
Western Washington University Computer Science Department Operating Policies and Procedures

Approved By Department 20 May 2021

A Department Mission Statement

The mission of the Computer Science Department is to provide the highest quality education in computer science; to perform research that advances the state-of-the-art in computer science; to produce graduates that are knowledgeable, articulate, principled, innovative, confident, and able to think critically; to be engaged in local, state, and national issues to the benefit of both the public and private sector; and to maintain a diverse college community.

The applied nature of computer science necessitates involving students in software development projects, research projects, and/or internships as part of their learning experience. Undergraduate and graduate students are presented opportunities to investigate in depth those areas of computer science that correspond to faculty research, creative projects and interests, and are provided an understanding of the open questions in those areas.

The department provides courses to other undergraduate programs to meet their computing needs, and offers courses and programs in which knowledge and training in computing enhances and complements other majors.

Scholarly activities, software development, and research are an integral part of the department's instructional mission.

The department strives to provide leadership in computing to the university and community, and to serve the profession.

B Department Goals

1. Prepare students for successful careers in Computer Science and related disciplines.
2. Prepare students for graduate school.
3. Instill in students an understanding and appreciation of the need for life-long learning.
4. Establish and maintain an atmosphere that supports faculty development and growth.

C Department Membership

Department Members: the faculty and staff.

1. T/TT Faculty: Tenured and Tenure-track faculty
2. Long-term NTT Faculty: Faculty whose appointment is for more than one year
3. NTT Faculty: Temporary faculty with annual appointments
4. Faculty: T/TT, and NTT (both Long-term and temporary)
5. Staff: Administrative and technical staff of the department, whether classified or exempt.

D Voting Rights

Department Meetings: Department members are eligible to sit as voting members. T/TT only can vote on personnel matters, while T/TT and long-term NTT only can vote on curriculum matters. NTT and staff are given the opportunity to cast advisory votes on personnel and curriculum matters. If the advisory vote of NTT and staff would overturn the majority vote of the T/TT and long-term NTT faculty, then the vote does not carry and there are continued discussions, followed by a second voting round. The TT/T and long-term NTT vote is final during the second round of voting.

Committees: The committee definitions define membership and voting rights.

Selection of the Chair: All department members have voting rights during the chair selection process, which is advisory to the dean. Members on professional or parental or family leave may vote at their option and to the extent they believe appropriate, but they are not required to do so.

Except where noted otherwise in this document, all decisions of department meetings and committees shall be made on a simple majority of personnel with voting privileges.

E Department Meetings

The department shall meet regularly during the academic year, nominally every two weeks during each full month of instruction. A request for a department meeting in addition to a regularly scheduled one will be granted if requested by at least one-fifth of the members of the department.

A quorum at department meetings shall consist of a majority of the voting members, who are contractually required to attend meetings, and who are needed to conduct the business on the agenda. Members on leave shall not be counted in determining a quorum.

F Student / Faculty Meetings

At least once per quarter the department shall meet with students to apprise them of departmental decisions and directions. Students may bring to the faculty any concerns and issues.

G The Chair

The chair is a tenured faculty member who represents the department and its interests before the University administration and other constituencies. The chair summarizes the department's evaluations and writes an independent recommendation in the tenure and promotion process. The chair summarizes the department's annual evaluations of faculty and writes the general merit evaluations of tenured faculty. The chair encourages department faculty in their professional development to help them achieve their fullest potential. The chair assumes other duties as needed.

Procedures for the selection and term of office of the chair are described in Section II.ii of the Faculty Handbook.

The chair shall preside at department meetings but may designate a substitute in the event of absence from campus.

The chair supervises the department's budget, approves all expenditures, oversees office work, record keeping and purchases of the department. The chair is responsible for seeing that all decisions made by the department faculty are carried out. In the event of an absence from campus, the chair shall designate a substitute.

H The Executive Committee

The Executive Committee is composed of three members; the department chair, and two other members chosen one from each of two groups. One group consists of all tenured and tenure-track faculty whose years of employment at WWU is less than or equal to the median years of employment of all computer science tenure-track faculty. The second group is all faculty with more than the median years of employment. Executive Committee members are chosen by the chair in September of each year and serve for one year. The chair shall select members on a rotating basis such that no member serves a second term in a group until all members in that group have served on the Executive Committee. In the event of a resignation, a replacement for the resigning member shall be selected by the chair. The chair shall preside at meetings of the Executive Committee.

