

Purdue
Computer Science Department

Policy Manual
Effective Fall 2019

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1 Personnel and Employment

1.1 Faculty

1.1.1 Faculty Applications

Material about individuals who have applied for employment in the department, including cover letter, research and teaching statements, CV, letters of reference, and evaluations of candidates by members of the department, is confidential and will be treated confidentially. The list of applicants itself and the application status of each applicant is confidential and will be treated confidentially.

Tenured and tenure-track faculty members have access to the list of faculty applications through a password-protected website. Non-tenure track faculty have access to non-tenure track applications in the same application system. The website contains the material a candidate submitted, the reference letters received, and the status of each application. The Faculty Search Committee may solicit input from the faculty for use in their evaluation of candidates. Tenured and tenure-track faculty applications are evaluated by tenured and tenure-track faculty in the department. Professor of Practice applications are evaluated by all faculty in the department. Letters of recommendation of applicants are uploaded directly to the electronic application tool by letter writers and are available at the hiring website.

University regulations require that the following paragraph be included in all requests for outside evaluations of present and potential faculty and administrators:

Your evaluation will become a part of Dr. xxx's promotion documentation, which will be shared with those faculty and administrators directly participating in the promotion process. Candidates may request a summary of all evaluations in their file, however sources remain confidential. We cannot guarantee that at some future time a court or government agency will not require the disclosure of the source of confidential evaluations. Purdue University will endeavor to protect the identity of authors of letters of evaluations to the fullest extent allowable under law.

All faculty search committee members are required to have taken Purdue's ADVANCE Faculty Search Committee Workshop within the last 5 years of serving on a hiring committee. The department encourages all faculty members to attend the Faculty Search Committee Workshop.

1.1.2 Guidelines for Hosting Faculty Candidates

Each candidate invited for an on-campus interview is assigned a faculty member as a host. Note that certain searches may use phone or video interviews to select the applicants to be invited for a on-campus interview.

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 and Search Chair determine the date of the interview with input from the candidate, the host, and possibly the Department Head.

The AADH initiates the interview schedule by scheduling all members of the Search Committee and the Department Head. With input from the host and any faculty requests, the AADH completes the interview schedule. When completing the schedule for a tenured/tenure-track, a host should consider:

1. The interview will be for approximately 1.5 days, with the talk generally being given at 10:30 on the first day of the visit. The host or the AADH informs the candidate that the length of the talk should not exceed 50 minutes.
2. Individual meetings with 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 works with the AADH on inviting departmental representatives to the meals.
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.

For professor of practice interviews, appropriate changes are made to the above guidelines. In particular, the talk includes a lecture on a chosen topic as well as a discussion on approaches and challenges to teaching/managing large enrollment courses.

The Administrative Assistant to the Department Head (AADH) is responsible for:

1. Maintaining a calendar for all interview dates of candidates.
2. Making 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.
5. Making reservations for hotel and meals.
6. Distributing the completed interview schedule to faculty.
7. Preparing a welcome and information packet for the candidate.
8. Handling reimbursement of the candidate's expenses.

1.2 Graduate Student

1.2.1 Teaching Assistant Employment

The department hires graduate students for teaching, grading, managing labs, running PSOs and recitations, 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.

- Incoming PhD students are typically offered four years of support as a graduate assistant. This offer is determined by the admissions committee in consultation with the Graduate Office (which administers teaching assistantships) and faculty offering RAs to students.
- 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 in assigned duties, and makes good progress toward his/her degree.

- Good progress (MS students) entails completion of the MS degree within four semesters. Good progress (PhD students) is a Satisfactory or above rating as assessed by the Graduate Studies Committee during the annual PhD review. PhD students receiving an Unsatisfactory rating may be employed as a TA if positions are available. As of 2019, three consecutive Unsatisfactory ratings, or a rating of Poor, will result in the student no longer being eligible for a TA position. Receiving a subsequent Satisfactory or above review will restore eligibility.
- Faculty who wish to hire, as research assistants, students who are, or are committed to be, teaching assistants, should inform the Academic Services Manager 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. Requests to hire students already assigned as TAs made within 3 weeks of the start of any semester or summer session will only be honored if the hiring faculty member finds a replacement TA acceptable to the faculty member losing the TA.
- 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.
- The expected time for receiving support as a TA is two years for MS students and 5 years for PhD students. Longer periods of support need to fulfill a crucial need in the department and must be in the best interest of the student. For PhD students, the advisor will be consulted.

1.2.2 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 <https://www.purdue.edu/gradschool/documents/gpo/graduate-student-employment-manual.pdf>)

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.

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.

1.3 Postdoctoral Appointments

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

1.4 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. The letter 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 22 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. Note 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.

1.5 Courtesy Appointments

This section defines the process by which a tenured/tenure-track faculty member from another department at Purdue may obtain a courtesy appointment in the CS department.

1. The prospective appointee must be a tenured/tenure-track faculty member in another department.
2. The courtesy appointment must be endorsed by at least four tenured/tenure-track CS faculty members. At least two must be 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 discuss the 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 are expected to be present at this meeting. An absent endorser is expected to 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. Courtesy appointments are typically for a period of up to five 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 advisor or co-advisor for MS and PhD theses as indicated in Appendix A. 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 (CS59000) in Computer Science. The seminar may count as an elective on an MS plan of study, subject to Grad Chair approval, in the same way as such seminars offered by regular CS faculty. These research seminars will not count as one of the six CS courses on a PhD plan of study.
4. It is expected that courtesy faculty serve on 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 the appointment ends, the courtesy faculty member is expected to submit to the department head an activity report describing the interactions and activities with CS faculty. 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 faculty, along with a recommendation. A renewal of the courtesy appointment requires a vote, as described in Step 5 of the initial appointment process.

1.6 Research Faculty

University Guidelines

As of August 1, 2005, the university allows appointments of research faculty. Visit the University Policy Office page at <https://www.purdue.edu/policies/human-resources/vif8.html> to find university guidelines.

University guidelines dictate that general requirements, review and promotion, and voting privileges within a research faculty member's primary unit be decided by the unit.

Departmental Guidelines

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.

1. 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.
2. A research faculty who is a member of the graduate faculty can supervise students and serve on student committees as indicated in Appendix A.

1.7 Professor of Practice (Clinical Faculty)

University Guidelines

As of January 1, 2015, the university allows appointments of clinical faculty. The department hires clinical faculty with the assignment of professor of practice. University guidelines dictate that general requirements, annual review and promotion, and privileges within a professor of practice member's primary unit be decided by the unit. University guidelines are described in the Policy Office page at <https://www.purdue.edu/policies/human-resources/vif10.html>.

Departmental Guidelines

1. A professor of practice with a primary appointment in the department will be allowed to vote in faculty meetings on non-tenure/tenure-track hiring issues. A professor of practice can vote on hiring issues when they relate to the hire of non-tenure/tenure-track faculty.
2. A professor of practice 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 professor of practice appointments.
3. A professor of practice can hold an appointment as a graduate faculty with a term fixed by the Department Head.
4. A professor of practice who is a member of the graduate faculty can supervise students in the role of advisor or co-advisor and serve on student committees as indicated in Appendix A.
5. A professor of practice can be a Principal Investigator (PI) on a grant.

