

# COMPUTER SCIENCE AND ENGINEERING PROGRAM FACULTY OPERATING PROCEDURES

## ARIZONA STATE UNIVERSITY

### I. Preamble

These Operating Procedures provide the organization and procedures of the Computer Science and Engineering 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.

### II. The CSE Program Faculty (CSEPF)

#### A. Role

The CSEPF establishes and maintains curriculum and standards for the Computer Science and Engineering degree programs. Since there is a separate CSE Graduate Program Faculty (CSEGPF) with the primary focus on CSE graduate degree programs, the primary focus of the CSEPF is on CSE undergraduate degree programs. The CSEPF elects members of the Computer Science and Computer Systems Engineering Undergraduate Program Committees (CS UPC and CSE UPC) to advise the CSE Program Chair.

#### B. Membership

SCAI maintains several graduate and undergraduate degree programs. Each of the undergraduate degree programs in SCAI has its own Program Faculty. The Program Faculty is responsible for defining and executing its operating procedures for the curriculum and other matters of the program under its purview. Program faculty membership is decided by the Director of SCAI in consultation with the faculty, based on the teaching and/or research activities of the individual. (Taken from Faculty Approved SCAI Bylaws of SCAI).

The CSEPF includes all faculty members of the Computer Science and Engineering Program at the rank of Assistant, Associate, or Full Professor whose tenure home is SCAI, or who have at least a 50% appointment in SCAI. It also includes full-time faculty at the rank of Teaching Assistant Professor, Teaching Associate Professor, and Teaching Full Professor. If needed, CSE faculty associates, affiliated faculty, and visiting faculty may be invited to participate in CSEPF meetings.

#### C. Meetings of the CSE Program Faculty

The CSE Program Chair (CSEPC) must call meetings of the members of the CSEPF at least once a year. The CSEPC must call a meeting of the CSEPF if requested by at least 10% of the members of the CSEPF or requested by the SCAI Director.

#### D. Agenda

The CSEPC will announce the CSEPF meeting at least 7 business days prior to the meeting day and seek agenda items for the meeting from the CSEPF and other standing committees (e.g., CS and CSE UPCs). If

requested by a standing committee, an item will be placed on the agenda. In addition, if more than 10% of the CSEPF requests to place an item on the agenda, then that item must be included on the agenda.

The agenda may include items that need to be voted upon (voting agenda items) and items that need discussion only (discussion agenda items). All agenda item requests must be made to the CSEPC at least 4 days prior to the announced meeting date.

The CSEPC will publish the meeting agenda and send out the Ballot for voting at least two business days prior to the meeting day.

After all the published agenda items have been discussed, time permitting, and at the discretion of the CSEPC, additional discussion agenda items proposed by the faculty present in the meeting may be added to the published agenda.

## E. Voting Procedures

1. There will be an assigned Ballot Officer to manage the voting process.
2. The Ballot Officer will have a list of all the members of the CSEPF.
3. Only members of CSEPF are eligible to vote.
4. To avoid multiple voting, when any CSEPF member casts their ballot, the Ballot Officer must mark the faculty member's name as the ballot cast.
6. Ballots will be available in the meeting room for in-person voting. The electronic version of the ballot will be mailed out to all CSEPFs on the meeting day in case anyone chooses to vote electronically.
8. CSEPF members will 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. CSEPF members can cast an electronic copy of the Ballot and mail it to the Ballot Officer within the specified deadline.
10. Only the first Ballot received from a CSEPF member will be considered. All the rest will be discarded.
11. All voting CSEPF members must submit their Ballot within three working days after the conclusion of the CSEPF meeting.
12. The voting is valid and binding if at least 50% of the CSEPF cast their Ballots within the specified deadline.
13. The voting option receiving the most votes will be considered as the winning option.
14. The results of the voting must be published within five working days after the voting ends.
15. Proxy voting – faculty A voting for faculty B – is not allowed.
16. Absentee Ballot – voting before the meeting – is not allowed.

## F. Minutes of the CSE Program Faculty Meetings

The CSEPC will publish the draft minutes of the CSEPF meeting within 10 business days after the meeting. The approval/rejection of the meeting minutes shall be the first item on the next meeting's agenda.

## G. Rules of Order

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

## III. CSE Program Chair (CSEPC)

**The CSE Program Chair** is a non-voting member of the CS, CSE UPCs and the CSE GPC. The CSE Program Chair is responsible for the following:

- Call and chair meetings of the CSEPF;
- Coordinate fellowship and scholarship award selection with CS and CSE UPCs
- Ensure that descriptions of degree requirements and course offerings are current
- Coordinate with SCAI Advising Office in determining course offerings for each semester so that steady progress of students towards degree completion is ensured
- Coordinate with the SCAI Advising Office in preparing class schedules for each semester, considering the course load of each faculty, as determined by the SCAI Director.
- Coordinate with FSE Learning and Technology Hub Office to ensure that our Online course offering (both at the undergraduate and the graduate level) provide opportunity for the students to make steady progress towards degree completion.
- Coordinate with SCAI Administration and Personnel Committee (APC) on administration and personnel-related matters and serve as the liaison between APC and SCAI Director.
- Provide other administrative support on the recommendation of the CSE Program Faculty.
  - In consultation with the SCAI Director and Associate Director, create a strategic vision of the CSE Program and implement it.

## IV. Standing Committees

The CSE Program will have two standing committees – the Computer Science UPC and Computer Systems Engineering UPC. If needed, Ad-hoc committees can be formed by the CSEPF. Each committee will develop and maintain an approved set of operating procedures. Each committee elects its own Chair. A standing committee may submit agenda items to the CSEPC for inclusion in the agenda of the next CSEPF meeting.

### ● Undergraduate Program Committees

The CSE Program faculty will establish an Undergraduate Program Committee for each approved degree. The Undergraduate Programs Committees will solicit information from the Program Faculty and advise the Program Chair on admissions standards, curriculum matters and graduation requirements. In particular, the Undergraduate Program Committees are responsible for the maintenance of the Requirements and Procedures Document for each undergraduate degree program. Each Undergraduate Program Committee will consist of the Program Chair (ex officio), Associate Program Chair (ex officio) and five members in CS UPC and four members in CSE UPC. At least two members of the CSE UPC must be tenured or tenure-track faculty. At least three members of the CS UPC must be tenured or tenure-track faculty. The terms of the elected members will be for two years, and the election will be conducted in a staggered manner so that each year will have at least two members continuing from the previous committee. One SCAI representative will be an ex-officio member of the CS and CSE UPCs. Each UPC will elect a chair. The UPC Chairs, together with the CSE Program Chair, will coordinate activities for continuous evaluation and improvement of the degree programs under purview.

### ● Election of Committee Members

The election of faculty members to CSE standing committees will take place in a designated program meeting during the Spring semester. The CSE Program Chair will announce the date of this meeting at least one week before the meeting. The CSE Program Chair will seek candidate nominations and provide a slate of candidates. To be placed on the ballot, nominees must agree to serve, if elected.

### ● Ad-hoc Committees

The CSE Program Chair or two-thirds of the members of the CSEPF may establish other Ad-hoc committees. Unless the CSEPF decides otherwise, the CSE Program Chair will determine the charge and membership of these committees, appoint the members, and designate the chair or co-chairs. Notwithstanding this, the CSE Program Chair shall not remove any matter from the purview of a standing committee without the consent of that committee or a majority of the CPF.

## **V. Amendments to the Operating Procedure**

Voting on Amendments to these Operating Procedures is valid if at least 50% of the CSEPF 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 66% of the votes are in favor of the amendment.