COMPUTER SCIENCE DEPARTMENT
POLICY MANUAL

Revised Fall 2008

1 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 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 maintained by the Administrative Assistant to the Department Head (AADH). These folders may be perused by the faculty, but cannot be taken out of the LWSN 3144-office area. Letters of recommendation for applicants invited for an interview will be available to all CS faculty at the hiring website.

All faculty members are encouraged to read the document prepared by the Office of the Vice President for Human Relations entitled "*Faculty Search and Screen Procedures*." A copy of the entire document can be obtained from the AADH 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 (AADH) 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. This section does not refer to undergraduate student employees. Check with the Business Office prior to making an offer to an undergraduate student to insure compliance with university pay scale and federal law.

- 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 the 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 departmental 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.

- Limitations on Support as Teaching Assistants:
  - o Maximum of two years for MS, and 5 years for PhD degrees.
  - o Maximum time for a PhD degree, before formal petitions have to be filed, is five years.

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 International Students and Scholars Liaison 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 visitor 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 in another department.

2. The courtesy appointment must be endorsed by at least four regular CS faculty members of equal or higher rank. These faculty members must speak to the technical qualifications and accomplishments of the nominee that qualify him/her for a courtesy appointment specifically in the computer science department, as well as their own interactions with the nominee. Of these four, there may be at most one untenured faculty member. The Head cannot be a member of this committee.

3. 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.

4. The prospective appointee is expected to give a research seminar to which all CS faculty are invited to attend.

5. The nomination is presented to the CS faculty at a faculty meeting for discussion. At least three of the four endorsers must be present at this meeting. An absent endorser must submit his/her supporting statement. The appointment must be endorsed by an open ballot vote, with no less than two-thirds of those present at a quorum approving the nomination.

6. All courtesy appointments are for a period of four years. At the expiry of this term, the appointment will be reviewed (see renewal procedure).

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.

A courtesy appointment has the following regulations:

1. The use of the title Assistant Professor, Associate Professor, or Professor of Computer Science **(by courtesy)**, commensurate with faculty rank in the faculty member's primary department. Should the courtesy appointees choose to list computer science as an affiliation, they must include the phrase "(by courtesy)".

2. 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.

3. A faculty member with courtesy appointments may offer research seminars in Computer Science that count on the plan of study in the same way as such seminars offered by regular CS faculty.

4. It is expected that courtesy faculty serve on qualifying committees, PhD students' preliminary exams, and thesis committees.

5. It is the department's expectation that a courtesy appointee will actively participate in research projects with regular faculty. This activity may manifest itself in the form of shared research grants, co-supervised students, funded students, and co-authored papers. These factors will serve as a primary criteria for renewals

After four years, a faculty member with a courtesy appointment is expected to submit to the department head an activity report describing the interactions and activities with CS faculty during the last four years. If no report is submitted, the courtesy appointment terminates automatically. The report will be reviewed by the head and four other faculty members, who present the case to the whole faculty at a faculty meeting, along with a recommendation. A renewal of the courtesy appointment requires a vote in a faculty meeting, as described in Step 5 of the initial appointment process.

1.8   Research Faculty

University Guidelines

As of August 1, 2005, the university allows appointments of research faculty. Visit the College of Science Resources for Faculty and Staff page at http://www.science.purdue.edu/faculty_staff/ to find university guidelines.

University guidelines dictate that voting privileges within a research faculty member's primary unit be decided by the unit.

Departmental Guidelines

1. Research faculty with a primary appointment in the department will be allowed to vote in faculty meetings on non-hiring issues. Research faculty can vote on hiring issues only when they relate to the hire of research faculty.

2. Research faculty member cannot serve on the departmental tenure and promotion committee for tenured and tenure-track appointments. They are allowed to serve on promotion committees handling the promotion of a research faculty appointment.

3. A research faculty who is a member of the graduate faculty can supervise students and serve on student committees.

1.9   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.

1.10 Sabbaticals and Leaves of Absence without Pay

Reference Executive Memorandum B-11:

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 November 30 of the fiscal year prior to that in which the leave is to be taken. (Example: requests for 2008/09 are due by November 30, 2007).

1.11 Engaging in Outside Activities

Each year no later than August 1, a Form 32A (revised 4/96) application for permission to engage in outside activity will be sent. 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 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.

2 TEACHING

2.1 Academic Appointments

The standard faculty appointment in the department is the 10-month, academic year appointment. Thus, normal salaries will be 10-month salaries. A faculty member with a 10-month appointment can augment his/her salary by securing supplementary summer salary through grants, contracts, or teaching in the summer, as specified by university regulations.

2.2 Basic Teaching Loads of Faculty

Since excellence in research, teaching, and service is required in a highly ranked department, faculty members are expected to contribute significantly to all three components. The purpose of the following guidelines is to make faculty workloads more equitable, to focus a faculty member's energies on those activities most in line with his/her interests and talents, and to reward each faculty member's contributions to the department.

Faculty members are normally expected to teach two lecture sections per academic year. Tenured faculty members with this teaching load are expected to have a viable research program manifested by:

1. Publications in refereed journals or refereed conference proceedings, and publication of research monographs or textbooks.

2. Support of research assistants and postdoctoral candidates via external research grants.

3. Supervision of PhD theses and MS projects.

For the sake of equitable distribution of workload, faculty members without such evidence of research activities in academic years Y-1 and Y-2 are expected to assume a teaching load higher than 2 lecture sections in academic year Y. The Department Head will consider this increase on a case-by-case basis, and will alert the faculty member concerned well in advance of the change in the teaching load.

Faculty with higher teaching loads have the right to expect their performance evaluation and salary increases to be heavily based on teaching contributions to the department.

2.3 Teaching Load Reduction

The following activities are considered to reduce the normal teaching load.

1. Serving as Chair of the Graduate Admissions, Graduate Study, Undergraduate, or Faculty Search Committee for one year provides 1/2 course credit.

2. CS 180 and 182 have high administrative duties, and thus each carry a credit of 1.25.

3. Setting up new courses or laboratories may result in extra teaching credit commensurate with the effort involved.

4. An Associate Head has a teaching load of one course per year, and the Department Head sets his/her own teaching load.

Faculty members may use teaching credit owed them in any given semester, subject to the department having sufficient teaching capacity.