1.8 Adjunct Professors

University Guidelines

University guidelines are described in the Policy Office page at <https://www.purdue.edu/policies/human-resources/c-12.html>. University guidelines dictate that as a member of the faculty of the department and school to which an individual is appointed, he/she will be granted the same academic privileges as a regular faculty member, including promotion through the regular University procedure. As an employee of an outside agency, he/she will not be eligible for University tenure.

Departmental Guidelines

1. An adjunct faculty member with a primary appointment in the department is not allowed to vote in faculty meetings.
2. An adjunct faculty member cannot serve on the departmental tenure and promotion committee for tenured and tenure-track appointments.
3. An adjunct faculty member can hold an appointment as a graduate faculty with a term fixed by the Department Head.
4. An adjunct faculty member who is a member of the graduate faculty can supervise students in the role of co-advisor and serve on student committees as indicated in Appendix A.
5. An adjunct faculty member may not function as a Principal Investigator (PI) on a grant.

1.9 Lecturers

The department employs Lecturers (staff employees who teach) to participate in the teaching mission. Lecturers have primary responsibility for teaching the department's service courses to non-majors. The role of Lecturer at the university is defined by the [Terms and Conditions of Employment of Lecturers \(VI.F.4\)](#) and its corresponding operating procedures. Other specific departmental expectations and guidelines for teaching, annual merit review, and promotion review are defined in this policy manual.

1.10 Other Appointments

Temporary appointments (such as 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.

1.11 Background Checks

All offers of employment are also contingent upon the results of a required background check. As part of the background check process, candidates will be contacted via e-mail by a company named HireRight. Candidates are asked to respond promptly with the information requested.

2 Teaching

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.

2.1 Teaching Load of Tenure-track/Tenured Faculty

Excellence in research, teaching, and service is expected for tenured and tenure-track faculty members. 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.

The expected teaching load for faculty members is two lecture sections per academic year. Both 3- and 4-credit courses are considered one course towards the teaching load. Courses with fewer credits that consist of lectures given by the instructor and have standard grading may count towards the teaching load (eligible credits are typically added). Courses like 197, 397, 497, 591-SEC, 591-RS are considered committee assignments and do not count towards the teaching load. Teaching credit for a faculty member managing an already recorded on-line course is currently determined on a case-by-case basis. Teaching in the summer does not count towards the teaching load of the 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.

2.2 Teaching Load of Professors of Practice and Lecturers

Professors of Practice and Lecturers are normally expected to teach four lecture sections per academic year.

- Both 3- and 4-credit courses are considered one course in the teaching load.
- Teaching two sections of the same course in the same semester generally counts as teaching 1.5 courses.
- Teaching in the summer does not count towards the teaching load of the academic year.

2.3 Teaching Load Reduction

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

1. Serving as Chair of the Graduate Study or Undergraduate Committee for one year provides 1/2 course credit. The chair is expected to handle urgent matters during the summer. If a committee has two co-chairs, each one receives 1/4 course credit.
2. Serving as Chair of the Graduate Admissions Committee for both MS and PhD applicants for one year provides 1/3 course credit. Serving as the chair for either MS or PhD admission alone provides 1/4 course credit.
3. Serving as Chair of the Faculty Search Committee for one year provides 1/2 course credit. The credit typically applies only to search committee chairs managing a search with about 15 or more on-campus interviews.
4. Setting up new courses or laboratories may result in extra teaching credit commensurate with the effort involved.
5. An Associate Head has generally 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.	<p>Courses with enrollment <i>below</i> the following thresholds:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">CS 300- & 400-level</td> <td style="text-align: right;">20 students</td> </tr> <tr> <td>CS 500-level</td> <td style="text-align: right;">10 students</td> </tr> <tr> <td>CS 600-level</td> <td style="text-align: right;">5 students</td> </tr> </table> <p>(Enrollment levels effective the end of the <i>third week</i> of November for the spring semester courses, and effective the <i>end</i> of the spring semester for the following fall semester courses.)</p>	CS 300- & 400-level	20 students	CS 500-level	10 students	CS 600-level	5 students
CS 300- & 400-level	20 students						
CS 500-level	10 students						
CS 600-level	5 students						

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 Course Scheduling Guidelines

CS courses are scheduled by the departmental Academic Services staff according to the following guidelines:

1. High enrollment courses (projected class size above 60) require a “large lecture” request and the department has limited control over time and location. The department will request to schedule classes in line with the CS family-friendly policy (i.e., parents with childcare duties) and to avoid conflict with religious observances. However, the time assigned is ultimately in the Registrar’s control.
2. 100 & 200 level courses will be scheduled MWF unless the course structure is 2 x 50.
3. 300 & 400 level courses can be scheduled 3 x 50 or 2 x 75. The date of the instructor’s last 2 x 75 course will be taken into account; i.e. 2 x 75 slots are assigned to instructors who request them and have taught 3 x 50 most recently.
4. EPE courses are usually assigned 2 x 75 slots.
5. Grad level courses can be scheduled into 3 x 50 or 2 x 75 slots. The time since the instructor’s last 2 x 75 course will be taken into account; i.e. 2 x 75 slots are assigned to instructors who request them and have taught 3 x 50 most recently.
6. The department will make every effort to schedule no more than two graduate courses in the same time slot.

2.7 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 Graduate & Academic Services Office keeps records of these certifications.

If an instructor is prevented by an emergency from arranging for a substitute, the Department Head, an Associate Head, or the Assistant Head should be informed, if possible.

2.8 New Course Offerings

Faculty can propose the creation of new courses. Initially, courses are typically offered as 390’s, 490’s, to 590’s to finalize the material and the course syllabus and to understand student interest and preparation needed. A new course should have at least three interested and qualified instructors. Having established need and interest in the new course, faculty work with the Graduate and Academic Services Office and the undergraduate/graduate committees on the material needed and the approval process.

New courses in proposals

New courses can be proposed in grant proposals when doing so has the potential to significantly enhance departmental curricular offerings to the students and the educational

component of the proposal. Courses that aim at broadening the participation of women and underrepresented minorities deserve special consideration. Details about the use and need of departmental resources and any arrangements impacting departmental operations need to be worked out before the proposal is submitted.

The department will offer its course scheduling and advising services as well as instructional laboratories to faculty who offer new courses that are part of a funded grant proposal. Any TA support needed for such courses is to be paid for by the grant unless an explicit exemption is obtained from the department head. The dollar equivalent of any such exemption granted will be considered as departmental cost sharing.

A course that is part of a funded grant proposal and is not one of the department's regular courses may be taught as part of the regular teaching load of the concerned faculty member and will be considered as departmental cost sharing. The department must approve any such cost sharing prior to the proposal being submitted to the funding agency. In the absence of an approval from the department, the course will need to be offered outside of the regular teaching load.

