DEPARTMENT OF COMPUTER SCIENCE BYLAWS

COLLEGE OF SCIENCE AND HEALTH

Preface:

This document is the bylaws of the Department of Computer Science in the College of Science and Health at William Paterson University of New Jersey. Nothing in these bylaws shall be construed to be inconsistent with University policy. All department operations should be guided by the University policy as a whole. Questions concerning any matters related to department parliamentary procedure shall be answered by reference to "Robert's Rules of Order (Revised Edition)" except when:
1. addressed in the bylaws,
2. overridden by a 2/3 vote and is not in conflict with University policy,
3. in conflict with University policy.

Article I: *Name:*

The name of the department shall be the Department of Computer Science.

Article II: *Purpose and Objectives:*

The major objectives of the department are:
1. To prepare students for graduate study and professional careers in Computer Science.
2. To contribute to the state-of-the-art in Computer Science.
3. To contribute to theoretical and applied research in Computer Science.
4. To provide service courses for students in other departments of the University.
5. To reach out to other departments to facilitate the integration of computer technology in the curriculum.
6. To contribute to the community and society by:
    a. participating in professional computer societies,
    b. participating in community activities related to Computer Science,
    c. participating in community educational programs in Computer Science,
    d. participating in continuing education and other related activities.

Article III: *Membership*:

The full-time members of the faculty in the department, except the Chairperson, have full voting rights at all departmental meetings. In the event of a tie vote, the Chairperson must then vote to break the tie.

Hand voting is the preferred method of voting. Any member may at any time call for a secret ballot. In this case, the Recording Secretary will collect all ballots, count the ballots in front of everyone, record the results in the minutes, and announce the results.

Non-voting members of the department include half-time and adjunct faculty. Such members may participate in department meetings but cannot vote.

Article IV: *Officers:*

The officers of the Department of Computer Science will consist of the Chairperson and Recording Secretary. All officers will be elected by the voting membership as described in Article VI.

The department will also have the appointed positions of Laboratory Coordinator, Library Liaison, Advisor, and Student Tutoring Program Coordinator described in Article X.

Officers:

1. **Chairperson**

    The chairperson's duties and responsibilities include (but are not limited to):
    a. Call and chair departmental meetings.
    b. Represent the department in interactions with the Dean of the College of Science and Health and other administrators.
    c. Ensure the department creates teaching schedules that are on time, provide students with adequate course selection, and address faculty scheduling requests fairly and equitably.
    d. Provide for the smooth operation of courses offered by the department.
    e. Oversee the operation of the departmental office.
    f. Provide vision and direction for the department.
    g. Perform other duties assigned by the administration.
    h. Evaluate and hire adjunct faculty.
    i. Ensure cooperation with Continuing Education and Distance Learning.
    j. Ensure the Department follows the bylaws, University policy, and contractual agreements.

    The term of office for a Chairperson will be three years. Under normal circumstances the election for Chairperson will be held during the Spring Semester before March 30. The new Chairperson will take office on July 1 of that year.

    A Chairperson may serve no more than two consecutive terms, after which someone else must be elected as Chairperson. Time served as an Acting Chairperson does not count towards the Chairperson term.

    Acting Chairperson

    If a Chairperson is unable to perform the duties for an extended period (e.g., a semester or year for sabbatical leave), the Chairperson will call a special meeting to elect an Acting Chairperson. Any nominees must be willing to accept the position. The faculty may, by a majority vote, elect an Acting Chairperson for the period. The Acting Chairperson must be acceptable to the administration and must receive any release time or other appropriate compensation normally given to the Chairperson during this time. The Recording Secretary will notify the administration of the change.

    During the time that an Acting Chairperson is in effect, the original Chairperson has no authority to act as Chairperson. However, the time is considered part of the term of the original Chairperson. The Chairperson cannot unilaterally shorten the time of an Acting

Chairperson. Removing an Acting Chairperson requires following the procedure for the removal of officers and a majority vote.

2. **Graduate Director**

The Graduate Director is a position appointed by the Department of Computer Sciences Council with a two-year term in consultation with the Chair. The graduate director oversees the program and answers questions from prospective students, and must have expert knowledge of how the program works. Furthermore, the graduate director should be an expert in both program tracks: Computer Science and Information Technology.

