

BYLAWS FOR THE DEPARTMENT OF COMPUTER SCIENCE

Adopted October 1989

Amended May 2000

Amended November 2017

Amended May 2019

1. DEPARTMENT MEETINGS

- 1.1 Department meetings shall be called whenever the Department Chair deems it necessary. Department meetings shall also be called by the Department Chair within two weeks after he/she has been requested to do so by written petition signed by at least one-fourth of the members of the Department.
- 1.2 Notice of call and agenda for all Department meetings shall be distributed to all members of the Department at least five school days prior to the meeting whenever possible.
- 1.3 When a Department meeting is called as a result of petition, the agenda for that meeting shall include all motions or resolutions contained in the petition. Such motions or resolutions will be considered to have been moved and seconded by the first two signatories of the petition, respectively.
- 1.4 A quorum at a Department meeting shall consist of a majority of the full-time members of the Department.
- 1.5 Department meetings shall be moderated by the Department Chair or by a substitute appointed by the Department Chair. The Recording Secretary for the meeting shall be appointed by the Department Chair or by the substitute moderator.
- 1.6 Those issues which must be settled by a vote shall be decided by (a) a show of hands at a meeting, except if requested by a majority of the members present, (b) a secret ballot at a meeting or, (c) a secret ballot as described in Section 4.
- 1.7 Attendance by all full-time members is expected at all Department meetings but a member may be excused by the Department Chair from attending a meeting when the circumstances warrant.
- 1.8 Part-time members are invited to select one of their members to attend meetings, who may vote on course and curriculum matters which part-time faculty teach.
- 1.9 Minutes of all Department meetings shall be distributed to all Department members within one calendar week of the meeting.

1.10 In all cases not specifically covered by these Bylaws, Stugis's Standard Code of Parliamentary Procedures (latest edition) shall be the parliamentary authority.

2. ELECTION OF MEMBERS TO SERVE IN OFFICE OR ON COMMITTEES

2.1 Elections necessary to fill positions in various offices or committees shall normally take place during Department meetings.

2.2 Voting for elections shall be done in a manner consistent with Article 1.6.

2.3 When there is more than one candidate running for a single position, a person must receive a majority of the votes cast to be elected.

If no one receives a majority of the votes, then a run-off election shall be held to choose from the top two vote getters plus ties. This process shall be repeated as often as necessary for someone to receive a majority of the votes cast.

When an alternate is required for a position and is not chosen in a separate election, the runner-up (if one exists) shall be chosen to serve in that capacity.

2.4 When several positions, as on a committee, are to be filled from a list of candidates, each voting member shall be allowed as many votes as there are positions. No one may vote twice for any candidate on the same ballot.

The positions shall be filled one-by-one by the top vote-getters in order. In the event a tie or ties makes it impossible to determine winners for all available positions, run-off elections using the same scheme described above shall be held for remaining unfilled positions with the candidates being those who were on the original list but not yet elected.

3. SECRET BALLOTING

3.1 A secret ballot as described in Article 3.2 shall be taken on any issue before the Department which is to be settled by vote if

(a) the Department Chair deems it advisable, or

(b) a motion to that effect has been passed at a Department meeting. (Such a subsidiary motion takes parliamentary precedence over ordinary motions.)

A secret ballot as described in Article 4.3 shall be taken whenever the administration solicits the preference of the Department members regarding their choice for Department Chair.

Secret balloting will take place within a reasonable time frame as set by the Department Chair, the members of the Department, or the Assistant Chair, whichever is appropriate.

The decision to have a secret ballot on a given motion does not preclude continued discussion on the motion at a department meeting.

3.2 The manner of secret balloting for all issues except preference for Department Chair shall be as follows.

- (a) The Department Chair shall send to each member of the Department a ballot containing a clear statement of the issue to be voted on, a date and time by which the ballot must be returned, and a place to which it must be returned. A reasonable deadline for the ballot shall be set by the Chair, unless a deadline is specified in the motion calling for the secret ballot.
- (b) The ballot and the return procedure must be designed so that reasonable care by the member submitting it would guarantee its anonymity.
- (c) None of the returned ballots will be opened or counted until the date and time specified as the deadline for returns. Any member of the Department who wishes to be present when the ballots are opened and counted must inform the Department Chair of this desire.
- (d) All ballots returned by the designated time shall be opened and counted by the Department Chair in the presence of all members who desire to be present.
- (e) The Department Chair shall announce the result of the balloting to the Department members by the next school day following the voting deadline.