2.4   Teaching Load Reduction Using Research Funds

Course buyouts are allowed by the department head only if the department has sufficient teaching capacity. The cost to buy out of one course will be determined and announced by the department head at the start of the academic year. This cost will apply uniformly to all faculty.

2.5   Selection of Courses Offered

The following priority criteria apply to the selection of courses to be offered each year.

Category 1.	Required undergraduate courses.
Category 2.	Regular courses, undergraduate and graduate, with substantial enrollment.
Category 3.	Courses with enrollment *below* the following thresholds: CS 300- & 400-level 20 students CS 500-level 10 students CS 600-level 5 students (Enrollment levels effective the end of the *third* week of November for the spring semester courses, and effective the *end* of the spring semester for the following fall semester courses.)

Courses in Category 3 are offered only if the department has sufficient teaching capacity after staffing the lecture sections of the courses in Categories 1 and 2. Courses with the lowest enrollment in Category 3 are cancelled first until the department's teaching capacity is restored. Faculty members whose low enrollment courses are cancelled, may, as always, offer these courses on a voluntary basis. Special exceptions may be made for Assistant Professors in their first two years.

2.6   Instructor Absences from Classes

From time to time it is necessary for an instructor to miss classes. Justified reasons for this include illness, attendance at conferences, and participation in certain university activities. It is the instructor's responsibility to see that classes and students are not disrupted or penalized by such absences. The normal and best method to handle absences is to arrange for another faculty member to teach the class. This is often done on a "trading" basis.

It is NOT appropriate to cancel a class, except to compensate for examinations given (typically in the evening) outside the regular class meeting times. It is NOT appropriate for a student (e.g., the class TA) to substitute in the absence of the instructor, except for the administration of an examination, the discussion of the answers to an examination, the discussion of the outcomes of a project, etc. If the student's native language is not English, the student's spoken English proficiency must be officially certified for teaching. The Assistant to the Department Head keeps records of these certifications.

When you arrange for someone to substitute for you in your absence, it would be helpful if you would tell the main office secretary who would be in charge. This will enable this person to respond quickly and properly if it becomes necessary to reach the instructor or a student in the class.

If you are prevented by an emergency from arranging for a substitute, call the Department Head, the Associate Head, or the Assistant to the Department Head, if possible.

2.7   Academic Policies

Academic Integrity Policy

The Department of Computer Science expects and enforces the highest standards of academic integrity and ethics. The department takes severe action against academic dishonesty, which may include failing grades on an assignment or in a course, up to a recommendation for dismissal from the University.

Academic dishonesty is defined as any action or practice that provides the potential for an unfair advantage to one individual or one group. Academic dishonesty includes misrepresenting facts, fabricating or doctoring data or results, representing another's work or knowledge as one's own, disrupting or destroying the work of others, or abetting anyone who engages in such practices.

Academic dishonesty is not absolute because the expectations for collaboration vary. In some courses, for example, students are assigned to work on team projects. In others, students are given permission to collaborate on homework projects or to have written materials present during an examination. Unless otherwise specified, however, the CS Department requires all work to be the result of individual effort, performed without the help of other individuals or outside sources. If a question arises about the type of external materials that may be used or the amount of collaboration that is permitted for a given task, each individual involved is responsible for verifying the rules with the appropriate authority before engaging in collaborative activities, using external materials, or accepting help from others.

A student accused of academic dishonesty must be afforded due process as defined by Purdue University procedures. The Dean of Students Office may be notified concerning an academic dishonesty incident as provided by Purdue University procedures.

Academic Integrity Policy Implementation

1. The Academic Integrity Policy appears on the Computer Science Department website and is also available on request via email or hardcopy. The first time a student registers in a CS class, the student must sign that he or she has read and understands both the policy and its consequences. This signature is required of all students who take Computer Science courses, including non-majors.

2. The CS Department recommends that the syllabus or website of each CS course reference the Academic Integrity Policy and remind students of their obligations.

3. The Academic Integrity Policy states that all work must be performed individually. A Professor or other course administrator who chooses to allow or encourage collaboration on any aspect of coursework must explicitly state and explain the exact nature of collaboration that is allowed.

4. Independent of any handout, posting, or discussion, it is the student's responsibility to determine what constitutes academic dishonesty in a particular course. If a question arises, the student must contact the appropriate person (e.g., the Professor or course administrator) before proceeding.

5. The CS Department designates an individual to serve as Academic Integrity Officer (AIO). The roles of the AIO include ensuring that the Academic Integrity Policy is publicized on the department website, serving as liaison to the Dean of Students office concerning cases of academic dishonesty, helping professors (when requested) to assess cases of potential academic dishonesty and deciding penalties, being available to students to discuss academic dishonesty issues, and helping enforce high standards for integrity.

6. The Department recognizes that the intellectual substance of an assignment or an answer on an examination can be contained in very few words, mathematical symbols, or lines of code. Therefore, academic dishonesty is assessed on the basis of substance, not on the basis of quantity of material copied.

7. A student accused of academic dishonesty is shown evidence by the faculty member and given a chance to respond. If the faculty member determines that academic dishonesty has occurred, the faculty member will determine the penalty. If a student does not agree with the faculty decision, he or she may use the standard university appeals process to seek another opportunity for the case to be reconsidered.

8. Penalties for academic dishonesty can include (but are not limited to) any of the following: a warning with no reduction in grade, a reduction in grade or grade of F for the coursework in question, a reduction in course grade at the end of the semester, or a grade of F for the entire course. Penalties are entirely at the discretion of the faculty member. The faculty member may seek advice on penalties from the Academic Integrity Officer.

9. The CS Department strongly encourages faculty to send a Report of Academic Dishonesty, including those incidents for which no penalty is assessed, to both the Academic Integrity Officer in the CS Department and the Dean of Students Office.

10. The Dean of Students Office may choose to act independently of the CS Department to issue a warning, place the student on probation, declare a student to be on probated suspension, suspend the student for a fixed amount of time, or expel the student from the university. The action depends upon the severity of the offense and the history of previous offenses.

11. A Report of Academic Dishonesty will be placed in the student's file and, thus, will be available to the student's academic advisor, the Assistant Dean for Undergraduate Studies, and Director of Advising. A history of academic dishonesty may be used in judging eligibility for such items as scholarships, awards, and other privileges, including determining whether a student will be granted approval to re-take a course.

