

# Department of Computer Science and Engineering Bylaws

**Revised February 2010**

Amended December 2013

Amended September 2015

Amended September 2016

Amended August 2019

Amended October 2019

## I. General Procedures

A. The Department of Computer Science and Engineering will hold general meetings of all faculty at least twice each semester according to a schedule announced by the Chair at the beginning of the academic year. In addition, special meetings may be called by the Department Chair or at the request of one-fourth of the Computer Science and Engineering faculty.

B. The voting members of the department consist of all full-time professors, associate professors, assistant professors and permanent lecturers (those not on term-contract), except faculty on modified service, visiting faculty and those faculty who are working toward a degree in the department.

C. All departmental meetings and meetings of standing committees, except Personnel Affairs Committee meetings dealing with peer evaluations, shall be announced to all faculty at least one week in advance and shall have an agenda provided at least two working days in advance. All meetings, except those meetings of the Personnel Affairs Committee regarding peer evaluations, may be attended by all voting members of the department.

D. The departmental secretary, or an appointed secretary if required, will record the minutes of all departmental meetings, circulate copies to the faculty members of the department within one week, and maintain a permanent record of these copies in the departmental office.

E. Unless specified otherwise in the departmental charter, whenever a vote is taken on a subject, a simple majority will pass. For the purposes of voting in department and committee meetings, a quorum shall consist of three-fourths of the eligible voters.

F. Each committee position is filled from the list of eligible faculty members by secret ballot.

G. Roberts Rules of Order shall be followed at all formal meetings.

H. This charter may be amended at any faculty meeting by the vote of a two-thirds majority provided that the proposed amendment has been circulated to the full voting faculty at least one week in advance of the meeting at which it is voted on.

I. The departmental bylaws may be amended at any faculty meeting by the vote of a simple majority provided that the proposed amendment has been circulated to the full voting faculty at least two working days in advance of the meeting at which it is voted on.

J. The standing committees of the department are the Personnel Affairs Committee,

Promotion and Tenure Committee, Executive Committee, Graduate Committee, ABET Committee, and Undergraduate Committee.

K. Every member of the departmental standing committees must be a voting member of the departmental faculty, with the exception of the Undergraduate Committee and the ABET Committee, on which Lecturers who may serve and vote within the committee. Typically, faculty members will serve as voting members of two (and not more than three) departmental standing committees at any one time.

L. Decisions made by committees other than those pertaining to promotions, tenure and personnel evaluations, shall be made known to the faculty at large of the department at the earliest possible opportunity, and are may be subject to faculty vote as described elsewhere in this charter if recommended by the committee.

M. Elections and appointments to the standing committees will be held at the first meeting of the full faculty in the fall semester, with newly elected or appointed members taking office immediately and serving terms of two years, with the exception of the Personnel Affairs Committee (PAC) some of whose members shall have one year terms (detailed below). No member of any committee will serve more than two consecutive terms on that committee. Should a vacancy occur in any committee at any time, a special departmental election or appointment will be held at the earliest reasonable time to choose a replacement to serve the remainder of the unexpired term. Members of the Executive and Personnel Affairs committees will be selected by votes of the faculty. Members of the ABET, Graduate and Undergraduate Committees will be appointed by the Chair, subject to approval of the voting members of the faculty. If the appointments to the Graduate and Undergraduate committees are not approved, then the new members of the ABET, Graduate and Undergraduate committees will be selected by vote of the faculty. The Chair of the PAC and Promotion and Tenures Committee (PTC) shall be elected by their members.

N. At the first regular committee elections after this charter goes into effect, all places on all standing committees will be filled by election. After the election two members of each committee will be chosen by lot to serve initial one-year terms. The other members elected will serve initial two-year terms.

O. One or more faculty search committees will be elected by the faculty at the first meeting of the full faculty after faculty searches are authorized. Each committee will serve until all positions under its jurisdiction is filled.

P. The Executive Committee will appoint all ad hoc committees, except where otherwise provided in this charter.

## **II. Administrative Positions**

The Chair is the chief executive officer of the department. The authority of the Chair shall be exercised in the spirit of democratic governance. The Chair is assisted in performing these duties by the Coordinators of the Graduate and Undergraduate Studies.

