

# 1 CHAPTER: Personnel and Employment

## 1.1 Faculty Applications

Application material of applicants contains information about individuals who have applied for employment in the department. This information, including letters of application, letters of reference, and evaluations of candidates by members of the department, is confidential and will be treated confidentially. Moreover, the list of applicants and their application status is confidential and will be treated confidentially.

Tenured and tenure-track faculty members may have access to the list of applications through a password-protected website. The website shows the status of each application and links to the applicant's public website, if available. The faculty search committee may solicit input from the faculty for use in their evaluation of candidates. Faculty applications may only be discussed among tenured and tenure-track faculty in the department. Letters of recommendation of applicants are kept in folders maintained by the department's Administrative Assistant. These folders may be perused by the faculty, but cannot be taken out of the 202-office area. The vita may be distributed to the faculty when scheduling appointments with a candidate invited for an interview.

All faculty members are encouraged to read the document prepared by the Office on Human Relations on "*Faculty Search and Screen Procedures*." A copy of the entire document can be obtained from the department's Administrative Assistant and will be provided to all newly hired faculty members.

## 1.2 Guidelines for Hosting Faculty Candidates

Each candidate invited for an interview is assigned a faculty member as a host. The host plays a crucial role in a successful hiring process. A good host helps make a candidate's visit pleasant, positive, and hassle-free. Generally, the Chair of the Search Committee asks a faculty member to be a host. The Administrative Assistant to the Department Head (AADH), the Search Committee, and the host work together to arrange and finalize the visit. The AADH establishes the date of the interview with input from the candidate, the host, the Search Chair, and the Department Head. It is expected that the host contact the candidate and introduce him/herself as the host.

Two weeks before the scheduled interview date, the AADH initiates the interview schedule by scheduling all members of the Search Committee and the Department Head. The host generally completes the interview schedule. When completing the schedule, a host should consider:

1. The interview will be for 1.5 days, with the talk generally being given at 10:30 on the first day of the visit. The host should inform the candidate that the length of the talk should not exceed 50 minutes.
2. Faculty in the same and similar research areas should be scheduled first. Faculty in other areas should be scheduled to give the candidate a more complete picture of the department.

3. Include faculty from all ranks. For a candidate being considered for an Assistant Professor position, junior faculty may have better insight into the candidate's point of view.
4. The host is responsible for inviting departmental representatives to the lunches and dinner.
5. The host is responsible for arranging transportation needed by the candidate during the visit. If asked, the host should arrange a tour of the town.
6. Should the host not be available during part of the candidate's visit, the host is responsible for finding another faculty to act as host.

The Administrative Assistant to the Department Head is responsible for:

1. Maintaining a calendar for all interview dates of candidates.
2. Making the initial contact with the candidate and obtaining arrival/departure information.
3. Scheduling the Department Head and Search Committee members to meet with the candidate.
4. Obtaining the abstract for the talk and distributing it appropriately.
5. Making reservations for hotel, lunches and dinners.
6. Distributing the completed interview schedule to all CS faculty.
7. Preparing a welcome and information package for the candidate.
8. Handling reimbursement of the candidate's expenses.

### **1.3 Graduate Student Teaching Assistant Employment**

The department hires graduate students for teaching, grading, consulting, supervising labs, assisting with facilities, administering courses, etc. Unless explicitly stated otherwise in a letter of offer or other document, the employment is only for one semester or one summer session.

- Letters of offer to applicants normally state that we intend to continue the assistantship from semester to semester (and summer sessions, if available) until completion of the degree, provided the student performs satisfactorily as an employee, and makes good progress toward his/her degree.
- Good progress entails completion of the MS degree within four semesters, and the PhD degree within ten semesters (possibly less if the student is admitted with some coursework already completed).
- Faculty who wish to hire as research assistants, students who are, or are committed to be, teaching assistants, should inform the Assistant to the Department Head of their intentions and name the students before the end of February for the summer session, the end of the spring semester for the fall semester, and end of October for the spring semester. Requests to take teaching assistants after these deadlines will be honored only if it is reasonably feasible to do so without compromising the department's capacity to supply assistants for CS courses, without disrupting the assignments of teaching assistants, and without burdening other members of the faculty.