2.9 Recognizing Faculty Contributions to High Enrollment Classes

The large number of CS majors (about 1800 in 2018) and the related high enrollment in CS classes has changed how faculty manage classes and the effort needed to deal with all aspects of the course. In 2018, the department implemented a program that recognizes faculty contributions to teaching courses for CS majors with enrollment sizes above the expected load. Only courses for CS and DS majors that are a faculty member's designated teaching assignment are considered in this program. Volunteered courses, service courses, honors seminars, and research credits, for example, are not considered in evaluation of points earned.

The program is funded by the differential fee paid by CS and DS majors (undergrad and grad). Therefore, rewards earned are expected to enhance the success of these students. The source of funds requires that only CS courses predominantly offered to CS/DS majors can be considered.

This section describes the current rewards that can be earned and the associated point system.

2.9.1 Reward Types

Currently, three types of rewards exist: discretionary funds, funding for undergraduate research, and RA support for one semester. Additional reward types may be added in the future. As the differential fee finances rewards, all rewards have to increase student success. The three rewards are:

- Type A - Discretionary funds - \$7,000

Funds received in fall X are expected to be used by end of summer of year X+2.

- Type B - Undergraduate research support - \$8,000

These funds must be used to support research with computer science undergraduate students. A goal is to increase interest in research as well as graduate school. Funds are intended for stipends for domestic and international undergraduates. They can also be used to support conference travel. Funds received in fall of year X are expected to be used by the end of summer of year X+2.

- Type C - RA support – \$14,000

This type supports a CS graduate student for one semester with a monthly stipend of \$2K. Some students earn a higher stipend than this. The advisor must cover any

shortage required to meet the student's monthly rate. Funds received in fall of year X are expected to be used by the end of summer of year X+2. RA support for a PoP needs department head approval.

2.9.2 Point System and Parameters Determining Points

- Course category values.

The course category values represent the 70-75% percentile of class sizes in each category: G (graduate), U (upper-division), L (lower-division). The values of G, U, L are updated annually. In AY 2017/18, the values were G=32, U=100, and L=180.

- Base values.

Using the course category values, base teaching values are determined. They represent the expected number of students taught in fall and spring semester. For 2017/18, the numbers were as follows:

- Tenure track (pre-tenure): Base = $G+U/2 = 82$
- Tenured faculty with at least 2 semesters of grad student support (each half-time) during AY 17/18: Base = $G+U = 132$
- Other tenured faculty (with a teaching load of 2 courses): Base = $U+L = 280$
- Professor of Practice and faculty with a teaching load of 4 courses: Base = $U+L+L+L = 640$

- Minimum teaching evaluation requirement.

- For a course to be counted, the average instructor and course evaluation is expected to be at least 3.5 for tenure-track and tenured faculty members, and 4.0 for PoP.
- For faculty new to teaching the course and an evaluation above 3, exceptions can be made.

- Number of points needed for a reward

- Faculty with a teaching load of 2 courses: 100 points for a rewards of type A or B, 200 points for a rewards of type C
- Faculty with a teaching load of 4 courses: 200 points for a reward of type A or B
- Claiming a reward is subject to the availability of funds.

About the process

- For each faculty member, the department maintains AcSum, an accumulated sum measuring teaching contributions beyond the base load. AcSum represents the number of points.
- In August of each year, the department computes StudentTotal, the sum of the numbers of enrolled students in all courses taught by the faculty member during the previous Fall and Spring semesters that meet the minimal teaching evaluation requirement. Course enrollment by the end of week 2 is used.
 - If StudentTotal is higher than Base, then $AcSum += (StudentTotal - Base)$
- For budgetary reasons, at most one reward from each type can be claimed in one year.
- AcSum can never be negative.
- AcSum is only reduced by claiming a reward (i.e., points do not expire).

- A reward of type A gives funds into the faculty's account. Types B and C draw from a central account.

Full details, including the teaching history related to received rewards and the current number of points, can be found at myCS.

2.10 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 under "Resources/Policies", 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 expects 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 the Instructional Quality Control Coordinator 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.

3 Research Proposals

3.1 Proposal Submission

The University Office of Sponsored Programs is an office on campus that works collaboratively with PIs and the Office of Research and Partnerships Proposal Development team to prepare grant applications, serving as a dedicated central resource in all matters related to University and sponsor policies for proposal development and submissions.

Pre-Award services include:

- Review sponsor guidelines, identify key requirements
- Assist with budget preparation, related documents and proposal submission forms
- Prepare required sponsor administrative forms
- Ensure that all Purdue information is accurate and complete
- Contact and collaborate with partner institutions to secure all necessary subcontract documentation
- Assure regulatory requirements and export controls
- Review the final proposal package
- Obtain academic approvals and institutional approvals
- Complete the final submission package, upload final document and forms and submit to the sponsor

Faculty are alerted that Sponsored Programs requires notification of proposals 3 weeks prior to the proposal deadline to complete all services listed under their Service-Level Agreement, stated above. Review of proposal requests submitted in this time frame will take precedence over those that are outside the expected timeline. Those will be handled on a first-come, first-serve basis. If a PI is unable to meet this processing timeline, every effort will be made by Pre-Award to fully review a PI's proposal to the sponsor prior to submission on the stated deadline.

Visit the Pre-Award website for additional timelines and information

<https://www.purdue.edu/business/sps/preaward/index.html>

3.2 Royalty Income Distribution

Purdue's policy regarding research royalty income distribution is 1/3 to the faculty, 1/3 to the University, and 1/3 to the department or administrative unit with due consideration of appropriate requests for sub allocations to particular centers and research units. This policy can be found at: <https://www.purdue.edu/policies/academic-research-affairs/ia1.html>. A supplement to the policy is maintained here: <https://www.purdue.edu/research/regulatory-affairs/ip-procedures.php>.

3.3 Grant Proposal Guidelines

3.3.1 Cost Sharing

In cases where a need is established, the department may offer, upon request, cost sharing on a research grant in the appropriate AY salary amount. On large grant proposals with mandatory cost sharing, the department head will work out a cost sharing arrangement in consultation with the PI and the College of Science. In nearly all cases, the department's contribution to cost sharing is in addition to that from the EVPRP and the CoS, and is approximately one-third of the total amount cost shared. Reduction in teaching load is possible in accordance with the department's course buyout policy. If a buyout is planned, the PI should consider budgeting adequate AY support, over and above cost sharing. As buyout costs can change over time, the department head should be consulted. Any special cost sharing arrangement that does not fall

within these guidelines must be worked out with the department head in advance of proposal submission.

3.3.2 Involvement of Staff on Grant Proposals

A PI must obtain department head approval for staff involvement in a funded project that goes beyond the normal service routinely provided to faculty. Such proposals must include an explicit line item in the budget and budget justification. This amount must be commensurate with the staff member's expected effort on the project. The PI must clearly specify the percentage of effort and the nature of the staff member's role in the project.