3   RESEARCH PROPOSALS

3.1   Proposal Submission

The University Office of Sponsored Programs requires proposals to be in their office at least two business days prior to the agency or sponsor deadlines. This will allow them to review the proposals and obtain the appropriate signatures for the transmittal check sheets.   When submitting proposals via grants.gov proposals please reference the Computer Science Business Office web site at http://www2.cs.purdue.edu/busoff/.

Proposals should be submitted to the CS business office at least two weeks prior to the agency or sponsor deadline. This will allow the business office time to complete the budget, get the necessary signatures, and forward the proposal to the Office of Sponsored Programs. Since there is a lack of availability of staff in the College of Science Business Office and the Dean's Office, short notice could complicate the process. You are urged to initiate the budget process with the business office as soon as you decide to submit a proposal. Please provide the Business Office with the name of the agency and the proposal announcement number.

Also, please keep in mind that several faculty members could have proposals with the same deadline. In this case, the Business Office will make every effort to process them all on time, on a first-come-first-served basis. Proposals reaching our Business Office too late are not guaranteed to reach the Sponsored Programs office two days before the agency's deadline.

3.2   Royalty Income Distribution

Purdue's policy regarding research royalty income distribution is 1/3 to the faculty, 1/3 to the home department, and 1/3 to the University. When a University center/institute plays a significant role in the development of the research leading to the royalty income, up to $1/3^{rd}$ of the department's share may be distributed to the center/institute, as described in Executive Memorandum No. B-10 (available at http://www.purdue.edu/policies/pages/teach_res_outreach/b_10_print.html).

4 FACULTY COMPENSATION

4.1 Faculty Workload

The criteria for awarding annual merit salary increases are similar to those used by the department for promotion and tenure. These are excellence in research, teaching, and service. The items that are used to assess the faculty contributions to these three areas are listed below in Section 4.2 (Faculty Activity Report). The contribution of each of these three areas to the salary increase is based on the assumption that, on average, each faculty member's workload in the department is distributed as follows:

Research	50%
Teaching	40%
Service	10%

Clearly, some faculty members devote more of their time towards teaching and/or service. In these cases, the relevant percentages are adjusted accordingly.

Decisions regarding salary increases are based on the essential data outlined in Section 4.2. Through such vitae, the Department Head, in consultation with the Associate Head, assesses each faculty member's contribution to departmental excellence and determines the salary increase.

Since an Associate Head, Director of a Departmental Research Center, and the Chairs of the Graduate, Undergraduate, and Faculty Search Committees are in charge of vital service functions, the service component of the salary increase is higher than the above fraction of 10%.

4.2 Faculty Activity Report

Templates for the annual activity report are available by logging in to the Computer Science Portals site. Each faculty member is expected to provide this data to the Department Head each year by the first Friday in March.

5 FACULTY PROMOTIONS

5.1 Appointment, Promotion, and Retention

The Computer Science Department is committed to being a strong center for research and education in computer science. Consistent with its commitment to strong research and teaching, it has adopted the following policy for appointment, promotion, and retention:

A. Appointment to and promotion within the department is made only when contributing to the excellence of the department. This policy conforms to the policies and procedures of Purdue University.

B. The department expects every faculty member with teaching assignments to perform at a satisfactory level in teaching and to recognize that inferior teaching will preclude promotion or re-appointment. Superior teaching will aid in promotion and retention.

C. The normal procedure for appointment, re-appointment, or promotion of an Assistant Professor who has no prior probationary service is as follows:

   - The original appointment is normally for three years. Before May 1 of the second year of appointment, one of the following actions is taken: (a) a further appointment of one year (the fourth) is made, or (b) notification is given that the third year is terminal. Before May 1 of the third year, one of the following actions is taken: (c) a year-by-year appointment is made beyond the fourth year for a maximum total probationary period of 7 years as an Assistant Professor, or (d) notification is given that the fourth year is terminal. Before May 1 of the sixth year, one of the following actions is taken: (e) promotion to Associate Professor or (f) notification is given that the seventh year is terminal.

   - Under exceptional circumstances, tenure may be granted without promotion to Associate Professor.

   - An Assistant Professor may be promoted earlier than in the sixth year, if the department considers this warranted and the university concurs.

D. Prior probationary service at Purdue is defined by university regulations; generally, it is a full time appointment at the rank of instructor or higher. An individual who has had a full time faculty appointment at another college or university may be credited with up to four years of prior service. The individual and the department must agree in writing to the determination of years of prior probationary service. Let n be the years of an individual's prior probationary service. The procedures of paragraph C are modified by replacing the probationary period of 7 years by a probationary period of $p = 7\text{-}n$ years. An Assistant Professor who begins his $(p\text{-}1)$st year of service must either (a) be promoted to Associate Professor during the $(p\text{-}1)$st year, or (b) be informed by May 1 of his/her $(p\text{-}1)$st year that the p-th year is terminal.

E. Temporary appointments (such as continuing lecturers, coordinators of instruction, or visiting appointments) may be made, and all the provisions of the appointment must be agreed to in writing by the department and the individual, prior to the beginning of the appointment.

F. The department considers the professorship a rank of distinction, accorded for by the achievement of national stature in an area of computer science. It may recommend an individual for promotion to that rank whenever it judges such stature has been attained. The department views not only the rank of Professor, but also the rank of Associate Professor as a terminal rank.

G. An initial appointment may be made without tenure at the ranks of Associate Professor and Professor. The probationary period is four years and three years, respectively. The criteria for tenure at these ranks are the same as for promotion to these ranks.

H. The CS Primary Committee is defined by the university as all tenured full professors and all tenured associate professors. Tenured associate professors discuss and vote upon promotion up to and including the associate professor level. The department head shall act as chair of the primary committee. The complete West Lafayette Campus Promotions Policy document is located at http://www.purdue.edu/provost/shtml/doc_and_forms/PromotionPolicy2005.pdf.

I. The university generally examines performance in three distinct areas in its consideration for promotion. These areas are: teaching, scholarly work and research, and service (to the department, university or community). Each individual case is considered in depth; there are no fixed criteria for evaluation or decision. Assistant Professors should note that it is unlikely they will be promoted if their performance in teaching is judged as being inadequate, or if their performance in scholarly work and research fails to show promise of achieving national distinction.

J. The university policy on promotion and tenure can be found in the Faculty Handbook located online at http://www.purdue.edu/oop/faculty_staff_handbook/.

