

# COMPUTER SCIENCE DEPARTMENT POLICY MANUAL

Revised Fall 2007

<b>1</b>	<b>PERSONNEL AND EMPLOYMENT.....</b>	<b>3</b>
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 .....	5
1.6	Visitors/Consultants.....	6
1.7	Courtesy Appointments .....	6
1.8	Research Faculty .....	7
1.9	Summer Pay Policy for Academic Year Faculty .....	8
1.10	Sabbaticals and Leaves of Absence without Pay.....	8
1.11	Engaging in Outside Activities .....	8
<b>2</b>	<b>TEACHING.....</b>	<b>10</b>
2.1	Academic Appointments.....	10
2.2	Basic Teaching Loads of Faculty .....	10
2.3	Teaching Load Reduction .....	10
2.4	Teaching 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
<b>3</b>	<b>RESEARCH PROPOSALS .....</b>	<b>14</b>
3.1	Proposal Submission.....	14
3.2	Royalty Income Distribution.....	14
<b>4</b>	<b>FACULTY COMPENSATION.....</b>	<b>15</b>
4.1	Faculty Workload.....	15
4.2	Faculty Activity Report.....	15
<b>5</b>	<b>FACULTY PROMOTIONS .....</b>	<b>16</b>
5.1	Appointment, Promotion, and Retention .....	16
5.2	Departmental Procedures .....	17
5.2.1	Calendar .....	17
5.2.2	Yearly Evaluation of Assistant Professors.....	18
5.2.3	Evaluation of Associate Professors.....	18
5.2.4	Formal Teaching Evaluation Committee Procedures .....	18
5.2.5	Formal Promotion Procedures .....	19
<b>6</b>	<b>SECRETARIAL SUPPORT .....</b>	<b>20</b>
6.1	Overtime.....	20
<b>7</b>	<b>AUTHORIZED EXPENSES .....</b>	<b>21</b>
7.1	Copying Procedures.....	21
7.2	Telephone Calls .....	21
7.3	Mailing Procedures.....	21
7.4	Meals for CS Colloquium Speakers .....	22
7.5	Moving Expenses .....	23
7.6	Department Signature Authority .....	23

7.7	Visiting Scholar Expenses .....	24
7.8	Department Charge Card .....	24
<b>8</b>	<b>LABORATORIES.....</b>	<b>25</b>
8.1	Educational Laboratories and Equipment .....	25
8.2	Keys .....	25
8.3	Research Laboratory Space Allocation Policy .....	26
8.4	Research Computing.....	27
8.5	Use of Computing Facilities.....	27
<b>9</b>	<b>LAWSON BUILDING.....</b>	<b>29</b>
9.1	Use of Conference Rooms .....	29
9.2	Conference Room Availability .....	29
9.3	Other Rooms in Lawson.....	30
<b>10</b>	<b>EQUIPMENT TAKEN OFF CAMPUS .....</b>	<b>31</b>
10.1	Policy Administration .....	31
10.2	Computer Systems at Home .....	31
10.3	Portable/Laptop Computers .....	31
10.4	Computers for Non-University Personnel.....	31
10.5	Special Situations.....	32
10.6	Frequently Asked Questions .....	32
<b>11</b>	<b>AWARDS.....</b>	<b>33</b>
11.1	Nominations for Distinguished Professor .....	33