If a proposal requires that a staff member provide effort for duties other than normally assigned by the department, the head and the PI will need to work out a suitable staff work plan to ensure continuation of day-to-day departmental operations.

Lecturers cannot be a PI or Co-PI on a proposal, but may serve as senior personnel if their effort will be during unpaid months.

3.3.3 Budgeting for Equipment

If proposal budgets include funds for computing equipment or networking gear, PIs should consult with the Computing Facilities Manager or research support staff regarding the selection of the equipment. PIs should not assume that existing departmental resources can be used in performance of an award without prior agreement from the Computing Facilities Manager and/or research support staff.

4 Faculty Policies and Responsibilities

4.1 Faculty Workload

The criteria for awarding annual merit salary increases are similar to those used by the department for promotion and tenure.

For tenure-track and tenured faculty, these are excellence in research, teaching, and service. The contribution of each of the 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.

For a Professor of Practice, these are excellence in teaching and scholarship of teaching and service. The contribution of each of these areas to the salary increase is based on the assumption that, on average, each PoP's workload in the department is distributed as follows:

Teaching and Scholarship of Teaching	90%
Service	10%

Decisions regarding salary increases are based on the data a faculty member provides in the annual activity report. 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 criteria for salary increase is higher than the above fraction of 10%.

Lecturers shall be reviewed annually as input for merit raise consideration. Merit review shall consider the same elements used for promotion consideration (see 5.3). The department head shall consider merit raises for lecturers as part of the staff merit pool.

4.2 Faculty Activity Report

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

4.3 Summer Pay Policy for Academic Year Faculty

Academic year faculty may be employed during the summer for up to 13 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.

Academic year faculty members do not earn vacation time; therefore they may not take vacation while they are in pay status. (For example, if a faculty member is being paid all 13 weeks, then the faculty member would not be taking vacation time.)

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, or traveling away from campus on university business. If a faculty member is in pay status and away from campus, it is very important that the absence be documented with a Concur travel request and/or an RLA (Request and Leave Action Form, for more than 22 consecutive working days). If the absence is due to consulting activities, consulting must be entered into the outside activity disclosure database.

4.4 Sabbaticals and Leaves of Absence without Pay

Reference Executive Memorandum B-11:

<https://www.purdue.edu/policies/human-resources/b-11.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. The Business Manager will send out a request for leaves and these need to be sent back by the second week of November for Department head approval. Once approved, the business office will send out the appropriate forms.

4.5 Engaging in Outside Activities

Reportable outside activity forms must be disclosed at the beginning of each fiscal year, even if it is a renewal of an activity. All non-exempt faculty and staff, whether part time or full time are required to submit a form before engaging in any reportable outside activity. In order to submit a request:

1. Go to the ROA Form at <https://webapps.ecn.purdue.edu/VPEC/OAD/>.
2. Log in using your Purdue Career Account username and password.
3. Select the "My disclosures" tab.
4. Select the "Submit a new form" button.
5. Complete the form and provide any additional comments you feel are necessary for the Department Head and Unit Head to make an informed decision for each activity. Please note that the system limits you to 20 lines in the comments box.
6. Type your first name, middle initial and last name in the "Signed by" box. **Please note: Inserting an electronic signature is prohibited by the system.**
7. Enter your password in the "Purdue Career Account Password" box.
8. If your form is complete and ready to send, select the "Sign and submit for review" button. Select the "Save for later" button if you wish to come back to it for further review and completion.
9. If you select the "Save for later" button, your saved form will appear as "Not submitted" on the "My outside activity disclosures" page. **Click** the "Not submitted" link on the left-hand side of the page to continue editing, removing or submitting your form.

For additional FAQ's please use the link at

<https://www.purdue.edu/ethics/resources/ROAformguidelines.html#Whoneeds>

4.6 Colloquium Series

A departmental colloquium provides an opportunity for faculty, staff, graduate students, and undergraduates to take part in an intellectual forum presented by outside academic peers. The department encourages faculty to invite such external speakers and also take part in colloquia events. Students can benefit as a part of their educational experience from being exposed to research efforts outside of their immediate interest areas. The department supports three different series:

- Computer Science Colloquium Series
- Excellence in Computer Science Series
- Conte Distinguished Lecture Series

Levels of departmental funding for each of these series is discussed in a later chapter.

The colloquium coordinator in this policy refers to the Leadership Suite Receptionist.

When inviting a speaker, please first check the departmental calendar at <https://www.cs.purdue.edu/calendar> for an available time that does not conflict with other events. Notify the colloquium coordinator as soon as possible to ensure proper publicizing of the event. Please include all relevant information in your request: name and affiliation of the speaker, date and time of the seminar, and title of the talk. When you schedule the colloquium, be sure to let the departmental colloquium coordinator know if you are requesting departmental funds, if not, what other source is to be used.

The **Computer Science Colloquium Series** allows each faculty member to invite one departmentally funded speaker during the academic year. Faculty members are welcome to invite speakers during the summer; however, those expenses must be incurred on other discretionary funds. In order for the department to cover expenses for Computer Science Colloquium Series speakers, the talk must be given during the academic year and be identified on the calendar as an approved CS Colloquium Series event. Any exceptions *must* be approved by the Department Head.

To invite a Computer Science Colloquium speaker, contact the colloquium coordinator to start the process.

The **Excellence in Computer Science Series** is a weekly, Fall semester series intended for speakers with a level of interest that most likely spans more than one research area. With a goal to increase departmental visibility and junior faculty work, speakers should be nominated who are researchers or faculty of any rank who in some tangible way exemplify excellence in Computer Science, as measured, for example, by:

- Recipient of national research awards (e.g. Sloan, Packard), professional society awards (e.g., ACM Dissertation award), or early career awards.
- Industry researchers with tangible, fundamental work. Research lab staff should have similar national recognition equivalent to faculty in the bullet above.
- Potential faculty recruits from other notable institutions
- Recently promoted associate or full professors who are emerging leaders.

Other Purdue faculty, or current collaborators, will not be ruled out, but will not be given priority over external nominees.

To nominate an Excellence in Computer Science speaker, contact the Colloquium committee chair by June 1.

The **Conte Distinguished Lecture Series** is in honor of the department's founding head, Sam Conte, and can support up to four yearly invitations to distinguished computer scientists who embody excellence in teaching or research in the field.

The Colloquium committee chair is expected to solicit nominations in the Spring semester for the following academic year and manage the invitations.

5 Faculty Promotions

5.1 Tenured and Tenure Track Faculty

The Computer Science Department is committed to excellence in research and education. The following policies for appointment, promotion, and tenure have been adopted.

1. 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.
2. 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 tenure and promotion.
3. The normal procedure for appointment, re-appointment, or promotion of an Assistant Professor with 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.
4. 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 3 are modified by replacing the probationary period of 7 years by a probationary period of $p = 7 - n$ years. An Assistant Professor who begins his $(p-1)$ st year of service must either (a) be promoted to Associate Professor during the $(p-1)$ st year, or (b) be informed by May 1 of his/her $(p-1)$ st year that the p -th year is terminal.
5. 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.
6. 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.
7. 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 on

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:

<https://www.purdue.edu/policies/academic-research-affairs/ib2.html>.

