at appropriate times during the probationary period, with the approval of the Chair.

6. *Workload Equivalency “Buyouts” from Extramural Funding or Other Sources*

Since all full-time tenured and tenure-track faculty of the department are expected to carry a maximum workload of twenty-four (24) credit hours per academic year, 1/24 of the faculty member’s salary, plus benefits, are required for each load hour of workload equivalency. This requirement of funds plus benefits applies to both course buyouts on grant funding as well as workload equivalency proposed by other units of the University outside the Computer Science Department.

7. *Overload Assignments*

In the interest of maintaining a high standard of teaching and the desirability of faculty involvement in research and service activities, overload assignments are strongly discouraged. Overload assignments (i.e. workload assignments which total more than twenty-four (24) credit hours per academic year for tenured and tenure-track faculty and which total more than thirty (30) credit hours for full-time non-tenure-track faculty) will be made only in unusual circumstances. Such assignments require the agreement of the faculty member, and the approval of the Chair and the Dean, and must be compensated if required by the faculty member’s appropriate Collective Bargaining Agreement.

As an alternative to accepting compensation for an overload assignment, the additional load hours comprising the overload can be “banked” as a load equivalency for use in a future semester. Under normal circumstances, a maximum of 3 load hours can be banked each semester. These load hours must normally be used within the next 2 academic years. Such “banking” of workload equivalencies requires the agreement of the faculty member, consultation with FAC, and the approval of the Chair, and must be documented on the faculty member’s workload statement for the semesters in which the additional load hours are earned and used.

As a special case of banking workload equivalencies, a faculty member may request to temporarily increase his/her teaching load in order to receive a Research Intensive Semester in the future. This request must be made to the Chair, and must describe the teaching overload that will be undertaken to build the workload equivalency, the research to be undertaken in the Research Intensive Semester, and the project’s importance to the faculty member’s professional development. This request requires consultation with FAC and the approval of the Chair, and must be documented on the faculty member’s workload statement for the semesters in which the additional load hours are earned and used.

E. Teaching Assignments and Class Schedules

Faculty members are assigned to teach specific courses by the Chair. The primary considerations for course assignments are prior teaching experience, subject expertise, and shared responsibility among the faculty for service and introductory courses. Questions regarding teaching assignments should be addressed to the Chair. In the case of a dispute or request for reassignment the faculty member may request review by the FAC which will make a recommendation to the Chair.

Scheduling of classes is the responsibility of the Assistant Chair with approval of the Chair. The primary consideration for scheduling classes is student need with regard to meeting program or major requirements within a reasonable time frame. In addition, the scheduling of some classes may be determined by the need to serve nontraditional students.

The process and procedures for academic year teaching assignments are described in the Department Operating Procedures

F. Summer Teaching Assignments

The Chair welcomes requests for summer teaching assignments from all full-time faculty members. Summer teaching cannot be guaranteed to any faculty member and most summer teaching assignments are for a partial load. The size, content, and staffing of summer courses are dictated by budgetary constraints and curricular needs. The Department will endeavor to distribute summer teaching opportunities equitably among members of the bargaining unit without regard to academic rank. Faculty members may elect not to accept a summer assignment. See also CBA Article IX, Section 3.

The process and procedures for summer teaching assignments are described in the Department Operating Procedures.

G. Other Faculty Duties

1. *Advising*

Departmental Undergraduate Advisors are responsible for providing academic counseling to undergraduate students assigned to them and to other undergraduate students who seek such advice, as needed. Student advising at the graduate level is conducted by the student's "major professor" and the student's dissertation committee members. In order to assist in student advising, advisors should maintain current knowledge of University, College, and Department programs, policies, and requirements.

2. *Final Examinations*

A final examination or equivalent activity (e.g., research paper, presentation, or project) is required in all courses offered for credit (*See*, University Policy Register 3342-3-01.4). When a final examination is given, it must be offered at the time and date specified in the University's schedule of final examinations. Changes of the time and / or date of a final examination require prior approval of the Chair and the Dean, but in any case, the exam must also be offered at the time scheduled and publicized by the University for those students who desire to take the exam at that time.

