

BYLAWS FOR ACADEMIC GOVERNANCE

Department of Computer Science & Engineering

Michigan State University

Amended 2012

1. THE FACULTY

1.1. Composition of the Faculty (meaning the Faculty of the Department of Computer Science & Engineering)

1.1.1. The regular faculty shall consist of all persons who are appointed under the rules of tenure in the Department on at least a 25 percent basis and who hold the rank of professor, associate professor, assistant professor, or instructor.

1.1.2. The fixed-term faculty shall consist of all persons who hold the rank of professor, associate professor, assistant professor, instructor, assistant instructor, or lecturer and who are appointed in the Department, but not appointed under the rules of tenure.

1.1.3. The honorary faculty shall consist of all persons appointed in the Department as visiting faculty and of all persons holding the title "Emeritus" in the Department.

1.2. Voting Faculty

1.2.1. The voting faculty in College-level and University-level actions, such as the election of Department representatives to college and university academic governance bodies, shall be the regular faculty for whom the Department is the department primarily responsible for initiating personnel action as indicated on the multiple appointment form filed in the Office of the Provost.

1.2.2. The voting faculty in Department meetings, committee meetings, and in the election of representatives to Department academic governance bodies shall be the voting faculty described in Section 1.2.1 and other persons to whom voting privileges are extended by action of the voting faculty described in Section 1.2.1.

1.2.3. A faculty member may be elected to a Department academic governance body only if that individual is qualified to vote in the election of representatives to that body.

1.3. Modes of Participation in Academic Governance

There are four modes of faculty participation in academic governance: **consultation**, **advisory**, **shared responsibility**, and **delegated authority**. These modes of participation are defined in [Section 1.3 of the](#)

[University's Bylaws For Academic Governance](#) and are repeated in Appendix A.

1.4. Department Meetings

- 1.4.1. The Department Chairperson shall convene a meeting of the Department at least once each academic term, excepting summer terms. The Chairperson may call additional meetings of the Department.
- 1.4.2. The Department Chairperson or designee shall preside at meetings of the Department.
- 1.4.3. The conduct of all meetings of standing committees and of all meetings of the Department shall be governed by *Robert's Rules of Order*, except as modified by these Bylaws.
- 1.4.4. The voting members of the Department shall be the voting faculty identified in Section 1.2.2 and any student representatives elected under the provisions of Section 3.2.1.
- 1.4.5. A majority of the voting members of the Department constitutes a quorum. (See Section 1.4.4.) Action on matters of official business requires that a quorum be present.
- 1.4.6. The Department Chairperson and the Department Advisory Committee shall have **shared responsibility** to prepare an agenda for each Department faculty meeting.
- 1.4.7. The Department Chairperson or designee shall distribute an agenda to all voting Department members at least three days before the date of the meeting; said agenda shall list any department business requiring a vote.
- 1.4.8. The Department Chairperson or designee shall be responsible for writing, publishing, and distributing faculty meeting minutes.
- 1.4.9. Department meetings shall normally be open. A particular meeting, or portion of a meeting, may be closed. The person presiding at the meeting and the Department Advisory Committee shall have **shared responsibility** to determine whether a meeting, or portion of a meeting, shall be open or closed and the list of guests or observers who may be invited to attend and to participate in the discussion.
- 1.4.10. Unless otherwise specified, any questions voted on by the faculty shall be adopted if passed by a majority of those present. A mailed ballot shall be required if requested by one-third of those present. (See Section 1.4.5.)

2. THE SPECIALISTS

Specialists appointed in the Department of Computer Science & Engineering shall be recognized as a unique category of departmental personnel as defined in the Academic Specialist Handbook.

3. THE STUDENTS

3.1. Student Constituency of the Department

3.1.1. The student constituency shall be all students who have declared with the Registrar a major (or major preference in the case of lower division students) in an academic program administered in the Department and who are currently enrolled.

3.1.2. Those students with student level codes of “UN” are deemed undergraduate students.

3.1.3. Those students with student level codes of “GR” are deemed graduate students.

3.2. Student Representatives

3.2.1. The student constituency shall have the **delegated authority** to select representatives as follows: one undergraduate representative and one graduate representative to Department meetings; one undergraduate representative and one graduate representative to the Advisory Committee; one undergraduate representative to the Undergraduate Curriculum Committee; one graduate representative to the Graduate Studies and Research Committee; one undergraduate representative and one graduate representative to the Computing Environment Committee.

3.2.2. The student representatives shall be elected during the spring term of the academic year in accordance with Appendix B.