8. 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.
9. The university policy on promotion and tenure can be found in the Faculty Handbook located online at <https://www.purdue.edu/policies/academic-research-affairs/ib2.html>.

5.2 Professor of Practice

The Computer Science Department is committed to excellence in teaching and scholarship of teaching and education. The following policies for appointment and promotion have been adopted for professor of practice positions.

1. Appointment and promotion within the department is made only when contributing to the excellence of the department. The departmental policies conform to the policies and procedures of Purdue University.
2. The department expects every professor of practice to be excellent in teaching and scholarship of teaching and education.
3. The normal procedure for appointment, reappointment, and promotion of an Assistant Professor 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 three year appointment is made, or (b) notification is given that the third year is terminal.
 - An Assistant Professor of Practice is typically considered for promotion to Associate Professor of Practice after two three-year appointments. Earlier promotions are possible. There is no limit on the number of three year appointments made.
4. The normal procedure for appointment and re-appointment of an Associate or Full Professor is as follows.
 - The appointments are generally for 5 years. Before May 1 of the fourth year of appointment, one of the following actions is taken: (a) a further five year appointment is made, or (b) notification is given that the fifth year is terminal.
5. 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.
6. All tenured associate and full professors, and all associate and full professors of practice discuss and vote on promotion up to and including the associate professor level. All tenured full professors and full professors of practice discuss and vote on promotion to the professor level. The department head shall act as chair of the primary committee.

The complete West Lafayette Campus Promotions Policy document is located at <https://www.purdue.edu/policies/academic-research-affairs/ib2.html>.

7. The university generally examines performance in areas of teaching, scholarly work, and service (to the department, university or community). Each individual case is considered in depth; there are no fixed criteria for evaluation or decision.
8. The university policy on promotion for Professor of Practice/Clinical/Professional Faculty can be found at <http://www.purdue.edu/policies/human-resources/vif10.html>.

5.3 Lecturers

Lecturers shall be considered for promotion to Senior Lecturer according to Purdue policy [VI.F.4](#) and its corresponding operating procedures document. The promotion committee for lecturers shall consist minimally of the head, an associate head, an associate or full professor with a teaching focus, the supervisor of each lecturer under consideration, and a senior lecturer. The senior lecturer shall be from the department, and if no such lecturer is available, then a lecturer from another department within Science shall be selected.

In the review of a candidate's CV and teaching portfolio, the promotion committee shall holistically consider the following elements as provided by the lecturer or university data. Time in rank shall not be an element considered for promotion.

- Measures of teaching success, including teaching evaluations, mechanics of course management, departmental annual reviews, feedback from departments whose students enroll in the service courses.
- Innovative teaching approaches that improve course delivery, learning outcomes, and student satisfaction.
- Course design or revision in collaboration with CS department and students' relevant home departments.
- Training, supervision, and mentoring of other lecturers.
- Graduate and undergraduate TA training, supervision, and management.
- Letters of recommendation and evaluation, as appropriate.
- Professional development and related implementation of best practices.
- Professionalism towards students and colleagues and in all communications.
- Service to the department.

When the convening of a lecturer promotion committee is warranted, it shall meet during the Fall semester and make recommendations to the head. The head shall have final approval of promotion recommendations.

5.4 Faculty Evaluation and Promotion Procedures

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

5.4.1 Calendar

Fall Semester of Academic Year Y

Meeting 1:

Date: September – exact date(s) 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(s) 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*.

5.4.2 Yearly Evaluation of Assistant Professors

1. The Department Head appoints a subcommittee of two or three members of the PC for the evaluation of every assistant professor.
2. Each candidate is asked to provide an updated CV.
3. The subcommittee evaluates teaching, research, and service. Professors of practice will be evaluated on teaching and service. Formal departmental teaching evaluation as described later in this chapter should take place approximately every other year.
4. Presentation of subcommittee report takes place in Meeting 3.
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.

5.4.3 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. The subcommittee evaluates the associate professor. Formal departmental teaching evaluation as described later in this chapter should take place approximately every other year.
4. Presentation of subcommittee report takes place 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.

5.4.4 Formal Promotion Procedures

1. The Department Head appoints a subcommittee for each tenure and promotion case by 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.
 - University regulations require that the following paragraph be included in all requests for outside evaluations of present and potential faculty and administrators:

Your evaluation will become a part of Dr. XX's promotion documentation, which will be shared with those faculty and administrators directly participating in the promotion process. Candidates may request a summary of all evaluations in their file, however sources remain confidential. We cannot guarantee that at some future time a court or government agency will not require the disclosure of the source of confidential evaluations. Purdue University will endeavor to protect the identity of authors of letters of evaluations to the fullest extent allowable under law.
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.

5.4.5 Evaluation of Full Professors

In support of University policy (S-4) implemented on April 1, 2017 requiring Full Professor triannual review, the Computer Science Full Professors approved the following policy.

1. The department head and associate heads will select approximately one third of the full professors for review each year.
2. The review will be based on the faculty member's current CV and last three activity reports. The faculty member may choose to send additional material.
3. Each faculty member will be reviewed by the department head and associate heads.
4. The outcome of the review will be a written letter evaluating the accomplishments of the faculty member during the past three years. The faculty member being reviewed will meet with the department head to discuss the review letter.
5. The faculty member may choose to submit a written response to the review letter, and the review letter may be modified as a result of that response. The final review letter and any written response will be maintained in the department head's office.

5.4.6 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:
 - a. Tests, homework, and projects assigned
 - b. Grade distribution and dropout statistics
 - c. Course content compared with syllabus and other handouts
 - d. 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
 - Thesis work directed

5.5 Faculty Mentoring Policy

The goal of faculty mentoring is to help the professional development of junior faculty, both within Purdue and in their broader professional life. A mentor's duty consists of providing advice to mentees about research, teaching, and service—the mentees should benefit from the relationship in all of these major aspects of their career.

The mentoring process is separate from the normal departmental faculty evaluation processes. Of particular importance is the role of a mentor in helping with the facets of academic life that a junior faculty may not have fully experienced in graduate school. For a tenure-track faculty this includes (but is not limited to):

- the writing of proposals for submission to the major funding agencies
- the generation of full versions of preliminary conference papers and their publication in rigorously reviewed archival journals
- early feedback on teaching style and suggestions for improvements (well before it becomes an issue for the departmental faculty evaluation process)
- advice on recruitment and supervision of doctoral students
- advice on outside activities and the Purdue requirements associated therewith
- CS departmental requirements for documentation of the yearly activities report and maintenance of an up to date curriculum vitae.

For a professor of practice the focus is on the facets relating to teaching, scholarship, and service.

Mentoring can require a substantial time commitment. Mentoring should be documented as an activity and the mentor given credit for it as a part of a faculty's service duties.

The formal requirements are:

1. Each assistant professor should have access to a Mentor who is a Full Professor or a senior Associate Professor (one with at least three years in the rank of Associate Professor).