### **A. Duties of the Chair:**

- 1 Works with the Executive Committee in determining long-range budgetary needs and in formulating workable budgets for each program.
- 2 Manages the day-to-day affairs of the department.
- 3 Works with the Executive Committee in determining the teaching load and the teaching

assignments of the faculty.

- 4 Works with the Graduate and Undergraduate Coordinators in coordinating course offerings, coordinating the core programs, and assigning duties to the Teaching Fellows and Teaching Assistants of the department.
- 5 Appoints the Coordinators and members of Graduate and Undergraduate Studies committees, Library Representative and Colloquium Coordinator.
- 6 Appoints an Acting Chair as necessary.
- 7 Works with the Faculty Search Committee and faculty in searching for and selecting new faculty and works with the Executive Committee in searching for and selecting new staff.
- 8 Works with the Personnel Affairs Committee to evaluate the performance of each faculty member each year and provides counseling if needed.
- 9 Works with the Promotion and Tenure Committee to make recommendations for promotion and tenure.
- 10 Evaluates the performance of the staff each year. As a part of this process, the Chair will survey faculty regarding staff performance.

#### B. Duties of the Coordinator of Graduate Studies:

1. Assists the Department Chair on matters related to the graduate programs in Computer Science and Engineering.
2. Handles correspondence regarding the graduate programs for future students and general public relations.
3. Acts as Chair of the Graduate Committee and makes recommendations to the faculty concerning procedures for graduate student admissions and examinations.
4. Supervises graduate advising and the maintenance of graduate student records.
5. Coordinates with the Graduate Committee the applications/awards for assistantships and fellowships.
6. Serves as a non-voting member of the Executive Committee.
7. Orients and coordinates graduate core program and course offerings, and works with the Chair and the Undergraduate Coordinator in assigning duties to Teaching Fellows and Teaching Assistants.
8. Notifies the Graduate Committee members of the meeting times and keeps records of the committee's decisions.

#### C. Duties of the Coordinator of Undergraduate Studies:

1. Assists the Department Chair on matters related to the undergraduate programs in Computer Science and Engineering.
2. Handles correspondence regarding the undergraduate programs for future students and general public relations.
3. Acts as Chair of the Undergraduate Committee and establishes procedures for undergraduate advising, advanced placement, and transfer admissions and reviews.
4. Handles information regarding fellowships and scholarships, and administrative duties related to same.
5. Advises the faculty regarding student organizations and activities.
6. Serves as a non-voting member of the Executive Committee.
7. Orients and coordinates undergraduate core program and course offerings, and works with

the Chair and the Graduate Coordinator in assigning duties to Teaching Fellows and Assistants.

8. Notifies the Undergraduate Committee of the meeting times and keeps records of the committee's decisions.
9. Acts as Chair of the ABET Committee and to oversee the ABET accreditation efforts need to maintain accreditation, as well as prepare for accreditation for any new undergraduate programs.

### **III. Procedures for Selecting and Removing the Department Chair**

#### **A. Selecting a Chair:**

1. The Chair of the Department will be appointed by the Dean of the College of Engineering, subject to the endorsement of the Vice President for Academic Affairs and the President of the University, with the final authorization of the Board of Regents, from nominees selected by the following procedure.

- a. A search committee consisting of four tenured faculty will be elected by a vote of the voting faculty. Once the search committee has been elected, the chair of the committee will be elected by a vote of the voting faculty from all members of the department.
- b. After a thorough search in which the position has been widely advertised and the most promising candidates brought to campus for interviews by the faculty, the nominees will be confirmed and then ranked by vote of the voting faculty of the department. The results of the vote will be forwarded to the Dean of the College.

2. Names of candidates for Interim Chair will be solicited from the faculty and nominees determined by a vote of the voting faculty of the Department. The name(s) of the nominee(s) will be forwarded to the Dean of the College, who would make a final decision.