3.3 The manner of secret balloting for preference for Department Chair shall be as follows.

- (a) A member elected by the department, hereafter called the supervisor, shall solicit from the Department members written nominations for the position of Department Chair. The supervisor shall then ascertain from each nominee whether that person wants his/her name to appear on the ballot. Only those persons agreeing shall have their names appear on the ballot. The Department Chair may succeed him- or herself only once. The supervisor shall not be one of the people on the ballot.
- (b) The supervisor shall prepare and distribute a ballot to each member of the Department which clearly states its purpose, the date and time by which it must be returned, and the place to which it must be returned.

- (c) The ballot and return procedure must be designed so that reasonable care by the member submitting it would guarantee its anonymity.
- (d) None of the returned ballots will be opened or counted until the date and time specified as the deadline for returns. Any member of the Department who wishes to be present when the ballots are opened and counted must inform the supervisor of this desire.
- (e) All ballots returned by the designated time shall be opened and counted by the supervisor in the presence of all parties who desire to be present.
- (f) The supervisor shall announce the complete results of the balloting to the Department members by the next school day following the voting deadline. In addition, the supervisor will forward to the President the names of the top three vote-getters and ties and the number of votes each received.
- (g) The newly named Department Chair shall serve as Assistant Chair until Department Chair duties have been transferred.

4. PERSONNEL POLICIES AND PROCEDURES

4.1 Appointments

4.1.1 Full-time. Regular or temporary

An ad hoc committee of the Department shall be appointed by the Department Chair to determine qualifications desirable for newly created or vacated full-time teaching positions and to assist in evaluating applicants for these positions. The Department Chair shall forward the recommendations of this committee to the appropriate administrative officials.

4.1.2 Part-time. College of Continuing Education, Graduate Assistantship, Substitute appointments

The Department Chair shall make part-time teaching appointments.

4.2 Department Evaluation Committee

A committee called the Department Evaluation Committee (DEC) consisting of the Department Chair, two regular members and an alternate shall be established to

- (a) evaluate applications from members of the Department for promotion, tenure, and sabbatical leave and to make recommendations regarding such applications,
- (b) make professional assessments of members of the Department as required by the CSU-AAUP contract, and
- (c) recommend renewal or non-renewal of appointment for non-tenured Department members.

The members of the DEC shall be elected each year.

In the event that a sitting member of the DEC or Department Chair is to be evaluated for any purpose, that person shall be excluded from any deliberations of the DEC concerning that purpose and shall be replaced by an alternate during those deliberations.

4.3 Renewals, Non-renewals (non-tenured members), Promotions, Tenure, Sabbatical Leave, and Professional Assessment.

4.3.1 In making its assessments and recommendations of full-time members, the DEC shall use all available information, including peer and student evaluations. Full-time members of the Department have the right to request direct classroom observation by the DEC and/or to submit additional information of their own.

4.3.2 In making its assessments and recommendations of part-time members, the Department shall use all available information, including peer and student evaluations. Direct classroom observation of part-time faculty member's teaching by a full-time faculty member may be made as recommended by the Department Chair.

4.3.3 In obtaining student evaluations a standard instrument (Student Questionnaire) approved by the Department shall be used.

4.3.4 The frequency of Professional Assessment of members of the Department shall normally be in accordance with the CSU-AAUP Contract. If a full-time member receives a less than 'satisfactory' rating in any year, that member will automatically be given a professional assessment rating by the DEC in the following year. The DEC shall normally notify each full-time member who is to receive a Professional Assessment at least one year in advance of the evaluation.

4.3.5 Both tenured and non-tenured full-time members are required to administer the Student Questionnaire at least once each academic year for all sections for that semester. A part-time member is required to administer the Student Questionnaire in all sections that they teach every semester.

4.3.6 The DEC shall maintain a file of completed Student Questionnaires for each member of the Department for the most recent six years. Older questionnaires shall be removed from the files and returned to the Department member. A Department member has the right to request that the questionnaires be kept on file for ten years instead of six.