Major duties include:
a. Promoting graduate programs and active recruitment of students:
   - Oversee all aspects of the Master's in Computer Science degree.
   - Recruit students to the program.
   - Develop brochures, news releases, pamphlets, and media information for dissemination in collaboration with the Graduate Office
   - Attend graduate Open Houses for recruitment events, including weekends and Summer.
b. Admitting qualified applicants in collaboration with the Office of Graduate Admissions:
   - Process all graduate studies applications and make recommendations within 5 working days to the Chair and Dean for these students' acceptance or rejection.
   - Disseminate information regarding potential graduate assistantships and/or graduate education opportunities for graduate students every semester.
   - Complete on time the Graduate Clearance form that is submitted to the Dean and Registrar for students who have completed their degrees.
c. Teaching and recommending other course offerings to the Chair and the Scheduling committee:
   - Be the instructor for the graduate seminar.
   - Review and revise course content on a semester and yearly basis, or as needed.
   - Submit changes to market-driven curriculum to the Department Curriculum Committee after consultation with faculty, students, the Chair, and Dean.
   - Work closely with faculty to assure equitable distribution of graduate students in classes, theses, and internships.
   - Assist the Chair of the Department of Computer Sciences in all general duties requiring attention of the Graduate Program.
d. Advising:
   - Advise graduate students as well as undergraduate students interested in graduate studies.
   - Seek out and validate possible internships for graduate students.
   - Assist present and former students with job placement and discussions regarding their future careers and opportunities. The Program Director is constantly interacting with potential employers of our students and seeking feedback on a timely basis.
e. Other responsibilities
   - Write annual reports and help in the Assessments of the Graduate Program as required.

- The graduate director must publicly appear at departmental events to promote the graduate program.
- Other duties as assigned by the Chair and Dean of the College of Science and Health.

3. **Director of Cybersecurity Lab**

   The Cybersecurity Lab Director will lead and coordinate student research activities within the lab, mentoring students and supporting the development of cybersecurity-related projects. The Director will promote the department's cybersecurity initiatives through outreach activities such as high school visits, dual enrollment programs, and other collaborations that enhance the visibility of the lab and department. Responsibilities include fostering a research-driven environment, engaging with prospective students, and contributing to the department's strategic goals in cybersecurity education and community engagement.

4. **Director of Data Science Research Lab**

   The Director of the Data Science Research Lab (DSRL) will provide leadership and coordination for interdisciplinary data science research activities involving faculty, students, and collaborators from external academic institutions and research centers. The Director will actively promote the department's data science initiatives through outreach efforts, including high school visits, dual enrollment programs, and collaborative partnerships designed to enhance the visibility and impact of both the lab and the department. DSRL projects encompass a range of cutting-edge areas such as big data analytics, natural language processing, text and data mining, machine learning, and generative artificial intelligence. Key responsibilities of the Director include cultivating a research-intensive environment, mentoring student research assistants, and advancing the department's strategic objectives in data science education, research, and community engagement

5. **Recording Secretary**

   The duties and responsibilities of the Recording Secretary will include taking minutes at all departmental meetings and timely distribution (within 1 business week while classes are in session) of the minutes to the members of the department.

   The term of office of the Recording Secretary will be one year. Under normal circumstances, the Recording Secretary will be elected by March 30 and will start serving on September 1. If the Recording Secretary is unable to attend a departmental meeting, the Chairperson or presiding officer may appoint a faculty member in attendance to record the minutes for the meeting. There is no limit on the number of consecutive terms for the Recording Secretary.

Officer Resigns:

An officer resigns from office by notifying the chair of the Department Council, which will notify the Election Committee within one business week to set in motion the process for election of a new officer as described in Article VI. Also, the Department Council chair will make every effort to notify all faculty in writing.

Officer Unable to Perform Duties:

If the Department Council believes an officer is unable to perform the duties of the office, the chair of the Department Council will call a special meeting of the department. After the discussion, the faculty may take a vote. If a majority votes in agreement that the officer is unable to perform the duties, the chair of the Department Council will notify the Election Committee to set in motion within one business week the process for election of a new officer as described in Article VI.

Removal of an Officer:

If one-third or more of the voting membership is dissatisfied with the performance of an officer, they may petition the Chairperson, in writing, for a special department meeting as described in Article VII. At this meeting, the faculty will discuss the situation and may vote to remove the officer. A majority vote is needed for removal. The officer must resign from office immediately. In the case of the Chairperson, copies of the petition and minutes of the meeting shall be transmitted to the Dean, Provost, and President of the University by the Recording Secretary. If any other officer is removed, it will be treated as an internal action.

If the faculty votes to remove an officer, the individual chairing the meeting will notify the Election Committee in writing to start the process for the election of a new officer as described in Article VI. The faculty may vote on a temporary replacement (Acting) until the election process is complete.

