

# **Faculty Bylaws**

## **Computer Science and Engineering<sup>1</sup>**

### **University of South Florida**

#### **Mission Statement:**

In keeping with the mission of the College of Engineering, Computer Science and Engineering strives for excellence in teaching, research, and service. Specifically, In 05in.66()2(wi)6L

(Assistant, Associate, Full) Professors, (Assistant, Associate, Full, Visiting) Professors of Instruction, Affiliate Faculty, Courtesy Faculty, and Professors of Practice who are employed full-time during the academic year by the College of Engineering and have at least 51 percent of their duties assigned by the Department.

### ***B. Voting Faculty***

For points of business discussed in full faculty meetings that require a vote, the voting faculty shall consist of all tenured and tenure earning CSE faculty members; joint faculty who are tenured or tenure earning with at least 51 percent of their salaries administered by CSE; and full-time CSE (Assistant, Associate, Full) Professors of Instruction.

Similarly, these voting rights extend to points of business in committee meetings for faculty in committees to which they are appointed.

Voting faculty on sabbatical or leave from the department shall retain voting privileges if present at a meeting.

“Faculty in residence” are those voting faculty that are not on leave, sabbatical, or assigned elsewhere, and will be used to establish the number of faculty required for a quorum.

### ***C. Faculty Recruitment***

Faculty recruitment will be conducted by a committee, appointed by the Chair. The committee will conduct searches consistent with College and University guidelines.

### ***D. Chair***

The Chair serves at the pleasure of the College Dean and is appointed for a renewable term. The Chair is the chief executive officer of the department and has the powers and responsibilities as delegated by the President, Provost, and College Dean. In this capacity, the Chair will provide leadership and direct the administration of the Department’s academic, fiscal, and operational activities. The Chair acts as a liaison between the Faculty and the College and the University. The Chair advocates for the Department’s needs and will promote policies that would advance the Department, College, and University. The Chair is evaluated according to the College’s procedure.

### ***E. Hiring a Chair***

When the Chair’s position becomes vacant, the College Dean will lead the search and selection process in consultation with the Faculty and in accordance with the College

to the College Faculty Governance Committee will be elected by the department faculty whenever the position becomes vacant.

## **ARTICLE II. Departmental Faculty Meetings**

1. A quorum is defined as majority of the voting faculty in residence for the semester during which the meeting is called.
2. The Chair will con3 (l)-4 (ie)9 (l)-2 (h(t)0h)9 (l)-ulty

and evaluation of those department faculty applying for promotion to the rank of Associate Professor; only full Professors in the committee participate in the review and evaluation of those department faculty applying for promotion to the rank of full Professor; the entire committee participates in the review and evaluation of those department faculty applying for promotion to the rank of Associate Professor of Instruction; and only full Professors and full Professors of Instruction in the committee participate in the review and evaluation of those department faculty applying for promotion to the rank of full Professor of Instruction.

3. **Undergraduate/ABET/SACS Committee**

The duties include assisting in the undergraduate studies aspects of the department operations, including admissions, progression of students, revising curricula, and ABET/SACS accreditation activities.

4. **Graduate Committee**

The duties include assisting in the graduate studies aspects of the department operations, including admissions, progression of graduate students, curricula, and program reviews.

5. **Broadening Participation in Computing (BPC) Committee**

The duties include proposing and leading initiatives and activities to increase the representation of women and other underrepresented populations in computing students in the undergraduate and graduate programs and to assist with faculty hiring towards identifying and hiring women and candidates from underrepresented populations in computing.

Other standing committees may be appointed and/or dissolved as circumstances warrant. Standing committee chairpersons shall present an oral report of their activities at the faculty meetings, as required.

***B. Ad Hoc Committees***

Ad hoc committees may be appointed and/or dissolved by the Department Chair as circumstances warrant. Ad hoc committees include Faculty Search Committees, Interview Panels, committees to organize one-time events, or other committees deemed appropriate by the Chair.

