

# Operating Procedures

Computer Science Graduate Faculty

Arizona State University

Approved: November 01, 2024

## 1. Preamble

These Operating Procedures provide the organization and procedures of the Computer Science Graduate Program Faculty at Arizona State University. If any policy or procedure herein should be found to conflict with bylaws or policies of the School of Computing and Augmented Intelligence (SCAI); Fulton Schools of Engineering; Arizona State University; or the Arizona Board of Regents, the policies and procedures of these four shall take precedence.

## 2. The CS Graduate Faculty (or CGF)

### 2.A. Role

The CS Graduate Faculty (CGF) establishes and maintains curriculum and standards for the Computer Science PhD and Master degree programs, and elects members of the CS Graduate Program Committee (GPC) to advise the CS Graduate Faculty Chair (CGF Chair).

### 2.B. Membership

The up-to-date list of CS Graduate Faculty (CGF) can be found at:

<https://graduateapps.asu.edu/graduate-faculty/degree/G2>.

The CGF membership can be at the following three levels:

**i) CGF Membership with co-chairing rights.** Members with co-chairing rights can serve as a member or co-chair of a CS Masters and/or Ph.D. dissertation committee.

**ii) CGF Membership with chairing rights.** Members with chairing rights can serve as a member, co-chair or chair of a CS Masters and/or Ph.D. dissertation committee.

**iii) CGF Membership with voting rights.** Members with voting rights can serve as a member, co-chair or chair of a CS Masters and/or Ph.D. dissertation committee. They can also vote in CGF policy matters.

### 2.B.1 Criterion for CGF membership with co-chairing rights

1. Must have a PhD in CS or a related area.
2. Must hold tenured (or a tenure-track) position at ASU.
3. Must have a strong track record of refereed publications.
4. Must have ongoing collaboration with CS Graduate Faculty members.

### 2.B.2 Criterion for CGF membership with chairing rights

1. Must have a PhD in CS or a related area.
2. Must hold tenured (or a tenure-track) position at ASU.
3. Must have a strong track record of independent research in CS as evidenced by publications.
4. Must have recently refereed publications in reputable CS venues.
5. In the case of individuals who have had CS chairing rights in the past, must have a proven track record in successfully carrying out the obligations of graduate mentorship of students in Computer Science.
6. In the case of individuals who have had CS chairing rights in the past, must have taught at least one course in the last 3 years that were cross-listed (or primarily listed) as a CS course.
7. In the case of individuals who have had CS chairing rights in the past, must have relied on TA funding for CS courses for at most one advised student per semester. All other advised CS students should be funded by other CS course TA support.
8. In the case of individuals who have had CS chairing rights in the past, must not have relied on CS TA funding for more than one CS advisee per semester.

### 2.B.3 Criterion for CGF membership with voting rights

CGF members with chairing rights that have at least a 50 percent appointment in SCAI will have voting rights in the CGF.

## 2.C. Meetings of the CGF

### 2.C.1. Number of Meetings

The CS Graduate Program Chair must call meetings of the voting members of the CS Graduate Faculty at least once a semester. The CGF Chair must call a meeting of the CGF if requested by at least 10% of voting members of the Faculty Assembly or requested by the SCAI Director.

## 2.C.2. Agenda

1. The CGF Chair will announce the CGF meeting at least 1 month prior to the meeting day and seek agenda items for the meeting from CGF and other standing committees.
2. If requested by a standing committee, an item will be placed on the agenda.
3. In addition, if more than 10% of the CGF request for placing an item on the agenda, then that item must be included on the agenda.
4. The agenda may include items that need to be voted upon (voting agenda items) and items that need discussion only (discussion agenda items).
5. All agenda item requests must be made to the CGF Chair at least 10 business days prior to the announced meeting date.
6. The CGF Chair will publish the meeting agenda and send out the Ballot for voting at least 5 business days prior to the meeting day.
7. After all the published agenda items have been discussed, time permitting, and at the discretion of the CGF Chair, additional discussion agenda items proposed by the faculty present in the meeting may be added at the end of the agenda.