5.2 Departmental Procedures

The CS Primary Committee (PC) has adopted the procedure outlined below for the evaluation of faculty for promotion and retention.

5.2.1 Calendar

Fall Semester of Academic Year Y

Meeting 1:

Date: Late August or early September − exact date determined on a year-to-year basis.

Topic: Evaluation of those Associate Professors who have not been nominated for promotion in Meeting 4 of year (Y-1).

Meeting 2:

Date: Last Wednesday in October; 1:30 p.m. until finished.

Topic: Tenure and promotion cases. This is the only meeting for discussion of cases and voting before action, if any, by the Area Committee.

Spring Semester of Academic Year Y

Meeting 3:

Date: February − exact date determined on a year-to-year basis.

Topic: Yearly review of Assistant Professors (Assistant Professors whose cases have already been considered in Meeting 2 are excluded).

Meeting 4:

Date: April − exact date determined on a year-to-year basis.

Topic: Nominations and determination of tenure and promotion cases to be considered in Meeting 2 of academic year (Y+1). Note that, according to university promotion

policy, Associate Professors with tenure may nominate themselves if they have not been considered for promotion during the *last three years.*

5.2.2 Yearly Evaluation of Assistant Professors

1. The Department Head appoints a subcommittee of at least three members of the PC for the evaluation of every assistant professor.

2. Each candidate is asked to provide an updated CV.

3. Subcommittee evaluates teaching and research. Formal departmental teaching evaluation as described in Section 5.2.4 to take place every other year.

4. Presentation of subcommittee report in Meeting 3 includes analysis of the research activities and teaching evaluation.

5. Discussions:

   - If candidate is in his/her 3rd year, the PC votes on renewal of contract.

   - An assistant professor may be nominated for early promotion. If the nomination is seconded, then the Primary Committee will consider the case formally in Meeting 2, provided the candidate agrees.

6. The Department Head generates a report for the candidate that consists of a summary of the PC reaction and Department Head's assessment/decision.

5.2.3 Evaluation of Associate Professors

1. The Department Head appoints a subcommittee of at least two PC members to evaluate each associate professor.
2. Each candidate is asked to provide an updated CV.
3. Subcommittee evaluates teaching, research, and service. Formal departmental teaching evaluation as described in Section 5.2.4 should take place every other year.
4. Presentation of subcommittee report in Meeting 1.
5. The Department Head generates a report to the candidate that consists of a summary of the PC reaction and the Department Head's assessment.

5.2.4 Formal Teaching Evaluation Committee Procedures

1. A two-person committee is appointed to evaluate teaching and course preparation for faculty member XX. The duties of this committee include the following:

   - Independently, each member observes a class presentation of XX.

   - The committee examines:

     o tests, homework, and projects assigned,

     o grade distribution and dropout statistics,

     o course content compared with syllabus and other handouts, and

     o special features.

   - The committee prepares a short report summarizing their findings.

2. XX provides write-ups (typically 1/2 to 1 page each) describing activities like:

   - New courses organized;

- CS 490, 590, 690 courses and individual studies directed;
- Major revisions of courses, e.g., reorganization of material, adding laboratories, obtaining lab equipment; and
- Thesis work directed.

5.2.5 Formal Promotion Procedures

1. The Department Head appoints a subcommittee for each tenure and promotion case (April).

2. Candidate is asked to update his/her vita and to prepare a detailed statement outlining contributions to his/her teaching, research, and service (early May).

3. Outside letters of evaluation are solicited in early June.

4. Subcommittee prepares its report for the candidate's case and makes it available to the Primary Committee members two weeks before Meeting 2.

5. All Primary Committee members have access to the candidate's complete dossier consisting of his/her statement and all letters of evaluation.

6. All tenure and promotion cases are discussed and voted upon in Meeting 2.

7. According to university guidelines, no absentee ballots are accepted.

8. Final promotion document is prepared by the Department Head with the advice of the subcommittee.

6 SECRETARIAL SUPPORT

Each faculty member will be provided with normal secretarial support, which consists of:

- Typing of letters
- Typing of manuscripts
- Taking telephone messages
- Duplication

In addition, certain secretaries are responsible for routine supply requests, computer accounts, travel and leave forms (the business office types these forms). If the workload becomes too high on the secretarial pool to provide good service, the Department Head will attempt to secure temporary help.

A faculty member can support a secretary through research grants, provided that such a position is provided for in the budget submitted to the funding agency. In such a case, assigned secretaries are expected to provide direct personalized help of the following types:

- Maintain files
- Maintain addresses and telephone numbers
- Maintain calendar
- Answer telephone
- Respond to routine mail
- Type letters and manuscripts

Following is the schedule of hours of pay per year.

Quarter time	520 FY hours/year	300 AY hours/year
Half time	1040 FY hours/year	800 AY hours/year
3/4 time	1560 FY hours/year	1300 AY hours/year
Full time	2080 FY hours/year	1900 AY hours/year

6.1 Overtime

Overtime for clerical or non-exempt administrative/professional staff, should be approved in advance by the immediate supervisor (or Department Head in the absence of the immediate supervisor). Once the necessity for overtime has been determined, prior approval for such overtime should state the approximate number of hours to be worked, timeframe during which overtime will be completed, and tasks to be accomplished. Supervisors and employees should make every effort to have work completed during normal work hours if at all possible.

7 AUTHORIZED EXPENSES

7.1 Copying Procedures

Personal Copies

No personal copying for individuals not housed in the Lawson or Haas buildings.

Procedures

- For copies of 300 pages or more, allow at least 48 hours.

- Any copying job submitted after 4:30 p.m. might not be completed until the next day. This may mean that jobs submitted late on Friday afternoon might not get done until Monday morning.

- There is no guarantee that last minute orders will be completed by the time requested.

- Books: Copying will not be allowed if there is any question about copyright violations.

7.2 Telephone Calls

The department provides a single, university-standard phone line with voice mail and hand-free options for each faculty office. Additional phone lines must be charged to an appropriate, non-department account. The department, upon request, will provide headsets.

1. **Personal calls**. Personal long distance calls cannot be charged to the university, but may be placed from university telephones, provided they are made collect or charged to a personal calling card.

2. **Collect calls**. No one is authorized to accept a collect call unless the Purdue operator, who must obtain a departmental account number for billing purposes, extends the call. If a call should come directly into a Purdue station, the call should be returned to the Purdue operator (flash, touch "O") so the appropriate account can be assigned and the billing passed to the long distance operator. This is the only method that will enable proper charges.