2. Associate professors are encouraged to have a Full Professor mentor, but it is not a requirement. A faculty may choose to have more than one mentor, e.g., one for teaching and one for research.
3. Mentors are preferably selected by mutual agreement with their mentees, but if none can be found by mutual agreement then the Department Head will assign a mentor. Changes in these assignments can be requested by a mentee, a mentor, or initiated by the Department Head.
4. Mentors and mentees should meet on a regular basis at a frequency not less than three times every year.

6 Authorized Expenses

6.1 Copying & Scanning Procedures

Procedures

- Send requests for copies and scanning to cs-workstudy@science.purdue.edu
- The LWSN mailroom can take in-person requests during normal business hours
- For copies of 300 pages or more, allow at least 24 hours
- Copying jobs submitted after 4:30 p.m. are unlikely to be completed until the next day
- Copying jobs with short turn-around times cannot be guaranteed
- All individual and mailroom copying jobs must comply with the university copyright policy. Purdue copyright policy: <https://www.lib.purdue.edu/uco/>.

Personal Copies

Staff time and university funds may not be used for personal copying.

6.2 Telephone Calls

The department provides a single, university-standard phone line with voicemail and hands-free options for each faculty and staff office. Additional phone lines must be charged to an appropriate, non-department account.

- **Long distance calls.** Official Purdue business long distance calls may be made from any Purdue phone to any U.S. state, Canada, most of Mexico, and many Caribbean countries without a charge code or prior authorization.
- **International long distance calls.** Calls from Purdue phones to countries other than those listed above require an authorization charge code (a MERS number). Calls charged to a MERS number must be for official Purdue business only.
- **Personal calls.** Personal long distance calls cannot be charged to the university.
- **Collect calls.** No one is authorized to accept a collect call.

Fax messages are subject to the same billing standards as phone calls.

6.3 Mailing Procedures

- The sender should include his/her name on the return address section of envelope.
- Specify a postage class (rate). The default will be 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.
- Mail pickup at the Lawson building occurs once per day at 8:00 am each weekday.
- **Federal Express** packages related to research projects must be charged to a relevant grant if available. 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. Exceptions to this must have prior approval. To ensure Federal Express packages go out the same day, packages will need to be in the mailroom by 3:15 p.m.

6.4 Hospitality Policy

The university hospitality policy allows for food and meal purchases when holding business meetings; entertaining visitors, donors, and prospective employees; and hosting university receptions. General funds, discretionary funds, and gift or unrestricted funds may be used for these expenses. Sponsored program funds may only be used if the proposal budget included

these expenses and were approved by the sponsor. Alcohol may not be purchased on any of these funding sources.

For meetings where meals or refreshments are served, expenses may only be reimbursable when the purpose of the meeting is to conduct University business. University rules limit the ability to cover meal costs when all involved are Purdue employees (staff, faculty, or students). Consideration of covering such expenses from university funds include: the meeting has a business purpose that takes place only during meal times, an agenda describing the business purpose of the meeting can be produced if requested, the meeting is open to all potentially relevant people, the meal time is the most appropriate time of the meeting, and no alcohol is charged.

A full description of the university's Hospitality Policy can be found at:

<https://www.purdue.edu/policies/business-finance/ia1.html>.

It is the responsibility of the meeting or meal host to (a) make arrangements for meals, (b) collect and submit relevant receipts, and (c) see that these guidelines are followed. See section 6.5 for limits on the dollar amounts and number of attendees for various kinds of hospitality events. Special exceptions to both this policy and the support limits must be considered in advance by the business office, and approved by the Department Head.

The departmental business office has a few Purdue University credit cards that can be used for meals. The host must sign out the appropriate card from the business office. Because of the limited number of cards available, cards will need to be returned on the same day when used for lunches, or the following morning for dinners.

The following information must be provided upon return of a credit card:

- itemized receipt
- credit card receipt
- list of attendees
- the purpose of the meal (e.g., colloquium speaker, or 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 that government employees are strictly forbidden from receiving free meals. All do not adhere to this rule; be cautious, especially when dealing with representatives of government funding agencies.

6.5 Limits for Departmentally Funded Hospitality

The following table describes attendance and funding limits for various departmentally supported hospitality events. The amounts listed include the visitor. The department only provides hospitality funds for visitors who give a colloquium or lecture.

For Computer Science Colloquia speakers, any expenses over these approved amounts will need to be covered by the host faculty member from their discretionary funds. Hosts of faculty candidates at meals will need to provide an explanation for any expenses beyond the pre-approved limits.

Authorized Amounts for Meals (before tip)					
Category	Travel	Honorarium	Lunches	Dinners	Refreshments
Computer Science Colloquia (Max 4 Attendance)	\$750	Optional from faculty discretionary funds	\$100	\$200	\$225
Excellence in CS Colloquia (Max 6 Attendance)	\$1000	Optional from faculty discretionary funds	\$150	\$300	\$225
Distinguished Lecture Series (Max 6 Attendance)	Reasonable expenses	\$1000	\$150	\$300	\$300
Faculty Candidate (4 recommended)			\$100	\$250	

See section 4.6 for descriptions and invitation policies related to these series.

6.6 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.
- **Academic Services Manager:** Authorized to sign as Department Head and Grad Chair on all forms relating to students, such as those from the Graduate School, International Students and Scholars, and the Office of the Registrar.
- **Business Manager:** Authorized to sign for the Department Head all forms relating to business and financial affairs of the department with amounts less than \$25,000. Comptroller can sign up to \$25,000. (Effective July 1, 2018)
- **Facilities Manager:** Authorized to sign property accounting forms, change of status of equipment, and permission to take equipment off campus.
- **Business Office Clerks:** Authorized to sign for amounts up to \$5,000: office supplies, printing services, university vehicle form, parking permit applications, and purchases.
- **Administrative Assistant to the Department Head:** Authorized to approve all bi-weekly payroll hours.
- **Building Deputy:** Authorized to sign for amounts up to \$1,000: office supplies, printing services, university vehicle form, parking permit applications, time cards, property accounting, audio-visual forms, building repairs, new keys, and telephone order/repair.
- **Mail Operations Clerk:** Authorized to sign for amounts up to \$1,000: office supplies, printing services, and audio-visual forms, and sign property accounting forms.

6.7 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 package
- 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).

6.8 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 itemized 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.

6.9 Overtime

Overtime for clerical or non-exempt administrative/professional staff, should be approved in advance by the immediate supervisor. The department head or assistant head can authorize overtime 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 Office and Laboratory Space

7.1 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.

7.2 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
- Building Deputy
- Computing Facilities Manager

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

- Building engineers, Zone maintenance crew
- Building care services
- Emergency responders (ie. Police, Fire)

Certain “maintenance, support, and technical staff” require general access to the building to carry out various operational duties:

- Computing Facilities staff and departmental research support staff
- Mailroom departmental operations clerk or student delivery assistants

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.

7.3 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.

