

Computer Science Department Policies and Procedures for Appointment, Reappointment, Promotion, and Tenure

(Approved: March 2, 2018)

The Computer Science Department strives to publicize, promote, and advance the computing field through excellent undergraduate and graduate instructional programs, nationally and internationally recognized research, and outstanding service to the University, the computing profession, and the people of Oklahoma.

This document contains the personnel policies and procedures of the Computer Science Department. If the policies and procedures described in this document are not in full agreement with those described in the Policy and Procedures documents of the College of Arts and Sciences or Oklahoma State University, the latter two shall supersede the former.

Objectives

1. *Achieving excellence in instruction by delivering the best educational programs which are appropriate for our diverse clientele and are consistent with the available Departmental resources.* The faculty should strive to provide Computer Science majors with a solid foundation of the fundamental principles and significant developments upon which a lifetime of productive endeavors can be built. Short term vocational objectives and current market trends should have minimal priority. The Department should seek to provide general education courses as well as support courses for a number of other academic programs across the University. The Department should strive to have the undergraduate program recognized among our peer institutions. It is the goal of our graduate program is to be recognized nationally as an outstanding computer science graduate program.
2. *Advancement of the frontiers of Computer Science through research, publication, grantsmanship, and other scholarly activities.* The faculty should be actively engaged in research and should publish their research results in reputable refereed and peer-reviewed journals and conference proceedings. The faculty should actively seek and secure external funding for their research. The faculty should participate in organizing and conducting computer science workshops/symposia/conferences, editing computer science journals, as well as other professional activities.
3. *Service to the academic and state-wide community.* The Department in general and the faculty in particular should engage in cooperative and collaborative activities with other departments and campus units in the pursuit of common goals in instruction, research, and outreach activities. The Department should pursue opportunities to serve the general community to the extent permitted by the available resources.

Procedures for Appointment, Reappointment, Promotion, and Tenure

Hiring faculty members at all levels is the responsibility of the Department Head. The Department Head shall consult the faculty when hiring a new tenure-track/tenured faculty member or a new teaching faculty member. In this document, a teaching faculty position refers to a non tenure-track position which is different from a temporary visiting position. The section of this document titled Job Descriptions contains some more detail about the different kinds of non tenure-track positions.

A. Procedures for Appointment

When a new tenure-track or teaching faculty position is to be filled, a Departmental Search Committee shall be constituted. The Search Committee shall consist of three elected faculty members. Members serve for one year. The Search Committee shall elect its chair. The Department Head is not eligible for membership. Care will be taken to follow all University affirmative action guidelines in constituting the Search Committee. Members are nominated and elected by the tenured/tenure-track and teaching faculty of the Department. The Search Committee shall have the widest possible representation of tenured/tenure-track and teaching faculty. At most one member should be a teaching faculty member. Only tenured/tenure-track faculty members are eligible to serve as the chair of the Search Committee. The Search Committee shall conduct the faculty search in cooperation with the Department Head and under the appropriate College, University, and EEO (equal employment opportunity) guidelines. The rank-ordered search result shall be presented to the tenured/tenure-track and teaching faculty for discussion and vote. The teaching faculty members shall participate in the vote on the rank-ordered list to be forwarded to the Dean's office. After the prospective faculty interviews have been completed, the tenured/tenure-track faculty members shall vote on making offers.

B. Procedures for Reappointment, Promotion, and Tenure

A request for promotion and/or tenure may come from a faculty member, from the Personnel Committee, or from the Department Head. The Personnel Committee shall act on personnel actions, based on the established Departmental, College, and University policies, by conducting appropriate deliberations resulting in a recommendation which shall be forwarded to the Department Head. The Head shall make a separate recommendation and shall forward both recommendations, together with all other pertinent documentation (see below), to the Dean of the College.

All discussions of the Personnel Committee shall be confidential. Care shall be taken to follow the University Affirmative Action guidelines in all personnel decisions.