3.2.3. Student participation in Department academic governance bodies shall in all cases be in the same mode as faculty participation, except as reserved according to Section 1.2.3 of the University’s Bylaws for Academic Governance.

4. DEPARTMENT ORGANIZATION

4.1. Chairperson of the Department

4.1.1. The Chairperson is the chief academic administrator and executive officer in the Department. This responsibility includes budgetary matters, physical facilities, and personnel matters in his or her jurisdiction.

4.1.2. The Chairperson is responsible for the educational, research, and service programs of the Department, taking into account the process of academic governance of the Department, the College, and the University.

4.1.3. Selection and eligibility

- 4.1.3.1. The voting faculty of the Department shall have **shared responsibility** with the Dean to determine procedures for the selection of a Chairperson to be nominated to the Provost.
- 4.1.3.2. The faculty and student constituency of the Department shall **advise** the Dean regarding the appointment of a Chairperson.
- 4.1.3.3. The Chairperson must be a tenured member of the regular faculty of the Department.
- 4.1.3.4. There is no limit to the number of times a person may be continued in the position of Chairperson, other than the limit imposed by University rules on retirement.

4.1.4. Functions

- 4.1.4.1. The Chairperson shall be responsible for selecting assistant and associate administrators with the advice of the Advisory Committee.
- 4.1.4.2. The Chairperson shall actively solicit the advice of the Advisory Committee on matters listed in Section 4.4.2 and shall carefully consider its recommendations.
- 4.1.4.3. The Chairperson shall review each faculty member annually in accordance with the [MSU Faculty Handbook](#).
 - 4.1.4.3.1. The annual review of each faculty member shall be made prior to the time that merit salary recommendations are to be made to the Dean of the College.
 - 4.1.4.3.2. The criteria and procedures that shall be followed in making merit salary recommendations are listed in Appendices C and D. These criteria and procedures shall be reviewed annually by the Chairperson in consultation with the Department Advisory Committee.
 - 4.1.4.3.3. Changes in criteria and procedures shall be communicated to the faculty prior to the period of review and shall be reflected in a timely update of Appendix C.
- 4.1.4.4. The Chairperson shall consult with the Tenure and Promotion Committee before making a recommendation for re-appointment, promotion, or dismissal of a faculty member.
- 4.1.4.5. The Chairperson shall seek the advice of the Graduate Studies and Research Committee on matters pertaining to the graduate program and shall inform the faculty of the Committee's formal recommendations. On matters pertaining to curriculum and policy, substantive changes shall be voted on by faculty.

4.1.4.6. The Chairperson shall seek the advice of the Undergraduate Curriculum Committee on matters pertaining to the undergraduate program and shall inform the faculty of the Committee's formal recommendations. On matters pertaining to curriculum and policy, substantive changes shall be voted on by faculty.

4.1.4.7. The Chairperson shall seek the advice of the Computing Environment Committee on matters relating to computing in the Department and shall inform the faculty of the Committee's formal recommendations. On matters pertaining to computing policy, substantive changes shall be voted on by faculty.

4.1.5. Review

4.1.5.1. The Chairperson shall be subject to regular review at intervals not to exceed five years in duration.

4.1.5.2. The voting faculty shall have **shared responsibility** with the Dean in determining procedures for the review of the Chairperson.

4.1.6. The Chairperson shall participate in academic governance, as indicated in [the University's Bylaws for Academic Governance](#).

4.2. Associate Chairperson

4.2.1. The Associate Chairperson shall assist the Chairperson in the orderly management of the Department and in the performance of tasks that are related to the academic administration of the Department and that cannot be appropriately delegated to supervisory and support staff.

4.2.2. The Chairperson in **consultation** with the Advisory Committee shall appoint an Associate Chairperson.

4.2.2.1. The position of Associate Chairperson is open only to tenured members of the regular faculty.

4.2.2.2. The term of office is three years with no limit on renewals.

4.2.2.3. The schedule and the basis for support shall be negotiated between the Chairperson and the Associate Chairperson.

4.2.2.4. The Chairperson shall seek the advice of the Advisory Committee on the selection of the person to fill the position at least six months before the term of office expires and whenever else the position becomes open.

4.2.3. Functions

4.2.3.1. To act for the Chairperson when the Chairperson is not available during absences of less than one academic term,

unless the Chairperson designates another member of the voting faculty as Acting Chairperson;

4.2.3.2. To serve as a member of the Undergraduate Curriculum Committee;

4.2.3.3. To perform other tasks as deemed appropriate by the Chairperson. Appendix G lists tasks that have been deemed appropriate functions of the Associate Chairperson in the recent past.