3. *Grades and Student Records*

Faculty members must inform students of their progress throughout the semester. Grades are a faculty member's responsibility and should be assigned fairly and objectively. Submission of final grades must comply with University Policy, including but not limited to the deadline for the timely submission of grades. Students have a right to inspect the written work performed during a course and discuss the grade with the faculty member.

All members of the Department must comply with all laws and University Policies which govern the privacy of student education records, including but not limited to the Family Educational Rights and Privacy Act (FERPA). These regulations require, among other things, that faculty members do not post grades by name, social security number or any other system which might identify a student with her / his education record.

4. *Office Hours*

Each faculty member is required to have stated office hours published in the Department Office. Instructors should notify each class of hours during which they are available for conferences. It is expected that each faculty member will hold a minimum of five office hours per week. (*See*, University Policy Register 3342-6-18.101). If a student, for a legitimate reason or reasons, is unable to meet during the faculty member's scheduled office hours, the faculty member shall endeavor to make appointments to meet with the student at an alternate time.

5. *Participation in University Activities*

Faculty members are expected to participate in recruitment programs, graduation ceremonies and other activities which are appropriate to their role as a faculty member in the Department.

6. *Student and Peer Evaluation*

A Student Survey of Instruction (hereinafter "SSI") is required in each course in each semester and will be conducted under the auspices of the Chair. Probationary faculty members are required to undergo peer review of teaching during each year of the probationary period.

7. *Syllabi*

Faculty members are expected to provide students with a syllabus which includes the subject matter to be covered in a course, the frequency of assignments and / or reports, approximate dates of examinations, grading policies, attendance requirements, and other pertinent details of the conduct of the class.

H. *Faculty Leaves*

All leaves, sponsored or unsupported, personal or professional, are subject to the approval of the Chair, and where required by University Policy, the Dean and the Provost. The Chair shall consult with the FAC before making a recommendation to the Dean. The Chair shall reply in writing either authorizing or denying the leave and giving reasons.

University leaves include but are not limited to:

1. Research leaves (*See*, University Policy Register 3342-6-11.8).
2. Leaves of absence without pay (*See*, University Policy Register 3342-6-11.9).

3. Faculty professional improvement leaves (*See*, University Policy Register 3342-6-12).
4. Research / Creative Activity appointments (*See*, University Policy Register 3342-6-15.3).

I. Faculty Absence and Travel Policy

Faculty members who will be absent from campus for professional or personal reasons must submit a **Request for Absence Form** with the Chair. The request is subject to the approval of the Chair and the Dean, and should be made in sufficient time prior to the planned absence for their review. Arrangements for any classes to be missed during the absence must be addressed to the satisfaction of the Chair before approval will be granted.

Attendance at professional meetings is encouraged and approved travel expenses incurred in attending such meetings will be reimbursed when approved prior to travel according to the University's travel policies and are subject to the availability of Department funds. In general, greater amounts of support will be granted to meeting participants (i.e. those presenting a paper or chairing a session) than to faculty members who simply attend professional meetings.

J. Faculty Sick Leave

The Chair is responsible for keeping complete records of faculty sick leave; however, faculty members are also required to submit the appropriate sick leave forms to the Chair. Sick leave forms should be completed and submitted to the Chair after returning from an absence. (*See*, University Policy Register 3342-6-11.1)

K. Outside Employment and Other Outside Activities

Faculty members may engage in professional activities outside the university provided the activities do not interfere with the faculty member's teaching, research, or service responsibilities to the Department, Campus, College or University (*See*, University Policy Register 3342-6-24). Each academic year, each faculty member must disclose and seek approval for all continuing remunerative employment on the form provided by the University. Any continuing outside employment is subject to the Faculty Code of Ethics and the University's conflict of interest policies. (*See*, University Policy Register 3342-6-17 and 3342-6-23)

L. Copyright Restrictions

All faculty members should be aware of current copyright laws that restrict the copying of published materials. For further information, contact the University's Office of Legal Affairs.

