

# **Personnel Plan**

**Department of Computer Science**  
California State University, Chico

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## 1. Academic Objectives and Philosophy

The Personnel Plan for the Department shall be viewed in light of the following objectives and philosophy. The principal goals of the Department are:

- to provide a program of academic excellence and quality within the evolving discipline of Computer Science,
- to prepare students for entry level career placement,
- to prepare students for advanced degree programs in the field, and
- to serve the University and larger community as its needs pertain to Computer Science.

The Department subscribes to the notion that Computer Science is a broad discipline which reflects both in-depth technological expertise and the extensive spectrum of uses to which society has applied the computer. The curriculum that implements these objectives is embodied in the Master Plan for the Department.

To promote the objectives of the Master Plan, the Department faculty members are encouraged to stay current in their respective areas of specialization. Faculty are expected to integrate currency into the development and evolution of both new and existing courses and utilize innovative educational techniques where applicable.

The Department will support the activities of its faculty in seeking professional growth by encouraging the use of sabbatical leaves, differential pay leaves, faculty exchanges with other institutions and industry and other professional leaves with or without pay. The number of leaves allowed during a given semester or academic year shall be constrained only by the necessity for meeting curricular commitments.

The Department may, on occasion, appoint Visiting Professors. The recommended term of such an appointment will be for one to three years, with the teaching area determined by the Department Hiring Committee and the Department Chair, subject to approval by a majority of the faculty.

The Department will use release time generated by faculty through grants, research grants, leaves, etc., to support graduate students or lecturers who will teach and assist in appropriate courses.

## 2. Department Hiring Committee

Since matters may come up whereby committee members may feel insecure in their role because of real or perceived pressures which can affect their decisions, the constituent membership of the Department Hiring Committee shall be three tenure/tenure-track faculty members elected by the entire faculty to serve for the

following year, The hiring process shall be in compliance with the FPPP<sup>1</sup> Section 6, *Hiring*, and the CBA<sup>\*2</sup> Article 12, *Appointment*.

### 3. Recruitment of New Full-Time Faculty

As a position becomes available, the Department Chair and the Department Hiring Committee shall determine position qualifications which reflect the skillsets desired of potential candidates. Criteria used in this determination may include:

- acknowledged strengths and weaknesses of the present faculty constituency;
- the Department Master Plan;
- curriculum requirements; and
- topical areas which have low or null coverage.

Appropriate advertisements will be placed in widely distributed publications such as the *Communications of the ACM*, the *IEEE Computer*, and other sources that are read by academicians and practicing professionals.

Notification of position openings shall be sent to those universities and colleges that offer a computer science program and to temporary faculty currently employed in the Department. All recruitment activities will comply with existing University policies and procedures, as interpreted by the Office of Faculty Affairs and available online. The availability of positions shall be made known during the Fall semester whenever possible. It is unrealistic to expect to maintain sound educational programs with temporary faculty; therefore, full-time faculty shall be hired into tenure track positions.

#### 3.1 Selection of New Faculty

For full-time faculty selection, all applications and résumés received by the Department shall be available in the Department Office for faculty review. Faculty insight will be collected by the Hiring Committee and considered throughout the hiring process.

The initial screening of the candidates will be done by the Department Hiring Committee and the Department Chair. Criteria used for screening will be formulated by the Hiring Committee and will be the same as those used for recruitment. A thorough investigation by phone and/or email will be made by the Department Hiring Committee and Department Chair to verify and rank-order the qualifications and merits of the applicants, in selection of candidates for further review.

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<sup>1</sup> All references to [the FPPP](http://www.csuchico.edu/faaf/Documents/FPPP1011.doc) refer to the Faculty Personnel Policies and Procedures, <http://www.csuchico.edu/faaf/Documents/FPPP1011.doc>.

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<sup>2</sup> All references to the [CBA](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAatoc.shtml) refer to the California Faculty Association *Collective Bargaining Agreement, Unit 3*, [http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/CFAatoc.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAatoc.shtml).