## 2.C.3. CGF Meeting Voting Procedures

1. Ballots will be sent out to the voting members of the CGF along with the agenda at least 5 business days prior to the meeting.
2. A deadline by which to cast Ballots will be specified before the meeting, and should be between 3-8 business days from the end of the meeting.
3. There will be an assigned Ballot Officer for managing the voting process, and the Ballot Officer shall maintain a Ballot Box in their office that facilitates paper voting.
4. The Ballot Officer will have a list of all the voting members of the CGF.
5. Only voting members of CGF are eligible to vote.
6. When any CGF member casts their ballot, the Ballot Officer must mark a check against the name of the faculty member in the list, so as to ensure at most one Ballot per CGF member.
7. CGF members can cast a paper copy of their ballot during the meeting in the Ballot Box.
8. CGF members also have the option to cast a paper copy of their Ballot in the Ballot Box in the Ballot Officer's office within the specified deadline.
9. CGF members also have the option to cast a digital copy of the Ballot by electronic mail to the Ballot Officer within the specified deadline.
10. Only the first Ballot received from a CGF member will be considered.
11. All voting CGF members can submit their Ballot to the Ballot Officer within the pre-specified deadline after the conclusion of the CGF meeting.

12. The voting is considered to be valid if at least 50% of the CGF with voting rights cast their Ballots within the specified deadline.
13. For every voting item on the agenda, there should be at least one voting option that is equivalent to maintaining the status quo.
14. The voting option with more votes is considered as the winner of the motion. In case of a tie, status quo remains.
15. The GPC member elections may have multiple candidates -- the ones with the top votes will be the winners. Tie is broken by the SCAI Director.
16. For motions proposing changes in operating procedures, see section 6.
17. The results of the voting must be published within 5 working days after the ballot submission deadline.
18. Proxy voting – faculty A voting casting a vote from an absent faculty B – is not allowed.
19. Early voting – voting before the meeting – is not allowed.

#### 2.C.4. Minutes of the CS Graduate Faculty Meetings

The CGF Chair will publish the draft of the minutes of the CS Graduate Faculty meeting within 10 business days after conclusion of the meeting. The approval/rejection of the meeting minutes shall be the first item on the agenda of the next meeting.

#### 2.C.5. Rules of Order

Meetings of the Faculty Assembly will operate under the most recent edition of Robert's Rules of Order, unless otherwise stated in these Operating Procedures.

### 3. CS Graduate Program Chair (CGF Chair)

The CS Graduate Program Chair (CGF Chair) is appointed by the SCAI Director in consultation with the **CS Program Chair** (defined in SCAI Bylaws) and is a non-voting member of GPC. The CGF Chair must be a member of the CGF with voting rights. The CGF Chair is responsible to:

- call and chair meetings of the CGF;
- lead graduate student recruiting efforts;
- coordinate fellowship and scholarship award selection;
- ensure that descriptions of degree requirements and course offerings are current;
- ensure that the procedures of the Graduate College are followed with respect to admission, program and committee selection, and proposal and thesis defenses;
- be empowered to approve programs of study and thesis outcomes on behalf of the CS graduate faculty;
- serve as liaison to the Graduate College; and

- provide other administrative support on the recommendation of the CS Graduate Faculty.

## 4 CS Graduate Committees

The CS Graduate Faculty will have two standing committees – the Graduate Programs Committee (GPC), and the Graduate Admissions Committee (GAC) – and may create other committees as needed. Each committee will develop and maintain an approved set of operating procedures. A chair of each committee is elected by the committee. Standing committee may submit agenda items to the CGF Chair for the CGF meeting.

### A. Graduate Programs Committee

The Faculty will establish a Graduate Programs Committee (GPC). The GPC will solicit information from the CGF and advise the CGF Chair on matters of membership of the CGF, admissions standards, deficiency management, curriculum content and procedures, and graduation requirements of the graduate degree programs. In particular, the GPC is responsible for the maintenance of the Student Handbooks for all CS graduate degree programs. GPC may submit agenda items to the CGF Chair for the CGF meetings.