A candidate for reappointment, promotion, or tenure shall be invited to submit documentation supporting the candidacy. Evaluation of the candidate shall be based on the Departmental personnel document. If changes are made to the Departmental personnel document, the document that will be used shall be the one in effect when the respective faculty member underwent the preceding personnel action or evaluation (hiring, reappointment, promotion). The only exception is for promotion to Full Professor, in which case the document to be used could be any document in effect within the three years prior to the personnel action. A faculty member has the option of requesting to be reviewed based on the current (i.e., most recently updated) Departmental personnel document. The specific Departmental personnel document which is used as the basis for review must be explicitly stated in the Personnel Committee's recommendation, and a copy of the said document must be included in the candidate's dossier. The Departmental Workload policy should be considered in the evaluation process.

The governing document for all grandfathering cases is: Statement on Grandfathering, Modified Reappointment, Promotion, and Tenure Standards for Tenured/Tenure-Track Faculty, Effective July 1, 2013.

Documentation

The documents to be forwarded to the Dean's office for reappointment, promotion, and tenure are listed below.

1. Reappointment, Promotion/Tenure Recommendation Form

This form is to be completed by the Department Head with the necessary information supplied by the faculty member undergoing evaluation. A completed Employment Action Form is also to be attached.

2. Letter from the Personnel Committee Concerning the Action

This letter must include the reasons for the Personnel Committee's positive or negative recommendation of the personnel action. The numerical vote of the Committee on the recommendation must be stated. Minority opinions and dissenting votes shall be noted anonymously. The letter is to be signed by all members of the Personnel Committee.

3. Letter from the Department Head Concerning the Action

This letter must contain the Department Head's reasons for the positive or negative recommendation of the personnel action.

4. Vita of the Candidate

The candidate must provide a copy of her/his current vita to the Personnel Committee chair. In particular, in describing professional accomplishments, the following points should be specified:

- regarding multi-author publications, a brief explanation of the order of authorship
- regarding multi-PI grants, the amount attributable to the candidate

5. Other Documents

Candidates for reappointment or tenure shall include all their Appraisal and Development Documents (A&Ds) since their initial appointment at OSU. Candidates for promotion to Full Professor shall only include their preceding five years' A&Ds. A candidate may choose to provide the chair of the Personnel Committee with some additional items as supporting evidence (e.g., copies of teaching evaluations, teaching materials, or letters not solicited by the Personnel Committee). The additional documentation should not be voluminous. A copy of the governing Departmental personnel document should be included.

6. External Peer Review Letters

The College requires external peer review letters for tenure and promotion cases. The Personnel Committee will select a minimum of three external reviewers from the combined list made up of the reviewers compiled by the Personnel Committee and the reviewers provided by the candidate. These individuals will be contacted and invited to write reviews about the candidate's scholarship (i.e., her/his research accomplishments and research potential). At least 50% of the reviewers should be from the list provided by the candidate. The reviewers will be provided with copies of the candidate's Curriculum Vita and selected publications. The candidate may opt to waive her/his right to see the external review letters. Notification in the form of a signed statement will be made available to the external reviewers as to the choice of "waive" or "do not waive" made by the candidate. The review letters will be considered by the Personnel Committee and the Department Head in writing their letters, and shall be forwarded to the Dean along with all other documents.

7. Departmental Input

Written input shall be solicited by the chair of the Personnel Committee from the Departmental faculty at least ten days prior to the meeting of the Personnel Committee to discuss the candidate's file. The Personnel Committee shall consider this input in their deliberations. This input shall not be placed in the candidate's file. The chair of the Personnel Committee will maintain this input until the conclusion

of the RPT process, and will forward the Departmental input to the Dean's office in July. Candidates may opt to waive her/his right to see these internal faculty comments. Notification in the form of a signed statement will be made available to the Departmental faculty as to the choice of "waive" or "do not waive" made by the candidate.

Qualifications for Appointment, Reappointment, Promotion, and Tenure

Rating of the Candidate

The Committee will evaluate the candidate in each of the three areas of academic endeavor: teaching, scholarship, and extension/service/outreach. In order to maintain and improve the standards of teaching and research in the Computer Science Department, meritorious performance in teaching and research will be considered for reappointment, promotion, and tenure. In other words, every candidate for reappointment, promotion, and tenure must meet or exceed the Departmental expectations in the two areas of teaching and scholarship. It must be noted that meritorious performance in the two areas constitutes a minimum level for consideration and does not guarantee a favorable employment action by the University. There is expectation of service from all faculty as a basic requirement of Departmental citizenship. Meeting or exceeding Departmental expectations in teaching is expected of both teaching faculty and of tenured/tenure-track faculty. Meeting or exceeding Departmental expectations in scholarship is expected of the tenured/tenure-track faculty.