- If, for whatever reason, a faculty member cannot honor a commitment, or if a commitment ends, the student will enjoy no preference in applying for a teaching assistantship, unless the department has declared an intention to support the student, as done in the typical offer of an assistantship to an applicant. Students, who have accepted an offer of a teaching or unspecified assistantship from the department, are available for research assignments, if it is feasible to release them.
- Support as Teaching Assistants
  - Maximum of 2 years for MS, and 5 years for PhD degrees.
  - Maximum time for a PhD degree, before formal petitions have to be filed, is 5 years.
  - *Undergraduate Student Employees*. Please check with business office prior to making an offer to a student to insure compliance with university pay scale and federal law.

## 1.4 Graduate Student Research Assistant Employment

A faculty member offering a research assistantship to an enrolled or incoming graduate student will be asked to make a commitment towards the length of the employment. For all incoming students, this commitment needs to be at least two semesters. A letter stating the commitment and identifying funding sources will be placed into the student's folder and a copy will be given to the supervisor. Continuation of the appointment will be handled similarly.

Terminating employment of a student before the committed time can create considerable hardship for the student and can create an undesirable atmosphere within the graduate student body. Both the student and the supervisor need to understand that no other employment can be expected from the department after an early termination. In addition, termination during the semester can result in the loss of health care benefits, require the student to pay tuition and fees, and can have visa consequences for international students. Termination during the semester can only be done in extreme circumstances. Termination before the committed time can only be done for the two reasons stated in the Graduate Student Employment Manual (which can be found on the Graduate School web page at

<http://www.gradschool.purdue.edu/downloads/GraduateStudentEmployment.pdf>):

1. The employment of graduate students may be terminated prior to the expiration of the stated employment period or the compensation reduced during such period in the event federal or state appropriations are reduced or are deemed insufficient by Purdue University. Compensation paid from other sources will be paid only to the extent of funds available from such sources. If for any reason employment is terminated before the expiration of the stated employment period, compensation shall be paid up to but not beyond the date of such termination.

2. Compensation for graduate employment is conditional upon performance of the work assigned. The employment of any graduate student may be terminated at any time prior to the expiration of the stated employment period by the University for cause, which shall include any violation of University rules, regulations, or policies. No extension or renewal of employment of any graduate student beyond the stated employment period shall be effective unless a notice in writing is given to the student.

If a graduate student is terminated before the committed time, the faculty member needs to provide the department with a written document explaining the reasons. The material should be submitted to the Graduate Office and proper notification needs to be given to the Business Office.

## 1.5 Postdoctoral Appointments

Postdoctoral appointments will be made on an academic year basis. Such appointments may include guarantees of additional summer support.

## 1.6 Visitors/Consultants

Visitors who will be on campus for more than a brief period of time need to have a letter of invitation from the Department Head, which indicates the reason for the visit, the visitor's appropriate title, length of visit and source of financial support, if applicable. In addition, the CV of the visitor needs to be provided, so approving authorities can accurately judge if the level of appointment and salary are reasonable. Consultants who will be providing service for a period exceeding 15 days require a long-term consulting agreement before payment can be issued. Sufficient advance notice is necessary to allow time for processing of this agreement. Payments to consultants cannot be issued in advance; however, periodic payments can be issued if it is a long term consulting arrangement. **Please realize that certain visa types do not allow payments to visitors.** Also, federal employees generally cannot be paid as consultants or receive honoraria. Housing may be provided for consultants if the host's funds allow, but Purdue cannot pay housing for additional family members. Work with the Administrative Assistant to the Department Head to identify the appropriate VISA status before payment commitments are made.

**All visitors who receive honoraria/consultant payments need either a social security number or an ITIN (individual tax identification number).** No SSN or ITIN is necessary if the host is being reimbursed incurred expenses only. Visitors must secure these numbers on their own; Purdue is not responsible for obtaining these numbers for them. The departmental funds available for honoraria or travel reimbursement for a regular colloquia speaker are determined on a year-to-year basis. Faculty should contact the Chair of the Colloquia Series for current information.

## 1.7 Courtesy Appointments

This section defines the process by which a regular faculty member from another department at Purdue may obtain a courtesy appointment in the CS department.