M. Faculty Code of Ethics

All members of the Departmental faculty are expected to maintain the highest ethical standards as teachers, scholars, university citizens and colleagues. The **University policy regarding faculty code of professional ethics** can be found in the University Policy Register. (*See*, University Policy Register 3342-6-17)

N. Sanctions

A sanction is a documented corrective action in response to a faculty member's unsatisfactory performance of his / her duties and responsibilities as a member of the faculty. (*See*, CBA Article VIII).

O. Academic Misconduct

The **University policy regarding misconduct in research and scholarship** and the **Administrative policy and procedures regarding allegations and instances of misconduct in research and scholarship** is included in the University Policy Register. (*See*, University Policy Register 3342-3-05 and 3342-2-05.01)

SECTION III

REAPPOINTMENT, TENURE AND PROMOTION CRITERIA AND THE CRITERIA AND PROCESSES RELATING TO OTHER FACULTY PERSONNEL ACTIONS

A. Reappointment

The policies and procedures for reappointment are included in the **University policy and procedures regarding faculty reappointment** (*See*, University Policy Register 3342-6-16). Each academic year, reappointment guidelines for Kent and Regional Campus faculty are distributed by the Office of the Provost. Probationary tenure-track faculty members are reviewed by the Department's Ad Hoc RTP Committee (*See, Section III* of this Handbook). The FAC, in consultation with the Chair, assigns one or more tenured faculty members to visit the classes of each probationary faculty member and generally evaluate the faculty member's teaching performance. A written peer review is submitted to the Chair for placement in the faculty member's reappointment file. Probationary faculty will also create an updated file that is presented to the Chair who will make these materials available to the Ad Hoc RTP Committee. Each probationary faculty member is discussed by the committee, which then votes on the faculty member's reappointment. The Chair independently assesses the accomplishments of each probationary faculty member and forwards her / his recommendation and the committee's recommendation to the Dean. The Chair informs probationary faculty of the committee's recommendation and provides a copy of the Departmental ballots and her / his recommendation to the Dean. Probationary faculty members who are not to be reappointed must be notified according to the schedule established in the *Collective Bargaining Agreement*. For faculty members whose appointment is in the Regional Campuses, recommendations on reappointment from the Chair are forwarded to the Dean and the appropriate Regional Campus Dean.

For probationary faculty, reappointment is contingent upon demonstration of adequate progress toward the requirements for tenure. Moreover, the faculty member must have established and articulated short and long term plans for achieving these goals. This progress can be evaluated through review of the candidate's published (or "accepted for publication") peer reviewed papers and articles, including an assessment of the quality of the publication and / or the impact of the article using citation indexes appropriate to the field; grant activity (proposals submitted, grants received); graduate students advised; teaching evaluations and peer reviews; university and professional service; and other professional activity. Specific concerns expressed by the Ad Hoc RTP Committee and / or the Chair should be addressed by the candidate in subsequent reappointment reviews. Finally, the overall evaluation of a candidate for reappointment must include consideration of the faculty member's professional behavior as recognized by the University community. A sound ethical approach to all aspects of teaching, research, publication, and the academic profession is expected of all who seek reappointment in the Department.

In the event that concerns about a candidate's performance are raised during the reappointment process, the Ad Hoc RTP Committee and the Chair shall provide detailed, prescriptive comments to serve as constructive feedback. If such concerns arise during a review, the Chair, in consultation with the FAC, will advise and work with the candidate on a suitable, positive plan for realignment with the Department's tenure and promotion expectations; however, the candidate is solely responsible for her / his success in implementing this plan.

