

DEPARTMENT OF COMPUTER AND INFORMATION SCIENCES
UNIVERSITY OF DELAWARE
(Passed by Faculty Vote: April 25, 2022; Approved by Provost: September 2024)

BYLAWS

PREAMBLE

We, the members of the Faculty of the Computer and Information Sciences Department in the College of Engineering at the University of Delaware (hereinafter, “the Faculty”), concerned with continual improvement of academic standards and dedicated to the achievement of academic excellence, are convinced that those directly involved in instructional and research activities also must play an active role in administrative and academic affairs relating to the Computer and Information Sciences Department (hereinafter, “the Department”). Therefore, being aware that a regular authorized and representative agency of the Department must serve this function if academic excellence is to be achieved, maintained and improved, we hereby formalize these Bylaws to establish and constitute the official channel of faculty opinion in all matters which bear upon the academic program.

These Bylaws of the Department and the powers of the faculty shall be consistent with, and subordinate to, the policies of and authority delegated by: the University Charter, the Trustee Bylaws, the University Faculty Senate Bylaws and Regulations, the Constitution of the Faculty of the University of Delaware, the Constitution and Bylaws of the College of Engineering, and the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors.

These Bylaws exist to better fulfill our mission of cultivating both learning and the advancement of knowledge in the engineering sciences by providing all of our students with outstanding undergraduate and graduate education programs so that they will know how to reason critically and independently yet cooperate productively.

The Faculty shall not adopt rules that contradict these Bylaws.

ARTICLE I. GENERAL POWERS OF THE FACULTY

- A. All matters relating to the educational and administrative affairs of the Department are committed to the Faculty for the purposes of governing the Department.
- B. The Faculty exercises control over all Departmental degree programs and curricula. The Faculty shall:

1. Provide recommendations for the establishment and deletion of curricula and courses.
 2. Formulate educational and academic standards.
 3. Recommend to the College for appropriate action the educational and academic policies relating to the administration of university services (e.g., university library, computing center, etc.) as they pertain to the Department.
 4. Adopt regulations governing Departmental procedures.
- C. The Faculty is responsible for the nature and the quality of the Department's instructional, research, and service programs.

ARTICLE II. FACULTY MEMBERSHIP & RESPONSIBILITIES

- A. Faculty. The Faculty consists of all tenure-track and continuing-track Full Professors, Associate Professors, Assistant Professors, and full-time Instructors in the Department; faculty with joint appointments; research faculty; faculty with affiliated appointments; faculty with secondary appointments; faculty with adjunct appointments; Visiting Faculty; and Emeritus Faculty. A faculty member on temporary leave shall retain faculty status. The letter of appointment will establish the classification of each faculty member.
- B. Voting Faculty. Members of the Voting Faculty have the privilege to vote on: changes and amendments to Department policy and procedures described in the Bylaws, workload, and Promotion and Tenure (P&T) documents; the election of the Department Executive Committee; and department issues including undergraduate students and curricula, graduate students and curricula, and faculty hiring. Voting privileges for promotion and tenure cases are separately described in the department's P&T document.
1. All full-time tenure-track and continuing-track faculty with primary appointments in the Department are members of the Voting Faculty.
 2. Membership in the Voting Faculty for faculty with Joint Appointments is decided by a 2/3 vote of the Voting Faculty.
 3. Other individuals may be given voting privileges on specific issues by a 2/3 vote of the Voting Faculty.
- C. Joint, Secondary, and Affiliated Appointments. Research, Joint, Secondary, and Affiliated Appointments are appointments made in a spirit of mutual benefit and to formalize a connection between the appointee and the Department with the purposes of encouraging scholarly collaboration, and/or exchanging educational experiences. Appointments are for a fixed period and are renewable, although they are not automatically renewed. Appointees must be nominated by the Executive Committee. Criteria for making a nomination include: teaching, research, and/or service. Joint appointments are offered to individuals with full-

time academic appointments in other units at the University of Delaware, and Affiliated appointments are offered to other individuals; by University definition, individuals with Affiliated Appointments do not receive monetary compensation for that affiliation. The level of appointment will be commensurate with the individual's curriculum vitae and the Department's promotion and tenure guidelines. Appointments are confirmed by a majority vote of the Voting Faculty.