Article V: *Committees:*

Standing Committees:

The term of all standing committees will be one year. Normally, elections for committees will occur at the last department meeting of the previous academic year. There are no limits on the number of terms in the office for any committee position. The Chairperson or his appointee will call the first meeting of each committee at which the committee members will elect a chair by
majority vote. The chair of a committee will be allowed to make motions, to second motions, and to vote due to the small size of committees in the department.

1. **Department Council**

   The purpose of this committee is to handle grade and academic integrity appeals. Membership of the committee will include the Chairperson and three (3) faculty. Duties include investigating and responding to student grade issues as well as investigating and responding to academic integrity appeals as provided for by University policy. This committee also handles complaints and conflict resolution. It will handle interpersonal conflicts and other issues.

2. **Curriculum Committee**

   The purpose of the committee is to direct the academic programs of the department. Membership will be six (6) faculty. The duties of this committee will include approval of new courses, approval of programs and program changes, recommending software and

hardware support for courses, and all matters related to syllabi and course outcomes.

3. **Retention and Tenure Committee**

The purpose of the committee is to evaluate and advise non-tenured faculty during the tenure process. Membership will consist of three (3) tenured faculty. Duties include informing all non-tenured faculty of important dates related to their evaluation, arranging and performing peer review of non-tenured faculty teaching, organizing student evaluations, reviewing non-tenured faculty files, meeting with the non-tenured faculty as needed, and timely generation of recommendations and forwarding of information to appropriate channels. Either the committee or a non-tenured faculty member under review may request a meeting to discuss related issues.

4. **Promotion Committee**

The purpose of the committee is to evaluate and assist faculty who are pursuing promotion. Membership will consist of three (3) tenured faculty who are not up for promotion. Duties include peer review, review of faculty files, meeting with faculty up for promotion, and timely generation of recommendations and forwarding of information to appropriate channels. Either the committee or a faculty member up for promotion may request a meeting to discuss related issues.

5. **Department Assessment Committee (DAC)**

The purpose of the DAC is to participate in the assessment of tenured faculty. Normally, membership will consist of tenured faculty in the department who are not being assessed. The number of members and composition will be determined by policy and agreements in effect at the time of the election.

6. **Faculty Recruitment Committee**

The purpose of the committee is to actively recruit for all faculty lines that have become available in the department. Membership will consist of five (5) faculty. Duties include drafting advertisements, recommending placement of the ads, reviewing applications and academic credentials of applicants, interviewing candidates, and recommending names of candidates for appointments.

7. **Teaching Scheduling Committee**

The purpose of the committee is to develop, in cooperation with the other faculty, faculty course teaching schedules. Membership will consist of three (3) faculty. Duties include generating timely course schedules with teaching assignments fairly and impartially. The procedure shall involve distributing and collecting teaching/scheduling preference requests (early in the semester), formulating a master schedule, and allowing enough time (1 week minimum) for getting feedback from faculty, Decision making will be based on contractual obligation, accreditation (no overload except for Summers), equitable treatment, program needs, faculty requests, past-practice, pragmatic constraints, and temporal load-balancing expectation edicts. Scheduling materials will be delivered to the Chairperson, allowing sufficient time for distribution through appropriate channels. The chairperson will be

responsible for the level of appeal and, in the final implementation phase, in consultation with the Dean.

8. **Election Committee**

The purpose of this committee is to determine the conditions and details of the election process of the Officers. Membership is the entire voting faculty in the department. All elections may be by secret ballot, and ballots will be counted and results announced in front of the assembled faculty. The duties of the committee include determining the process for nominations and elections, determining the place, date, and hours of elections, overseeing arrangements for the election, and reporting the results to faculty and the Dean. See **Article VI: Election** for more details on elections.

9. **Assessment Committee**

The purpose of the Assessment Committee is to facilitate the assessment of courses and programs (for both Middle-States and Computer Science-specific accreditation, as well as by request from administration). Membership will consist of three (3) Computer Science faculty. The assessment data and statistics will not be applied in any manner towards faculty evaluation/observation and will not be used in DAC, FRAC, promotion, retention/tenure, or faculty employment/corrective actions or procedures. However, individual faculty may decide to voluntarily include or use the data in their self-study documents at their discretion.

Inclusive in this committee's responsibilities are course portfolio collection and negotiating in common final representative question-selection disputes, course coordination, and general issues of sufficient coverage of course content. Accountability and a reasonable level of standardization in subject coverage (70-80%) are key goals of the committee. Course activity documents (such as exams, homework, and projects) are to be filed as portfolios with the department. However, course surveys are purely voluntary, and their usage is at the discretion of the instructor.

