

## **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 <i>below</i> 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 <i>third</i> week of November for the spring semester courses, and effective the <i>end</i> 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.