4.3. Graduate Director

4.3.1. The Graduate Director shall assist the Chairperson and coordinate faculty efforts in the evaluation, recruitment, and retention of graduate students.

4.3.2. The Chairperson in consultation with the Advisory Committee shall appoint the Graduate Director.

4.3.2.1. The position of Graduate Director is open only to tenured members of the regular faculty.

4.3.2.2. The term of office is three years with no limit on renewals.

4.3.2.3. The schedule and the basis for support will be negotiated between the Chairperson and the Graduate Director.

4.3.2.4. The Chairperson shall seek the advice of the Advisory Committee on the selection of the person to fill the position during the last six months of the term of office and whenever else the position becomes open.

4.3.3. Functions

4.3.3.1. To coordinate faculty efforts and to work with the Chairperson in the evaluation, recruitment, and retention of graduate students, including the development of materials and recruitment strategies;

4.3.3.2. To serve as a member of the Graduate Studies and Research Committee;

4.3.3.3. To perform other tasks as deemed appropriate by the Chairperson. Appendix H lists tasks that have been deemed appropriate functions of the Graduate Director in the recent past.

4.4. Advisory Committee

4.4.1. Membership and Election

4.4.1.1. The Advisory Committee shall consist of four members of the regular faculty, one undergraduate student representative, and one graduate student representative.

- 4.4.1.2. The term of office of the faculty members shall be two years with one half the members elected each year.
- 4.4.1.3. The faculty members shall be elected on an at-large basis, excluding the Chairperson. All members of the voting faculty shall be eligible to vote.
- 4.4.1.4. Faculty members shall be elected during the spring term in accordance with the election procedure in Appendix E and new members shall take office at the end of the spring term.
- 4.4.1.5. There is no restriction on re-election.
- 4.4.1.6. Faculty vacancies occurring on the committee, other than for summer terms, shall be filled by election in accordance with the procedure in Appendix E.
- 4.4.1.7. The Advisory Committee shall elect a Secretary from within the committee who will be the primary point of contact for faculty members and students not on the Advisory Committee and for the Dean's Office.

4.4.2. Functions

- 4.4.2.1. The Advisory Committee shall serve as a vehicle of communication among the faculty, specialists, students, and the Chairperson.
- 4.4.2.2. The Advisory Committee shall **advise** the Chairperson on:
 - 4.4.2.2.1. General policy recommendations pertaining to the educational, research, and service programs of the Department
 - 4.4.2.2.2. Assignments to all committees;
 - 4.4.2.2.3. Policies pertaining to faculty loads;
 - 4.4.2.2.4. Policies relating to faculty compensation;
 - 4.4.2.2.5. Policies for recommending faculty for re-appointment, tenure, and promotion;
 - 4.4.2.2.6. Selection of individuals for the positions of Associate Chairperson and Graduate Director.
- 4.4.2.3. The Advisory Committee shall act as the Departmental Grievance Committee.

4.4.3. Meetings

- 4.4.3.1. The Department Chairperson shall meet with the Advisory Committee at least once each term.
- 4.4.3.2. Additional meetings shall be held at the call of the Department Chairperson, at the request of two members of the

Advisory Committee, or by petition of at least 20% of the voting faculty.

4.4.3.3. The Advisory Committee shall meet without the Department Chairperson at the call of any member of the Advisory Committee.

4.4.3.4. Minutes shall be recorded and made available to the faculty of the department.

4.4.3.5. The Associate Chair shall attend meetings at the discretion of the Advisory Committee unless already a regular Committee member.

4.5. Tenure and Promotion Committee

4.5.1. Membership

4.5.1.1. The Tenure and Promotion Committee shall consist of all full professors in the Department and the tenured members of the Advisory Committee. In the case of a promotion from Associate Professor to full Professor, only full Professors participate in the process.

4.5.1.2. The Tenure and Promotion Committee shall name a Chairperson each year; the Department Chairperson is not eligible to be Committee Chairperson.

4.5.1.3. All Committee members may participate in all Committee actions, except that the Department Chairperson shall have no vote.

4.5.2. Functions

4.5.2.1. Make yearly recommendations to the Chairperson regarding:

4.5.2.1.1. Faculty promotions, tenure actions, new appointments with tenure, and dismissals according to criteria established in the College.

4.5.2.1.2. Feedback for Assistant Professors on progress toward their next promotion in years in which they are not evaluated for promotion.

