Bylaws

The Department of Computer and Information Science and Engineering

Effective date: Sept 27, 2013

1. Preamble

The purpose of this document is to set forth the organization and procedures for the Department of Computer and Information Science and Engineering of the University of Florida. We consider the purpose of the Department of Computer and Information Science and Engineering to be the generation, accumulation, organization, application, and dissemination of knowledge in Computer and Information Science and Engineering. In order for the Department and its Faculty to fulfill this mission, it is necessary for it to have operating procedures, herein referred to as Bylaws. These Bylaws are governed by and are subordinate to the University of Florida Constitution, the College of Engineering Constitution, the Florida Administrative Code, the University of Florida Board of Trustees, and the University of Florida - United Faculty of Florida Collective Bargaining Agreement.

The Department of Computer and Information Science and Engineering is committed to the principles of shared governance, diversity, and equal opportunity.

2. Department Organization

The programs of the Department of Computer and Information Science and Engineering shall be conducted by the department Faculty through a Chair, who shall have general responsibility for the activities of the department. The Chair is assisted by the Administrative Officers of the Department, including the Associate Chair, Graduate Coordinator, and Undergraduate Coordinator.

2.1 Definition of Faculty

The Faculty of the Department of Computer and Information Science and Engineering shall consist of tenured faculty whose tenure home is the Department and all other faculty (as defined by Senate Bylaw 21, April 15, 2004, February 17, 2005) whose primary appointment is in the Department. The Tenure Eligible Faculty shall consist of the subset of the Faculty who are in the ranks of assistant professor, associate professor, professor or above.

3. Steering Committee

The Department Steering Committee is the elected representative body of the Faculty. The Steering Committee advises the Chair on departmental matters. Special Faculty meetings may be called by a three fifths majority of the Steering Committee.

The Steering Committee is not a policy-making or legislative body. Policy questions subject to a vote shall be remanded to the Department as a whole.

3.1 Duties of the Steering Committee

The Steering Committee advises the Chair on all matters of concern to the Department, including:

1. issues related to departmental programs; faculty assignments and schedules;
2. the work of, and relations between, the various committees in the Department;
3. relations with other departments and programs;
4. issues concerning the staff;
5. concerns of individual faculty members;
6. strategic planning and commitments, including issues related to faculty hiring; and
7. finances and budget, and towards this end shall receive a report from the Chair on income and expenditures and the state of Departmental finances each semester.

In addition, the steering committee is responsible for

8. mediation when an individual faculty member wishes to appeal a judgment of the Chair;
9. *performing a biannual assessment of the Chair. This biannual assessment is not intended and shall not be used as a record containing information reflecting academic evaluations of employee performance. Its sole purpose is to provide feedback to the chair and communicate this feedback to the faculty.*(see http://www.flsenate.gov/Laws/Statutes/2012/Chapter1012/ 1012.91)
10. representing the Department in communication with the College and University administration regarding appointments of an Interim/Acting Chair.

The Steering Committee may delegate its advisory authority on specific matters to Administrative Officers, Committees or Committee Chairs, or Department as a whole, as appropriate, or as defined by these Bylaws.

Generally the Chair will query the Steering Committee for advice on major policy decisions, however, the Steering Committee has the right to provide advice to the Chair on its own initiative.

3.2 Speaker of the Steering Committee

The Steering Committee shall select a Speaker, who coordinates and communicates the activities of the steering committee to the Faculty and the Department; chairs meetings of the Steering Committee when it is not serving as an advisory committee to the Department Chair; and chairs meetings of the Faculty when the meeting was not called by the Department Chair.

3.3 Election of the Steering Committee

The Steering Committee shall consist of five elected members. Members are elected for a term of two years. At least one member should hold the rank of Professor; and at least one member should hold the rank of Associate Professor.

Elections for members of the Steering Committee shall be held in April. All members of the Faculty are eligible to be elected. The continuing members of the Steering Committee shall supervise elections.   The initial announcement calling for nominations shall review the nomination procedure and specify the timing and the method by which the vote will be held, and how the winners will be determined. There shall be a one-week nominating period. Nominations can be made by a single eligible faculty member with consent of the nominee. The election shall take place by secret ballot or by electronic voting no less than one week after nominations are closed. Each individual may vote for no more than the number of candidates to be elected. If there is no continuing Full Professor, then the Full Professor with the most votes shall be elected. If there is no continuing Associate Professor, then the Associate Professor with the most votes shall be elected. The person or persons with the most votes of the remaining candidates shall be elected. The newly elected members shall assume their responsibilities at the beginning of the fiscal year and serve for two years. Special elections shall be held to fill vacancies.

The initial election of Steering Committee members will be held as soon as possible after the adoption of these Bylaws by the Department. Three members will have a two year term and two will have a one year term, chosen by lot.