As part of the selection process, final candidates will be required to attend an on-campus interview and present a lecture or presentation of work, laboratory demonstration, or detailed reporting of his/her current research. Faculty shall be provided the opportunity to meet with the candidate. The Department (voting faculty) shall make the final recommendation to the College Dean (see FPPP 6.1.c.2, c.13), after receiving the recommendation of the Department Hiring Committee (see FPPP 6.1.c.12).

It is preferred that new faculty bring in a different and fresh academic perspective, in support of topical and experiential diversity. In this spirit, any recommendation to hire one of our own CSUC graduates to fill a full-time position would require a 2/3 majority vote. Candidates receiving a graduate or terminal degree from a non-CSU institution would be exempt from this requirement.

#### **4. Faculty Leaves<sup>3</sup>**

Please refer to [FPPP](#) Section 9.1, *Faculty Leaves* and [CBA](#) Article 22, *Leaves of Absence without Pay*, Article 23, *Leaves of Absence with Pay*, Article 24, *Sick Leaves*, Article 27, *Sabbatical Leaves*, and Article 28, *Difference in Pay Leaves*.

#### **5. Selection of Department Chair**

The election, term of office, and appointment by the University Administration is well specified in the campus [Executive Memorandum 83-009](#), and serves as the basis for the selection and recommendation of the Department Chair.

##### **5.1 Procedures**

###### **5.1.1 Department Chair Selection Committee**

The Chair Selection Committee will be elected for the academic year. It will consist of three voting members of the faculty. The committee will take no action on behalf of the faculty when the University is not in full-time session.

Nomination for membership on the Chair Selection Committee will be received at a faculty meeting for which notice and purpose have been announced one week in advance. Voting rights are detailed below, in Section 6, *Voting Rights*. A minimum of four faculty members will be nominated and placed on the Chair Selection Committee ballot. Voting will be held by secret ballot and nominees receiving a majority of the vote will be elected to the Chair Selection Committee.

###### **5.1.2 The Task of the Chair Selection Committee**

The Chair Selection Committee will hold an organizational meeting and elect a chair. The committee will establish criteria and procedures for selection of the department chair. These procedures may be established by amendment of current

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<sup>3</sup> Former Sections 4 (*Evaluation of Faculty*) and 6 (*Retention, Tenure, and Promotion*) have been extracted to the Department RTP Standards Document.

policy or initiation of new policy. Policy adopted must be ratified by the faculty of the department as a whole, with copies furnished to appropriate administrative officers.

The committee will meet with the Dean of the College of Engineering, Computer Science, and Construction Management to clarify and identify possible constraints in the selection process.

The committee will prepare a position announcement subject to constraints identified below, in Section 5.2, *Criteria for the Position of Department Chair*. The announcement will be sent to all reasonable sources of prospective candidates. The committee will receive and respond to letters of inquiry and/or applications from prospective candidates.

The committee will screen letters of application and seek additional data on candidates of promise. Verification of credentials is appropriate for off-campus candidates. Under normal circumstances, an off-campus candidate of promise will be expected to visit the campus and to make themselves available for meetings and interviews with the committee, faculty, and administrative officers.

The committee will prepare a list of a minimum of two (2) acceptable candidates, provided that two such candidates have applied. Candidates may be added to the list by petition of twenty-five percent of the faculty. The list of candidates will be prepared and communicated to the faculty at least one week in advance of the election so that the petition process will have adequate time to function.

The committee will call and preside over a faculty meeting called to acquaint the faculty with the candidates. Each candidate may give a short (five minute) presentation as to his/her qualifications and plans for the department. The candidate will be expected to respond to concerns and questions from the attendees. All faculty of the department and concerned administrative officers will be encouraged to attend this meeting.

