

**DEPARTMENT
OF
COMPUTER SCIENCE
POLICIES AND PROCEDURES MANUAL**

Contents

SECTION 1: BASIC UNIT STRUCTURE AND MANAGEMENT PROCESSES	1
1.1. BASIC UNIT STRUCTURE AND MANAGEMENT PROCESSES	2
SECTION 2: MISSION STATEMENT	3
2.1. MISSION STATEMENT	4
SECTION 3: PROGRAM PLANNING, EVALUATION, AND ASSESSMENT	5
3.2. PROGRAM PLANNING, EVALUATION AND ASSESSMENT	7
SECTION 4: POLICIES AND PROCEDURES	9
4.1. FACULTY TEACHING LOAD POLICY... UNDER REVISION	10
4.2. SUMMER TEACHING ASSIGNMENT POLICY	13
4.3. PROCEDURES FOR ANNUAL FACULTY EVALUATION	14
4.4. POLICY AND PROCEDURES FOR ANNUAL PEER EVALUATION OF FACULTY	15
4.5. GUIDELINES FOR PEER EVALUATORS	18
4.6. POLICY FOR PEER OBSERVATION IN THE CLASSROOM	20
4.7. PROCEDURES FOR REAPPOINTMENT, PROMOTION, AND TENURE... UNDER REVISION	21
4.8. EXPECTATIONS OF FACULTY REGARDING REAPPOINTMENT, TENURE, AND PROMOTION... UNDER REVISION	25
4.9. PROCEDURES FOR POST-TENURE REVIEW	30
4.10. GUIDELINES FOR PEER REVIEWERS: POST-TENURE REVIEW	34
POST-TENURE REVIEW WORKSHEET...under review by Ogle	35
4.12. EXPECTATIONS OF TENURED FACULTY FOR POST-TENURE REVIEW	37
4.13. DEPARTMENTAL FACULTY HIRING PROCEDURES	39
4.14. DEPARTMENTAL PROCEDURES FOR APPOINTMENT AND RENEWAL OF ADJUNCT FACULTY	41
4.15. DEPARTMENTAL POLICY FOR SELECTION OF A DEPARTMENT CHAIR	42
4.16. PROCEDURE FOR SELECTION OF ASSISTANT CHAIR	46
4.17. POSITION DESCRIPTION OF ASSISTANT CHAIR	47
4.18. MS CSIS GRADUATE PROGRAM COORDINATOR DUTIES, SELECTION, AND EVALUATION PROCESS	49
4.19. INFORMATION TECHNOLOGY PROGRAM COORDINATOR DUTIES, SELECTION, AND EVALUATION PROCESS	51
4.20. DIGITAL ARTS PROGRAM COORDINATOR DUTIES, SELECTION, AND EVALUATION PROCESS	53
4.21. PROCEDURE FOR DEVELOPMENT OF A LONG RANGE HIRING PLAN	55
4.22. TRAVEL PLANNING AND REIMBURSEMENT POLICY... UNDER REVISION	56
4.23. GRADUATE FACULTY CRITERIA FOR COMPUTER SCIENCE	57
4.24. RETURN OF INDIRECT COSTS POLICY	58
4.25. POLICY ON USE OF STUDENT ASSISTANTS... UNDER REVISION	59
4.26. POLICY ON FINAL EXAMINATION AND GRADES... UNDER REVISION	60
4.27. POLICY ON ASSIGNMENT OF FACULTY OFFICE SPACE	61
4.28. DEPARTMENT KEYS	62
<i>Key Request Form</i>	63
4.29. END-OF-SEMESTER POLICY AND PROCEDURES	64
4.30. PROCEDURES FOR SELECTING SCHOLARSHIP WINNERS	65
4.31. LIBRARY POLICIES...UNDER REVISION	66
4.32. DEPARTMENTAL COMMITTEES	67
4.33. ADVISING AND STUDENT SUPPORT	72
4.34. PROCEDURES FOR CSC 498 INTERNSHIPS	75
4.35. SHARED USE OF FACULTY RESEARCH AREA CIS BUILDING	77

**SECTION 1:
BASIC UNIT STRUCTURE AND
MANAGEMENT PROCESSES**

1.1. BASIC UNIT STRUCTURE AND MANAGEMENT PROCESSES

Revision History

Date	Change	Ref. Section
12/15/2000	Adopted	

The Department of Computer Science (CSC) is an academic unit within the College of Arts and Sciences (CAS). The department has fourteen full-time faculty members, an administrative associate, and the occasional student work assistant. The primary unit manager is the Department Chair. The Chair reports directly to the Dean of the CAS. The CAS Dean reviews and approves all curriculum, faculty, and budget related requests that come forth from the department. The College also provides leadership training assistance to ensure that department chairs are knowledgeable of and in compliance with university, college, and department policies and procedures.

