

**Computer Science Department  
College of Arts & Sciences  
State University of West Georgia  
By-Laws  
December 25, 2000**

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ARTICLE I:

- A. **PURPOSE:** The purpose of the Computer Science Department at the State University of West Georgia is to provide quality undergraduate and graduate education in computer science for all students, to conduct research activities appropriate to a computer science Department, and to offer service to the institution, the community, and the profession.
- B. **COMPATIBILITY WITH EXISTING CONTRACTS AND POLICIES.** This Departmental By-Laws are meant to be compatible and consistent with the existing or any future By-Laws of the College of Arts & Sciences, and further, is meant to be compatible and consistent with University and Board of Regents policies, local, state and federal laws. Any present or future inconsistency will be cause for the appropriate College, University or Board policy, or the local, state or federal law to supersede this document.

ARTICLE II:

A. **DEFINITION OF THE FACULTY:**

1. The Faculty will consist of all persons teaching Departmental courses or on leave or sabbatical from the Department.
2. The Voting Faculty will consist of all those full-time tenured or tenure track faculty with the primary current assignment within the Department. For special issues or topics the voting faculty may extend voting rights to other groups of faculty.

B. **RESPONSIBILITIES OF THE FACULTY.**

1. The Voting Faculty shall have the responsibility for serving upon the committees of the Department.
2. The Faculty shall have the responsibility for delivering instruction in the various courses in a responsible manner, for grading the students equitably and fairly, for stewardship of the Departmental facilities and equipment, and for adhering to the policies of the Department, College and University.

### ARTICLE III:

A. COMMITTEES: The Departmental Committees shall be the Faculty Evaluation Committee, the Undergraduate Curriculum Committee, the Graduate Curriculum Committee, the Service Course Committee, the Student Advisory Committee and the Search and Selection Committee. The Faculty Evaluation Committee shall meet when needed. All other Committees shall meet at least once a semester.

#### B. RESPONSIBILITIES AND CONSTRUCTION OF COMMITTEES:

1. The Faculty Evaluation Committee shall consist of at least three tenured faculty members elected by the Voting Faculty of the Department. In cases where three tenured faculty members of the Department are not available, each faculty member under review may submit a name of a tenured faculty member(s) from other Department within the College of Arts and Sciences to serve on the Committee during his/her review. In case the faculty member is unable to submit a name of a tenured faculty member(s) from other Departments, the Committee shall do so. In all matters directly affecting a member of the Committee or in all matters the Committee member deems as a conflict of interest, the Faculty Handbook (section 104.0206 <http://www.westga.edu/~vpaa/handbook/104.html>) rules shall be followed. A simple majority of the quorum is required for election to the Committee. If a position on the committee is vacated due to resignation (from the committee or the Department) or by the inability to serve due to illness, sabbatical, leave-of-absence, or other reasons, there will be a timely election to fill the remainder of the term of the vacated position. The Committee will act on matters of promotion, tenure, third year review and post-tenure reviews. The Committee shall formally review the dossier submitted to the Chair of the Department by the faculty member under consideration. The Committee shall make, in writing, a positive or negative evaluation. The Department Chair shall include this written evaluation along with his/her personal evaluation in the dossier of the candidate. Formal written evaluations shall include a discussion of the candidate's strengths if the candidate receives a recommendation and shall point out areas needing improvement if the candidate is not recommended. (See section 103.0201 of the Faculty Handbook for report and timeline information <http://www.westga.edu/~vpaa/handbook/104.html> and Board of Regents Policy 803.08).
2. The Undergraduate Curriculum Committee shall consist of at least three faculty members elected by the Voting Faculty of the Department; the committee members shall elect the committee chairperson. The responsibilities shall include making recommendations to the Chair of the Department on matters pertaining to the undergraduate curriculum of the Department, for preparing curriculum materials in the proper format for College and University consideration, and other duties as assigned by the

Chair of the Department. The Chair of the Department shall serve as an ex-officio.

3. The Graduate Curriculum Committee shall consist of at least three graduate faculty members elected by the Voting Faculty of the Department. The committee members shall elect the committee chairperson. The committee's responsibilities shall include making recommendations to the Chair of the Department on matters pertaining to the graduate curriculum, monitoring the Departmental, College and University policies appropriate to graduate students, and other duties as assigned by the Chair of the Department. The Chair of the Department shall serve as an ex-officio.
4. The Service Course Committee shall consist of at least three faculty members elected by the Voting Faculty of the Department. The committee members shall elect the Committee chairperson. The responsibilities shall include making recommendations to the Chair of the Department on matters pertaining to the service courses, change of content of courses and prerequisite changes. The Chair of the Department shall serve as an ex-officio.
5. The Search And Selection Committee shall consist of at least two Voting Faculty selected by the Chair of the Department. The Chair of the Department shall be the chairperson of the committee. The main responsibility of the committee is to aid the Chair of the Department in the search & selection of new faculty members. The duties of the committee may include: review position announcements for tenure track positions; review files of applicants; conduct reference checks and telephone interviews, select a pool of candidates for potential on campus interviews and help conduct the interviews.
6. The Student Advisory Committee shall consist of at least two students in good academic standing with a major in Computer Science. The Chair of the Department shall serve as the chairperson of the committee. Student's members may be self-nominated or nominated a faculty member. The Chair of the Department shall choose the members if more than two nominations are submitted. The main responsibility for the committee is to serve as interface between the computer science students' body and the Department.

C. ADDITIONAL COMMITTEES: The chair of the Department may issue a call to form additional committees as needed. The Chair of the Department shall designate membership of said committees.

#### ARTICLE IV:

##### A. FACULTY MEETINGS:

1. There shall be at least one meeting of the Voting Faculty each semester.
2. Meetings may be called by the Chair of the Department or upon the request of any two members of the Voting Faculty.
3. Notice of meetings shall be made in a timely manner and should include the known agenda.
4. Meetings will be conducted according to Robert's "Rules of Order". The Chair of the Department shall server as the Department Parliamentarian.

5. Voting members of a committee may vote by paper or e-mail absentee ballot.

ARTICLE V:

- A. Departmental Workload Equivalence: The professional obligation of a faculty consists of both assigned and unassigned duties and activities. The teaching load may be up to 12 semester hours and should not exceed two preparations per semester. The teaching load follows the recommendations of the Computer Science Accreditation Board (CSAB) as outlined in "Criteria for Accrediting Programs in Computer Science in the United States", January 2000, Version 1.0, Section III-8 and explained in the "Guidance for Interpreting the Criteria for Accrediting Programs in Computer Science in the United States", January 2000, Version 1.0, Sections III-10 & III-11. The teaching load may be modified in accordance to departmental needs.

ARTICLE VI:

- A. The Voting Faculty must be notified by mail, e-mail or telephone of any proposed changes in this By-Laws and they must be given a reasonable opportunity to vote on those changes.
- B. This By-Laws and any other amendments to it shall become effective upon the affirmative vote of two-thirds of the Voting Faculty and the approval of the Chair of the Department and final approval by the Dean. The document must be made available to all members of the Voting Faculty at least three days before the meeting.