The following lists contain a number of items as evidence of activity in the three mission areas. These lists are not supposed to be either exhaustive or prescriptive.

Teaching

- Evaluation by students, observation by administrators and peers, feedback from graduates, feedback from the Departmental Graduate and Undergraduate advisors.
- Pedagogical proposals for improvement of instruction, research and publications relating to teaching methods.
- Service in curriculum development and honors programs.
- Publication of textbooks.
- New course offerings.
- Offering independent study courses (zero-ending courses) on an overload basis.
- Attending professional training seminars/workshops on teaching improvement.

Research

- Refereed and peer-reviewed articles published in reputable journals or conference proceedings.
- Grants and contracts obtained.
- Ph.D. Dissertations, M.S. Theses, and Creative Components supervised.
- Development of published or distributed software.
- Patents obtained.
- Undergraduate research activities.

Extension/Service/Outreach

- The Departmental Workload policy should be the basis for evaluation of service.

Minimum Time in Rank

For minimum time in rank considerations, this document defers to the College of Arts and Sciences Personnel Procedures document dated 8/29/2017.

Prior Service

For prior service considerations, this document defers to the College of Arts and Sciences Personnel Procedures document dated 8/29/2017.

Relationships and Collegiality

There is reasonable expectation of cooperative work between every faculty member and the Department Head and also among faculty members for the benefit of the Department. Faculty shall be reasonably accessible to the students, be they the M.S. and Ph.D. students advised, the graduate/undergraduate students supervised, or the students in a faculty member's classes.

Composition of the Personnel Committee

The Departmental Personnel Committee shall consist of three faculty members representing the two tenured ranks of Associate Professor and Professor, unless the personnel case under consideration involves a teaching faculty member (as explained below). The Department Head is not eligible for membership nor is a faculty member who is being evaluated a given year. Care will be taken to follow all University affirmative action guidelines in constituting the Personnel Committee. Members serve three-year terms, staggered to effect continuity. Thus, one member is replaced each year. There shall be no successive terms. Exceptions must be voted on by all Departmental tenured and tenure-track faculty.

Members are nominated and elected by the tenured/tenure-track faculty of the Department. The Committee elects its chair. Although teaching faculty cannot serve on the Personnel Committee when the reappointment, promotion, and tenure cases of tenure-track/tenured faculty are being considered, they can serve on the Personnel Committee when the reappointment and promotion of teaching faculty is being considered (as described in the following paragraph). The Personnel Committee shall have the widest representation of tenured faculty members (i.e., Associate Professors and Professors). Given that the qualified Departmental faculty may serve on the Departmental Personnel Committee and/or the College-level Promotion/Tenure Committee, they must vote only once and only at one level. In the Personnel Committee, the voting faculty members for reappointment, promotion, or tenure must be at the same level as, or above, the rank being sought by a candidate. If there are not a sufficient number of eligible voting faculty members on the Committee for a personnel action, the Department Head, in consultation with the eligible faculty members on the Committee, will solicit faculty from similar departments or disciplines at the University to assist the Committee with both the review and the recommendation.

When considering the reappointment and promotion cases of teaching faculty, the Personnel Committee must include teaching faculty. In particular, in any personnel action involving the reappointment and promotion of teaching faculty, the personnel committee must contain at least one and at most two teaching faculty members of a higher rank than the candidate under consideration. More specifically, the reappointment and promotion votes in cases involving a teaching faculty position will be made only by teaching faculty of a higher rank than that of the candidate and by tenured faculty of any rank. Considering the required representation of teaching faculty of a higher rank, if there are not a sufficient number of voting faculty members, the Department Head, in consultation with the eligible faculty members on the Committee, will solicit

teaching faculty from similar departments or disciplines at the University to assist the Committee with both the review and the recommendation.

JOB DESCRIPTIONS

Departmental faculty members are divided into two groups: tenured/tenure-track faculty and non tenure-track faculty. Descriptions of the two faculty categories appear below. Since the Departmental personnel document undergoes infrequent changes, it must be re-iterated at this point that the applicable College and University documents supersede this document.