- D. Adjunct Faculty. Adjunct appointments are made for persons who teach a course or courses in the department on Supplemental ('S') contract. Such appointments are made by the Chair in the normal course of preparing the teaching schedule for that semester. These appointments are made on a semester basis.
- E. Visiting Faculty. Visiting Faculty are appointed by the Chair upon recommendation of a member of the Voting Faculty. These appointments are made on a semester or on a yearly basis.
- F. Emeritus Faculty. The title of Emeritus may be granted to retiring faculty who have made distinguished contributions to teaching, scholarship, and/or service as a member of the Department, have attained the rank of Associate or Full Professor at the time of retirement, have served at the University of Delaware for at least eight years, and desire a continued association with the Department. Nominations for the Emeritus title must be made by a member of the Voting Faculty. Nominations supported by a majority vote of the Voting Faculty and by the Chair will be submitted to the Dean for consideration.
- G. Responsibilities of the Faculty. The collective duties of the Faculty include the following:
 - 1. Teaching assigned courses within the faculty member's general competence.
 - 2. Conducting research and/or other scholarly pursuits, when specified by the workload, related to the field of appointment and satisfying the conditions that the work can be conducted openly and has a reasonable chance of leading to results publishable in professional media.
 - 3. Advising, encouraging, and challenging undergraduate and/or graduate students.
 - 4. Participating in the duties of Department, college, and university committees.
 - 5. Actively participating in departmental activities including faculty meetings.
 - 6. Actively participating at professional meetings, symposia, and seminars; keeping the Chair informed of these activities.
 - 7. Seeking sponsorship for research and/or other scholarly pursuits.
 - 8. Improving personal knowledge and capabilities in the chosen professional area of specialty.

9. Pursuing all activities in a manner that aids the other faculty and students in their progress toward reasonable goals.
10. Support and work towards goals of improving diversity, equity, and inclusion in students, faculty, and department.

ARTICLE III. MEMBERSHIP OF PROFESSIONAL STAFF

- A. Business Administrator. The Business Administrator manages the daily operation and administration of the Department in the areas of human resources, finances, purchasing, support services, and academic scheduling. Additionally, the Business Administrator shall provide general assistance to the Chair on matters related to the instructional program and the research activities of the Department.
- B. Departmental Computer Lab Manager. The Lab Manager shall report to the Chair, provide support for research computing for the Department Faculty, and ensure safe and proper utilization of computer systems.

ARTICLE IV. MEETINGS

- A. Presider. The Chair shall preside over Department faculty meetings.
- B. Meetings. The Department Faculty shall meet at least twice a semester at times determined by the Chair.
 1. Special meetings of the Department Faculty may be called by the Chair; the Executive Committee; a written petition to the Chair, signed by at least 25% of the members of the Voting Faculty excluding the Chair; or a majority vote of the Voting Faculty.
 2. The Chair shall establish dates for regular meetings and distribute the list to the Faculty within one week of the beginning of fall and spring semesters.
 3. Whenever possible, faculty meetings must be scheduled at least one week in advance, at a time that does not conflict with the teaching schedule of any member of the Voting Faculty, and during normal University business hours.
 4. Written notice of special faculty meetings shall be given to the Faculty at least forty-eight hours in advance of such meetings, preferably with one week's notice.
 5. Members of the Voting Faculty, including those on sabbatical or on leave, may attend and participate in all faculty meetings; other faculty and a representative of the graduate students will be invited to attend and participate in portions of faculty meetings as appropriate.
- C. Agenda. The agenda for a faculty meeting shall be established by the Chair or the Executive Committee, with input from the Faculty. The Chair shall decide which items on the agenda are open only to the Voting Faculty and may require

others to leave the meeting when those items are discussed.

