
Western Washington University Computer Science Department Operating Policies and Procedures

Approved By Department 19 April 2024

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.

The agenda for a department meeting will be made available no later than the day before the scheduled meeting. If an agenda item requires a vote, the materials in support of that vote shall be made available no later than 24 hours before the start of the scheduled meeting.

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 17 of the CBA.

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 the department chair, the Directors of BS Computer Science, Data Science, BAE CS, and Cybersecurity, the Graduate Program Advisor, and a tenure-track probationary faculty member. The chair shall select each year the tenure-track probationary faculty member who will serve a 1-year term; no tenure-track probationary faculty will serve back-to-back terms. 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. As such the Executive Committee is the steward of the Department Operating Policies and Procedures. 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.

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, The Assessment and Accreditation 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. The chair determines committee membership based on those faculty self-nominations, and other factors such as service years to a committee to ensure continuity. The chair may consult with the program directors in making committee decisions. 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.

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.

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:
 - 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

Personnel Committee members serve either 2 or 3 year terms, and ideally membership is staggered so that not all three members are new members during any one year.

6. The **Assessment and Accreditation (A&A)** committee is comprised of tenured and tenure-track faculty, and long-term NTT faculty, who serve as voting members, and administers all program assessment and accreditation, encompassing such duties as:

- Measuring student attainment of student outcomes
- Assessing student attainment of course outcomes,
- Making recommendations to ensure student attainment of outcomes
- Raise concerns and make recommendations to ensure program accreditation

J Program Directors

The Department has five degree programs:

- Computer Science BAE
- Computer Science BS
- Computer Science MS
- Cybersecurity BS
- Data Science BS

The Director and Graduate Advisor's responsibilities are as follows:

- Work with and advise the A&A Committee on matters pertaining to assessment and accreditation processes
- Work with and advise UCC on matters pertaining to the curriculum of the program, or in the case of the CS MS degree in coordination with the graduate committee
- Coordinate with the Chair and Department Manager the allocation of financial, staffing, and space resources in support of the degree program
- Manage program student application review process and oversee admission decisions to the degree program
- Oversee listing of course fees, prerequisites, and other course attributes ahead of phase I of registration
- Attend and facilitate the new major orientation
- Advise the Chair in their representation of the degree programs to the Dean and Provost
- Work with the program coordinators and pre-major advisors to make sure that outreach and advising materials are up-to-date.

When a Program Director position needs to be filled, the chair shall solicit nominations, which may include self-nominations. If there are multiple candidates for a position, the chair shall conduct an advisory vote among all faculty and staff. Only tenured faculty can be Program Directors. The chair in consultation with the Dean shall select the Program Director.

Program Director terms are four years, and a Director can serve multiple, even successive, terms.

Program Directors receive one course release from teaching each year and up to two course releases from teaching the year a self-study report must be prepared for accreditation. Course releases must ultimately be approved by the Dean.

The Program Directors and MS Advisor serve on the Executive Committee.

K 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 not presented by T/TT nor long-term NTT faculty, 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.
- Ensure that the course and course information comply with assessment requirements.

L Faculty and Student Travel

The College of Science and Engineering supports faculty travel to attend and present manuscripts at conferences. Typically, at most one international or up to two USA/Canada trips per faculty per fiscal year are funded by CSE. Funding includes conference registration, along with travel, lodging, and incidentals, based on the location of the conference venue. Please see the Travel Policies document at the Procedures page of the CSE website for full details.

For upcoming faculty travel that does not qualify for college- or university-level reimbursement, or if a faculty member has depleted their allotted travel college-level funding for a fiscal year, the department may reimburse, budget permitting, allowed costs for attending a conference. Such requests should be made to the chair, who will make a final determination in consultation with the Executive Committee.

T/TT faculty members who have not attended a relevant conference or training session in 3 years, while faculty members of the department, are encouraged to identify a conference or training session relevant to their teaching or research interests.

Requests for professional travel from NTT and long-term NTT will be considered.

Each faculty can request that the department fund \$500 for one student to travel to a conference each academic year to present their manuscript or poster.

All requests for travel support from the department should be made to the chair, who will make a final determination in consultation with the Executive Committee and Department Manager.

M Program Assessment and Improvement

The Computer Science Department is committed to continuous monitoring, assessment, and improvement of its degree programs. The department will continuously assess to what extent students achieve program and course outcomes. These assessment processes are conducted by the Assessment and Accreditation committee.

Faculty are required to participate in assessment activities as determined by the Assessment Coordinator, Program Director, or Department Chair. Assessment activities include providing course displays to course coordinators, meeting with A&A to review course outcomes, and providing outcome assessment items upon request.

N 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.

O Student Clubs

The department supports the many student clubs by providing faculty advisors, and by offering the resources for a web presence. At the discretion of the chair in consultation with the Executive Committee, the department will fund miscellaneous club activities. These may include funding student club members to attend professional off-campus club-related meetings and/or coding competitions, attending the Grace Hopper Celebration of Women in Computing, or traveling to regional tech companies. Student clubs should make funding requests to the department chair.

P 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;
- Student Tutors, including a lead Tutor who facilitates the CS tutoring program;
- 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's employment, the student employee 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.

Q Computer Science Support Group

The Computer Science Support Group (CSSG) is an integral part of the Computer Science Department (CSCI) supporting students, faculty, and staff through infrastructure, back-end development and maintenance, and support across 8 general use labs, and 14 research labs. The CSSG prioritizes the curricular and scholarly endeavors of students and faculty, ensuring that the infrastructure, back-end, and desktop components of CSCI's departmental asset inventory remains equitable.

The Computer Science Support Group Manager (CSSGM) works in coordination with the Department Chair and Department Manager, as the unit's fiscal authority, in the procurement of all infrastructure, desktop, and software needs for the operation of the CSCI department. The CSSGM works with the Department Manager in planning and assigning lab spaces for all quarterly scheduled classes, and is responsible for all lab scheduling changes and additions during the course of the year.

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.