4. The Chair

The administrative responsibility of the Department rests with the Chair, who shall have general responsibility for the activities of the Department. He or she carries out the procedures outlined by the College and University and acts in consultation with the Steering Committee.

4.1 Duties of the Chair

The Chair is the chief administrative officer and the chief financial officer of the Department. As such, the Chair shall:
1. Lead the Faculty, by
   a. appointing the Administrative Officers of the Department (Sections 5-7);
   b. selecting the members of non-elected Department Committees (Section 8) and Faculty Governance Positions (Section 9);
   a. making faculty assignments in accordance with the CISE Effort Assignment Guidelines;
   b. nominating faculty for awards;

     c. evaluating faculty on an annual basis and recommending faculty for merit increases in accordance with the CISE Merit Pay Process For Tenure Track Faculty;
     d. considering faculty leave requests;
     e. overseeing the tenure and promotion process [see Section 11.2];
     f. recruiting and hiring new faculty members;
     g. appointing joint, adjunct, and visiting faculty members;
     h. reviewing all joint, affiliate and courtesy appointments annually; and
     i. coordinating the efforts of the faculty in their exercise of control over the academic affairs and curricula of the department [see Note 1].

2. Lead the staff by
     a. supervising the day-to-day activities of the Department and its staff; and
     b. hiring and evaluating staff.

3. Govern the Department by
     a. calling, preparing the agenda for, and presiding over faculty meetings;
     b. ensuring that all provisions of these Bylaws are followed;
     c. removing chairs of standing or appointed committees when the required duties of those committees are not being carried out; and
     d. creating ad-hoc committees.

4. Supervise Departmental resources, by:
     a. supervising all receipts and expenditures of departmental funds;
     b. preparing the annual academic program review and budget proposal for the Dean [see Note 2]; and
     c. allocating space.

5. Represent the Department [see Note 3], by
     a. representing the Department to university officers and bodies and *vice versa*;
     b. acting as a general spokesperson;
     c. advocate the interests of the Department and its faculty; and
     d. acting as the primary liaison for the Industrial Advisory Board.

Note 1: See Article VI.2.(A).1 of the Constitution of the University of Florida (January 14, 2013)

Note 2: At a faculty meeting in the Fall semester (normally the first one), the Chair shall present a report on the previous academic year's finances as well as the proposed budget for the new academic year. Current budget documents shall be available to any member of the Department upon request.

Note 3: The Chair may designate an Acting Chair to represent the Department on a short term basis, as needed.

4.2 Selection of the Chair

The selection of the Chair shall follow the procedures set forth in the College of Engineering Constitution. When the Department is asked by the Dean to provide members of a search committee, these members shall be elected by the Faculty.

5. Associate Chair

The Associate Chair is appointed by the Chair and assists the Chair in the operation of the Department.

Duties
Specific duties are determined by the Chair. Typically, the Associate Chair may
1. supervise academic advisor(s) and system administrator(s);
2. assist with the management of academic programs by
    a. serving as Acting Undergraduate or Graduate Coordinator as necessary;
    b. addressing requests from the College of an academic nature;
    c. assisting the Chair in overseeing accreditation activities;
    d. overseeing the TA assignment process and working with the TA Assignment Coordinator;
    e. overseeing course instructor and TA evaluation protocols;
    f. working with academic advisors to formulate course offerings and schedules;
    g. providing logistic coordination with UF EDGE and providing projections of EDGE courses to be taught;
    h. working with faculty and the Chair in planning teaching assignments;
    i. identifying and recruiting adjunct faculty and PhD students in cooperation with relevant faculty as necessary to teach courses; and
    j. coordinating DAS course offerings with the Digital Worlds Institute head and the Chair.
3. serve as department ombudsman for students, faculty, staff, and others;
4. serve as an ex-officio member of various standing committees, including Undergraduate Petitions and Systems Facilities;
5. oversee management of bi-annual Career Development Workshop (CDW);
6. certify annual space allocation reports;
7. assist the Chair in interacting with various outside entities (government agencies, other universities, companies, etc.);
8. assist the Chair in conducting Industrial Advisory Board meetings;
9. assist the Chair with formulation of draft committee assignments; and
10. serve as Acting Chair upon request of the Chair in his/her absence.

6. Graduate Coordinator

The Graduate Coordinator is appointed by the Chair and works with the advisors, Associate Chair, Chair, and Graduate Program Affairs and Petitions Committee to manage and strengthen the graduate programs.

Duties

Specific duties are determined by the Chair. Typically, the Graduate Coordinator may
1. chair the Graduate Admissions Committee;
2. chair the Graduate Program Affairs;
3. coordinate recruitment of graduate students, issue admission letters, and make nominations, when required, for fellowships and awards on behalf of the Department;
4. track academic progress of students on an annual basis in consultation with the Graduate Program Affairs Committee; and
5. serve as a liaison for the graduate students in petition processes and grievance procedures.