Non Tenure-Track or Teaching Faculty

There are four types of or non tenure-track faculty appointments in the Computer Science Department: Adjunct, Visiting, Lecturer, and Teaching, as described below.

Adjunct

The Computer Science Department faculty should be consulted when hiring an adjunct faculty member. The title of Adjunct may also be used for scholars with a terminal degree who wish to affiliate with the University for professional development. The operative document for the non tenure-track position of Adjunct are the Oklahoma State University Policy and Procedures for Non Tenure-Track Faculty Positions 2-0903 Academic Affairs April 2017 and the College of Arts and Sciences Personnel Procedures document dated 8/29/2017.

Visiting

In response to short-term and/or emergency teaching needs, the Department may make a temporary appointment as a Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor. Appropriate search procedures should be used prior to making such appointments but may vary depending upon the nature of the position. However, limited search procedures are usually adequate. The Department Head, after receiving appropriate faculty counsel, shall be responsible for recommending an appointment to a temporary visiting position. The term of appointment for a visiting faculty is one year. Based on Departmental needs, a visiting faculty may be reappointed for a one-year term without a new search. A visiting faculty member shall be provided annually with a written evaluation by the Department Head in line with the established Appraisal and Development procedures. Time spent as a visiting faculty shall not count toward tenure should a person holding a visiting position be given a tenure-track appointment.

Lecturer

In response to short-term and/or emergency teaching needs, the Department may make a temporary appointment as a Lecturer. A Lecturer must hold at least an earned Master of Science Degree in Computer Science or the equivalent from an accredited institution of higher learning or have comparable professional experience. Appropriate search procedures should be used prior to making such appointments but may vary depending upon the nature of the position. However, limited search procedures are usually adequate. The Department Head, after receiving

appropriate faculty counsel, shall be responsible for recommending an appointments to the temporary position of Lecturer. Appointment to the position of Lecturer shall be for a term of one year or less and may be renewed. A Lecturer shall be provided annually with a written evaluation by the Department Head in line with the established Appraisal and Development procedures. Time spent as a Lecturer shall not count toward tenure should a person holding a Lecturer position be given a tenure-track appointment.

Teaching Faculty

Teaching faculty ranks are: Teaching Assistant Professor, Teaching Associate Professor, and Teaching Professor. The operative document for the non tenure-track positions of teaching are the Oklahoma State University Policy and Procedures for Non Tenure-Track Faculty Positions 2-0903 Academic Affairs April 2017 and the College of Arts and Sciences Personnel Procedures document dated 8/29/2017.

Requirements

A candidate for a teaching faculty position in the Computer Science Department must hold an earned Ph.D. Degree in Computer Science or a related field from an accredited institution of higher learning.

Responsibilities

A Teaching faculty member is primarily responsible for teaching undergraduate classes. Additional responsibilities include serving on Departmental, College, and University committees. The Department Head shall be in charge of the work assignment and supervision of the Teaching faculty.

Appointment and Review

The initial appointment of a Teaching Faculty is normally as a Teaching Assistant Professor and is for three years. A Teaching faculty member shall be provided annually with a written evaluation by the Department Head in line with the established Departmental/College/University Appraisal and Development procedures. These annual A&Ds will be used as a basis for the reappointment and promotion of a Teaching faculty member. After three years, a Teaching Assistant Professor may be reappointed for another three-year terms, or she/he may be promoted to a Teaching Associate Professor for a three-year term. A Teaching Associate Professor may be reappointed for another three-year term, or she/he may be promoted to a Teaching Professor. The position of a Teaching Professor is renewable every three years. Time spent as a Teaching faculty shall not count toward tenure should a person holding a teaching position be given a tenure-track appointment.

Tenured/Tenure-Track Faculty

The three ranks of Assistant Professor, Associate Professor, and Professor are described below in terms of their requirements and responsibilities as well as their appointment and review procedures. It must be noted that service to the Department, College, University, and the profession is expected of all the tenured and tenure-track faculty. Another common area of

required shared responsibility is the supervision of graduate students and service on graduate student committees.

Assistant Professor

Requirements

An Assistant Professor must hold a Ph.D. degree in Computer Science or a related field from an accredited institution of higher learning. There must be ample evidence of research potential in terms of scholarly publications and securing external funding in a prospective Assistant Professor's Curriculum Vita.