The GPC will consist of the CGF Chair (without voting rights), and five voting members elected from the CGF. The elected members of the CGF shall serve staggered two-year terms. Only the voting members of the CGF are eligible to serve on the GPC, and they are elected by the CGF. The CGF Chair is responsible for conducting the election of the GPC members. The CGF Chair must request for nominations for serving on the GPC at least 10 business days prior to the meeting. In order to be placed on the ballot, the nominee must agree to serve on the GPC if elected.

#### A.1. Procedure for Determination of membership to CS Graduate Faculty

The GPC must follow the following steps to evaluate the applications for being a part of the CGF received from the CGF Chair.

1. The GPC sends the application and curriculum vitae to all voting members of the CGF and asks for feedback. For applications for membership with the right to chair, the GPC will request at least two internal evaluations of the application from voting members of the CGF who are most closely related to the applicant's areas of expertise.

2. The GPC considers all faculty feedback, questions from the list of criteria, and expectations of the Graduate College to arrive at a recommendation. A two-thirds majority of the GPC is required for a positive recommendation.
3. The GPC makes the recommendation to the CGF Chair. If the CGF Chair concurs, the decision is final, and the decision is forwarded to the Graduate College as appropriate. The decision will also be reported to the CGF. If the GPC and CGF Chair do not agree, their recommendations are placed as a voting agenda item in the CS CGF meeting.
4. Non-CS Program Faculty members whose membership is rejected can apply again for consideration after 3 years.
5. For members of the **CS Program Faculty** (defined in SCAI Bylaws and/or CS Operating Procedures), the CGF membership is considered to be a continuing appointment. For members who do not belong to the CS program faculty, the appointment is for a three-year term and must be re-evaluated for renewal.

## A.2. Procedure for Review of CS Graduate Faculty Membership

1. The GPC will review a CGF member's status, on the understanding that continuing status is the norm for members of the CS Program Faculty. If, despite this expectation, the faculty member is regarded as no longer eligible for the status, GPC will inform the CGF Chair and provide a statement of concerns and deficiencies.
2. The CGF Chair will prepare a notice for improvement and discuss it with the faculty member concerned.
3. If, at that time, the faculty member does not wish to pursue continued graduate faculty membership, the membership will conclude immediately.
4. The faculty member will have one year from the time the notice of improvement is made to address the concerns stated and submit a written response. Failure to respond within the timeframe will result in the immediate conclusion of the CGF membership.
5. The GPC will re-assess the status. If the GPC determines that progress has been adequate, the member's status shall be continued for a probationary term of one year at the end of which the member regains status if no further concerns are identified by the GPC.
6. Otherwise, the GPC will recommend to the CS Graduate Faculty that the status for this faculty member be concluded.
7. The CS Graduate Faculty can then, and only then, remove the faculty's status by a two-thirds majority vote provided at least half the eligible faculty vote.
8. A member of the CS program faculty who loses the right to vote, chair, co-chair, or membership status can petition to have the right or membership reinstated (with expectation of continuing status) one year after losing the right or the membership. However, a member of the CS program faculty may request a lesser right immediately.

## B. Graduate Admissions Committee

The CGF will establish a Graduate Admissions Committee (GAC). The GAC is primarily responsible for admission/rejection recommendations for Ph.D. applicants.

The GAC will review applications and, for each applicant with a complete application file, they will recommend to the CGF Chair either: admission without an explicit recommendation of funding; admission with an explicit recommendation of funding; or denial. The GAC shall consist of at least 10 CGF members appointed by the SCAI Director with the advice of the CGF Chair. Appointments shall be for one year.

## C. Ad hoc Committees

The CGF Chair or two-thirds of the voting members of the CGF may establish other ad hoc committees. Except when the CGF resolves otherwise, the CGF Chair will determine the charge and membership of these committees, appoint the members and designate the chair or co-chairs. Notwithstanding this, the CGF Chair shall not remove any matter from the purview of a standing committee without the consent of that committee or a majority of the CGF. Only the committee members who are voting members of the CGF have the right to vote on all matters of the committee.

## 6 Amendments to the Operating Procedures

The voting on Amendments to these Operating Procedures is considered to be valid if at least 50% of the CGF with voting rights cast their Ballots within the specified deadline. The Amendment motions must be binary (only two choices, change or not). An amendment motion is considered to pass, if more than two-thirds of the votes are in favor of the amendment.