From time to time, personal and / or family circumstances may arise that require an untenured faculty member to need to request that her / his probationary period be extended. Upon request, a faculty member may be granted an extension of the probationary period which has been traditionally called "tolling" or "stopping the tenure clock." The **University policy and procedures governing modification of the faculty probationary period** is included in the University Policy Register. (*See*, University Policy

B. Tenure and Promotion

The policies and procedures for tenure are included in the **University policy and procedures regarding faculty tenure** (*See*, University Policy Register 3342-6-14) and the policies and procedures for promotion are included in the **University policy and procedures regarding faculty promotion** (*See*, University Policy Register 3342-6-15). Each academic year, tenure and promotion guidelines for Kent and Regional Campus faculty are distributed by the Office of the Provost.

Both the tenure decision and the promotion decision can include evaluation of accomplishments prior to arrival at Kent State University. These evaluations can include review of the candidate's published (or "accepted for publication") peer reviewed papers and articles, including an assessment of the quality of the publication and / or the impact of the article using citation indexes appropriate to the field; grant activity (proposals submitted, grants received); graduate students advised; teaching evaluations and peer reviews; university and professional service; and other professional activity.

Many factors and criteria, both subjective and objective, are considered in recommending a faculty member for tenure and promotion. The overall evaluation of a candidate for tenure and promotion shall include consideration of the faculty member's professional behavior as recognized by the University community. A sound ethical approach to all aspects of teaching, research, publication, and the academic profession are expected of all who seek tenure and promotion in the Department.

Tenure and promotion are separate decisions. The tenure decision is based on all of the evidence available to determine the candidate's potential to pursue a productive career that will likely result in eventual promotion to full Professor in the Department and will contribute to the development of the Department. The promotion decision, in contrast, is recognition based only on a candidate's accomplishments to date.

1. Tenure

The granting of **tenure** is a decision that plays a crucial role in determining the quality of university faculty and the national and international status of the University. The tenure decision is based on all of the evidence available to determine the candidate's potential to pursue a productive career that will *likely* result in eventual promotion to full Professor in the Department and will contribute to the development of the Department.

As such, the awarding of tenure must be based on convincing documented evidence that the faculty member has achieved a significant body of scholarship that is *likely* to have an impact on her / his discipline and that will ultimately result in the establishment of a nationally and internationally recognized research program (Level I in Table 5), demonstrated effectiveness as a teacher and mentor (Level II in Table 6), and meeting the normal obligations for university service (Level II in Table 7). The candidate should also be *likely* to continue and sustain, over the long term, a program of high quality teaching and scholarship relevant to the mission of the candidate's academic unit(s) and to the mission of the University.

2. Promotion

Separate from the tenure decision, promotion is recognition based on a candidate's accomplishments to date. **Promotion to Associate Professor** recognizes an emerging nationally or internationally recognized research program (Level II in Table 5), as evidenced by a demonstrated record of publications, grant activity, and professional service. For promotion to Associate Professor, the faculty member must also have demonstrated

effectiveness as a teacher and mentor (Level II in Table 6), and must have met the normal obligations for university citizenship (Level II in Table 7).

Promotion to Professor recognizes the establishment of a nationally and internationally recognized research program that has had an impact on the field (Level I in Table 5). A candidate for promotion to Professor must also have demonstrated effectiveness as a teacher and mentor (Level II in Table 6), and must have met the normal obligations for university citizenship (Level II in Table 7).

C. Evaluation Criteria for Scholarship, Teaching, and University Citizenship

1. *Scholarship*

Scholarship is an essential and critical component of University activity, and the originality, quality, impact and value of the candidate's scholarship must be assessed. To facilitate this assessment, the candidate must provide the Ad Hoc RTP Committee with ample descriptive evidence of his / her scholarly activity. The candidate must also submit the names of at least five (5) experts in her / his field who are considered capable of judging the candidate's work. The Chair must then solicit, from the candidate's Ad Hoc RTP Committee, a ranked list of at least three (3) experts in the candidate's field who are considered capable of judging his / her work. The candidate must be given the opportunity to review the list from the Ad Hoc RTP Committee, and express any concerns he / she may have over particular people on this list. The Chair will then solicit reviews from at least three (3) experts on the candidate's list and at least two (2) experts from the top three on the Ad Hoc RTP Committee's list.