3. **Research related calls**. You should get a MERS number through the Business Office for the grant being used and use it for such calls.

4. **Calls from home.** You should not use the Purdue credit card for business calls from home. Please call the Purdue operator, give your MERS number and place the call through Purdue.

7.3 Mailing Procedures

1. Make sure the person sending mail has his/her name on the return address section of envelope.

2. Please specify what rate you wish your mail to be sent. If you do not specify a rate, mail will be sent first class for U.S. and airmail for overseas. Large or heavy items such as books, technical reports, etc., will be sent book rate (fourth class) for U.S., and AO (air other) rate for overseas mail.

3. Mail brought in before noon will be sent out the same day. Any mail metered after 12:00 noon will be dated and sent out the following day.

4. Except for large bulk mailings, all mail on Friday is taken to a mailbox at 3:30 p.m. Please have all mail submitted by 3:00 p.m., if you wish to have it taken to a mailbox.

5. All large and/or bulk mailings should be brought in **before** 12:00 noon on Fridays. If these mailings must go out **after** 12:00 noon on Friday, be prepared to take these to Materials Management (MMDC) yourself. No large, personal packages will be taken on Friday afternoons.

6. **FAX** messages will be charged to departmental funds unless they are research related. If so, please provide appropriate MERS number.

7. **Federal express** packages will be charged to departmental funds unless they are research related. If so, please provide appropriate account to be charged at time of request. Blanket authorization is given for grant proposals and fellowship nominations to be sent at the expense of the department. All other materials being charged to the department should be related to teaching or other departmental business or should have prior approval. To ensure Federal Express packages go out the same day, packages will need to be in the mailroom by noon and 3:15 p.m., respectively.

7.4   Meals for CS Colloquium Speakers

The following guidelines apply to lunches and dinners paid from departmental funds. The Department Head must approve exceptions in advance. It is the responsibility of a visitor's host to (a) make arrangements for meals, and (b) see that these guidelines are followed. Note that meals *can be paid* from regular university funds, excluding government or industrial contracts. If you have a special situation of any kind, please make arrangements *in advance* with the business office.

The university's hospitality policy can be found at
http://www.purdue.edu/policies/pages/finances/ii_1_1_print.html.

The department has a PRF and PU credit card that can be used for meals. Stop by the Business Office and pick up the card when you are ready to go out. You will need to sign out the card and return it the same day, along with an itemized receipt and the purpose (example: faculty candidate).

The term *visitor* is used for anyone from off-campus who is a scientific colleague, whether from academia, government, or industry. It does not include salesmen, publisher representatives, or Purdue employees. Note also that government employees are strictly forbidden from receiving free meals. All do not strictly adhere to this rule; be cautious, especially when dealing with representatives of government funding agencies.

The authorized amounts listed below include the visitor. The department does not reimburse from departmental funds visitors who do not give a colloquium. Overruns are to be paid personally, and any exceptions must be authorized *in advance*.

AUTHORIZED AMOUNT			
	Category	Lunches	Dinners
1.	Distinguished lecturers ($15 per lunch)	$90(6)	$240
2.	Regular colloquia	$60(4)	$125
3.	Interviewee	$60(4)	$160

7.5   Moving Expenses

New hires will receive a check for moving expenses from the university once the employment contract is signed. The amount of the check will be for the dollar amount specified in their offer letter, minus income tax.

The university does not require withholding receipts. The employee should work with their personal tax accountant/preparer to retrieve the amount withheld for income taxes.

7.6   Department Signature Authority

Department Head: Authorized to sign all forms.

Associate Department Head or designated member of the Executive Committee: Authorized to sign all forms.

Assistant Head: Authorized to sign all forms.

Assistant to the Department Head: Authorized to sign all forms. Generally used only in absence of Department Head, except for matters relating to students, graduate school, registrar, etc.

Business Manager: Authorized to sign for the Department Head all forms relating to business and financial affairs of the department with amounts less than $10,000. Comptroller can sign up to $50,000.

Facilities Manager: Authorized to sign purchase requisitions up to $10,000, invoice vouchers, property accounting, change of status of equipment, and permission to take equipment off campus.

Business Office Clerks: Authorized to sign the following with amounts up to $2,500: office supplies, printing services, university vehicle form, parking permit applications, time cards, audio-visual forms, and payroll in absence of Business Manager.

Administrative Assistant to the Department Head: Authorized to sign the following with amounts up to $250: purchase office supplies, printing services, university vehicle form, parking permit applications, time cards, and audio-visual forms.

Building Deputy: Authorized to sign the following with amounts up to $250: office supplies, printing services, university vehicle form, parking permit applications, time cards, property accounting, audio-visual forms, repairs on building, make keys, etc., and telephone order/repair.

Mail Clerk: Authorized to sign the following with amounts up to $250: office supplies, printing services, and audio-visual forms.

7.7   Visiting Scholar Expenses

This policy states who pays for special expenses of Visiting Scholars. Our offer letter states that visiting scholars will be provided with an office, normal secretarial service, and access to a computer. "*Normal*" means typing business letters, mailing business letters, ordinary business related copying, basic office supplies, and similar services. Not included are:

- Long distance calls and FAXes (off campus).
- Mailing large packages.
- Extensive copying (printing services).
- Copy cards (library).
- Federal express.
- Heavy duty computing.
- Travel.
- Expenses similar to those listed here.

The host of the Visiting Scholar is responsible for these expenses, in that they are to be paid by the host's funds (e.g., government contracts if activity benefits project, gift funds, and seed funds).

7.8   Department Charge Card

Procurement Card: The University has the capability to use charge cards in the procurement of supplies. You may obtain this card from the business office. You will be required to sign it out and return it on the same day. The department card has a transaction limit of $250. If you intend to purchase items from the same vendor that exceeds this $250 limit, the charge card is not the mode of purchase that should be used. Purdue policy prohibits requesting the vendor to charge the purchase as 2 separate transactions in order to bypass the transaction limit. When you return the card to the business office, you need to provide the receipt for items purchased and the appropriate account to be charged. Please remind vendors that Purdue is tax exempt so sales tax should not be charged.