#### **B. Removing a Chair:**

1. The faculty of the Department may review the Chair at any time during his or her term according to the following procedure:

- a. At least 20% of the voting faculty of the Department may notify the Chair in writing that they are calling for a vote of confidence. The written notification will contain the particulars for calling for a vote of confidence.
- b. The Chair may respond to the bill of particulars in a manner of his or her choosing within 30 days.
- c. The voting faculty will conduct the vote of confidence by secret ballot within 10 working days of the Chair's response in the case that there is a response, or within five working days after the 30-day response period has elapsed if there is no response.

d. The results of the vote of confidence will be forwarded to the Dean of the College, who may decide to terminate the appointment of the Chair.

## **IV. Executive Committee**

The Department of Computer Science and Engineering will have an Executive Committee to deal generally with departmental policy, subject to the approval and/or censure of the majority of the voting faculty. The Executive Committee will consist of five elected members from the voting faculty plus the Department Chair, who acts as chair of the committee. The Graduate and Undergraduate Coordinators will serve as ex officio nonvoting members unless they have been duly elected to the committee.

A. There will be one committee member elected by majority vote of the entire voting faculty from each of the following groups: the tenured full professors, the tenured associate professors, and the other full-time members of the department. The remaining two members of the committee will be elected at-large in a separate ballot following the election of the other three elected members.

B. The Executive Committee will hold regularly scheduled meetings as required with the date and time specified by the committee.

Additional meetings may be called by the Department Chair or by agreement of a quorum of its members. At the first Executive Committee meeting, a committee secretary shall be chosen from the five elected members who will inform faculty, by the circulation of minutes, of actions and decisions of the committee within one week after each meeting and will make these minutes available for record in the department office.

C. In addition to dealing generally with departmental policy and implementation of bylaws, the Executive Committee will:

1. Act as the finance committee of the department to determine long range budgetary needs.
2. Assist the Department Chair in the administration of departmental computing facilities, allocation of resources, and planning for future computing and other resource needs.
3. Appoint ad hoc faculty appeal committees and other ad hoc committees as needed, unless otherwise provided in this document.
4. Assist the Department Chair in matters regarding departmental scheduling of courses, determining teaching loads and teaching assignments for the faculty.

## **V. Personnel Affairs Committee**

The Department of Computer Science and Engineering will have a Personnel Affairs Committee to deal generally with peer review for purposes of recommending merit evaluations for the faculty. The Personnel Affairs Committee of the department will consist of two Full Professors, two tenured Associate Professors, and three At Large member selected from Full and tenured Associate Professors, 7 members in total. The terms for the two Full and two Associate members will be 2 years, except for the first year, where 1 of

each will be 2 years and the other will be 1 year (for the purpose of staggering the rotation). The terms for the At Large positions will be one year. No person shall serve more than 2 consecutive years and, after completing 2 years, may not serve again until after 2 years.

A. The Personnel Affairs Committee will convene initially in September of each year for the purpose of establishing a calendar that is consistent with the University calendar for recommendations for annual merit evaluations. The members of the PAC will elect a Chair of the PAC during the first meeting of the committee. No one will serve as Chair of the Personnel Affairs Committee for more than two consecutive academic years. It is the responsibility of the Chair of the Personnel Affairs Committee to see that the committee's work is accomplished in accordance with the University's guidelines for annual merit evaluations.

B. The Personnel Affairs Committee has the responsibility to interpret the University guidelines for making recommendations for annual merit evaluations, and to outline a consistent and appropriate plan of action for the Department of Computer Science and Engineering.

C. The Personnel Affairs Committee shall make provisions within its plan of action for feedback to each faculty member of the committee's recommendations and for an appropriate and objective review procedure in the case that a faculty member wishes to challenge the committee's decision concerning annual merit evaluations.

D. The Personnel Affairs Committee will give to the Departmental Chair each year an evaluation of the Chair's performance. As part of the evaluation process, the committee will survey the faculty about the Chair's performance.