Evaluation of the quality of a faculty member's research record include the quality and quantity of published work as well as the faculty member's success in obtaining extramural funds. Since the attributes of scholarly activity may vary across disciplines, the candidate's specific area of specialization may be a factor in the venues in which papers or articles are published; in the scope and time required for research and the resulting publications; and in the number and size of grants received. The external reviews are crucial for evaluating the appropriate scholarly activity for the candidate's specific area.

In addition to scholarly publications and funded research, other scholarly activities should be considered. These may include, but are not limited to: serving on grant review panels, journal editorial boards, or conference program committees; chairing or serving on conference organizing or steering committees; and chairing or serving on committees or councils of professional societies or government agencies. These activities complement scholarly publications and funded research and are in addition to the normal faculty expectations such as holding membership in professional societies, staying current in the field, and other activities to enhance professional competency.

Different levels of scholarly activity are summarized in Table 5. The last column in this table summarizes the amount and type of activity typically required to reach each level, and may be useful to the candidate as a guide. However, candidates are cautioned that promotion decisions are based on the outcomes specified in the first column, not on the amount of activity expended.

Table 5. Kent Campus: Evaluation Components for Assessment of Scholarship for Promotion and Tenure

Level	Scholarship	Typical Activities
I	Nationally and internationally recognized research program	Sustained record of publications ¹ , grant activity ² , and professional service ³
II	Emerging nationally or internationally recognized research program	Demonstrated record of publications ¹ , grant activity ² , and professional service ³
III	Active research program	Regular publications or grant activity
IV	Limited research program	Occasional publications or grant activity
V	No research program	No publications or grant activity

¹Publications include journal articles, conference / symposium / workshop papers, books, book chapters, monographs, technical reports, posters, etc. Evaluation of a candidate's publication record should consider (1) the type of publications common to the candidate's discipline; (2) the quality of the publications (including the method of review, venue, sponsoring society, acceptance rate, or ranking if available); and / or (3) the recognition received for the specific publication (e.g., best paper awards, citation indexes appropriate to the field, for example Google Scholar or the ACM Digital Library).

²Grant activity refers to submitting grant proposals or receiving grants. Grants refer to extramural funding where the role of the faculty member in securing the funding is clearly demonstrated. Grants may include funding from Federal, State, or local government agencies, foundations, or industry. Grants may support students, postdocs, faculty salary, equipment, travel, or other items. Grants may support the candidate's research or teaching, or may fund scholarships or infrastructure improvements. Grants may or may not include full Indirect Costs ("overhead"). Evaluation of a candidate's funding record should consider (1) the availability and type of funding common to the candidate's discipline; (2) the size and type of grants received and the candidate's role in securing the funding; and (3) any unsuccessful attempts by the candidate to secure funding.

³Professional service includes serving on formal grant review panels, journal editorial boards, or conference program committees; reviewing grant proposals, articles, papers, or other publications; chairing or serving on conference organizing / steering committees; and chairing or serving on committees / boards / councils of professional societies or government agencies. Activities such as holding membership in professional societies, reading scholarly publications in the field, attending conferences, or other activities to enhance professional competency are considered part of a faculty member's normal professional activity and are not considered as professional service.

2. Teaching

Criteria for the evaluation of the teaching are listed in Table 6. Evaluation is based on three main activities: 1) classroom teaching and instruction, 2) course and curriculum development, and 3) student mentoring.

Classroom teaching and instruction is mainly evaluated using peer reviews, student evaluations, and developed teaching materials. Peer reviews and summaries of Student Surveys

of Instruction are to be submitted as part of a candidate's file for reappointment, tenure and promotion. Copies of representative syllabi, examinations, and other relevant teaching material should also be available for review. Documentation of innovative teaching methods can be included for review.