10. **Faculty Range Adjustment Committee (FRAC)**

The purpose of the committee is to evaluate and assist faculty who are pursuing FRAC. Membership will consist of three (3) tenured faculty. Individual applicants for FRAC may request FRAC committee member substitutes from outside the Computer Science Department. Duties include peer review, review of faculty files, meeting with faculty up for FRAC, and timely generation of recommendations and forwarding of information to appropriate channels. Either the committee or a faculty member up for FRAC may request a meeting to discuss related issues.

Ad-Hoc Committees:

The department Chairperson may create and assign members to Ad-Hoc committees as the need arises. Service on an ad-hoc committee is voluntary. Once the initial membership is determined, the Chairperson will distribute a memo stating the name of the committee, its purpose, the initial membership, and the person who will call the first meeting. At the first meeting, the committee will elect a chair. Committee chairs may make motions, second motions, and vote in all committee activities. The Chairperson may add additional individuals, with their permission, to the committee

as needs arise. Members may resign from a committee by sending a written notice to the Chairperson.

Departmental Review of Committee Actions:

Except in matters of retention, tenure, promotion, DAC, FRAC, and recruitment, all committee actions are subject to review by the entire department, if necessary. Committees shall submit any proposals to the faculty at least five business days before they are to be considered at a departmental meeting.

Article VI: *Election*

Standing committees will be elected at the last departmental meeting each academic year. The Chairperson will open the floor for nominations. Every nomination must be seconded. If a position has no contested positions, the Chairperson will direct the Recording Secretary to cast one vote, electing the individual. If anyone objects, they may request a ballot for the position.

When a standing committee position is contested or a ballot is requested, the Recording Secretary will distribute a ballot on which faculty will indicate the individuals they favor for the position. The Chairperson will not vote. The Recording Secretary will collect the papers and count them in front of the meeting. The individual(s) with the most votes are elected. If there is a tie, the Chairperson will break the tie.

The Election Committee will supervise the election of the Chairperson and Recording Secretary. The committee shall have all responsibility for conducting elections fairly. It will meet with appropriate administrative representatives as required by University policy. It will elect an Elections Officer to handle the details of the election. The Elections Officer will collect the nominations, verify that individuals nominated are willing to serve, distribute, collect, and count the ballots; report in writing the results of the election to the faculty and simultaneously to the Dean of Science and Health. The process should be concluded in a timely manner by March 30. The Election Committee will establish a procedure by which faculty may nominate, determine the place, date, and times for the election, and determine a time and place for counting the votes.

The time of the election must conform to University policy. The committee will distribute a memo with the above information at least one week before the nomination window starts. All dates and times must be during normal business hours (8:30 AM to 4:30 PM. All ballots must be returned to the Elections Officer. A faculty member who cannot be present during the voting hours may place their vote in a sealed envelope, sign the envelope with their name, and present it to the Election Officer before voting begins.

The counting of ballots will be open to all faculty. The Elections Officer will count the votes for each candidate, and the results will be immediately announced. For a vote to be official, at least 51% of the voting membership must participate in the election. A majority vote, at least 51% of the votes, will determine the outcome of all elections.

If an election results in a tie, the Elections Committee will oversee a runoff election between the candidates with the same number of votes. If the candidates tie in the runoff, the Chairperson will break the tie.

Article VII: *Meetings*

Normally, the Chairperson will be the presiding officer for all Department of Computer Science meetings, and the department will hold <u>at least</u> two (2) regular scheduled department meetings each semester.

Calling meetings: An agenda announcing the meeting, date, place, and topics to be covered will be distributed to faculty at least one business week before the scheduled meeting date. The Chairperson may call special meetings with less than one week's notice when circumstances require timely action. It is expected that this procedure will not be used more than two (2) times per semester.

The faculty may submit a petition signed by at least one-third of the voting members of the department requesting a special department meeting, stating the objective of the meeting, and suggesting a date and time for the meeting. The Chairperson, within three business days, may suggest an alternate date and time within a business week from the date suggested in the petition. If the Chairperson does not respond within three business days, the department meeting will take place on the date and time suggested in the petition, and the faculty in attendance shall elect a presiding officer who will conduct the meeting. If the Chairperson distributes the agenda but does not appear within fifteen (15) minutes after the starting time, the faculty in attendance shall elect a presiding officer who will conduct the meeting.