1. Agenda items will be solicited from the Faculty at least two weeks in advance of the meeting and will be added at the chair's discretion.
2. At any time prior to the distribution of the final agenda, an item must be added to the agenda that has been proposed by a faculty member and signed by at least 25% of the Voting Faculty.
3. The final agenda must be distributed to the Faculty at least one week in advance of the meeting.
4. Although other business may be discussed, official action may be taken only on items on the agenda.

D. Order of Business. The first part of the meeting will address items on the agenda. The meeting ends with solicitation and discussion of new business. Any item of new business shall require a 2/3 vote for discussion.

E. Minutes of Meetings. Under the direction of the Chair, a record of each faculty meeting shall be prepared and distributed to the Faculty within two weeks of the meeting. The record should also include any vote that was taken electronically in the period between the previous faculty meeting and the current faculty meeting. Upon receipt of the minutes, the faculty have one week to raise any objections. If no objections are raised, the record is considered approved by unanimous consent, after which a permanent record of approved faculty meeting minutes shall be filed in the Chair's Office. If an objection is raised, the minutes should be revised within one week of the conclusion of the challenge period and the above process repeats until the minutes are approved.

F. Quorum and Voting.

1. A quorum shall consist of a majority of the members of the Voting Faculty, excluding the Chair and members who are on sabbatical or leave of absence. At the discretion of the Chair, a person may attend a faculty meeting via a real-time communication channel and be considered present for the purposes of these Bylaws. A quorum must be present at a faculty meeting for action to be taken.
2. A member of the Voting Faculty who is unable to attend a meeting may specify a proxy to vote on specific agenda items. The member must communicate to the Chair before the meeting the person who will act as proxy and the agenda items for which the proxy is authorized to vote on the member's behalf. The proxy must also be a member of the Voting Faculty. For determining whether a quorum is present, a person not attending the meeting is considered not present, even if that person has specified a proxy.
3. A member of the Voting Faculty on sabbatical retains voting rights. A

member of the Voting Faculty on leave of absence retains voting rights unless decided otherwise by a 2/3 vote of the Voting Faculty; voting rights will be reinstated upon return from the leave.

G. Voting

1. Voting may take place either during a faculty meeting or electronically; when the voting takes place electronically, a deadline will be set. In all cases, unless otherwise stated, only members of the Voting Faculty may vote on proposals. Votes requiring a majority vote:
 - a. A proposal is adopted when the number of "yes" votes cast is strictly greater than the number of "no" votes.
 - b. For proposals requiring a majority vote, the Chair votes only in the case of ties.
2. Certain proposals require a 2/3 vote. Whether these are at a faculty meeting or electronic, such proposals are approved when the number of "yes" votes is greater than or equal to two times the number of "no" votes. Unless stated otherwise, the Chair does not vote on proposals requiring a 2/3 vote.
3. In some instances, secret ballots will be used. Secret ballots are required on P&T votes. At any time before a vote is taken, a Voting Faculty member may request that the ballot be secret (and it will be so).
4. The Faculty shall abide by its own rules of procedure (either in these Bylaws, or adopted explicitly during a meeting), but in cases where it has adopted no explicit rules, or where the applicability or interpretation of rules is in doubt, *Robert's Rules of Order – Newly Revised* (PublicAffairs; 12th edition, September 1, 2020; ISBN-13 : 978-1541798052) shall govern. A Parliamentarian may be appointed by the Chair to ensure conformity.
5. A presiding officer may request "unanimous consent" as a substitute for any of the above procedures which, in the absence of any objection, will satisfy either a majority or 2/3 voting requirement.