Activities that involve making substantial modification to a course or part of the curriculum are to be considered. Examples include, but are not limited to developing a new course, developing new lab materials, addition of distance learning options, formally proposing to change course content / format, etc. Documentation of taking a leadership role on curricular changes and implementing such changes can be included for review.

Documentation related to graduate student, undergraduate student, and post-doctoral student training should be included in materials provided by the candidate for reappointment, tenure and promotion. A list of graduated and current students along with supervised individual studies, honors thesis, thesis, and dissertations should be included for review.

Other information such as written comments from students, colleagues within and beyond the Department, College or University administrators shall be considered when available.

Table 6. Evaluation Components for Assessment of Teaching for promotion and tenure

Level	Teaching	Typical Activities
I	Effective teacher, effective mentor, and provides leadership in educational activities	Very good ⁴ student and peer perceptions; regularly supervising graduate student research projects, theses, dissertations; demonstrated leadership in teaching innovations, course development, or curriculum development
II	Effective teacher and mentor	Good ⁴ student and peer perceptions; supervising graduate or undergraduate student research projects, theses, or dissertations
III	Meets obligations well	Good ⁴ student and peer perceptions
IV	Substandard teacher	Fair ⁴ student and peer perceptions
V	Substandard, ineffective teacher	Poor ⁴ student and peer perceptions; pattern of complaints for ineffective teaching

⁴When measured by a Student Survey of Instruction (SSI) with a Likert scale of Excellent, Very Good, Good, Fair, Poor.

3. *University Citizenship*

A faculty member's contributions as a University citizen include service to the Department, the Campus, the College, and the University as outlined in Table 7. The merits of University service should be evaluated as to (1) the role of the candidate in that service and (2) the importance of the service to the mission of the unit served. Less tangible components of citizenship include active participation in Department events such as faculty and graduate student recruitment, Department meetings and seminars, etc.

Being an active and useful citizen of the Department, Campus, College and University is expected and valued; however, service of any magnitude cannot be considered more important than a candidate's research and other scholarly activity and instructional responsibilities. Expectations in service for promotion to Professor are higher than for promotion to Associate Professor.

Other components of service are also considered (including public outreach and public and

professional service) in reappointment, tenure and promotion decisions and may differ in their importance among faculty members depending on each faculty member's duties and responsibilities within the Department.

Table 7. Assessment of University Citizenship for promotion and tenure

Level	University Citizenship	Typical Activities
I	Exceeds normal obligations	Significant role in Department / Campus, College and / or University as evidenced by productive service on committees, active participation in significant events, effectively chairing committees, specific administrative assignments, or meaningful public outreach
II	Meets normal obligations	Meets the normal Department / Campus obligations
III	Does not meet obligations	Does not meet Department / Campus obligations in a timely manner or does not actively participate in significant Department / Campus events

4. Relative Weights

In merit evaluations research, teaching and service (university citizenship and professional service) to receive respectively 50%, 30% and 20% weights.

D. Renewal of Appointment and Third-year Full Performance Reviews of Full-Time Non-Tenure Track (NTT) Faculty

1. Renewal of Appointment

Appointments for full-time non-tenure track (NTT) faculty are governed by the applicable *Collective Bargaining Agreement* and are made annually. Renewal of appointment is contingent upon programmatic need, satisfactory performance of previously assigned responsibilities, and budgeted resources to support the position.

2. Third-Year Full Performance Review

The NTT CBA provides that bargaining unit members who have received appointments for three consecutive academic years shall be subject to a full performance review during the third year of appointment before a fourth annual appointment can be anticipated or authorized. These materials should be submitted by the deadline specified in the procedures and timelines established by the University, as annually distributed through the Office of Faculty Affairs. This deadline is normally in the latter half of January.

In accordance with recommendations in the CBA, the following guidelines are provided to assist NTT faculty in the Department of Computer Science in the preparation of the documentation to be submitted for the Three-Year Review.