Committee chairs will schedule committee meetings as needed. Written notice of the meeting time, place, and topics to be covered should be distributed to all members.

Conducting Meetings:

The quorum required for conducting department meetings, regular or special, has been reached when at least 51% of the voting faculty are present. "The Robert's Rules of Order (Revised Edition)" will be utilized in conducting all meetings except when:
1. addressed in the by-laws,
2. overridden by a 2/3 vote that is not in conflict with University policy,
3. in conflict with University policy.

Meeting Cancellation:

If a departmental meeting must be canceled, the Chairperson will notify each voting member verbally or in writing. It is expected that the Chairperson will notify the faculty as early as possible so the faculty can reschedule other activities. The Chairperson cannot cancel a special meeting called because of a petition from the faculty.

Committee meetings may be canceled by the chair of the committee by notifying all members. This should be done as early as possible.

Voting at Meetings:

A majority vote, at least 51% of the votes, will determine the outcome of all voting within departmental meetings and departmental committee meetings, except for votes amending or suspending the by-laws, which will require a 2/3 vote.

Article VIII: Amendment to and Suspension of Bylaws

Any amendment must be submitted in writing to the faculty at least two business weeks in advance to be included in the agenda for the meeting. Any member of the department, including the Chairperson, may submit amendments to the bylaws. Any amendments shall become effective at the beginning of the following academic year (September 1st) after the revisions are approved, except that implementation of this set of bylaws will be carried out immediately.

At least 2/3 of the department's eligible voting members must approve this set of bylaws and proposed amendments to them. At least 2/3 of the department's eligible voting members must vote to suspend a portion of the bylaws.

The bylaws shall be reviewed by the Department Council every three years and reported to the Department of any suggested changes.

Article IX: Appeal Process and Policy

If a faculty member believes the bylaws have been violated, they may request to state their position at a department meeting (regular or special). The presiding officer will call for a vote. If the majority (51%) of the voting membership agrees that an action was against the bylaws, the action will be reversed.

Article X: Other Positions

The department will also have the following positions appointed by the Chairperson with the consent of the appointee and notification to the department faculty. The term of office for the positions below will normally be one year, starting on September 1. There are no limits on the number of consecutive terms for the positions below.

1. **Laboratory Coordinator**

   The duty of the Laboratory Coordinator will be to supervise the operation of the departmental labs and coordinate the resources (hardware, software, and human). Responsibilities will include insuring availability of departmental lab resources for course work and research, ensuring the security of the labs, insuring the safe and smooth operation of the labs, supervising student lab assistants and others who maintain the lab, and coordinating with the Chairperson and other University offices to maintain the lab and external connections.

2. **Advisor**

   The duty of the Advisor will be to coordinate advisement of Computer Science majors and minors. Responsibilities will include coordinating with the Chairperson on advisement-related activities, interacting with the Advisement Center, Dean's Office, Registrar's Office, and other University areas as needed to resolve problems or to obtain required information.

3. **Student Tutoring Coordinator**

   The Student Tutoring Coordinator will selectively recruit, train, schedule, and assess the

student tutors. Beyond covering all/most standard working hours of the lab, student tutors may be deployed in a classroom context at the request of the instructor.

4. **<u>Library Liaison</u>**

The Library Liaison will coordinate efforts related to the department's needs for library resources, either in the departmental library or the University library. Duties include conferring with colleagues in the department on needs, working with the Chairperson at the departmental library, and interacting with the library staff on computer-related holdings.

5. **<u>Alumni Coordinator</u>**

The Alumni Coordinator will coordinate departmental efforts with the Alumni Office and with Alumni. This will include coordinating surveys, working with the alumni on a Computer Science alumni organization, and developing and maintaining contacts with the alumni.

Removal/Resignation from Appointed Position

The Chairperson may remove a person from an appointed position at any time. To do so, the Chairperson must first meet with the individual to see if the problems can be resolved. If, in the opinion of the Chairperson, no satisfactory resolution can be reached, the Chairperson will notify the individual that they have been removed from the position. A note will also be sent to the faculty in the department. Such removals are considered internal actions and will not be communicated in any form to people outside of the department.

It is expected that the Chairperson will use this provision infrequently, as it can disrupt the department. Removal from an appointed position will not be used in any way in the evaluation of a faculty member during retention/tenure review, promotion, FRAC, or DAC.

If a faculty member accepts an appointed position, it is assumed that the person will serve the full year. In instances when this is not possible (healthy, unforeseen circumstances), the person may, in writing, request the Chairperson that they be removed from the position.

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