7. Undergraduate Coordinator

The Undergraduate Coordinator is appointed by the Chair and works with the advisors, Associate Chair, Chair, and Curriculum Committee to manage and strengthen the undergraduate programs.

Duties

Specific duties are determined by the Chair. Typically, the Undergraduate Coordinator may
1. assist the undergraduate advisers and College advising staff in dealing with undergrad advising problems and issues;
2. together with the advisors, strengthen existing activities and develop new initiatives to increase undergrad recruiting, retention, and diversity;
3. serve as liaison between CLAS and the Curriculum Committee;
4. attend monthly CoE and CLAS Undergraduate Coordinators meetings;
5. serve as Chair of the Undergraduate Petitions Committee;
6. serve as an *ex officio* member of the Curriculum Committee;
7. oversee the teaching of CISE's contribution to EGN 1002 ("Intro to Engineering");
8. assist the Associate Chair in connection with yearly evaluations of undergraduate advising staff and related matters; and
9. serve as Commencement Representative in the role of Undergraduate Coordinator.

8. Standing Committees

Unless otherwise indicated, members and chairs of the Department's standing committees are appointed by the Department Chair, with the advice of the Steering Committee.

1. *ABET, SACS, ALC Coordination*
   a. This committee is responsible for coordinating activities required by the agencies that accredit the Department's degree programs and the University.
   b. The committee also holds primary responsibility for preparing documentation for accreditation visits.
2. *Curriculum Committee*
   a. The Undergraduate Coordinator is an *ex-officio* member of this committee. Other members are appointed by the chair.
   b. The Curriculum Committee is responsible for evaluation and development of undergraduate academic curricula and presenting these to faculty for approval.
   c. This committee is responsible for initial investigation and approval of new course proposals, which are then approved by the Department Faculty before being forwarded to the College of Engineering Curriculum Committee for approval.
   d. The Chair of the Curriculum Committee is nominated, and if elected, serves as the College of Engineering Curriculum Committee Representative.
   e. A member of this committee serves as the Department liaison with the State Course Numbering organization
3. *Graduate Program Affairs & Petitions Committee*
   a. This committee is responsible for enforcing academic policies for all CISE graduate degree programs including the course and credit requirement, various exam regulations, academic performance requirement, TA eligibility, timeline toward graduation, etc.
   b. This committee is responsible for formulating curricula and recommended policies regarding all aspects of the graduate program and submitting them to the faculty for approval.
   c. At the close of each semester, the committee reviews the progress of all students in the graduate program.
   d. This committee is charged with making department level response to graduate petitions for waivers of academic requirements.
   e. The Graduate Coordinator serves as the committee chair.
   f. A graduate advisor is an *ex officio* member of the committee.
4. *Graduate Admissions*
   a. This committee is responsible for admissions to the graduate program
   b. The Graduate Coordinator is the Chair of this committee.
5. *TA Assignment Coordinator.*
   The TA Assignment Coordinator works with guidance from the Chair and Associate Chair to assign eligible graduate students to courses.
6. *Undergraduate Petitions Committee*
   a. The undergraduate petitions committee is charged with making department level responses to undergraduate petitions for waivers of academic requirements.

b. The Undergraduate Coordinator is the chair.
   c. The Associate Chair serves as an *ex-officio* member.
7. *PhD Exam Committee*
   a. This committee coordinates the administration of the comprehensive PhD exams.
   b. The committee may bring policy recommendations regarding the PhD examinations to the Department faculty for approval
   c. The committee consists of a chair and a representative from each area offering a PhD examination.
8. *Systems Facilities Committee*
   a. The Systems Facilities Committee advises the Chair on Department system infrastructure policies, purchases, and strategic planning in consultation with the IT Staff, Faculty, and others.
   b. The Associate Chair and Senior Systems Administrator are ex-officio members
9. *Colloquium Committee*
   a. The Colloquium Committee is responsible for developing a successful seminar program with input from the Faculty.
   b. Policies of the Colloquium Committee are described in detail in the Colloquium Committee Processes and Policies Manual (http://www.cise.ufl.edu/administration/manuals/pdf/manual_00.pdf)
10. *Faculty Tenure and Promotion Advisory Committee*
    a. Provides a recommendation to the Chair for Faculty Tenure & Promotion cases, midterm reviews, and advanced reviews.
    b. Membership in this committee is restricted to faculty at the rank of Professor or above
    c. The Chair of this committee normally serves as the department representative on the College of Engineering Personnel Board
11. *Industrial Advisory Board Committee*
    The Industrial Advisory Board Committee serves as the faculty liaison with the Department's Industrial Advisory Board.
12. *Certificate Programs Coordination*
    a. Oversee Undergraduate and Graduate Certificate Programs.
    b. Assist with and coordinate recruiting efforts, policy revisions, and student support activities.
13. *Scholarship and Awards Committee (for other than new admissions)*
    a. This committee identifies undergraduate and graduate students for scholarships and awards
    b. Undergraduate and graduate advisors are *ex officio* members
14. *Faculty Awards and Recognition Committee*

