

**ARIZONA STATE UNIVERSITY**  
**Ira A. Fulton Schools of Engineering**  
**School of Computing and Augmented Intelligence (SCAI)**

**OPERATING PROCEDURES**  
**SOFTWARE ENGINEERING FACULTY**

**I. Preamble**

These Operating Procedures provide the organization and procedures of the Software Engineering Program faculty at Arizona State University. If any policy or procedure should be found to conflict with policies or procedures of the School of Computing and Augmented Intelligence (SCAI), the Ira A. Fulton Schools of Engineering, Arizona State University, or the Arizona Board of Regents, the policies and procedures of the latter four shall take precedence.

**II. The Faculty Assembly**

A. *Faculty Governance*

This document creates the Faculty Assembly of Software Engineering. The Faculty Assembly establishes and maintains curriculum and standards for its academic programs and is advisory to the Program Chair.

B. *Membership*

The Faculty Assembly includes as voting members all primary and secondary faculty members of the Software Engineering Program (as specified by SCAI bylaws) at the rank of Assistant, Associate, or Full Professor in a paid tenured or tenure-track position whose tenure home is SCAI, and greater than one-half time faculty at the rank of Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor, Professor of Practice, or Instructor. SER faculty associates, affiliated faculty, and visiting faculty are invited to participate in SER program meetings. Any request for secondary faculty membership in the SER program should be approved by the SER faculty assembly.

**III. Meetings of the Faculty Assembly**

A. *Number*

The Program Chair will call meetings of the Faculty Assembly at least once in the Fall Semester and at least once in the Spring Semester. Any member of the Faculty Assembly may request that the Program Chair call a meeting; the Program Chair must call a special meeting if requested by at least 20% of voting members of the Faculty Assembly.

B. *Agenda*

The Program Chair will publish the agenda at least two days prior to a meeting. The Program Chair must call for the addition of agenda items at least one day prior to publication of the agenda. If requested by a Standing Committee, an item will be placed on the agenda. In addition, any member of the Faculty Assembly may request that the Program Chair place an item on the agenda; for a special meeting, the Program Chair must place the item on the agenda as the first order of business if requested by at least 20% of voting members of the Faculty Assembly.

C. *Quorum*

Two-thirds of the members of the voting faculty not on full leave or on sabbatical constitutes a quorum.

D. *Voting Procedures*

1. Only items indicated as items to be voted on in the published *Agenda* can be voted on without the approval of two-thirds of the Faculty Assembly.

2. Recommendations received from a Standing Committee that require action by the Assembly have the status of a main motion and do not require a motion from a member of the Assembly or a second to be considered.
3. Any method of voting may be used at the discretion of the presiding officer. However, at the request of any member, a vote by secret ballot shall be ordered.
4. The Faculty Assembly at a duly convened meeting may approve voting by e-mail on specific motion; such a ballot is not considered secret.
5. Proxy votes and absentee votes will not be permitted.
6. Votes conducted in a meeting are to be counted and results announced in the same meeting.

E. *New Business*

New Business to be discussed at a meeting of the Faculty Assembly shall be described on the *Agenda* distributed to the Faculty Assembly at least two days prior to a meeting. New Business items may be added to the *Agenda* subsequent its publication subject to the approval of a majority of the members present, but any motion requires a 2/3 majority of voting members present in order to be considered.

F. *Consent Items*

Committee recommendations that are judged by the members to be non-controversial will be designated as "consent items" on the meeting agenda. Unless a Faculty Assembly member objects so labeled, the matter will be considered adopted by the Faculty Assembly without further discussion or action. If an objection is raised to the Program Chair, the item will be scheduled for full discussion at the Faculty Assembly meeting.

G. *Executive Session*

The Faculty Assembly and its committees may call for a closed "executive session" of the faculty for matters such as appointments, personnel, and issues involving student privacy.

H. *Minutes*

Draft minutes of a meeting of the Faculty Assembly shall be published by the Program Chair prior to the next meeting and approved as the first order of business at the next meeting.

I. *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.

#### IV. **Committees**

The Faculty Assembly will have three standing committees and may create other committees as needed. Each committee will develop and maintain a Faculty Assembly approved charter. Operating procedures regarding committee meetings are the same as those found in section III of this document, except where specific operating procedures have been created and approved by SER Faculty Assembly. Standing committee reports will be provided by the chairs of the respective committees at each Faculty Assembly meeting. Chairs of all committees are appointed by the Program Chair subject to the approval of the director of SCAI. If directed at a meeting of the Faculty Assembly, the committees shall provide electronic or hard copy feedback on important issues to the Faculty Assembly. Members of standing committees shall serve minimum two-year terms.