## **VI. Promotion and Tenure Committee**

The Department of Computer Science and Engineering will have a Promotion and Tenure Committee for purposes of recommending promotion and tenure, and conducting annual progress toward tenure and mid-term evaluations for the faculty. The Promotion and Tenure Committee of the department will consist of all tenured faculty of the department.

A. The Promotion and Tenure Committee will convene initially in September of each year for the purpose of establishing a calendar that is consistent with the University calendar for recommendations for promotion, tenure, and mid-term reappointment. The members of the PTC will elect a Chair during the first meeting of the committee. No one will serve as Chair of the Promotion and Tenure Committee for more than two consecutive academic years. It is the responsibility of the Chair of the Promotion and Tenure Committee to see that the committee's work is accomplished in accordance with the University's guidelines for promotion, tenure, and mid-term reappointments.

B. The Promotion and Tenure Committee has the responsibility to interpret the University guidelines for making recommendations for promotion, tenure, and mid-term reappointment.

C. The Promotion and Tenure Committee shall make provisions within its plan of action for feedback to each faculty member of the committee's recommendations and for an appropriate and objective review procedure in the case that a faculty member wishes to challenge the committee's decision concerning promotion, tenure, or mid-term reappointment.

D. An adjunct committee of the PTC will be established, consisting of full professors, for the purpose of evaluating promotions of faculty to the rank of full professor. In the case of fewer than five eligible faculty, the Dean of the College of Engineering with delegation from the Provost of UNT will work with the PTC to establish a committee using eligible members from other departments, preferably from departments within the College of Engineering.

## **VII. Graduate Committee**

The Graduate Committee will consist of four elected members from the full time graduate faculty, the Coordinator of Graduate Studies, and one non-voting graduate student elected by the graduate students for a one-year term.

The functions of the Graduate Committee will include:

- A. Evaluation of applicants for graduate study and recommendation of financial support to the Department Chair.
- B. Determination of graduate study entrance requirements and coordination with the standards of the University Graduate School.
- C. Recommendation of course offerings to the Executive Committee and general coordination of the graduate curriculum.
- D. Review and evaluation of the performance of currently supported graduate students and recommendations to the Department Chair about the renewal of appointments.

## **VIII. Undergraduate Committee**

The Undergraduate Committee will consist of 4-5 elected members and the Coordinator of Undergraduate Studies. The elected members should include at least one representative from each of the Computer Engineering, Computer Science and Information Technology programs, and at least one lecturer, who may also be the representative of a program. The functions of the Undergraduate Committee will include:

- A. Recommendation of course offerings to the Executive Committee and general coordination of the undergraduate curriculum.
- B. Advising procedures for the undergraduate majors and review and evaluation of undergraduate progress with consideration of such matters as advanced placement.
- C. Administration of undergraduate fellowships, scholarships, and awards.
- D. Coordination of student organizations and activities involving undergraduate majors.

## **IX. ABET Committee**

The ABET Committee will consist of a Program Coordinator from each undergraduate program within the Department, as well as the Coordinator of Undergraduate Studies. The functions of the ABET Committee will include:

- A. Coordinate curricular changes with the Undergraduate Committee, as it impacts ABET Criteria.
- B. Advise procedures for the ABET data collection.
- C. Lead the write up of the ABET self-study and other related artifacts.
- D. Coordinate ABET data collection and analysis efforts, as well as continuous improvement efforts.

## **X. Rights and Responsibilities of Faculty Members**

A. Prerogatives of Faculty Members:

1. A faculty member has the right to be informed in writing of all official evaluations of professional performance. The faculty member has the right to be counseled by the committees or officers charged with such evaluation.
2. A faculty member has the right to be informed in writing of all professional complaints filed against him or her. No complaint will be considered by the Department or recorded in his or her personnel file unless it has been submitted to the Chair of the Department in writing and the faculty member has had the chance to respond in writing. Faculty members must respond in writing to student, faculty or administrative complaints. Written complaints that have been found to be groundless by the Chair of the Department or by an appropriate appeals committee may not be recorded in the faculty member's personnel file and must be discarded.
3. A faculty member enjoys all privileges stipulated by the UNT Policy Manual.

