Bylaws of the Department of Computer Science
November 2005

Following are the bylaws adopted by the faculty of the Computer Science Department at the University of Pittsburgh in order to allow efficient and transparent governance. The School of Arts and Sciences has separate bylaws that take precedence over the department bylaws.

1. The voting body
All the responsibilities delegated by the University of Pittsburgh to the Department of Computer Science are assumed by the voting body of the department, which consists of all tenure-track faculty and full-time lecturers. Specifically, this body shall approve major departmental policies and establish departmental procedures. Each member in the voting body has an equal vote and an equal responsibility for furthering the academic goals and in maintaining the academic excellence of the department.

2. The department chair
Although the department chair is appointed by the A&S Dean, it is the responsibility of the department to reach a consensus, through an election process, concerning a recommendation for chairmanship. In that election, each member of the voting body will have an equal vote and all the full-time staff of the department will collectively have a single vote. A “Chair election committee” shall solicit nominations from the faculty for the chair position, conduct the election through a secret ballot, and communicate the result of the election to the Dean. This committee shall consist of a Full Professor, an Associate Professor, an Assistant Professor and a Lecturer. Faculty in each rank will elect their representative in the nomination committee.

The Chair shall be appointed for a term of three years. After two consecutive terms, a faculty may stand for election to an additional consecutive three-year term with the consent of two thirds of the faculty.

The Chair is the chief administrator of the department and will be responsible for appointing the director of graduate studies, the director of undergraduate studies and the chairs and members of the main departmental committees (except for the Space committee, whose members shall be elected by the faculty as described in Section 6). The chair will also be responsible for scheduling courses, teaching assignments, and sending departmental recommendations concerning appointments, promotion, renewal and termination of faculty members to the Dean.

3. Faculty meetings
The Chair shall call for a full faculty meeting at least twice every term. Major departmental policies and procedures shall be discussed and approved in faculty meetings, and a quorum of 50% of the voting members should be present in each meeting. The time of a faculty meeting and its agenda should be announced at least one week prior to the meeting and any faculty member may request to place an item on the agenda. During faculty meetings, motions related to items on the agenda may be brought
up by any faculty member, and are passed by a majority vote of the members present in
the meeting. Normally, voting on any particular motion shall be conducted by a show of
hands. However, voting shall be conducted by a secret ballot upon the request of any
faculty member.

Minutes recording the proceedings of faculty meetings shall be taken, maintained, and
made accessible to all faculty.

4. The director of graduate studies
The main responsibility of the director of graduate studies is to coordinate all the
activities related to the graduate program. While the role of the director of graduate
studies is an executive role, the major decisions concerning graduate curriculum,
admission criteria, examination and advising are to be formulated by the appropriate
departmental committees and approved by the tenure-stream faculty members in faculty
meetings.

The director of graduate studies will chair the Graduate Admission and Financial Aid
committee (GAFA) and will receive a teaching load reduction of one course per year.

5. The director of the undergraduate studies
The director of undergraduate studies is responsible for all aspects of managing the
undergraduate program. While the role of the director of undergraduate studies is an
executive role, the major decisions concerning undergraduate curriculum, including
approval of new courses as detailed in Appendix A, are formulated by the
Undergraduate Program committee (UPC) and approved by the voting body of the
department in faculty meetings.

The director of undergraduate studies will chair the Undergraduate Recruiting and
Advising committee (UGRAC) and will receive a 33% teaching load reduction.

6. Departmental committees
The main standing departmental committees are: The Graduate Admission and Financial
Aid committee (GAFA), the Graduate Program and Examination committee (GPEC), the
Graduate Evaluation, Assignment and Training committee (GREAT), the Undergraduate
Program committee (UPC), the Undergraduate Recruiting and Advising committee
(UGRAC), the Computing and Communication committee (C3), the Diversity committee
and the Space committee. Other committees may be formed when needed.

The chairs and members of all the departmental committees are assigned by the
department chair, except for the Space committee, which is responsible for space
allocation in the department. The Space committee is chaired by the department Chair
and is composed of three additional faculty members elected by the voting body for three
year terms.

7. Annual faculty review
Faculty members will submit to the department chair at the end of the spring semester a
written self-assessment of their performance during the preceding year and an outline of
their goals for the coming year. The assessment will address the contribution of the faculty member to the department mission of achieving excellence in research, education and service.

The department chair will review the self assessment and provide a feedback to each faculty member. This feedback will normally be provided in a face-to-face meeting followed by a formal assessment letter.

8. Contract renewal, tenure and promotion of faculty
In matters of contract renewal, tenure or promotion, all faculty members at a rank above the candidate being considered must be consulted and must vote on the case in a meeting called expressly for that purpose.

The department chair shall assist the candidate for contract renewal, tenure or promotion in assembling the appropriate dossier. The chair shall also consult with the faculty at the appropriate rank concerning names of external references for tenure and promotion cases. If the appropriate faculty group does not reach a unanimous decision in a renewal, tenure or promotion case, it is the responsibility of the chair to communicate to the Dean all different points of views among the faculty.

9. Planning and budget committee
The planning and budget committee in the department shall consist of all the members of the voting body, plus a staff representative elected by the department staff.

At the beginning of every fall semester, the chair shall present to the planning and budget committee a financial report for the previous year and a proposed financial plan for the current year.

10. Amending these Bylaws
Any amendment to these bylaws has to be approved by at least two thirds of the voting body in the department.
Appendix A

All proposed undergraduate Computer Science courses will be evaluated and either approved or rejected using the following procedure:

1) A detailed course proposal including motivation, description, syllabus, sample exams / assignments and other materials will be submitted to the Undergraduate Programs Committee (UPC).
2) The UPC will review the proposal using the following criteria:
   a. Technical merit
   b. Relevance / need within the discipline and/or department
   c. Impact on departmental resources
3) The UPC will submit the proposal to the CS faculty with a recommendation to either accept or reject the new course.
4) The faculty will vote on the proposal and the course will be either approved or rejected based on this vote.