1. The prospective appointee must be a regular faculty member, and there must be at least three regular CS faculty members who support the courtesy appointment.
2. The CS supporters meet with the Department Head of Computer Science to determine if an appointment might be appropriate and, if so, to specify the potential responsibilities, commitments, and goals of the appointment.
3. The case is presented to the CS faculty members for discussion and approval with a majority vote by open ballot.
4. All appointments will be reviewed by the Department Head of Computer Science every four years, and, if necessary, reconsidered by the faculty supporters beginning the process with Step 2. Again, it is expected that there are three CS faculty members who support the case.

A faculty member with a courtesy appointment in the Department of Computer Science has a limited set of rights and privileges which do not include voting membership on departmental committees unless special approval by the Department Head and the faculty is granted. This approval must come from that segment of regular CS faculty that can serve on the committee in question. A courtesy appointment allows one to use the appropriate title Assistant Professor, Associate Professor, or Professor of Computer Science, commensurate with faculty rank in the faculty member's primary department. A faculty member with a courtesy appointment will receive supervisory privileges as co-advisor for MS and PhD theses. This regulation is intended to encourage research collaborations between faculty members with courtesy appointments and those with primary or joint appointments in the Department of Computer Science. A faculty member with courtesy appointments may also offer research seminars in Computer Science to CS students that count on the plan of study in the same way as such seminars offered by regular CS faculty.

## 1.8 Summer Pay Policy for Academic Year Faculty

Academic year faculty may be employed during the summer for up to 12 weeks, providing they have funding to cover that amount of time. It is the *faculty member's responsibility* to determine and establish the source of funding for his/her summer salary. NSF will allow only .222 of AY salary to be paid during the summer from all NSF sources. If a PI has only NSF funding, only the amount of time equivalent to .222 of the AY salary (this is approximately 8+ weeks), can be paid in the summer. DOD allows summer employment of 10 weeks (25% of AY salary) from any one grant or contract. Providing research funds are available from more than one agency, a PI can receive a maximum of 12 weeks pay. The use of departmental gift funds towards summer support, when being paid more than 10 weeks, requires approval of the Provost. This is normally allowed if the gift funds are for the PI's research.

Academic year faculty members do not earn vacation time; therefore they may not take vacation while they are in pay status. If a faculty member is being paid 12 weeks of summer, this leaves only 1-2 weeks for vacation time, depending on the university calendar.

The Provost does not allow departments to pay faculty on departmental funds, unless that faculty member is teaching during the summer, or there is a contractual agreement providing for summer pay (e.g., in initial employment offer). If departmental funds are used due to contractual agreement, a maximum of 10 weeks support is allocated.

In March or April, the CS Business Office asks the faculty if they are planning to work in the summer, how many weeks they will be working, the source of funding, and what times during the summer they will be taking vacation, traveling away from campus on university business, etc. If a faculty member is in pay status and away from campus, it is very important that the absence be documented with a form 17 (travel request) and/or a form 33 (leave of absence, for more than 10 consecutive working days). If the absence is due to consulting activities, then a form 33A must be submitted.

## **1.9 Sabbaticals and Leaves of Absence without Pay**

Reference Exec. Memo B-11:

[http://www.purdue.edu/policies/pages/human\\_resources/b\\_11\\_print.html](http://www.purdue.edu/policies/pages/human_resources/b_11_print.html)

Requests for sabbatical leave, or leave of absence without pay, should be submitted to the Department Head by December 15 of the fiscal year prior to that in which the leave is to be taken. (Example 2003/04 requests were due by December 15, 2002).

## **1.10 Engaging in Outside Activities**

Each year no later than October 1, you will receive a form 32A (revised 4/96) application for permission to engage in outside activity. Anyone engaging in outside activity should fill out this application and submit it to the Computer Science Business Office for routing for approval by the department, the College of Science, and the Office of the V.P. for Academic Affairs. If you have previously had outside activities, a copy of your previous form will be attached for your reference. If you have never had outside activities and are uncertain as to what type of activity needs approval, please see the Business Manager for clarification and assistance in determining whether you need to complete the form at this time. At any time during the year that you engage in a new activity of this type, it will be necessary for you to complete a form 32A and obtain approval. Forms are available from the Business Office or can be downloaded from the Business Office website at <http://www2.cs.purdue.edu/busoff/>.