A. *Undergraduate Program Committee (UPC)*

The SER Program faculty will establish an Undergraduate Program Committee (UPC) for the Bachelor of Science in Software Engineering. The UPC will solicit information from the Faculty Assembly and advise the Program Chair on admissions standards, curriculum content and procedures and graduation requirements. The Undergraduate Program Committee will consist of the Program Chair (ex officio), four faculty members of the Faculty Assembly appointed by the Program Chair, of which one will serve as the UPC Chair, and one ex-officio member of the

Advising Center. The UPC makes recommendations to the SER Faculty Assembly and Program Chair, presented at SER Program Faculty Meetings.

*B. Undergraduate Assessment Committee (UAC)*

The SER Program faculty will establish a committee responsible for conducting assessment activities necessary to maintain ABET program accreditation of the Bachelor of Science in Software Engineering. These procedures are defined in the Continuous Improvement Process manual (CIP) of the program. The UAC will also recommend improvements to the CIP manual for approval by the SER Program Faculty.

The UAC is responsible ensuring proper student program outcome data is collected as per the CIP manual and generating an assessment report that evaluates if student program outcomes are being attained at an acceptable level and presents its findings at a minimum once per academic year to the SER Faculty Assembly. The UAC makes recommendations to the appropriate body (the UPC, Program Chair, Course Coordinators, or SER Faculty Assembly) for improvements to the degree program to address any determined deficiencies, and is also responsible for assessing whether corrective actions have resulted in the desired outcome (presumably attainment of previously unattained student program outcomes). The UAC will consist of the Program Chair (ex officio), four faculty members of the Faculty Assembly which must include the program ABET Coordinator (who serves as UAC Chair) and the Capstone Coordinator. The other two members are appointed by the Program Chair.

*C. Graduate Program Committee (GPC)*

The SER Program faculty will establish a Graduate Program Committee (GPC) for the Master of Science in Software Engineering. The GPC will solicit information from the Faculty Assembly and advise the Program Chair on admissions standards, curriculum content and procedures and graduation requirements. The GPC is responsible for working with the SCAI Graduate Advising Center to revise the Graduate Handbook, which must be accepted by the SER Program Faculty. The GPC is also responsible for considering suitability for Master's thesis members who are not Graduate Program Faculty according to the most recent version of the Graduate Handbook. The GPC will consist of the Program Chair (ex officio), three faculty members of the Faculty Assembly appointed by the Program Chair, of which one will serve as the GPC Chair, and one ex-officio member of the Advising Center. The GPC makes recommendations to the SER Faculty Assembly and Program Chair, presented at SER Program Faculty Meetings.

*Ad-hoc Committees*

1. Creation and Membership

The Program Chair or two-thirds of the Faculty Assembly may establish other committees. Except when the Faculty Assembly resolves otherwise, the Program Chair will determine the charge and membership of these committees, appoint the members and designate the chair or co-chairs. Notwithstanding this, the 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 Faculty Assembly.

2. Voting Rights of Members of Ad-hoc Committees

a. *Members of the Faculty Assembly*

Committee members who are voting members of the Faculty Assembly vote on all matters. Except as indicated in (b) below, no other person, Faculty Assembly member or otherwise, has the right to vote.

b. *Other Members*

The Faculty Assembly may extend the franchise to other members of these committees, either generally or as to specific subjects within each committee's jurisdiction. The Program Chair may also appoint other non-voting members to these committees.

*D. Appointment of Committee Members*

The appointment of faculty members to SER standing committees will be made by the SER Program Chair under the advisement of the SCAI Director. The Program Chair will formalize these appointments at the first program meeting or prior to the third week of the Fall semester of the upcoming Academic Year, whichever comes first. Members of the SER Program Faculty may request to be on a specific committee by contacting the Program Chair. Members may decline to serve only by prior agreement with the Program Chair or SCAI Director, who may provide special release due to sabbatical or other academic leave, or other reasons that are not required to be publicized to the full Faculty Assembly.

#### **V. Statements of Policies**

The faculty may establish and maintain Statements of Student Policies and Faculty Policies. Such policies may only be created, amended, or repealed by a 2/3 vote at a duly convened meeting of the Faculty Assembly. Requirements and Procedures documents for each of the degree programs fall into this category.

#### **VI. Amendments to the Operating Procedures**

These Operating Procedures may only be amended or repealed by a two-thirds vote of the faculty attending a duly convened meeting of the Faculty Assembly.