4.5.2.1.3. Feedback for Associate Professors, who request it, in years in which they are not being evaluated for promotion.

4.5.2.2. Individual faculty can request a meeting with the Tenure and Promotion Committee before a final recommendation for action on the status of the faculty member is submitted to the Department Chairperson.

4.5.3. Meetings

4.5.3.1. The Committee Chairperson shall convene meetings of the Tenure and Promotion Committee

- 4.5.3.2. At least two meetings shall be held during the academic term in which regular promotion and tenure recommendations are made.

4.6. Graduate Studies and Research Committee

4.6.1. Membership

- 4.6.1.1. The Graduate Studies and Research Committee shall consist of members of the regular faculty named by the Department Chairperson with the advice of the Advisory Committee, the Graduate Director, and one graduate student.
- 4.6.1.2. Members from the faculty should have demonstrated independent research activity, served recently as M.S. or Ph.D. thesis advisors, or served recently as members of Ph.D. committees.
- 4.6.1.3. The Committee shall be constituted by the start of the fall semester of each year.
- 4.6.1.4. The term of service for all members is one year.
- 4.6.1.5. The Chairperson of the Committee shall be named by the Department Chairperson when the Committee is formed.

4.6.2. Functions

- 4.6.2.1. The Committee shall **advise** the Department Chairperson on matters relating to the graduate program in the Department, including:
 - 4.6.2.1.1. Establishing academic standards and degree requirements for all graduate programs;
 - 4.6.2.1.2. Coordinating graduate course offerings, including course content, the number of courses, and the frequency of course offerings;
 - 4.6.2.1.3. Admission and retention standards for all graduate programs;
 - 4.6.2.1.4. Policies for financial awards, including teaching assistantships;
 - 4.6.2.1.5. Administering and evaluating the Ph.D. qualifier examination;
 - 4.6.2.1.6. Reviewing and evaluating research activity in the Department.

4.6.3. Meetings

- 4.6.3.1. Meetings shall be called by the Committee Chairperson
- 4.6.3.2. The Committee shall meet at least once every academic term, except summer terms.

4.6.3.3. Minutes shall be recorded and made available to the faculty of the department.

4.7. Undergraduate Curriculum Committee

4.7.1. Membership

4.7.1.1. The Undergraduate Curriculum Committee shall consist of members of the regular faculty and others named by the Department Chairperson with the advice of the Advisory Committee, along with the Associate Chairperson, the Undergraduate Advisor, and one undergraduate student representative.

4.7.1.2. The Committee shall be constituted by the start of the fall semester of each year.

4.7.1.3. The term of service for all members is one year.

4.7.1.4. The Chairperson of the Committee shall be named by the Department Chairperson when the Committee is formed.

4.7.2. Functions

4.7.2.1. The Committee shall **advise** the Department Chairperson on matters relating to the undergraduate program in the Department, including:

4.7.2.1.1. Establishment and maintenance of the specific curriculum structure and academic requirements for the undergraduate program;

4.7.2.1.2. Creation of new courses, dropping courses, and course content and prerequisites;

4.7.2.1.3. Scheduling of courses, class size, instructional support needed, and load count for courses.

4.7.3. Meetings

4.7.3.1. Meetings shall be called by the Committee Chairperson.

4.7.3.2. The Committee shall meet at least once every academic term, except summer terms

4.7.3.3. Minutes shall be recorded and made available to the faculty of the department.

4.8. Computing and Environment Committee

4.8.1. Membership

4.8.1.1. The Computing Environment Committee shall consist of members of the regular faculty and others named by the Department Chairperson with the advice of the Advisory Committee, along with one undergraduate student and one graduate student.

- 4.8.1.2. The Committee shall be constituted by the start of the fall semester of each year.
- 4.8.1.3. The term of service for all members is one year.
- 4.8.1.4. The Chairperson of the Committee shall be named by the Department Chairperson when the Committee is formed.

4.8.2. Functions

- 4.8.2.1. The Committee shall **advise** the Department Chairperson on matters relating to computing in the Department, including hardware, software, and space issues, and.
 - 4.8.2.1.1. Policies for the procurement, use, and maintenance of hardware and software for the instructional programs of the Department;
 - 4.8.2.1.2. Purchase of specific hardware and software for the instructional programs of the Department and for the clerical staff;
 - 4.8.2.1.3. Expenditure of the Departmental equipment budget;
 - 4.8.2.1.4. Coordination of equipment for the research programs of the Department.