One week after the interview meeting, the election will be held. A secret ballot will be held. Voting rights are described in Section 6 of this document. Voters are to vote for one of the candidates or vote "none are acceptable." The tally of the vote will be supervised by one or more members of the committee and a representative for each candidate, at the option of the candidate. In the event that there is a majority vote for "none are acceptable," the selection process will be referred to the committee for initiation of a new nomination cycle. In the event that no candidate receives a majority and the preceding paragraph does not apply, a runoff election will be held involving the top two candidates. The committee will recommend that the majority winner of this second election be appointed as Department Chair. Otherwise, the results of the election, together with the committee's recommendation will be forwarded to the Dean of the College of Engineering, Computer Science, and Construction Management for his/her recommendation, which will be forwarded to the VPAA for action. The inability of the department to make a majority decision will result in appointment of a department chair by administrative sources external to the department.

## **5.2 Criteria for the Position of Department Chair**

### **5.2.1 Professional Qualifications**

The Chair shall have evidence of considerable and varied computer science experience and collaboration, either with external PhD granting institutions, national laboratories, private industry or public agencies. He/she shall have demonstrated leadership potential.

The Chair shall have evidenced concern with the professional aspects and growth of computer science. The Chair shall be an active member of a leading technical society in his/her field of interest.

### **5.2.2 Academic Preparation**

It is highly desirable that the candidate has an earned doctorate (Ph.D.) in an appropriate field, from a reputable, preferably accredited and/or Research I level, institution.

The Chair shall have had considerable computer science teaching experience, preferably in more than one four-year institution of higher learning. Computer science teaching at the graduate level, coupled with research activity, is highly desirable.

Evidence of professional activity is expected, such as quality publications in leading journals in his/her field of interest, contracts or grants, participation in professional activities, and evidence of ongoing efforts in research and development. The candidate shall have a demonstrated interest and ability in furthering their knowledge in their academic area.

### **5.2.3 Administrative Ability**

- A. The Chair shall have demonstrated the capacity to make decisions and to pursue them to conclusion.
- B. The Chair's background shall indicate the ability to guide the development of the computer science curriculum.
- C. The Chair shall have the capability to deploy to best advantage whatever resources are at their disposal, both human and material.
- D. The Chair shall have demonstrated administrative ability, both academic and professional, in directing personnel, engineering, or research projects (bearing in mind that a department chair will normally be the first line of administrative for faculty).
- E. The Chair shall be able to attract and maintain a highly qualified faculty.
- F. The Chair shall be capable of initiating adequate budget proposals and of making effective use of funds allocated to the department.

#### **5.2.4 General**

Candidates will be given consideration on an overall basis. A deficiency in one area may be offset by superior qualifications in other areas.

#### **5.3 Term of Appointment**

In accordance with approved university policy, the term of appointment of the department chair will be three years.

### **6. Voting Rights**

#### **6.1 Election of Department Chair and Hiring Committee**

The election of department chair and members of the department hiring committee will be consistent with the guidelines set forth in the [CBA and as interpreted in EM 83-009.](#)

#### **6.2 Voting rights for all other department matters except those outlined in Section 6.1**

The current [CBA](#) and [FPPP](#) documents are the primary authorities for determination of voting rights. For those voting rights not addressed by the CBA or FPPP the following voting rights apply for the Department of Computer Science -

A faculty member in the Department of Computer Science who is seeking or holds his/her tenure in the Department of Computer Science will have one vote provided he/she meets the following three criteria:

- A. is a member of UNIT 3;
- B. has his/her primary teaching assignment in CSCI; and
- C. teaches at least 1/2 time in the Department of Computer Science.

Faculty who hold their tenure in another department do not have the right to vote in the Department of Computer Science.

Tenured/tenure track faculty members who have been absent from the Department for a period greater than one year lose their right to a vote until they return to the Department. Examples of such extended absences could include but are not limited to a leave of absence without pay or a full off-campus buyout.

Part-time faculty members do not have the right to vote in the Department of Computer Science.