8 LABORATORIES

8.1 Educational Laboratories and Equipment

Each educational laboratory and/or piece of equipment is normally assigned to a faculty member who is responsible for the use and status of the lab and/or equipment, and for its proper educational use. Appropriate assistance will be provided by the facilities staff and by teaching assistants.

In return for accepting this responsibility, the faculty member has wide latitude and flexibility for the operation of the laboratory and/or equipment. However, the department has ultimate responsibility for the educational program and for the use, assignment and management of educational labs and/or equipment.

8.2 Keys

All keys are obtained from the building deputy who provides keys according to the following policy.

Certain administrators require general access to the building:

- Department Head
- Associate Department Head
- Assistant Head
- Assistant to the Department Head
- Building Deputy
- Facilities Manager

Certain "support personnel" require general access to the building to carry out various operational duties:

- Building engineers
- Zone maintenance crew
- Building services
- Police
- Fire

Certain "maintenance, support, and technical staff" requires general access to the building to carry out various operational duties:

- Facilities staff
- Switchboard operator
- Delivery clerk

Key Access

Faculty and Staff

Terrace	3102A & B Meeting Room A & B
1165 Break room	3154 Faculty Suite Reception Area
2142 Faculty Suite Reception Area	3162 Conference Room
3114 Lounge	1168 Conference Room
B122A or B124B Men or Women's Shower	

Student

Graduate student access to areas will be granted on a case by case basis.

Lab

Each laboratory has a person designated as responsible for that lab. This person authorizes keys for the lab.

8.3   Research Laboratory Space Allocation Policy

The Department Head is responsible for the allocation and reallocation of laboratory space for research within the department. The Department Head is expected to allocate space in a spirit of fairness and in consultation with all affected faculty. Laboratory space for research will be allocated to facilitate overall research productivity in the department, to showcase research to sponsors and visitors, and to attract quality faculty and students.

Assignment of laboratory space to a project or set of projects does not grant a permanent claim on that space, and reassignment of space may become necessary from time to time. Reallocation of space becomes necessary when there is unfulfilled demand for space and the currently allocated space is not consistent with the department allocation policy. Reallocation may also be desirable to consolidate fragmented space as projects shrink or change in focus. Such reallocations should be made so as to prevent unnecessary disruptions caused by changes in funding, staffing, or other resources. Faculty with common research interests should be encouraged to share lab space, because shared facilities are likely to provide synergy and may create an enhanced atmosphere for graduate students. At the least, space on related projects should be allocated in close proximity.

Space assignment and reassignment will balance the following considerations; the Department Head is encouraged to apply these considerations, in this order of precedence, when making allocation decisions:

1. Sponsored research (supported by contracts, grants, and gifts). Factors include, in order of priority.

    a. Funding available to support graduate students, post-docs, and visiting scientists. Numbers of people involved in the research, including students working for credit and on scholarships may also be included in this determination.

    b. Funding for special-purpose research equipment.

    c. Special needs arising from the nature of the research activity, including specialized wiring or access control, proximity of the laboratory space to the PI's office and accessibility for the disabled.

d. Ongoing research that requires periodic site visits: demonstrations, or display to current and potential sponsors, so as to enable renewal of support should be located where it can be adequately "showcased."

e. If space for a sponsored project or related projects must be fragmented, the different spaces should be located in close proximity whenever possible.

2. Non-sponsored and exploratory research for a limited amount of time. Determining factors include, initial research by new faculty.

8.4   Research Computing

Departmental Responsibility

The departmental facilities budget pays for equipment and expenses that cannot be said to benefit a single grant, including:

1. Equipment and supplies for the common network infrastructure.

2. Maintenance of shared, administrative, clerical, and instructional facilities.

3. Software licenses for standard departmental operating systems and application packages.

4. Minor standard supplies such as printer paper and standard toner cartridges.

Faculty Responsibility

Faculty should include in their grant proposals, as allowable and appropriate, funds for:

1. Hardware and software needed to conduct the proposed research, including memory and disk upgrades, peripherals, and other minor equipment.

2. Computing services, which includes:

    a. Maintenance contracts and/or repair parts.

    b. Labor charges for installation and maintenance by facilities staff that exceeds ½ day.

Proposal Preparation

All research proposals should request funding for computing services. The amount requested is based on the expected costs listed above. Once the grant is received, funds in the computing services category will be charged only as needed. They may be re-budgeted for other purposes only if (1) the grant expires within 90 days, and (2) no further computing services charges are expected.

8.5   Use of Computing Facilities

The Computer Science Department facilities staff operates the computing facilities in the department. Use of these facilities is governed by a policy described in the document "Policy on Access and Usage," made available to everyone who has an account. This document and other facilities policy documents are available online at http://www.cs.purdue.edu/policy/facilities.

The university makes other computing-related policies, most notably policies on electronic mail and World Wide Web publishing. Current copies of these policies are also accessible through the general facilities policy pages above.

9 LAWSON BUILDING

9.1 Use of Conference Rooms

Faculty and staff may reserve a conference room in the Lawson Building through the Building Deputy or a designated member of the clerical staff. Available conference rooms and restrictions are listed below.

Student meetings, especially for undergraduate events, should be held in classrooms (or if large enough, in the University Meeting Room). If students want to hold a meeting in the Faculty Meeting Room, terrace, etc. they will need to work through a faculty member or staff member (e.g., the group's advisor) who will attend the event.

Requests for additional equipment or furniture, changes to furniture configuration, or other special requests must be submitted at the time the reservation is requested. These special needs may dictate the availability of the room, since prior arrangements may have been made for the room.

Recurring room reservations may be made in one semester intervals. Faculty and staff with a recurring reservation for a conference room are asked to notify the reservation agent when meetings will not be held or are cancelled, so others may use the room.

9.2 Conference Room Availability

A list of conference rooms and equipment is maintained at

http://www.cs.purdue.edu/resources/facilities/conference. Rooms are available for reservations based upon the following restrictions.

- The conference room in the Undergraduate/Graduate office suite (LWSN 1123C) is primarily, but not exclusively, for use by those offices.

- The conference rooms in the faculty suites (LWSN 1168, 2150, & 3162) are generally for CS faculty, staff, and graduate student use. CS undergraduate student organizations may reserve and use room 1168 for meetings held outside of normal business hours.