To help ensure fair access to the four large research labs in the Lawson Building, the following space allocation policy is used:

1. LWSN 2149, 2161, 3133, and 3151 are assigned to faculty based on the number of supported research assistants and supervised fellows¹. This assignment will be made at the start of the fall semester. Only departmentally funded 1/2-time equivalent research assistants and 1/2-time equivalent fellows at the start of the fall semester will be

¹ Lab seats for fellows are only assigned on request from supervising faculty and only if space is available after assigning seats for all supported research assistants.

considered in this calculation. If a need arises, this allocation may be revised at the start of the spring semester.²

2. This policy concerns only the allocation of seats in labs to individual faculty, not the actual students assigned to those seats. Faculty are free to assign seats allocated on behalf of supported research assistants to unfunded students or teaching assistants.
3. If there are unassigned seats available in one of these labs, the Space Committee will consider requests from faculty for seating assignments. Priority will be given to fellowship students based on the student's academic record.
4. A student seated according to this policy in one year will not be moved out the following year if their support has shifted to teaching assistant due to interest in teaching experience or lapse of prior funding, provided they still have the same advisor.
5. When there is more demand for seats in the labs than available seats, the Space committee will consider equity factors, including seniority of students³, the distribution of individual faculty member's supported students, the proportional representation of research groups present in the lab, and a favorable lean toward faculty without seats in the lab the prior year.
6. If there are not enough seats available in a lab to meet the demand, the Space Committee will recommend assignment of seats in other Lawson labs (if available) or in labs in Haas Hall.

7.4 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 laptops, external devices, memory and disk upgrades, peripherals, and other minor equipment. The Computing Facilities Manager will help faculty prepare equipment budgets for research proposals.
2. Computing services, such as maintenance contracts and/or repair parts.

² Whenever possible, students are only moved out of labs during the summer (or upon graduation).

³ Post-prelim > (more senior) post-Qual2 > post-QCE or post-Core > new PhD student > MS student > Undergraduate. At each level, a CS student > non-CS student. Lastly, a student at each level with first matriculation longer ago > first matriculation more recently.

7.5 Use of Computing Facilities

The College of Science IT staff supports 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 <https://www.cs.purdue.edu/resources/policies.html>.

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.

7.6 Faculty Office Furnishings

Subject to a \$1,000 cap every seven years, the department will:

- Paint office walls to provide a writing surface
- Purchase a new office chair for new faculty through the ergonomic group at REM
- Replace an old office chair on the REM replacement schedule
- Rearrange rooms and mix/match standard furnishings from current departmental supply
- Replace an existing desk section with a small, detached conference table (eg. 36" round)
- Retrofit a desk section with adjustable height legs

For any other allowable, preferential remodeling not in the list above, the department will pay 50% of the cost up to \$1,000. This amount is to be combined with the cost of items in the list above. Thus, the department will invest \$1,000 in a faculty office every seven years (which is the same timeframe used by the Ergonomics group within Purdue's environmental management group (REM) for chair replacement schedule). The chair guidelines also apply to staff.

For any faculty or staff with ground level offices, the department will replace top-down blinds with bottom-up blinds if requested. This cost will not be subject to the \$1,000 limit.

7.7 Emeritus Offices

An emeritus faculty member may have regular use of an office for continuation of research and other scholarly activities, as space allows. The department will also maintain a shared office for other emeritus faculty who visit the department on a periodic basis.

8 Lawson Building

8.1 Use of Conference Rooms

Faculty and staff may use UniTime to reserve a conference room in the Lawson Building, or be assisted by the Building Deputy or one of the clerical staff.

Student meetings, especially for undergraduate events, should be held in classrooms (or if large enough, in the University Meeting Room LWSN 1142). 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 (clerical staff) when meetings will not be held or are cancelled, so others may use the room.

8.2 Conference Room Availability

A list of conference rooms and equipment is maintained at <https://www.cs.purdue.edu/resources/facilities/conference-rooms.html>. Rooms are available for reservation based upon the following restrictions.

- The conference rooms in the faculty suites (LWSN 1168, 2150, and 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 meeting spaces in the 1190 interaction area (1190A and 1190B) are intended for student group project work. Any CS faculty, staff, or student can reserve the rooms.
- The Faculty Meeting Room (LWSN 3102A/B) is primarily for departmental seminars (when the University Meeting Room LWSN 1142 would be too large or is not available) and large meetings (e.g., faculty meetings or large committee meetings). It 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 those 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.

8.3 Instructional Laboratories

Departmental instructional laboratories may also be reserved via UniTime. The labs covered are HAAS G40, G56, and 257, and LWSN B131, B146, B148, B158, and B160. Use of these labs when courses are not scheduled there by students for their project work is a high value. However, the labs are also appropriate places for other student focused meetings, including help sessions where the machines are needed, and training meetings with course TAs. No use of the labs for such meetings should occur during the day schedule of courses. Use of the labs for meetings in the evenings should be kept to a practical minimum. Those holding meetings not requiring the use of the machines should always attempt to schedule them in conference rooms or classrooms.

8.4 Other Rooms in Lawson

The University Meeting Room (LWSN 1142) and classrooms in Lawson (LWSN B134, B151, B155, and 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, and B160) through the Building Deputy or the Instructional Lab Coordinator.

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

The Chappell Faculty Lounge (LWSN 3114) is available to all faculty, staff, and visitors. Students will not be provided access. Faculty, however, may hold group meetings with students in the lounge. Anyone hosting a group meeting should keep in mind that the space is not a reservable meeting room, and there may be occasional foot traffic to the kitchenette. Group meetings should not be held over the lunch hour.

The video production room (B153) can be reserved through the Assistant Department Head.

9 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 ensure 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.

9.1 Policy Administration

1. Removal of computer equipment from campus requires the completion of a Purdue University Off Campus form. The form will be completed by the Computer Facilities Manager. The (OC) form needs to be completed, signed and dated with an anticipated return date. After approval to remove the equipment, the departmental inventory database will be updated to reflect the status of the equipment.
2. Exceptions to the policies below require a written statement from the responsible faculty member and approval by the Department Head or designee.

9.2 Computer Systems at Home

This section does not apply to “portable” computers; see Section 9.3.

1. A computer system may consist of several items, including a CPU chassis, 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., start-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). The off-campus requests must be in writing to the facilities manager to update and complete the needed documentation. The person taking the equipment off campus must sign the off-campus form.
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.
5. All off campus equipment that is being returned to the department must be returned to the CS facilities manager to update inventory records. The equipment will be redistributed, stored, or properly disposed of as needed.

9.3 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. Phones and most electronic hand-held devices that do not have a Purdue property accounting number are *not* covered by these policies.

9.4 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.

9.5 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. An off-campus form 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.

9.6 Frequently Asked Questions

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 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?

Please return all equipment to the computer facilities manager to be redistributed, stored, or disposed of properly.

10 Awards

10.1 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.)

10.1.1 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. 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.

10.1.2 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 or three page condensed curriculum vitae, as well as a full vitae, a faculty vote, 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.