9. Faculty Governance Positions

Additional governance positions are appointed by the Chair (except where elected as noted below). These include Departmental representatives on various College Committees as well as other tasks. For example

1. ACM Advisor
2. Association of Graduate Students in CISE (ASCIE) Advisor
3. College of Engineering Personnel Board Representative
     a. This is an elected position normally held by the Chair of the Department Faculty Tenure and Promotion Advisory Committee
4. College of Engineering Curriculum Committee Representative
     a. This is an elected position normally held by the Chair of the Department Curriculum Committee
     b. The College of Engineering Curriculum Committee representative is responsible for ensuring that no new courses proposed by other departments that overlap or duplicate with CISE courses are approved without the collegial discussion of the situation by both departments.
5. College of Engineering Minority Affairs Committee Representative
6. College of Engineering Honors and Awards Elected Representative
7. College of Engineering EDGE Process Faculty Advisory Committee
8. College of Engineering EDGE Class Scheduling Committee
     a. This position is normally held by the Associate Chair
9. College of Engineering Commencement Marshal
10. College of Engineering Library Services Advisory Committee Representative
11. College of Engineering Safety Committee Representative

10. Industrial Advisory Board

The Mission of the Industry Advisory Board is to create and foster a partnership between the CISE leadership and the Industry that is the consumer of its graduates and its research.   The Industrial Advisory Board is governed by its Charter (http://www.cise.ufl.edu/iab).

11. Procedures

The following procedures shall be followed subject to the regulations of the College and the University.

11.1 Academic Programs

Undergraduate degree requirements are recommended by the Curriculum Committee and must be approved by the Tenure Eligible Faculty. Graduate degree requirements are recommended by the Graduate Committee and must be approved by the Tenure Eligible Faculty. New course proposals are vetted by the Curriculum Committee and approved by the Faculty.

11.2 Graduate Faculty Status

Graduate Faculty status in the Department may be granted in accordance with the policies and procedures of the Graduate School and grants the privilege of serving as Chair or Co-Chair of the Supervisory Committee of students enrolled in a CISE M.S. or Ph.D. Program.   Graduate Faculty status may be granted to eligible faculty members who are not members of the Department Faculty; In such cases, this status shall expire after three years without service as Chair or Co-Chair of a supervisory committee for a CISE student.

11.3 Promotion and Tenure

The promotion and tenure process shall be carried out in accordance with the College of Engineering and University constitutions based on approved criteria and procedures described in the document "BYLAWS GOVERNING CRITERIA AND PROCEDURES USED FOR EVALUATION OF FACULTY" (March 9, 2009).
(http://www.cise.ufl.edu/administration/docs/bylaws.pdf). Within the Department, the Faculty Tenure and Promotion Advisory Committee is responsible for evaluating candidates for promotion and tenure and making a recommendation to the appropriate subset of the Department Faculty. The Department Chair is responsible for overseeing the entire process including identifying candidates for tenure and promotion, requesting external and internal letters, bringing the candidacy to the faculty for evaluation and writing a letter to the Dean supporting or not supporting the candidate. Individual faculty members have the right to self-declare their candidacy at any time.

11.4 Faculty Meetings

Faculty meetings may be called by the Chair, the Steering Committee, or by petition of at least five faculty members of the Department.

The Chair shall preside over all faculty meetings called by the Chair or Acting Chair; all other faculty meetings shall be chaired by the Speaker of the Steering Committee or his or her designee.

One third or more of the number of members of the Department not on leave constitute a quorum.

Votes on motions may be cast at Faculty meetings or by anonymous paper/email or electronic ballot. Unless otherwise specified in these bylaws or other governing documents, the default is to cast ballots in meetings. A vote on any issue will be held by paper/email or electronic ballot if requested before the vote by a faculty member present at the meeting. The motion should be presented to the faculty as soon as practical after the meeting is adjourned.   Voting will close at 5pm on the earliest day which satisfies the constraint that the election is open for two full business days.

Meetings shall be conducted in accordance with practices described in the most recent edition of *Robert's Rules of Order Newly Revised.*

12. Amendments

This document may be amended by a vote at a faculty meeting or by a mail ballot or electronic voting following a faculty meeting that included a discussion of the proposed changes. The precise wording of the amendment shall be circulated one week in advance of the vote. All members of the Department Faculty (including those on leave) are eligible to vote. The amendment will be approved if over fifty percent of those eligible vote in favor of the amendment.