4.8.3. Meetings

- 4.8.3.1. Meetings shall be called by the Committee Chairperson.
- 4.8.3.2. The Committee shall meet at least once every academic term, except summer terms.
- 4.8.3.3. Minutes shall be recorded and made available to the faculty of the department.

4.9. Faculty Search Committee

4.9.1. Membership

- 4.9.1.1. The Faculty Search Committee shall consist of four to six members of the regular faculty of the Department and, possibly, up to two faculty members from outside the Department.
- 4.9.1.2. The term of service for all members is one year.
- 4.9.1.3. Four members of the Committee shall be elected on an at-large basis in accordance with the election procedure in Appendix E, excluding the Department Chairperson. All members of the voting faculty shall be eligible to vote.
- 4.9.1.4. The Chairperson in consultation with the Advisory Committee may appoint two additional members.
- 4.9.1.5. There is no restriction on re-election or re-appointment.

- 4.9.1.6. Faculty vacancies occurring on the committee, other than for summer terms, shall be filled by appointment by the Chairperson in **consultation** with the Advisory Committee.
- 4.9.1.7. The Chairperson in **consultation** with the Advisory Committee shall appoint one of the members of the Search Committee as Search Committee Chairperson.
- 4.9.1.8. The Faculty Search Committee shall name an Affirmative Action Advocate.

4.9.2. Functions

- 4.9.2.1. The Committee shall operate in compliance with all University and College regulations and procedures concerning faculty searches.
- 4.9.2.2. The Committee shall **advise** the Department Chairperson on:
 - 4.9.2.2.1. Content of advertisements announcing available faculty positions within the Department;
 - 4.9.2.2.2. Selection of candidates, from all applicants for available faculty positions within the Department, for whom letters of recommendation shall be solicited;
 - 4.9.2.2.3. Selection of candidates, from all applicants for whom letters of recommendation have been solicited, who shall be invited to interview for available faculty positions;
 - 4.9.2.2.4. Selection of candidates, from among those who have interviewed for available faculty positions, to whom offers of faculty positions shall be made.
- 4.9.2.3. The Committee shall aggressively seek the views of all of the regular members of the faculty concerning all candidates who interview for available faculty positions before the committee advises the Department Chairperson concerning candidates to whom offers of faculty positions shall be made.
- 4.9.2.4. The Committee shall prepare a search report on conclusion of the search that includes the Committee's recommendations and rationale.

4.9.3. Meetings

- 4.9.3.1. The Department Chairperson shall convene a meeting of the Faculty Search Committee after the Committee has been constituted.
- 4.9.3.2. Additional meetings shall be held at the call of the Committee Chairperson or the Department Chairperson as needed.

5. ADJUDICATION OF RIGHTS AND RESPONSIBILITIES

5.1. Faculty

5.1.1. The rights and responsibilities of faculty members are set forth in the [Faculty Handbook](#).

5.1.2. Grievance procedures are detailed in the section [Faculty Grievance Procedure](#).

5.1.3. If a Department Hearing Panel is required, the Department Advisory Committee shall elect from its membership a faculty member who will be responsible for the execution of the grievance procedures.

5.2. Graduate Students

5.2.1. The rights and responsibilities of graduate students are set forth in [Spartan Life Online](#) under the sections titled *Academic Freedom for Students at MSU* and *Graduate Student Rights and Responsibilities*.

5.2.2. Grievances initiated by a graduate student shall be handled in accordance with Article 5 of the section [Graduate Student Rights and Responsibilities](#) of [Spartan Life Online](#). The procedure that shall be followed within the Department is described in Appendix F.

5.3. Undergraduate Students

5.3.1. The rights and responsibilities of undergraduate students are set forth in [Spartan Life Online](#) under the section titled *Academic Freedom for Students at MSU*.

5.3.2. Grievances initiated by an undergraduate student shall be handled in accordance with Article 7 of [Academic Freedom for Students at Michigan State University](#) of [Spartan Life Online](#). The procedure that shall be followed within the Department is described in Appendix F.

6. BYLAWS

6.1. Amendment Procedure

6.1.1. These Bylaws may be amended by a majority of the voting faculty voting in secret ballot.

6.1.2. Amendments may be initiated by the Department Chairperson, by the Advisory Committee, or by petition of any three members of the regular faculty.

6.1.3. The effective date shall be immediately after adoption of amendments to Bylaws.

6.1.4. With any change of the Bylaws, new copies shall be prepared and transmitted to the faculty, to the staff of the Department, and to the Dean of Engineering.