- The Faculty Meeting Room (LWSN 3102A, 3102B, 3102A/B when joined) is primarily for departmental seminars (when the University Meeting Room is too big or not available) and large meetings (e.g., faculty meetings or large committee meetings). They can be reserved by people outside the department, but only with permission and/or knowledge of someone inside the department (e.g., the head and/or assistant head).

- The conference room in the Leadership Suite (LWSN 3144D) is primarily for use by the department head or designees. Exceptions (e.g., for meetings with outside visitors) must be cleared through the Administrative Assistant to the Department Head.

- No conference rooms are to be used for regularly scheduled classes. Regular research seminars and meetings, which may include a course designation component, are permitted to reserve a conference room. In such cases, faculty members using the room are asked to notify the reservation agent when meetings will not be held or are cancelled, so others may use the room.

- For events scheduled by people outside the CS Department, an account number is required to charge cleanup by Building Services (by filing a Form 18A). A charge for moving furniture (e.g., to rearrange the Commons or LWSN 3102A/B) may also be required.

- Priority for room reservations goes to the Computer Science Department, College of Science, Advancement Office, and President's Office. Other units may be preempted by a higher priority unit.

9.3   Other Rooms in Lawson

The University Meeting Room (LWSN 1142) and class rooms in Lawson (LWSN B134, B151, B155, & 1106) are not reserved by the department. Faculty, staff, and students wishing to reserve these rooms must contact the Space Management and Academic Scheduling (SMAS) office for reservations. The reservation can be placed online at http://www.smas.purdue.edu/ or by telephone at 49-43900.

Faculty and staff may reserve an instructional lab in Lawson (LWSN B131, B146, B148, B158, & B160) through the Building Deputy or the Assistant to the Department Head.

The four conference rooms located inside research labs (LWSN 2149C, 2161B, 3133B, & 3151A) are under control of the faculty and students associated with those labs. They are not reserved by the department.

10 EQUIPMENT TAKEN OFF CAMPUS

Motivation

The purpose of this policy is to support the use of departmental computing equipment for its intended application, and to insure that the department can meet both Purdue and funding agency auditing requirements. This policy sets limits on the number and types of computers that can be off campus, and who is authorized to take them off campus.

A list of frequently asked questions is given at the end of this section.

10.1 Policy Administration

1. Removal of any equipment from campus that has been (or will be) assigned a Purdue property accounting number, requires completion of a Purdue University Form 12, including appropriate signatures. This form must be reviewed and renewed each fiscal year.

2. Exceptions to the policies below require a written statement from the responsible faculty member and approval by the Department Head or designee.

10.2 Computer Systems at Home

This section does not apply to "portable" computers; see Section 10.3.

1. A computer system may consist of several items, including a CPU cabinet, keyboard, mouse, monitor, printer, scanner, and add-in boards.

2. CS faculty members are allowed to have two university-owned computer systems at home for university purposes (research, teaching, and/or administration). Such equipment is purchased by research funds or by funds specifically allocated to the faculty member (e.g., set up funds for a new faculty member).

3. CS faculty members may approve equipment they have purchased for students or staff to use at home for university purposes (one computer system per person). In this case, both the approving faculty member and the person taking the equipment off campus must sign the Form 12.

4. Departmental staff may be allowed to have a university-owned computer system at home with written justification and approval by the Department Head or designee.

10.3 Portable/Laptop Computers

1. CS faculty members, students, and staff are allowed to have two university-owned portable computers for university purposes off-campus. The same policies that apply to computer systems at home also apply to portable computers.

2. Inexpensive computers (including most hand-held) that do not require a Purdue property accounting number are *not* covered by these policies.

10.4 Computers for Non-University Personnel

1. Purdue University equipment cannot be taken off campus by anyone who is not associated with the university (faculty, staff, or student).

2. Employees or students with equipment off campus who are leaving the university are expected to return it before leaving.

10.5 Special Situations

1. Computer equipment may be taken off campus temporarily for use at conferences, trade-shows, or similar events without the limitations described in this policy. A Form 12 must still be completed and signed.

2. When upgrading computing equipment at home or when installing a new laptop, there may be a short period during which more than two such computers are signed out.

10.6 Frequently Asked Questions

Since the faculty member, in signing the off-campus equipment form, agrees to take responsibility for the equipment, why are these additional policies required?

Various people must also sign the off-campus equipment form, including representatives of the department, business office, and dean's office, and they are responsible for seeing that the equipment is being used for its intended purpose and can be reasonably accounted for. In the event of an audit, everyone who signed the form will be required to make this justification.

Much of the equipment that I have signed for is obsolete and worthless. Why do I still need to account for it and return it to the department?

The university property accounting procedures maintain the "book value" of equipment as the value at which it was initially acquired. All obsolete equipment must be disposed by the university salvage facility.

I have computing equipment I would like to loan to a research collaborator at another site. How can I do that?

For collaborators at another Purdue site (department, building, or campus), a university Form 9 can be filled out to notify property accounting of the new location of the equipment.

For collaborators outside Purdue, a long-term loan agreement must be prepared in advance of the equipment leaving campus. The details of this transfer can be complicated and must be worked out through the departmental business office and the contracts office.

What can I do with my computing equipment that I no longer need?

You have three choices: (1) dispose of the equipment through the university salvage facility, (2) sell the equipment through the university salvage facility, or (3) transfer ownership to another Purdue department.

You will receive no money for option (1). For option (2), you will receive 80% of the selling price. The departmental facilities staff can help you with this procedure. Option (3) requires a university Form 9 and (routine) approvals.

11 AWARDS

11.1 Nominations for Distinguished and Named Professorships

College of Science Guidelines

The following guidelines for the nomination and selection of Distinguished and Named Professors have been developed for the College of Science in order to ensure uniformity in the College process. (Please contact the Administrative Assistant to the Department Head to verify that the guidelines below are the most current version.)

Distinguished Professors

Purpose: The practice of naming Distinguished Professors emphasizes the University's commitment to outstanding academic achievement. It is a special recognition that can be bestowed on a select few professors of outstanding accomplishment who have achieved national and international prominence. The purpose of such professorships is to enrich the intellectual environment by attracting or retaining truly exceptional individuals to the faculty. Conferring the title of distinguished professor requires a rigorous academic review and appointment by the Board of Trustees. Distinguished Professors are outstandingly original, creative, and productive individuals who have made a unique contribution to the Institution and whose achievements in the scholarship of discovery, learning, or engagement have received external recognition. An allocation of discretionary funds will be provided in accordance with University policy. The salary of a distinguished professor can be supplemented from the discretionary allocation in accordance with University policy. The supplement is determined annually and can be up to the equivalent of one month's salary, inclusive of the distinguished stipend paid directly from the Purdue Research Foundation.