4.3.7 The DEC shall follow evaluation procedures for Promotion, Tenure, and Sabbatical Leave which are in accordance with the CSU-AAUP Contract.

4.4 Dismissal (tenured member of Department)

If a member of the Department receives a Professional Assessment rating which is less than 'satisfactory', it shall be necessary to evaluate this member more frequently than normal as determined by the DEC. If a member receives two such ratings within three consecutive evaluations, or when other grounds for dismissal are to be considered, the DEC shall meet with the member to discuss the situation. If preliminary discussions between the Department member and the DEC do not result in a mutually satisfactory adjustment of the situation, a committee shall be established consisting of three Department members. This committee shall be composed of one person selected by the Department Chair, one person selected by the Department member being evaluated, and one person selected from the elected members of the DEC as agreed upon by the Department Chair and the member being evaluated. If agreement on this last person cannot be achieved, then the person shall be elected from its group by all members of the DEC.

This committee shall elect its own Chair and shall hold confidential deliberations or take other actions in an effort to effect an adjustment of the situation or to render advice to the Department Chair and/or the member being evaluated. The member being evaluated has the right by simple written request to the committee chair to appear before the committee and be apprised of its deliberations. This right of the member does not restrict the right of the committee to meet separately from the member if it so chooses.

The member being evaluated may at any time elect to dispense with the departmental committee by submission of a written statement to the Department Chair and the committee chair to that effect. Any committee advice and facts as determined during its functioning period may be compiled and included in any subsequent report by the committee to either the Department Chair and/or to the President.

4.5 Scheduling

Scheduling is primarily the responsibility of the Department Chair. Prior to drafting the schedule for a given semester, the Department Chair shall provide the Department members with an opportunity to express their preferences with regard to courses and times. The

Department Chair shall make a reasonable effort to comply with these preferences. Final assignment of Department members to specific course sections is done by the Department Chair, subject to restrictions embodied in any motions passed by a three fifths majority of the members of the department. This provision shall not be construed to abrogate the authority of the Dean to have the final say on scheduling, as provided by the current CSU-AAUP contract.

4.6 Supplies and Equipment

The Budget Committee, a standing departmental committee consisting of three members elected annually by the department, shall set priorities and make recommendations to the Department Chair on the expenditure of all monies allocated to the department, after consultation with the members of the department. The Department Chair is an ex officio non-voting member of the Budget Committee.

4.7 Summer School

4.7.1 Summer school teaching assignments shall be offered to members of the Department on a priority basis first by group and then individually within groups.

The groups, their priority ranking (high to low), and the number of courses to which the priority extends are:

- I. Department Chair and Assistant Chair (2 courses)
- II. Full-time members within three years of retirement who opt to be put in this group. A member may choose to be placed in this group for at most three summers. (2 courses)
- III. Full-time members who taught no course the previous two summers but have been members for at least two years. (2 courses)
- IV. Full-time members who taught no course the previous summer and have been members for at least 13 months, and

Full-time members who taught only one course the previous summer. (1 course)
- V. Full-time members who taught two or more courses the previous summer. (1 course)
- VI. Full-time members who have not been members for 13 months.

(1 course)

VII. Part-time members of the Department

4.7.2 A full-time member who accepts a summer teaching assignment from the Department Chair and then decides after May 1 not to keep it, will, the following summer, be put in that group which is consistent with the member's having completed the assignment which was turned down.

4.7.3 The normal maximum shall be six load hours in any one summer. No one who is not a full-time member of the Department shall normally teach a summer course. Exceptions to both of these normal constraints can be made only if a course opening exists and no member of the Department who would be eligible and qualified within the rules wishes to teach the course.

4.8 Extraordinary hiring and scheduling situations

The Department Chair shall make unilateral decisions as to hiring and scheduling in those situations which preclude timely consultation with members of the Department. In such cases the Chair shall make every effort to make the decisions in accordance with the best interests of the Department and the policies of the College of Continuing Education.

5. AMENDMENT TO BYLAWS

These Bylaws shall be amended if and only if a motion to amend in a particular respect is approved in a secret ballot by a three-fifths majority of the full-time members of the Department.

6. IMPLEMENTATION

These Bylaws shall become effective on the date when the Department of Computer Science votes with a three-fourths full-time majority to accept them as its set of governing bylaws.