Normally, the Three-Year Review file will include the following suggested items:

- A self-evaluation providing an assessment of the candidate's teaching during the period under review, as well as the candidate's performance of other responsibilities, if any;
- An up-to-date curriculum vita;
- The syllabi for courses taught during the period under review;
- The Evaluation Summaries of Student Evaluations of Instruction (SEI) - Student Surveys of Instruction (SSI) for all courses taught during the period under review.
- Peer reviews of instruction during the review period by at least three faculty, one of which should be a tenured or tenure-track faculty

At his / her discretion, the NTT faculty may include other materials, such as peer reviews, which document his / her contributions during the period under review.

The Department Chair or academic unit's review committee may modify documentation requirements as established by the academic unit. Therefore, NTT faculty are encouraged to contact the Department chair in advance of submission of materials in order to ascertain any modifications or clarifications of the guidelines above.

3. *Intermediate Performance Reviews*

The Department will conduct intermediate performance reviews of all full-time NTT faculty in those years in which a full performance review is not required by the NTT CBA. The review period will be the calendar year prior to the review date, or the time since the initial appointment if that is shorter.

The NTT faculty member should submit the following materials by the first day of the Spring semester for this review:

- A self-evaluation providing an assessment of the candidate's teaching during the period under review, as well as the candidate's performance of other responsibilities, if any;
- An up-to-date curriculum vita;
- The Evaluation Summaries of Student Evaluations of Instruction (SEI) - Student Surveys of Instruction (SSI) for all courses taught during the period under review.

At his / her discretion, the NTT faculty may include other materials, such as peer reviews, which document his / her contributions, during the period under review.

4. *Criteria for Assessment*

The criteria for reappointment shall be based primarily on instructional effectiveness as documented by SEI / SSI and peer reviews, and by examination of course syllabi and materials. Effectiveness in administrative appointments, coordinatorships, or other duties will also be considered, where these have been assigned as part of the faculty member's load during the three-year period.

The period of performance to be reviewed is the three years of appointments, including that portion of the third appointment which is subject to evaluation and assessment at the time of the review. For bargaining unit members who are hired at the beginning of the spring semester, the first full academic year will be considered the bargaining unit member's first year for the purposes of the Third-Year Review as described in this Section 4 of the NTT CBA.

SECTION IV

CRITERIA, PERFORMANCE EXPECTATIONS, AND DEPARTMENT PROCEDURES RELATING TO FACULTY MERIT AWARDS

A. Percentage of the Faculty Merit Awards Pool for Each Category

The faculty merit award to consider research and creative activity, teaching, and service to department, campus, university and profession, as criteria for excellent award. The Department's merit award pool shall be divided 50% to research and creative activity, 30% to teaching, and 20% to service.

B. Criteria for Faculty Merit Awards in the Scholarship of Discovery, Integration and/or Application Category

Evaluation of the quality of a faculty member's research record includes the quality and quantity of published work as well as the faculty member's success in obtaining extramural funds. Since the attributes of scholarly activity may vary across disciplines, the candidate's specific area of specialization may be a factor in the venues in which papers or articles are published; in the scope and time required for research and the resulting publications; and in the number and size of grants received.

In addition to scholarly publications and funded research, other scholarly activities should be considered. These may include, but are not limited to: serving on grant review panels, journal editorial boards, or conference program committees; chairing or serving on conference organizing or steering committees; and chairing or serving on committees or councils of professional societies or government agencies. These activities complement scholarly publications and funded research and are in addition to the normal faculty expectations such as holding membership in professional societies, staying current in the field, and other activities to enhance professional competency.

Publications include journal articles, conference / symposium / workshop papers, books, book chapters, monographs, technical reports, posters, etc. Evaluation of a candidate's publication record should consider (1) the type of publications common to the candidate's discipline; (2) the quality of the publications (including the method of review, venue, sponsoring society, acceptance rate, or ranking if available); and / or (3) the recognition received for the specific publication (e.g., best paper awards, citation indexes appropriate to the field, for example Google Scholar or the ACM Digital Library).