Nominating Procedure: Science departments are welcome to submit nominations for Distinguished Professorships at any time. The College will also periodically invite nominations for the same purpose. The format of the nomination documents should be essentially that of documents used for promotion. In addition to a complete and up-to-date CV, the nomination materials should include a statement, of not more than 10 pages, that speaks to the nominee's qualifications and provides a strong justification for the nomination. Qualifications typically will include external recognitions and an exemplary record of external funding. In addition, the document should report the outcome of the primary committee vote taken within the department in support of the nomination. Nomination materials should also include letters from outside experts that speak to the nominee's standing in the community, contributions to the field, and impact. Appropriate information about the referees should be included in the nomination package. Though no fixed number of such letters is specified, past committees have sought to obtain approximately six (6) such statements from outside experts.

Selection Committee: The College's Area Promotion Committee will assess all nominations. The Dean of Science will call committee meetings, be responsible for the functioning of the committee, and record the committee vote on the nomination. If the vote of the committee is positive, the nomination, the recommendation of the Dean, and the vote of the committee will be forwarded to a University committee for further action as specified by University guidelines. Should a nomination fail to pass the area committee, it is expected that person would not normally come back up for nomination for at least three years.

Named Professors

Purpose: The primary purpose in appointing a named professor is to attract and retain top quality faculty. A named professorship is not an academic designation. While it is expected that holders of named professorships would be individuals of high accomplishment, it is possible to hold a named position as an associate or assistant professor. The term for a named professorship should be specified; the term is always a fixed length for Assistant and Associate Professors. A position can be named only when there is a source of funds sufficient to name the position in accordance with the University policy on naming opportunities. An allocation of discretionary funds will be provided with a named professorship in accordance with University policy. The salary of a named professor can be supplemented from the discretionary allocation in accordance with University policy. The supplement is determined annually and can be up to the equivalent of one month's salary.

Nominating Procedure: The process for designating a named professorship is a College-level process. It does not require an extraordinary academic review and, if the named position is being used in recruiting, should be an expeditious process. The approval process in the departments is determined by each individual department. Science departments are welcome to submit nominations for Named Professorships at any time. The College will also periodically invite departmental nominations for the same purpose. The nomination documents should include an up-to-date two-to-three page condensed curriculum vitae, as well as a full vitae, and letters of support. For a new hire, reference letters will be used as letters of support.

Selection Committee: The College's review team will consist of the Dean, Associate Dean for Academic Affairs, and the Department Head. Should a nomination fail, it is expected that person would not normally come back up for nomination for at least three years. If approved, a package consisting of a memo from the dean outlining the review team's recommendation, a two-to-three page condensed curriculum vitae, as well as a full vitae, and letters of support will be forward to the Provost. This completes the process for named assistant or associate professors. For individuals named at the professor rank, the provost reviews the materials, and, if appropriate, recommends approval to the president. If the president approves, the signed document is streamlined and sent to the Board of Trustees for their approval.

11.2 Departmental Guidelines for Distinguished Professorships

These procedures apply for all categories of Distinguished professorships.

1. Nominations are made by a group of at least four members of the CS Primary Committee. The person nominated must agree to the nomination.

2. Information supporting the nomination is prepared by the nominating group to be distributed to the members of the CS Primary Committee. This information consists of:

   a. A complete vita.

   b. A statement describing the exceptional qualities, accomplishments and recognitions that clearly set the nominee apart from the mature/senior professors in the department.

   The development of this information is internal to the department and, in particular, outside letters of support for the nomination cannot be solicited. The material is to be treated as confidential.

3. The CS Awards Committee receives the nomination and manages the nomination process.

4. A secret vote allowing mail ballots is taken to determine the level of support for the nominations: Votes of yes or no for each person nominated on the following question:

Is this person preeminently qualified to be a Distinguished Professor?

All members of the CS Primary Committee not nominated vote on each nominee.

The nomination that receives the most positive votes is forwarded to the College of Science Distinguished Professor Committee, provided it has a 3/4's majority of yes. The nomination with the second most positive votes is forwarded also, provided it receives a 90% majority vote. At most, two nominations are forwarded, and a tie is broken by a preference ballot (each member of the Primary Committee not nominated has a single vote for one candidate). If a tie remains after the preference vote, the Primary Committee adopts an ad hoc procedure to break it.

5. For every nomination forwarded, approximately six letters from outside experts are to be solicited. The letters should speak to the nominee's standing in the community, contributions to the field, and expectations for the future.

The nominating group, together with the Awards Committee, so as to improve the documentation or to meet guidelines that may be adopted by the College of Science, may modify the information supporting the nominations.

6. The College of Science must complete the vote at least one week prior to the deadline for nominations as set

11.3 Departmental Guidelines for Named Professorships

Existing faculty member
A faculty member in the department can be nominated at any time for a Named Professorship, assuming such a professorship is available. A nomination must come from a faculty member with primary appointment in the Department of Computer Science and must be seconded by at least one other faculty member. The Head's Advisory Committee will make a preliminary assessment of the case prior to seeking three to five external letters. In the event the nominee is a member of the committee the head will select a suitable replacement. A presentation of the case and letters will be considered at the meeting of the primary committee. A majority vote of the primary committee is required to recommend the individual to the Dean for a named professorship. Discussion and vote for a full professor nominee will only involve all full professors on the primary committee and that for all other nominees the entire primary committee.

Recruitment of faculty for tenured positions
Upon the recommendation of the faculty recruiting committee, external letters will be solicited, asking for the letter writers' advice as to whether the candidate should be appointed as a tenured faculty member and a named full or associate professor. A majority vote of the primary committee is required to recommend the individual to the Dean for a named professorship. Discussion and vote for a full professor nominee will only involve all full professors on the primary committee and that for all other nominees the entire primary committee.

Recruitment of faculty for untenured Assistant Professor
Upon the recommendation of the faculty recruiting committee, external letters will be solicited, asking for the letter writers' advice as to whether the candidate should be appointed as an untenured faculty member and a named assistant professor. A majority vote of the faculty is required in order to recommend the individual to the Dean for a named professorship.