ARTICLE V. OFFICERS

- A. Chair of the Department. The Chair of the Department shall have general administrative authority over Department affairs, exercise leadership in the formulation of policies, introduce educational ideas and proposals, and stimulate discussions leading to improvement of the educational and research programs of the Department. Responsibilities shall include both strengthening the Department and its programs plus interpreting and defending those programs to the College and to the University community. Responsibilities include, but are not limited to:

1. The Chair shall have the authority to make budgetary recommendations to the Dean of the College of Engineering.
2. The Chair may appoint a committee to advise on any matters of concern to the Department and is responsible for assigning Department members to committees.
3. The Chair may recommend new appointments, reappointments, and promotions within the Department to the Dean of Engineering, after consultation with the Faculty.
4. The Chair shall maintain awareness of the professional and scholarly activities of the Faculty.
5. The Chair is responsible for general supervision of the work of staff and students employed by the Department.
6. The Chair is responsible for the formulation, control of quality and improvement of educational programs. The Faculty should be consulted concerning these tasks and should assist with these tasks.
7. The Chair is responsible for approving appointments of Professional Staff.
8. The Chair shall review the performance of Faculty and Professional Staff, and assign workloads consistent with the CBA and the Faculty Handbook.
9. The Chair shall ensure that peer reviews are completed in a timely manner.
10. The Chair is responsible for the preparation of Departmental budgets, and shall supervise the expenditure of Departmental funds in cooperation with the Faculty.
11. The Chair is responsible for formulating and executing Departmental policies in cooperation with the Faculty and for executing policies of the University and the College of Engineering insofar as they affect the Department.
12. The Chair is responsible for the supervision and performance review on a continuing basis of directors of research centers and any administrative assistants or associates in the Department.
13. The Chair is responsible for nominating Faculty and Professional Staff for awards.
14. The Chair shall initiate and actively participate in fund-raising activities inside and outside of the University that benefit the Department and are aligned with University and College development plans.
15. The Chair shall identify and promote collaborative and/or interdisciplinary research opportunities.
16. The Chair shall promote the Department by publicizing Departmental achievements.

- B. The Associate Chair(s). An Associate Chair shall be a member of the Voting Faculty, at least at an Associate rank, appointed by the Chair. In general, they will serve for a renewable period of three years at the pleasure of the chair. The responsibilities will include the following:
1. An Associate Chair shall support the Chair on all matters related to the daily and long-term operation of the undergraduate and graduate education programs.
 2. An Associate Chair will coordinate with the Chair in the assignment and oversight of teaching assistants.
 3. An Associate Chair will manage course registrations and course wait lists.
 4. An Associate Chair will oversee the processing of the transfer of credit requests.

ARTICLE VI. COMMITTEES

- A. General Function. The functions of the Committees are to investigate, advise and recommend in those areas assigned and delineated below.
- B. Executive Committee.
1. Composition. Three members, including the President.
 2. Eligibility. With the exception of the Chair and the Associate Chair, all members of the Voting Faculty are eligible to serve as a member of the Executive Committee.
 3. President. The President is the member of the longest standing in the Executive Committee.
 4. Terms of Office. Members of the Executive Committee serve a three-year term. Terms are staggered so that one member is elected each year.
 5. Election of Members. Election of members of the Executive Committee is by preferential voting using the method specified "by way of illustration" in *Robert's Rules of Order – Newly Revised*. (PublicAffairs; 12th edition, September 1, 2020; ISBN-13 : 978-1541798052) All eligible Voting Faculty, including the member of the Executive Committee who is being replaced, will be candidates.
 6. Filling of Vacancies. A member of the Executive Committee who becomes ineligible to serve or resigns will be replaced using the procedure for Election of Members with the exception that the member being replaced may not be a candidate. The replacement will assume the term of the member being replaced. A member of the Executive Committee who is on sabbatical or leave of absence will be temporarily replaced using the procedure for Election of Members with the exception that the member being replaced may not be a candidate. The replacement will only serve until the member on sabbatical or leave of absence returns.