The Executive Committee shall be available to consult with the chair on matters of policy, budgets, and agenda for department meetings and assume other duties as necessary. The members of the Executive Committee except the chair will function as an appeals committee on matters of procedure. The Executive Committee shall meet at the request of any member of the committee and may meet informally or formally with members of their group.

I Other Standing Committees

The standing committees of the department are: the Graduate Program Committee, the Undergraduate Curriculum Committee, the Computing Environment and Equipment Committee, the Personnel Committee, and the Library and Outreach Activities Committee.

- All committees are composed of three or five voting members.
 - Members are appointed as follows. Eligible department members are asked to submit their preferences for committees, usually at the start of the academic year. No committee member may serve successive years on any committee until all eligible department members who wish to serve have done so. If more eligible department members wish to serve than there are positions available, members will be chosen by lot.
 - The graduate advisor is the chair of the graduate program committee.
 - Committee meeting agendas will be published one working day before committee meetings. Minutes are required to be published within two working days after any committee meeting.
 - Committee meetings are open to any department member.
1. The **Undergraduate Curriculum Committee** is comprised of T/TT, and long-term NTT faculty, who serve as voting members, and administers all undergraduate programs including service offerings, and encompassing such duties as:
 - Attending the SIGCSE conference (at least one member of the committee)
 - Making recommendations to keep curriculum relevant and up-to-date
 2. The **Graduate Program Committee** is comprised of T/TT faculty, who have voting rights, and administers the graduate program, and encompasses such duties as:
 - Assigning TA appointments
 - Admission of graduate students
 - Review of courses, curriculum, student progress, etc.
 - Administering the Computer Science Honors program

3. The **Computing Environment and Equipment Committee** is comprised of faculty, and the Manager of CS support, who have voting rights, proposes policies for appropriate computing environments for faculty, teaching, research and students, encompassing:
 - Prioritizing equipment and software within budget constraints
 - Developing or reviewing laboratory, equipment and software proposals that would draw on department internal resources
 - Developing or reviewing laboratory, equipment and software proposals requiring external funding
 - Review the budget for expenditure of laboratory fees

The departmental technical staff advise the committee as required.

4. The **Library and Outreach Activities Committee**, is comprised of faculty and staff, who have voting rights, and in conjunction with the Chair, has the following duties:
 - Maintains the library collection through interaction with the science librarian
 - Administers the department web page
 - Produces the department newsletter
 - Maintains contact with alumni and facilitates alumni events
5. The **Personnel Committee**, is comprised of 3 tenured faculty, who have voting rights, and has the following duties:
 - Administers the faculty mentoring program
 - Coordinates with the chair to advise probationary faculty on matters related to tenure and promotion
 - Oversees revisions to the CS addendum of the CSE COPEP
6. **Other Committees:** The department may establish ad hoc or other standing committees at its pleasure. Such committees shall be constituted according to the procedures described in the section of this document headed Other Standing Committees.

J Course Coordinators

Every course offered by the department shall be presented by, or under the supervision of, a T/TT or long-term NTT faculty member. For each course presented by an NTT faculty member, the department chair shall assign a course coordinator to oversee and advise the instructor.

The name of the course coordinator shall be specified on the syllabus of each course presented by an NTT faculty member.

The duties of the course coordinator include:

- Review of the course syllabus and all assessment item specifications of the course, prior to release to students.
- Provide a source of advice and guidance for the instructor.
- Attend occasional lectures in the course to observe the instructor's technique and performance in class.
- Provide the instructor with constructive comments on the management and presentation of the course.

K Faculty Travel

The department will support T/TT faculty travel, accommodation, registration and meal expenses for relevant conferences and training, as follows:

For T/TT faculty members presenting a paper at a conference, the department will reimburse all allowed costs not covered by the University or the College of Science and Engineering for:

- Up to one international trip and one trip in the USA or Canada per faculty member per fiscal year; or
- Up to two trips in the USA or Canada per faculty member per fiscal year.

T/TT faculty members who have not attended a relevant conference or training session in 3 years, while faculty members of the department, are required to identify and register for a conference or training session relevant to their teaching or research interests. The department will reimburse all allowed costs not covered by the University or the College of Science and Engineering. Requests for professional travel from NTT and long-term NTT will be considered.

L Program Assessment and Improvement

The department performs regular assessment of the BS Computer Science program to determine the extent to which the objectives and outcomes of the program are being met and to identify areas in which the program could be improved.

The procedures used for that process are described in the separate document "Assessment and Improvement of the BS Computer Science Program".

The procedures for assessment and improvement of the BS Computer Science program may be changed only with department approval.

Faculty are required to participate in assessment activities as determined by the chair and/or the assessment coordinator.

