

**COMPUTER SCIENCES DEPARTMENT
POLICY MANUAL**

Last revision August 2004

1	CHAPTER: Personnel and Employment.....	4
1.1	Faculty Applications	4
1.2	Guidelines for Hosting Faculty Candidates	4
1.3	Graduate Student Teaching Assistant Employment	5
1.4	Graduate Student Research Assistant Employment.....	6
1.5	Postdoctoral Appointments.....	7
1.6	Visitors/Consultants.....	7
1.7	Courtesy Appointments	8
1.8	Summer Pay Policy for Academic Year Faculty	8
1.9	Sabbaticals and Leaves of Absence without Pay.....	9
1.10	Engaging in Outside Activities	9
2	CHAPTER: TEACHING.....	10
2.1	Academic Appointments.....	10
2.2	Basic Teaching Loads of Faculty.....	10
2.3	Load Reduction.....	10
2.4	Load Reduction Using Research Funds.....	11
2.5	Selection of Courses Offered.....	11
2.6	Instructor Absences from Classes.....	11
2.7	Academic Policies.....	12
1	ACADEMIC INTEGRITY POLICY.....	12
2	ACADEMIC INTEGRITY POLICY IMPLEMENTATION	13
3	CHAPTER: RESEARCH PROPOSALS.....	15
3.1	Proposal Submission.....	15
3.2	Royalty Income Distribution.....	15
4	CHAPTER: FACULTY COMPENSATION.....	16
4.1	Faculty Workload.....	16
4.2	Faculty Activity Report.....	16

5	CHAPTER: FACULTY PROMOTIONS	17
5.1	Appointment, Promotion, and Retention	17
5.2	Departmental Procedures	18
1	CALENDAR.....	18
2	YEARLY EVALUATION OF ASSISTANT PROFESSORS.....	19
3	EVALUATION OF ASSOCIATE PROFESSORS	19
4	FORMAL TEACHING EVALUATION COMMITTEE PROCEDURES	20
5	FORMAL PROMOTION PROCEDURES	20
6	CHAPTER: SECRETARIAL SUPPORT.....	21
6.1	Overtime	21
7	CHAPTER: CHARGES	22
7.1	Copying Procedures	22
1	PERSONAL COPIES.....	22
2	PROCEDURES	22
7.2	Telephone Calls	22
7.3	Mailing Procedures	23
7.4	Meals for CS Colloquium Speakers.....	23
7.5	Moving Expenses.....	24
7.6	Department Signature Authority.....	26
7.7	Visiting Scholar Expenses	26
7.8	Department Charge Card	27
8	CHAPTER: LABORATORIES.....	28
8.1	Educational Laboratories and Equipment.....	28
8.2	Keys	28
8.3	Research Laboratory Space Allocation Policy	29
8.4	Research Computing.....	30
1	DEPARTMENTAL RESPONSIBILITY	30
2	FACULTY RESPONSIBILITY	30
3	PROPOSAL PREPARATION	31
8.5	Use of Computing Facilities	31
9	CHAPTER: EQUIPMENT TAKEN OFF CAMPUS	32
9.1	Policy Administration	32
9.2	Computer Systems at Home.....	32
9.3	Portable/Laptop Computers	33
9.4	Computers for Non-University Personnel	33
9.5	Special Situations.....	33
9.6	Frequently Asked Questions.....	33

10 CHAPTER: Awards	35
10.1 Nominations for Distinguished Professor.....	35
1 DEPARTMENTAL GUIDELINES.....	35
2 SCHOOL OF SCIENCE GUIDELINES	36