

Faculty Bylaws

Computer Science and Engineering¹

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 we aspire to:

1. Lead the advancement of computer science, computer engineering, information technology, and cybersecurity through internationally recognized research and education, as well as technology transfer;
2. Prepare students for full and ethical participation in a diverse society and encourage lifelong learning;
3. Foster an inclusive climate and broaden participation in computing;
4. Educate students in the best practices of the field as well as integrate the latest research into the curriculum;
5. Foster the development of problem solving and communication skills as an integral component of the profession;
6. Provide quality learning experiences through effective classroom practices, active learning styles of teaching, and opportunities for meaningful interactions between students and faculty.

Preamble:

The Department of Computer Science and Engineering (CSE), as an administrative unit of the College of Engineering of the University of South Florida, shall be governed by the following Articles of Governance, which do not supersede the Policy statements of the University of South Florida or the bylaws of the College of Engineering and the UFF-Board of Trustees Agreement.

ARTICLE I. Structure

A. Membership

The Department Faculty shall consist of all (Assistant, Associate, Full, Distinguished) Professors, Research (Assistant, Associate, Full, Distinguished) Professors, Visiting (Assistant, Associate, Full) Professors, Instructors (I, II, III, Visiting), Courtesy Faculty,

¹ CSE is not currently a multi-campus unit. If future faculty are hired at branch campuses we will modify our T&P documents to ensure that those faculty are included in matters of T&P and to ensure they have a voice in promotion issues. We recognize the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university.

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 Instructors (I, II, III).

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 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 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 to the College and University procedures.

F. Other Administrative Positions

The Chair can appoint other faculty members in leadership roles to help with different aspects of running the department, such as undergraduate affairs, graduate affairs, broadening participation in computing, etc.

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 convene the Faculty, generally, twice a semester. Additional meetings may be called by the Chair as needed.
3. Ordinarily the Chair will chair the faculty meeting. The Chair may make proposals and suggestions, participate actively, and lead discussions, but shall not make formal motions. The Chair is a voting member of the department and his/her right to vote is not confined to the case of breaking a tie.
4. Informality is desired in the conduct of the faculty meetings; however, in case of unresolved disagreements as to procedure, Robert's Rules of Order shall apply except as otherwise specified in this document.
5. All votes require a simple majority of those present to pass.
6. A secret ballot will be taken if the Chair believes the issue demands one, or if any faculty member requests a secret ballot either before or during the meeting.
7. Minutes of all meetings will be made available to the faculty and kept as a permanent electronic record. The specific actions taken regarding students, faculty, faculty recruiting, or other personal matters will be confidential and will not be included in the general minutes.

ARTICLE III. Committees

A. Standing Committees

1. Faculty Evaluation Committees

The duties include (but are not limited to) faculty evaluations for tenure and promotions, and conducting annual evaluations.

2. 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.

3. 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.

4. Broadening Participation in Computing (BPC) Committee

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

Other standing committees may be appointed and/or dissolved as circumstances warrant. Standing committee chairpersons shall present 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. Tenure and Promotion

The Department will follow the procedures for tenure and promotion and non-tenure track advancement set forth in the policies of the University and College.

ARTICLE V. Amendments

Any CSE voting faculty member may propose amendments to this governance document. A proposed amendment must be submitted in writing/email to the Chair who will place it on the agenda within the next three scheduled departmental faculty meetings. The Chair may refer the amendment for review by a departmental committee. Upon completion of the review of the amendment within a reasonable time, the proposed change will be placed on the agenda of the next faculty meeting, where after a discussion a vote will be taken. Upon request by any faculty, the vote must be by secret ballot. A simple majority vote of all voting faculty members in residence is necessary to pass such amendments.

ARTICLE VI: Effect

Upon approval of the voting faculty on May 8, 2020, this CSE Faculty Governance Document shall become effective on the first day of the Fall 2020 semester.