

**COMPUTER SCIENCE DEPARTMENT
POLICY MANUAL**

Last revision July 2005

| | | |
|----------|--|-------------------------------------|
| 1 | CHAPTER: Personnel and Employment..... | 3 |
| 1.1 | Faculty Applications | 3 |
| 1.2 | Guidelines for Hosting Faculty Candidates | 3 |
| 1.3 | Graduate Student Teaching Assistant Employment | 4 |
| 1.4 | Graduate Student Research Assistant Employment..... | 5 |
| 1.5 | Postdoctoral Appointments | 6 |
| 1.6 | Visitors/Consultants..... | 6 |
| 1.7 | Courtesy Appointments | 7 |
| 1.8 | Summer Pay Policy for Academic Year Faculty | 7 |
| 1.9 | Sabbaticals and Leaves of Absence without Pay..... | 8 |
| 1.10 | Engaging in Outside Activities | 8 |
| 2 | CHAPTER: TEACHING..... | 9 |
| 2.1 | Academic Appointments..... | 9 |
| 2.2 | Basic Teaching Loads of Faculty..... | 9 |
| 2.3 | Load Reduction..... | 9 |
| 2.4 | Load Reduction Using Research Funds..... | 10 |
| 2.5 | Selection of Courses Offered..... | 10 |
| 2.6 | Instructor Absences from Classes..... | 10 |
| 2.7 | Academic Policies..... | 11 |
| 2 | ACADEMIC INTEGRITY POLICY | 11 |
| 3 | ACADEMIC INTEGRITY POLICY IMPLEMENTATION | 12 |
| 3 | CHAPTER: RESEARCH PROPOSALS..... | 14 |
| 3.1 | Proposal Submission..... | 14 |
| 3.2 | Royalty Income Distribution..... | 14 |
| 4 | CHAPTER: FACULTY COMPENSATION..... | 15 |
| 4.1 | Faculty Workload..... | 15 |
| 4.2 | Faculty Activity Report..... | 15 |
| 5 | CHAPTER: FACULTY PROMOTIONS | 16 |
| 5.1 | Appointment, Promotion, and Retention | 16 |
| 5.2 | Departmental Procedures | 17 |
| 1 | Calendar..... | Error! Bookmark not defined. |
| 2 | YEARLY EVALUATION OF ASSISTANT PROFESSORS | 17 |
| 3 | EVALUATION OF ASSOCIATE PROFESSORS..... | 18 |
| 4 | FORMAL TEACHING EVALUATION COMMITTEE PROCEDURES..... | 19 |
| 5 | FORMAL PROMOTION PROCEDURES | 19 |
| 6 | CHAPTER: SECRETARIAL SUPPORT | 20 |
| 6.1 | Overtime | 20 |
| 7 | CHAPTER: CHARGES | 21 |

| | | |
|-----------|---|-----------|
| 7.1 | Copying Procedures | 21 |
| | 1 PERSONAL COPIES | 21 |
| | 1 PROCEDURES | 21 |
| 7.2 | Telephone Calls | 21 |
| 7.3 | Mailing Procedures | 22 |
| 7.4 | Meals for CS Colloquium Speakers..... | 22 |
| 7.5 | Moving Expenses..... | 23 |
| 7.6 | Department Signature Authority..... | 25 |
| 7.7 | Visiting Scholar Expenses | 25 |
| 7.8 | Department Charge Card | 26 |
| 8 | CHAPTER: LABORATORIES..... | 27 |
| 8.1 | Educational Laboratories and Equipment..... | 27 |
| 8.2 | Keys | 27 |
| 8.3 | Research Laboratory Space Allocation Policy | 28 |
| 8.4 | Research Computing..... | 29 |
| | 1 DEPARTMENTAL RESPONSIBILITY | 29 |
| | 2 FACULTY RESPONSIBILITY | 29 |
| | 3 PROPOSAL PREPARATION | 30 |
| 8.5 | Use of Computing Facilities | 30 |
| 9 | CHAPTER: EQUIPMENT TAKEN OFF CAMPUS | 31 |
| 9.1 | Policy Administration | 31 |
| 9.2 | Computer Systems at Home..... | 31 |
| 9.3 | Portable/Laptop Computers | 32 |
| 9.4 | Computers for Non-University Personnel | 32 |
| 9.5 | Special Situations..... | 32 |
| 9.6 | Frequently Asked Questions..... | 32 |
| 10 | CHAPTER: Awards | 34 |
| 10.1 | Nominations for Distinguished Professor..... | 34 |
| | 1 DEPARTMENTAL GUIDELINES | 34 |
| | 2 COLLEGE OF SCIENCE GUIDELINES | 34 |