6.2. Review of Bylaws

- 6.2.1. The voting faculty shall review the Bylaws at regular intervals not to exceed five years, or whenever a new Chairperson is installed.
- 6.2.2. New copies of the Bylaws shall be prepared upon completion of review and transmitted to the voting faculty, to the staff, and to the Dean of Engineering.

NOTES

This document constitutes a total revision of Departmental Bylaws, to agree in form with College and University Bylaws. These Bylaws do not include matters treated in College and University Bylaws, except for clarity and convenience. Where these bylaws may be found to conflict with Bylaws for Academic Governance of the College of Engineering, these bylaws yield to the bylaws of the College of Engineering. Where these bylaws may be found to conflict with the University's Bylaws for Academic Governance, the latter shall prevail.

This document was approved by the CSE Faculty on <fill in the date> and supercedes the former bylaws of CSE, which were approved on <fill in the date>.

APPENDIX A

The following section appears in the Bylaws for Academic Governance of Michigan State University and is repeated here for reference only.

1.3 MODES OF PARTICIPATION

There are four modes of faculty and student participation identified for use in Academic Governance.

1.3.1. Consultation:

A body of faculty and/or students who discuss with and inform the administrator with authority and responsibility for decision. Such a committee is not a deliberative body; there is no vote. Rather, the members express their views to inform an administrator's decision.

1.3.2. Advisory:

A deliberative body of faculty and/or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendation and accepts responsibility for the decision.

1.3.3. Shared Responsibility:

A deliberative body of faculty and/or students makes recommendations to an administrator authorized to make decisions. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and deliberative body shall be submitted in writing to the next higher administrative level for resolution.

1.3.4. Delegated Authority:

A deliberative body of faculty and/or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

APPENDIX B
ELECTION OF STUDENT REPRESENTATIVES

1. Student representatives to Department academic governance bodies for an academic year shall be elected during the Spring term of the previous academic year.
 - Spring term, 8th week: The Chairperson or designee will issue a call for nominations to the undergraduate and graduate student constituencies. The call will describe the service required of each position and provide a means for nominees to be identified. All members of the student constituency are eligible for election.
 - Spring term, 11th week: Nominations will be due. Each nominee must agree to serve and must state the number of credits earned in Department courses.
 - Spring term, 12th week: The Chairperson or designee will compile a list of nominees and initiate a secret ballot from the two student constituencies.
 - Spring term, 14th week: The Chairperson or designee will count the votes.
2. The undergraduate student election is valid if and only if the number of ballots received is at least 10% of the number of upper division undergraduate majors. The graduate student election is valid if and only if the number of ballots received is at least 10% of the graduate student constituency.
3. If no student is elected to a position, that position shall be vacant.
4. The nominee receiving the largest number of votes for each position in a valid election will be notified and seated as of the end of Spring term.
5. Ties shall be arbitrated by the Department Chairperson.
6. If a student elected to a position ceases to be a member of the appropriate student constituency or resigns, the student receiving the next highest number of votes in the most recent election shall replace that student.

APPENDIX C

GUIDELINES FOR ANNUAL FACULTY MERIT EVALUATIONS

Department of Computer Science & Engineering

Michigan State University

L. K. Dillon (June 2006)

M. W. Mutka (Updated 2012)

Faculty merit evaluations are given each year. All assigned duties are given weight in the evaluation. Faculty receive a written summary of the review, for which faculty have an opportunity to respond within a month, and have the right to meet with the Department Chairperson. The review is kept within personnel files.

The merit evaluation procedure and the factors to be used in establishing the ratings for the three categories (research and scholarly activities, instruction and service) are given in the Department Bylaws. This document attempts to clarify the rating system I have used and what my expectations are for different rating values.

For each category, I am using the following rating scale:

- 0 – no activity (no one should receive this rating)
- 1 – met expectations in only about ½ of the activities
- 2 – met most, but not all expectations
- 3 – met expectations
- 4 – exceeded expectations in several activities (and met them in all others)
- 5 – exceptional in several activities (and met expectations in all others)

Research and Scholarly Activities:

1. Important items in this category are:
 - a. Publications
 - b. Research grants
 - c. Graduate student thesis advising
2. Expectations in this category:

Research Expectations (3 rating)		
Assistant 1	Assistant 2	Associate & Full

<ul style="list-style-type: none"> • Publications (at least one selective or archival venue, some without advisor) • Submitting proposals (some external) • Working with PhD students • Research presentations 	<ul style="list-style-type: none"> • Publications (at least one selective or archival venue, most without advisor) • Funded grants (some external) • Publishing with and advancing PhD students • Research presentations (some external) 	<ul style="list-style-type: none"> • Publications (multiple selective or archival venues) • Funded grants (some external) • Publishing with and advancing PhD students • Research presentations (some external, non-conference)
--	--	---