Grant activity refers to submitting grant proposals or receiving grants. Grants refer to extramural funding where the role of the faculty member in securing the funding is clearly demonstrated. Grants may include funding from Federal, State, or local government agencies, foundations, or industry. Grants may support students, postdocs, faculty salary, equipment, travel, or other items. Grants may support the candidate's research or teaching, or may fund scholarships or infrastructure improvements. Grants may or may not include full Indirect Costs ("overhead"). Evaluation of a candidate's funding record should consider (1) the availability and type of funding common to the candidate's discipline; (2) the size and type of grants received and the candidate's role in securing the funding; and (3) any unsuccessful attempts by the candidate to secure funding.

Professional service includes serving on formal grant review panels, journal editorial boards, or conference program committees; reviewing grant proposals, articles, papers, or other publications; chairing or serving on conference organizing / steering committees; and chairing or serving on committees / boards / councils of professional societies or government agencies. Activities such as holding membership in professional societies, reading scholarly publications in the field, attending conferences, or other activities to enhance professional competency are considered part of a faculty

member's normal professional activity and are not considered as professional service.

C. Criteria for Faculty Merit Awards in the Scholarship of Teaching & University Citizenship Category

Evaluation of teaching is based on three main activities: 1) classroom teaching and instruction, 2) course and curriculum development, and 3) student mentoring.

Classroom teaching and instruction is mainly evaluated using peer reviews, student evaluations, and developed teaching materials. Summaries of Student Surveys of Instruction (SSI) are supplied by the department and need **not** be submitted by applicants for Faculty Merit Awards. Courses taught during the evaluation period should be briefly described, but copies of representative syllabi, examinations, and other relevant teaching material should **not** be included for review. Documentation of innovative teaching methods can be included for review.

Activities that involve making substantial modification to a course or part of the curriculum are to be considered. Examples include, but are not limited to developing a new course, developing new lab materials, addition of distance learning options, formally proposing to change course content / format, etc. Documentation of taking a leadership role on curricular changes and implementing such changes can be included for review.

Documentation related to graduate student, undergraduate student, and post-doctoral student training should be included in for review. A list of graduated and current students along with supervised individual studies, honors thesis, thesis, and dissertations should be included for review.

A faculty member's contributions as a University citizen include service to the Department, the Campus, the College, and the University. The merits of University service should be evaluated as to (1) the role of the candidate in that service and (2) the importance of the service to the mission of the unit served. Less tangible components of citizenship include active participation in Department events such as faculty and graduate student recruitment, Department meetings and seminars, etc.

Other components of service are also considered (including public outreach and public and professional service) and may differ in their importance among faculty members depending on each faculty member's duties and responsibilities within the Department.

SECTION V OTHER DEPARTMENT GUIDELINES

A. Faculty Grievance and Appeal Procedures

1. *Informal Procedure*

Any faculty member who believes that he / she may have a grievance is strongly encouraged, before initiating a formal grievance or appeal, to talk with the Chair about any issue(s) of concern. The Chair may seek the advice and recommendation of individual faculty members or faculty advisory groups in seeking informal resolution of a dispute or complaint.

2. *Formal Procedure*

Formal procedures for addressing grievances affecting the terms and conditions of employment of faculty are described in the applicable *Collective Bargaining Agreement*. Disputes involving substantive academic judgments are subject to a separate academic appeals process governed by the applicable *Collective Bargaining Agreement*.

Faculty grievances that are not directly related to the terms or conditions of employment and are not academic appeals are appropriately addressed within the Department, whenever possible. The Chair and / or faculty members will initiate an informal dialogue with all parties involved in a dispute and strive to reach a resolution agreeable to all parties.

B. Operating Procedures of the Department of Computer Science

In addition to the Handbook, the Department will establish a set of Operating Procedures, which will be described in a separate document. Changes to these Operating Procedures may be made by a simple majority vote of the FAC of the Department of Computer Science.