B. A faculty member must meet all stipulated policies and standards of performance and

professorial responsibilities detailed in the UNT Policy Manual.

#### C. Principles for Peer Evaluation:

The Personnel Affairs Committee is responsible for peer evaluations. Along with each faculty member's departmental file, these evaluations will be used at arriving at decisions regarding appointments, tenure, promotion, salaries and course staffing.

1. Each area of a faculty member's performance shall be evaluated and recorded by the committee, which then certifies evaluations by signing them. Signed dissenting opinions are permissible.
2. The final evaluation of each faculty member shall be placed on file with the Chair of the Department only. The records on file may be used by subsequent Personnel Affairs Committees.
3. Members of the Personnel Affairs Committee will keep the work of the committee in strict confidence. Except in the event of an appeal, members of the committee will refer all faculty inquiries to the Chair of the Committee only.
4. Any faculty member who requests an explanation of his or her ranking or evaluation will be able to learn the reasons for that ranking. The explanation must be submitted in writing and signed by all members of the Personnel Affairs Committee.

#### D. Procedures for Salary Recommendations:

Based on the Personnel Affairs Committee's evaluations, the Department Chair initiates a proposed schedule of salaries and forwards the recommendations to the Dean with copies to the Personnel Affairs Committee. The evaluations of the Personnel Affairs Committee are forwarded to the Dean along with the Chair's recommendation.

## **XI. The Appeals Process:**

A faculty member may appeal any number of decisions by a committee or administrator of the department. Such an appeal may be the first step in a grievance procedure that ultimately goes to the University Review Committee, University Tenure Committee or other body within the University.

A. Procedures for appeals of merit evaluations, salary recommendations and denial of tenure or promotion to the Personnel Affairs Committee, and for appeals of dismissal of tenured or non-tenured faculty to the Executive Committee:

1. After having obtained written notification from the appropriate committee, a faculty member may initiate an appeal of a decision by informing the Chair of the committee and the Chair of the Department in writing within 10 working days. This memo must outline the reasons for the appeal and the remedy desired. Within 10 working days the appropriate committee will reconsider its evaluation and inform the faculty member and the Department Chair in writing of the outcome of its deliberation.
2. Should the outcome of this deliberation be negative, the faculty member may then begin a grievance process by informing the Chair of the Committee and the Chair of the Department in writing within 10 working days of his or her intent. The Executive Committee will name one member of the committee and inform the faculty member of that name. The faculty member will then name one colleague to the committee. These two committee members will then choose a third person to serve as Chair of the ad hoc grievance committee.
3. The ad hoc committee will determine its own process and procedures but (a) must allow presentation of both sides of the issue by the parties and (b) must submit a written report of its findings and recommendations to the faculty member, the chair of the relevant committee and the Chair of the Department. The Chair of the Department will immediately enforce the decision of the ad hoc committee or explain in writing within five working days why he or she is not enforcing the decision.
4. If the faculty member remains dissatisfied with the outcome, he or she may continue the process by requesting a grievance committee at the college level in accord with the college constitution.
5. The faculty member may take the grievance to the appropriate university committee if resolution is not reached within the College.

B. Procedures for resolution of disputes between faculty members or between a faculty member and a departmental administrator.

1. The faculty member filing the grievance must first notify the Department Chair in writing of the content of the dispute. If the Chair cannot resolve the dispute, an ad hoc grievance committee will be formed. Each party will select one member of the committee. In the case that one of the parties is a departmental committee, then the Executive Committee will name one member of the committee and the aggrieved faculty member will name the other. These two committee members will then choose a third person to serve as Chair of the ad hoc grievance committee.
2. The ad hoc committee will determine its own process and procedures but (a) must allow presentation of both sides of the issue by the parties and (b) must submit a written report

of its findings and recommendations to the faculty members involved in the dispute and the Chair of the Department. The Chair of the Department will immediately enforce the decision of the ad hoc committee or explain in writing within five working days why he or she is not enforcing the decision.

If an individual party remains dissatisfied with the outcome, he or she may continue the process by requesting a grievance committee at the college level in accordance with the college constitution.