7. Procedures of the Executive Committee.

- a. Informal procedures shall govern all meetings, but a written record of any major actions and a brief summary of any pertinent deliberations shall be presented to the Department Chair.
- b. The committee shall meet when matters of concern warrant, but at least once each fall semester and spring semester.
- c. The committee shall meet with the Chair when matters of concern warrant, but at least once every month.
- d. Function. The Executive Committee acts on behalf of the Faculty in the administration of the Department and assists the Chair in providing leadership to the Department. Responsibilities include, but are not limited to:
 - i. Advising the Chair concerning the general administration of the Department
 - ii. Assisting the Chair with the strategic planning of the Department
 - iii. Nominating candidates for Joint, Affiliated and Secondary appointments
 - iv. Executing a primary role in the P&T process as specified in the department P&T document
 - v. Executing a primary role in the peer review process as specified below:

Peer reviews will be conducted in accordance with University policy. For each peer review case, a separate peer review committee will be established. Each peer review committee and its chair will be appointed by the executive committee with approval by the Department Chair. The peer review committee will consist of at least three members which will include at least 2 of the current members of the executive committee. Additional members, when necessary, will be selected by the executive committee. For all assistant professors and untenured TT associate professors, a majority of the Peer Review Committee must be associate professors or full professors. For associate professors, a majority of the Peer Review committee must consist of associate and full professors and contain at least two full professors. For full professors, the Peer Review committee must contain at least three full professors.

Additional members of the Peer Review committee may be chosen from another department; however this choice

should be exercised only if the constraints on the Peer Review committee can not be met otherwise.

The Peer Review Committee solicits written information from the faculty member being reviewed documenting their contributions in each of the areas of research, teaching and service as specified by their workloads. The committee meets with the faculty member to discuss those contributions and submits a written evaluation to the Department Chair. The Department Chair writes their own evaluation and forwards both evaluation letters to the Dean, with a copy to the faculty member.

- e. Actions. Actions taken under the authority delegated to the committee shall be decided by majority vote of the committee members.

C. Standing Committees.

1. Formation or Deletion. Standing committees can be formed or deleted by majority vote of the Voting Faculty.
2. Eligibility. Members of the Voting Faculty are eligible for membership of standing committees. The Chair is an ex-officio, non-voting member of all committees ~~except the Promotion and Tenure Committee~~. Members are appointed by the Chair, in consultation with the Executive Committee.
3. Presider. Presiders of the standing committees shall be appointed by the Chair, in consultation with the Executive Committee.
4. Terms of Office. The terms of office of members of standing committees shall be for the academic year, except when a vacancy arises, and are appointed annually. Members are normally expected to serve for more than one year to ensure continuity.
5. Filling of Vacancies. The Chair, in consultation with the Executive Committee, will make appointments to fill unexpired terms when vacancies arise.
6. Procedures of Standing Committees.
 - a. Informal procedures shall govern all committee meetings, but a written record of any major actions and a brief summary of any pertinent deliberations shall be presented to the Faculty.
 - b. Each committee shall meet when matters of concern warrant, but least once each fall semester and spring semester.
7. Actions. Actions taken under the authority delegated to a standing committee shall be decided by the majority vote of committee members,

except that, in the event of a tie, the President's vote decides. Votes may be handled by electronic communication.