3. Other example activities in this category:
 - a. Research awards (Turing, Sloan, Fulbright, Guggenheim, etc.)
 - b. Honorary society memberships (ACM Fellow, IEEE Fellow, National Academies, etc.)
 - c. Leadership in successful international research collaboration
 - d. Leadership in successful multi-disciplinary research team
 - e. Distinguished paper awards
 - f. Patents

Instructional Activities

1. Important items in this category are:
 - a. Quality of classroom instruction.
 - b. Involvement in course, curriculum, and laboratory development.
 - c. Involvement with undergraduate students (REU, honors advising, PA, summer intern, etc.).
 - d. Pedagogical activities
2. Expectations in this category:

Instructional Expectations (3 rating)
Everyone
<ul style="list-style-type: none"> • Follow "Code of Teaching Responsibility" • Satisfactory student evaluations • Involvement with updating curriculum, development of course materials • Involvement with undergraduate and MS students

3. Other example activities in this area
 - a. Teaching enhancement (instructional development workshops, consultations, etc.)
 - b. Funding for instructional development or laboratory development
 - c. Pedagogical publications
 - d. Undergraduate student mentoring

- e. Presentations on instructional delivery and techniques
- f. Instructional methods/materials adopted elsewhere
- g. Author textbook adopted elsewhere
- h. Teaching awards

Service Activities

1. Important items in this category are:
 - a. Service to the department
 - b. Service to the college/university
 - c. Service to professional community

2. Expectations in this category:

Service Expectations (3 rating)		
Assistant 1	Assistant 2	Associate & Full
<ul style="list-style-type: none"> • Active on at least one department committee • Participate in multiple department events (ADS, SET day, breakfasts, graduate recruiting, commencement, HSEI, etc.) 	<ul style="list-style-type: none"> • Active on at least one department committee • Member of college and/or university committees • Participate in most department events 	<ul style="list-style-type: none"> • Active on multiple department, college and university committees • Participate regularly in department events • Some administrative or leadership activities
<ul style="list-style-type: none"> • Review research papers, proposals 	<ul style="list-style-type: none"> • Review research papers, proposals • Server on conference committee, funding panel, or other professional service 	<ul style="list-style-type: none"> • Review research papers, proposals • Serve on conference committees, funding panels, etc. • Other external professional leadership (editorial board, elected officer, advisory board, etc.)

3. Other example activities
 - a. Editor-in-Chief of journal
 - b. Conference or workshop organization
 - c. Accreditation visit
 - d. Consultant or expert witness
 - e. NSF site visit

APPENDIX D

AMENDMENT

Based on the assigned teaching load, the weight for the purpose of evaluation of faculty is as follows:

Research-Teaching-Service

0-90-10: teaching 6 courses

15-75-10: teaching 5 courses

30-60-10: teaching 4 courses

45-45-10: teaching 3 courses

60-30-10: teaching 2 courses

75-15-10: teaching 1 course

90- 0-10: teaching 0 courses

There are important caveats. Some classes generate greater load than others. Also, there can be large differences in service load that are not represented. Such variations are left to the discretion of the Chairperson.

AMENDMENT

(passed by faculty November 25, 1996)

A merit raise should be proportioned as follows:

0% merit based with respect to current salary

90% merit based unrelated to current salary with the following weight:

45% for the current year

15% for the first preceding year

15% for the second preceding year

15% for the third preceding year

10% raise at the discretion of the Chairperson

If the data for the preceding years are not available, the weight for the current year will be 90%.

If the data for the second and third preceding years are not available, the weight distribution for the current and first preceding years will be 60% and 30%, respectively.

If the data for the third preceding year is not available, the weight distribution for the current, first preceding, and second preceding years will be 50%, 20%, 20% respectively.

APPENDIX E

Procedure for Department Elections

The elections to the Advisory Committee and the Faculty Search Committee shall be conducted by secret ballots in two rounds of voting. The only differences in the two procedures are in the numbers of members to be elected and in the numbers of nominees. In both cases, the number of nominees is two more than the number of members to be elected. In the case of the Advisory Committee, two members are elected each year. In the case of Faculty Search Committee, four members are elected.

Round 1: A first ballot solicits names of nominees.