Responsibilities

An Assistant Professor shall be responsible for conducting university classes for undergraduate and/or graduate students, which may involve full responsibility for one or more courses. An Assistant Professor may supervise the efforts of graduate assistants and may also serve, under applicable regulations, on graduate student committees either as the committee chair or as a committee member. An Assistant Professor may assist student organizations, engage in public service activities, and serve on faculty committees. An Assistant Professor shall begin developing and expanding her/his scholarly and pedagogical maturity as evidenced by publication of research results in reputable refereed and peer-reviewed journals and conference proceedings, by actively pursuing extramural funding, by securing research grants, by developing substantial course and curriculum materials, and by significant participation in extension/service/outreach activities.

Appointment and Review

An Assistant Professor is appointed for four years and may be reappointed. As to the expected performance, a written appraisal of the effectiveness exhibited will be provided every year in the form of the annual Appraisal and Development document. During the third year, an Assistant Professor shall be reviewed for reappointment for two years beyond the first four years. A tenure and promotion review shall be conducted during the sixth year of appointment according to the Departmental, College, and University policies. An Assistant Professor is expected to be performing at the level of an Associate Professor to be eligible for promotion.

Associate Professor

Requirements

An Associate Professor must meet the requirements of an Assistant Professor. Additionally, an Associate Professor shall demonstrate meritorious achievement as judged by Departmental administrators, peers, and off-campus professionals in the two areas of instruction and research. Meritorious performance in the two areas constitutes a minimum level for consideration and does not guarantee a favorable employment action by the University. Excellence in instruction may be demonstrated by favorable assessments of an Associate Professor's ability to help students learn as evaluated by Departmental administrators, peers, and students, as well as by significant participation in the instructional programs and course development efforts. Excellence in research may be demonstrated by publication of research results in reputable refereed and peer-reviewed journals and conference proceedings. An Associate professor is expected to engage in the active pursuit of external funding by authoring grant proposals, and be successful in securing external

grants.

Responsibilities

An Associate Professor shall be responsible for conducting university classes for undergraduate and/or graduate students and for assisting in course and curriculum development. A major responsibility shall be assumed by an Associate Professor in supervising graduate students completing their M.S. Theses, M.S. Creative Components, or Ph.D., Dissertations. Conducting research, publishing, and pursuing and obtaining extramural funding are among the responsibilities of an Associate Professor. Major responsibilities shall also be assumed by an Associate Professor within the Department as assigned by the Department Head and as an active participant on the University and College committees. Active participation in committees is a requirement as a component of shared governance. In addition, an Associate Professor may undertake leadership roles in appropriate professional organizations.

Appointment and Review

An Associate Professor has tenure if promoted from Assistant Professor to that rank. If an individual is initially appointed as Associate Professor, the appointment is for four years, and if reappointed, tenure will be conferred. Associate Professors will be provided annually with a written appraisal of their effectiveness in terms of the expected performance in teaching, scholarship, and service.

Professor

Requirements

In addition to meeting the requirements of an Associate Professor, a Professor will have established a highly meritorious record in research and teaching. A Professor shall also have gained recognition as a highly competent professional in her/his discipline of specialty.

Responsibilities

A Professor, in addition to the duties of an Associate Professor, is responsible for providing leadership in developing instructional programs. A major responsibility shall be assumed by a Professor for the successful discharge of tasks assigned on Departmental, College, and/or University committees and, in some instances, for developing and coordinating Departmental extension/service/outreach programs. As a seasoned and mature professional, a Professor should contribute significantly to the regional, national, and international professional organizations. A Professor is expected to exhibit the highest caliber of instructional and scholarly skills and provide leadership for the overall development of the Department, the College, and the University. A Professor is expected to actively seek and obtain external funding and be responsible for using her/his skill and reputation toward advancing the computing profession.

Appointment and Review

Professorship is a tenured appointment. In accordance with the Appraisal and Development procedures, a Professor will receive written appraisal of personal effectiveness in teaching, scholarship, and service in terms of the expected performance.

NOMINATION AND APPOINTMENT PROCESS FOR REGENTS PROFESSORS

For the nomination and appointment of Regents Professors in the Computer Science Department, the Oklahoma State University Policy and Procedures document 2-0905, ACADEMIC AFFAIRS, approved in July 2009, shall be followed.