M Course Outcomes

In order to ensure some level of consistency in course presentation, the department maintains a list of educational outcomes for each required course in the BS Computer Science program.

The relationship of course outcomes to program outcomes for the BS Computer Science is described in the separate document "Assessment and Improvement of the BS Computer Science Program".

Each course outcome is a measure of student achievement in the course. Each course outcome is associated with suggested techniques for measurement of that outcome and performance criteria for assessment of attainment of that outcome. The syllabus for each course shall specify the department's educational outcomes and performance criteria for that course.

Faculty members have complete freedom in their presentation of each course, provided they give students ample opportunity to achieve the specified outcomes and provide measurement of the level of achievement of those outcomes.

Course outcomes may be changed only with department approval.

N Network Filtering Policy

The department values the security of its computer network, the security of the University's network, and the confidentiality of student records. We understand that the instruction of computer science often requires additional levels of network access that may not be needed elsewhere in the University.

The department's policy on network filtering is described in a separate document "Network Filtering Policy". The network filtering policy may be changed only with department approval.

O The Student Chapter of the ACM

The department supports the Student Chapter of the Association for Computing Machinery (ACM) by providing a faculty advisor, who is a member of the ACM, chosen by the ACM Club. The department will pay to send contestants to the regional ACM programming contest. At the discretion of the chair, the department will pay for other miscellaneous activities of the ACM.

P The Association for Women in Computing

The department supports the Association for Women in Computing (AWC) by providing a faculty advisor, chosen by the AWC. At the discretion of the chair, the department will pay for miscellaneous activities of the AWC.

Q Student Employees

The department employs students in temporary, part-time positions as needed to assist with the department's operations and as enabled by financial resources.

The objectives of student employment are:

- Provide a temporary work-force to enhance the capacity of the department's full-time employees for specific, identified tasks;
- Help satisfy one of the objectives of the department's academic programs, in preparing students for professional careers.

Students may be employed as:

- Administrative Assistants, to assist the Department Manager in clerical tasks;
- Research Assistants, to assist faculty in research projects;
- Teaching Assistants, to assist faculty in preparation, teaching, grading and tutorial services related to the presentation of undergraduate courses;
- Technical Assistants, to assist the Computer Systems Manager in the configuration and maintenance of the department's computing and laboratory resources.

Selection of students for employment in the department shall be based on the following criteria:

- Priority shall be given to students in the BS and MS Computer Science programs.
- Suitability for the designated task.
- Where more than one student is considered suitable for the task, preference shall be based on the students' overall qualifications and suitability for the position.
- Conformance with the University's equal opportunity employment and affirmative action policy.

Employment of students is subject to the policies and guidelines available from the Student Employment web site www.finaid.wvu.edu/studentjobs.

The Student Employee Information form, available from the Student Employment web site www.finaid.wvu.edu/studentjobs, shall constitute the contract for the employment of the student.

Contracts for student employees shall not exceed 12 months. However, depending on continued need and financial resources and on satisfactory job performance, a student employee shall be eligible for consideration for further contract after the expiry of an existing contract.

Contracts for student employees shall specify a faculty or staff member of the department as the student's supervisor and a description of the specific task for which the student is to be employed.

Contracts for student employees shall specify the hourly pay rate and the number of hours per week that the student is expected to work. The pay rates for student employees shall be determined by the nature of the task and as determined by University policy.

Regardless of the length of a student employee's contract, the contract may be subject to immediate termination in case of:

- Unsatisfactory performance by the student employee;
- Misconduct by the student employee in the performance of the prescribed task.

Regardless of the length of a student employee's contract, the contract may be subject to termination with two weeks notice in case of:

- Financial exigency;
- Determination that the specified task is no longer required or is no longer of sufficient priority;
- Identification by the student of circumstances preventing completion of the contract.

R Approval and Amendment of the Operating Policies and Procedures

The Operating Policies and Procedures shall become **effective** upon a two-thirds favorable vote of the tenured, tenure track, and long-term NTT faculty. The vote of the NTT faculty and staff will be advisory. If the advisory vote would overturn the majority vote of the tenured, tenure track, and long-term NTT faculty, then the procedures will not become effective.

The Operating Policies and Procedures may be **amended** by a two-thirds favorable vote of the tenured, tenure track, and long-term NTT faculty. The vote of the NTT faculty and staff will be advisory. If the advisory vote would overturn the majority vote of the tenured, tenure track, and long-term NTT faculty, then the amendment(s) are not adopted and discussion resumes. No amendment may be adopted at the meeting at which it is introduced.