**ARTICLE IV. Annual Evaluation of Faculty 0 Tc 0 Tw ( )T2 0 0 13**





- d. Service to the profession in the form of engagement and leadership in organizations related to the discipline
- e. Engagement in activities

## Teaching

- Narrative self-assessment that discusses teaching philosophy relative to University, College, Department, and individual teaching goals, including setting forth teaching goals for the coming year.
- Documentation of efforts to improve content delivery, to develop curriculum, or to otherwise contribute to student success outside of the typical requirements of one's course load.
- Quality of student evaluations of teaching (in relation to the level and content of the courses taught, the number of students enrolled, and the percent completing the evaluation)
  - Ratings in relation to the size, level, and nature of content of the course taught
  - Percent of students responding to evaluation
  - Summary of and responses to individual student comments
  - Explanations for why particular courses may have received low evaluations with plans for correction
- Peer review or observation of teaching. This could be completed by another faculty member in the Department, or by someone outside the Department (e.g., Center for Innovative Teaching & Learning)
- Student mentoring
  - Descriptions of all activities should include the depth of involvement (chair, supervisor, committee member, etc.), status of the project, and outcomes including any presentations or publications/submissions.
  - Ph.D. dissertations
  - Master's theses
  - Undergraduate Honors theses
  - Directed research activities
  - Independent studies
  - Industry internships
- Training grant or research grant administration that involves mentoring
  - Nature and type of administration, including depth of involvement in post-doc or student mentoring
  - Number of post-docs or students involved, and number directly supervised
  - Outcomes including any presentations or publications/submissions
- For Professors of Instruction only, any publications and presentations relating to the science of teaching and learning should be included in this area. (Tenure-track and tenured faculty should include such publications and presentations as Research outputs.)

## Service

- Narrative self-assessment that discusses the nature of the service activities; expresses contribution to university, college, and Department goals; evaluates



progress against the goals from the previous year and relative to career status; and sets goals for the coming year.

- Service on university, college, or Department committees
  - o Describe responsibilities, type and degree of involvement
  - o Whether elected or appointed
- Service as it relates to mentorship
  - o Formal and informal mentoring of faculty relating to teaching and/or research
  - o Leadership or advising of student organizations and activities
- Service to the profession
  - o Formal activity in societies, organizations, or agencies in the discipline or related to the discipline beyond paid membership
    - f* Scope and status of society (e.g. international, national, state, local; disciplinary or interdisciplinary membership)
    - f* Describe responsibilities, type and degree of involvement (e.g. chair, co-chair, fellow, board/senior member, member)
    - f* Whether elected or appointed
  - o Peer-review activities
    - f* Grant review activity (include funding agency, participation in panels, depth and extent of involvement)
    - f* Peer reviews for books, articles, or conferences (specify type and number of items reviewed and for which publisher, journal, society, committee, or Department)
  - o Editorial activity
    - f* Journal or series editor or associate editor (describe scope and nature of activities, time commitment, quality of outlet)
    - f*

and academic learning, enhance community well-being, and enrichment to the scholarship of the institution).

- f* Outreach activity (i.e. provision of institutional resources for community use with benefits to both campus and community)
  - f* Partnership activity (e.g. collaborative interactions with community and related scholarship for the mutually beneficial exchange, exploration, and application of knowledge, information, and resources such as research, capacity building, economic development, etc.).
- Engagement in activities related to Broadening Participation in Computing (BPC)
    - o Describe the extent and nature of the engagement (e.g., leading or participating in activities designed to recruit or retain students or faculty from underrepresented groups, mentoring students from underrepresented groups, etc.)

### **Conflicts of Interest**

Conflicts of interest, as defined by the University, must be managed per University regulations during the faculty-evaluation process.

### **Appeals Procedure**

If a colleague wishes to appeal the Faculty Evaluation Committee's (FEC) and/or the department Chair's evaluation, the colleague should ask to meet with the FEC and/or the Chair, as appropriate, as the first step in an appeals procedure. The FEC and/or the Chair may be asked to explain the basis of the evaluation and/or the colleague may wish to present new material or to shed light on old material.

If a colleague wishes further review of the FEC's and/or the Chair's evaluation, the colleague should inform the FEC chair and the Department Chair in writing. The Chair of the Tenure and Promotion Committee will appoint three of its members, who are not currently serving on the FEC nor as Department Chair, to an Ad Hoc FEC, serving as an Ad Hoc Appeals Committee. This Ad Hoc Appeals Committee, after examining relevant documents and arguments, will consult with the colleague who wants the review and with the FEC chair and the Department Chair. Whatever the committee's judgment of the appeal, its recommendation is to be sent on to the dean with the comments of the FEC and/or the Chair (whichever is appropriate). The colleague who initiates the review may attach comments to any of the material in the file under consideration.

## **ARTICLE V. Tenure and Promotion**

Please refer to a separate document developed and approved by the Department faculty that includes the Department's tenure and promotion guidelines and procedures.