10.1.3 Named Term Professors

For candidates at all eligible ranks (assistant, associate and full professor), the approval process outlined in Named Professors 1-2 above applies. No approval beyond the Provost is required.

10.2 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 e-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 may modify the information supporting the nominations so as to improve the documentation or to meet guidelines that may be adopted by the College of Science.

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

10.3 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 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. Discussion and vote for all other nominees will involve 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. Discussion and vote for all other nominees will involve the entire primary committee.

Recruitment of faculty for tenure-track 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 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.

10.4 Other Awards

The awards committee or the department head and associate head(s) coordinate the nomination or selection process for several awards, including:

University Awards

- University Faculty Scholar
- Outstanding Graduate Faculty Mentor
- Murphy Award for Outstanding Undergraduate Teaching
- Exceptional Early Career Teaching Awards
- Provost Engagement Awards
- Arden L. Bement Award
- Sigma Xi Award
- Teaching Academy Induction
- Teaching for Tomorrow

PRF Awards

- PRF Research Award
- PRF Summer Award
- PRF Travel Award

College of Science Awards

- CoS Research Awards
- Outstanding Assistant Professor

External Awards

- Sloan Fellowship
- Packard Fellowship
- Showalter Trust grant

11 IT Support

The department and the college provide staff to help with IT needs for basic user support, research equipment and infrastructure support, and instructional support.

IT support for commodity use, research equipment, and instructional support is provided by a variety of departmental, college, or campus groups. In any situation, a request for help for any IT support need may be initiated by:

- Email: sciencehelp@purdue.edu
- Phone: 49-44488
- Website: <https://www.science.purdue.edu/scienceit/index.html>

11.1 CoS IT Support Staff Roles

The College of Science IT support staff provides desktop support for Windows, Mac, and Linux systems for all Purdue equipment. They also support servers, websites, and basic enterprise applications. See their website for a more complete description of services provided.

11.2 CS Departmental Staff Roles

The Computing Facilities Manager oversees the daily operations of the departmental research facilities, including assisting faculty in the specifying of software and hardware needs, and performing the various tasks in the Purdue acquisition process. The Facilities Manager will be the departmental project manager for all installation of research and instructional equipment.

The department's Senior Academic IT Specialist is not a first line desktop support supplier. This position exists to provide for needs unique to the department and its faculty and students. The departmental specialist is available for consultation in the design of, or problem solving of, research systems, infrastructure, and instructional needs unique to the department. The specialist is also the liaison for the department to other IT support groups and services. Additionally, the specialist is available for consultation on any high-level IT support issues, new research or instructional project ideas, implementation of emerging technologies, and training in use of campus or departmental facilities.

The Instructional Lab Coordinator supports the preparation and operation of the department's instructional labs, and assists in the technical support of course operation, including live coding exams, and the hiring and evaluation of undergraduate teaching assistants. The coordinator also assists faculty in the distribution and collection of course related equipment, and the return of exams to students.

11.3 IT Support for Emeritus Faculty

Emeritus faculty who remain research active and maintain a campus office will continue to receive IT support from the CoS IT staff for their relevant systems.

Emeritus faculty who do not maintain an active presence on campus, or who occasionally use a shared office with other emeritus faculty, will continue to receive support from the CoS IT support staff for a personal laptop or desktop when it is brought to the CS building. Personally owned machines, however, may not be eligible for installation of Purdue licensed software.

All Purdue owned computing equipment purchased by emeritus faculty will continue to be maintained by the CoS IT staff during its useful lifetime as determined by warranty, or extended by standard departmental support practices.

12 Appendix A – Advising Privileges

Role	Initial advisor	Advisor or Chair of Grad Student Committee	Co-Advisor or Co-chair of Grad Student Committee	Committee Member (see Grad Faculty types below)	CS 390/490 Indep. study	CS 590 Indep. study	CS 59799 Prof Practice (CPT)	CS 698 CS 699
Inside Purdue								
CS Faculty T/TT	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CS PoP		Head Approval ₁	Head Approval ₁	Yes	Yes	Head Approval ₁	Head Approval ₁	Conditional
CS Research			Yes	Yes				Yes
CS Emeritus		Head Approval ₁	Head Approval ₁				Head Approval ₁	Head Approval ₁
ECE Courtesy T/TT		Possible	Yes	Yes				Possible
Non-ECE, Courtesy T/TT			Yes	Yes				Head Approval ₁
Purdue, Non-CS T/TT			Chair Approval	Chair Approval				Not for CS Requirement
Purdue, Non-faculty PhD			Not Allowed	Chair Approval				
Outside Purdue								
CS Adjunct previously at Purdue		Not Allowed	Head Approval ₁	Head Approval ₁				Head Approval ₂
Non-Purdue Faculty			Head Approval ₁	Head Approval ₁				
Non-Purdue, Non-faculty PhD				Head Approval ₁				

- Yes: Allowable by default
- Head Approval₁: Allowable with approval from the CS Department Head
- Head Approval₂: Allowable with approval from the CS Department Head when the Adjunct is a Co-chair
- Possible: Allowable if the ECE Courtesy faculty provides RA funding to the student
- Chair Approval: Allowable with approval from the CS Graduate Study Committee Chair
- Not Allowed: Prohibited by the Purdue Graduate School
- Conditional: If a Professor of Practice is either the chair or Co-chair of a committee, then offering a 698 or 699 to that student is allowable
- Not for CS Req: A non-courtesy T/TT faculty member at Purdue cannot supervise a CS 698 or 699, but can sign a CS grad student into a non-CS 699 course. Non-CS 699 courses, however, will not count toward the fulfillment of CS degree requirements.

Faculty appointments ≥ 10% CS have the same privileges as 100% CS faculty in the same role/classification.

Grad Faculty Types (Classifications)

The Purdue Graduate School provides guidelines that classify faculty according to their academic credentials and corresponding level of service on a graduate degree committee. The CS Department will allow committee membership to regular graduate faculty classified as R1-2, and special graduate faculty classified as S1-4. For further definition, see the guidelines for service on graduate degree committees at: <https://www.purdue.edu/gradschool/academics/gpo.html>.

13 Appendix B – History of Updates to this Policy Manual

1. 2019 Policy Manual – Updates to the 2018 Manual
 - a. Clarification of text in multiple places
 - b. Multiples changes to reflect new university policy on lecturers in new section 1.9, 4.1, and new section 5.3.
 - c. Updated section 2.2 teaching load for Professors of Practice to reference lecturers also
 - d. Updated 2.3 teaching load reductions. Changed Admissions Chair from 1/3 to $\frac{1}{4}$ if the chair handles only one of PhD and MS admission. Added reduction for associate heads.
 - e. Added section 2.9 Teaching Incentive Program
 - f. Added section 5.3 Lecturers evaluation and promotion
 - g. Updated section 6.1 on Copying & Scanning
 - h. Clarified the number of guests allowed at a meal for the Excellence Series in section 6.5. Also updated refreshment price limits to reflect inflation.
 - i. Updated Appendix A chart of Advising Privileges