D. Composition and Function of Standing Committees.

1. Undergraduate Education Committee

- a. Composition. At least four members, including the President.
- b. President. The President serves as the Director of Undergraduate Studies and the Department's representative on the College Educational Activities Committee.
- c. Function. Oversees all aspects of the Department's undergraduate degree programs. Any of the duties of this committee may be assigned to an ad hoc committee at the discretion of the chair in consultation with the executive committee. These duties include but are not limited to:
 - i. Deciding all matters involving the interpretation of undergraduate program requirements, including allowable substitutions.
 - ii. Reviewing proposed additions or deletions of courses, and changes in undergraduate course descriptions or names. The decisions of the committee must then be approved by the Chair, prior to submission to the College. Proposals may originate from the committee or from a member of the Faculty.
 - iii. Reviewing proposed changes to the requirements for any undergraduate program offered by the Department, and to the prerequisites, corequisites, number of credits, or other significant metadata (not including course descriptions or names) for undergraduate courses. Such proposals may originate from the committee or from a member of the Faculty. The committee recommends approval or rejection of each change to the Faculty. The committee will then submit to the College all approved changes.
 - iv. Recommending the creation of new undergraduate programs, or termination of existing programs, to the Faculty.
 - v. Overseeing the accreditation of undergraduate programs, as necessary.
 - vi. Coordinating the Department's undergraduate advising activities.
 - vii. Coordinating with the College on all undergraduate honors and awards.

- viii. In consultation with the Chair, recommending decisions on applications from undergraduate students transferring from another institution to the University in cases where the requested major is offered by the Department.
 - ix. In consultation with the Chair, deciding on applications from University students requesting to change into or add an undergraduate program (major or minor) offered by the Department.
2. Graduate Recruitment & Admissions Committee
 - a. Composition: At least four members, including the President, representing a cross-section of CIS research areas.
 - b. Function. Oversees all aspects of the graduate student recruitment and admissions processes. Any of the duties of this committee may be assigned to an ad hoc committee at the discretion of the chair in consultation with the executive committee. These duties include but are not limited to:
 - i. Reviewing applications for admission.
 - ii. Recommending invitations for student visits.
 - iii. Recommending admission offers.
 - iv. Recommending teaching assistantship offers for admitted students.
 - v. Assigning initial academic advisors.
3. Graduate Education Committee
 - a. Composition. At least four members, including the President, representing a cross-section of CIS research areas.
 - b. President. The President serves as the Director of Graduate Studies.
 - c. Function. Oversees all aspects of the Department's graduate degree programs. Any of the duties of this committee may be assigned to an ad hoc committee at the discretion of the chair in consultation with the executive committee. These duties include but are not limited to:
 - i. Curriculum
 - Deciding all matters involving the interpretation of graduate program requirements, including allowable substitutions.
 - Reviewing proposed additions or deletions of courses, and changes in graduate course descriptions or names. The decisions of the committee must then be approved by the Chair, prior to submission to the College. Proposals may originate from the committee or from a member of the Faculty.

- Reviewing proposed changes to the requirements for any graduate program offered by the Department, and to the prerequisites, corequisites, number of credits, or other significant metadata (not including course descriptions or names) for graduate courses. Such proposals may originate from the committee or from a member of the Faculty. The committee recommends approval or rejection of each change to the Faculty. The committee will then submit to the College all approved changes.
 - Recommending the creation of new graduate programs, or termination of existing programs, to the Faculty.
- ii. Student Mentoring and Progress
- Coordinating graduate mentoring activities, including student progress review.
 - Coordinating with the College on graduate honors and awards.
4. Promotion and Tenure (P&T) Committee
- The Department's policies and procedures regarding promotion and tenure are specified in the document entitled *Department of Computer and Information Sciences: Promotion and Tenure Criteria and Procedures* and referred to in these Bylaws as the "P&T document."

ARTICLE VII. SPECIAL COMMITTEES

Ad Hoc Committees: Ad Hoc Committees of the Faculty may be created by the Chair's initiative or by a majority vote of the Voting Faculty. Presidents of such committees shall regularly update the Faculty at faculty meetings.

ARTICLE VIII. AMENDMENTS TO THE BYLAWS

These Bylaws can be changed only by a 2/3 vote of the Voting Faculty including the Chair. A proposal to hold a vote to change the Bylaws must first be presented for discussion at a faculty meeting. A proposal must specify the exact modifications to be made as well as the voting procedure. If the proposal is approved, the vote on the change to the Bylaws shall take place two weeks or more after the meeting. Any changes approved by the Department must then be approved by the relevant College and Faculty Senate committees before they go into effect.