1. Each voting member of the faculty may nominate up to three regular members of the faculty.
2. The people with the highest vote totals on this first ballot, together with ties, are designated nominees.
3. The Chairperson asks each nominee whether or not she or he wishes to be a nominee and withdraws any nominees who request it from the pool.
4. If the number of nominees remaining is less than the number required, the people with the next highest vote totals, together with ties, are designated nominees.
5. This process continues until a slate of nominees is named.

Round 2: The slate of nominees is presented to the faculty on a second ballot.

1. The nominees receiving the highest vote totals are elected.
2. In case of ties, another round of voting is conducted to determine the winner between the tied nominees only.

APPENDIX F

CSE Hearing Board composition and procedures

1. The CSE Chairperson creates a hearing board consisting of:
 - a. a designee of the Department Chairperson, as Chairperson of the Department Hearing Board;
 - b. two Advisory Committee faculty members selected by lot by the Secretary of the Advisory Committee; and
 - c. two students, drawn from the same student constituency (undergraduate or graduate) as the complainant/grievant.
2. If any member of the Hearing Board is unable to serve, the Department Advisory Committee selects a replacement from the appropriate constituency.
3. The Hearing Board will handle its cases in accordance with the policies and procedures outline in Article 7 (undergraduate cases) and Article 5 (Graduate cases) in the respective section of [Spartan Life Online](#). The grievant should follow the same documents for submitting his/her case.

Sample Hearing Board Agenda

1. Introduction of people and procedures by the Chair (5 min)
2. Presentation by the student (20 min)
3. Questions from the board to the student (10 min)
4. Presentation by the faculty member (20 min)
5. Questions from the board to the faculty member (10 min)
6. Adjourn for private preparation session before rebuttal (10 min)
7. Rebuttal and closing statement from student (5 min)
8. Rebuttal and closing statement from faculty member (5 min)
9. Final questions from board to faculty member or student (10 min)
10. Deliberations by the hearing board in private.

Notes:

1. If an item takes less time than allotted, we will move to the next item.
2. When the student or faculty member is making their presentation or rebuttal, they have the floor and the other must remain silent.

APPENDIX G

Example Functions of the Associate Chairperson

Example tasks that have been deemed appropriate functions of the Associate Chairperson include:

1. Scheduling courses for terms in the academic year and for summer terms;
2. Monitoring enrollment data and providing recommendations about dropping and adding courses and sections of courses;
3. Reviewing and signing forms required in the recruiting and hiring of undergraduate and graduate students, and in monitoring the progress of graduate students;
4. Representing the Department at meetings of the Administrative Group of the College when the Chairperson is not available;
5. Assigning TAs and graders to courses in consultation with the Graduate Director;
6. Representing the Chair as contact for persons who ask for information about undergraduate academic programs in the Department;
7. Representing the Chair as contact for undergraduate students with academic concerns.

APPENDIX H

Example Functions of the Graduate Director

Example tasks that have been deemed appropriate functions of the Graduate Director include:

1. Monitoring graduate applications and maintaining contact with prospective graduate students regarding application status, financial assistance, fellowships, and research opportunities.
2. Coordinating faculty efforts and working with the Chairperson in the recruitment of graduate students, including the development of materials and recruitment strategies.
3. Coordinating faculty efforts and working with the Chairperson and Associate Chairperson in the evaluation of graduate student progress.
4. Coordinating faculty efforts and working with the Chairperson and Associate Chairperson in designing and delivering a department orientation for new graduate students.
5. Reviewing and signing programs of study and changes to these programs.
6. Serving as the primary contact for persons who ask for information about graduate academic programs in the Department.
7. Serving as the primary contact for graduate students who have academic concerns.

Appendix I

Reappointment, Promotion and Tenure Policy Principles

Recommendations regarding faculty promotions, tenure actions, new appointments with tenure, and dismissals are conducted within the department according to criteria established in the College of Engineering and described in the Faculty Handbook. The college provides the form used for recording activities in instruction, research and service. Recommendations from the Department Chairperson go through the College Rating Committee, Dean, Provost, and the President for action.

REFERENCE DOCUMENTS

Academic Freedom for Students at Michigan State University

<http://www.vps.msu.edu/SpLife/acfree.htm>

[Bylaws for Academic Governance, Michigan State University](#), as revised January, 1991.

[Bylaws for Academic Governance, College of Engineering](#), as revised March 27, 2006.

Bylaws, Department of Computer Science & Engineering, as revised December, 2000.

Graduate Student Rights and Responsibilities, as revised 2004.

<http://www.vps.msu.edu/SpLife/acfree.htm>

Faculty Handbook, Michigan State University.

<http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/>