The Department Chair is responsible for office management, course scheduling, faculty workload assignments, annual faculty evaluations, and other administrative functions. Faculty members provide input to their workload assignments by completing a “Faculty Development Plan” every year. Faculty members also complete a course request form each semester to specify which courses they would like to teach. The Chair develops a schedule of classes taking this information, as well as other unit considerations (e.g., new programs, faculty expertise, budgets, etc.) into account. In addition, the Chair is responsible for managing the day-to-day functions of the department office.

Faculty hiring, development, and performance evaluation processes are highlighted in a series of policies included in [Section 4](#). Reappointment, tenure, and promotion and post-tenure processes and guidelines are established at the university, college, and department levels. Reappointment, promotion, tenure, and post-tenure review guidelines are reviewed with prospective faculty during the recruitment and hiring process. In addition, continuing faculty have the option of reviewing the guidelines with the Department Chair during their evaluation period each year. Faculty are involved in all aspects of the department including, curriculum development, recruitment and hiring of faculty, development of new programs and services, technology management, and strategic planning. Each year the Department Chair assigns faculty to serve on the various departmental committees that are responsible for overseeing each of these areas.

The department holds regular department meetings throughout the year to plan, evaluate, and assess the program and address other issues such as faculty hiring, long-range planning, curricular changes, etc.

**SECTION 2:
MISSION STATEMENT**

2.1. MISSION STATEMENT

Revision History

Date	Change	Ref. Section
09/15/2000	Adopted	
09/2011	Revised	

The Department of Computer Science is a community of scholars dedicated to excellence through the integration of teaching and mentoring with research and service. The department offers curricula leading to undergraduate and graduate degrees, and considers the use of experiential education essential for effective learning. The department seeks to enrich the learning environment by encouraging student involvement in research and through the active professional development of its faculty. The department is committed to preparing students for graduate studies, careers in the knowledge-based economy and independent learning. The department embraces the university's values of diversity, global perspectives, and community engagement.

SECTION 3: PROGRAM PLANNING, EVALUATION, AND ASSESSMENT

3.1. Unit Goals and Strategies

Revision History

Date	Change	Ref. Section
12/15/2000	Adopted	
01/07/2001	Revised	
09/2011	Revised	
Updated various goals		

The goals and strategies in support of the mission of the department are outlined below.

Goal 1 – To provide high quality academic programs.

Strategies:

- A. By continually reviewing and revising degree programs to ensure that current computer science theories, practices, and standards are emphasized in the curriculum.
- B. By improving student problem-solving skills.
- C. By requiring extensive computer-based assignments and team-oriented software development activities.
- D. By introducing students to current tools and techniques for software development.
- E. By providing advanced hardware and software facilities for faculty and students.
- F. By rewarding faculty efforts to create and offer new courses and experiment with new ways of learning.

Goal 2 – To increase faculty professional development opportunities.

Strategies:

- A. By supporting travel for seminar, workshop, and conference participation.
- B. By encouraging faculty initiatives in consulting, short-course development and other external activities for pay.

Goal 3 – To improve student research opportunities

Strategies:

- A. By mentoring students in research and scholarly activities.
- B. By seeking external funding to support student research.

Goal 4 – To increase faculty research.

Strategies:

- A. By encouraging and rewarding faculty involvement in scholarship and research.
- B. By pursuing opportunities to obtain extramural research funding.
- C. By encouraging faculty collaborations, seminars, and research groups.

Goal 5 – To share in faculty governance at all levels within the University.

Strategies:

- A. By rewarding faculty service on departmental, college, and university committees.
- B. By regularly offering faculty the opportunity to serve on ad-hoc and other special committee assignments.

Goal 6 – To support departmental service activities in the profession as well as to the community at-large.

Strategies:

- A. Through service to the scientific and professional communities which contribute to the discipline of computer science.
- B. By applying professional expertise to address regional, national, and international needs.
- C. Through internship experiences that provide educational opportunities for students and serve the needs of the region.
- D. By rewarding faculty who engage in service activities that enhance the departmental mission or cultivate a global perspective.

Goal 7 – To improve awareness and sensitivity to diversity in both the faculty and student body.

Strategies:

- A. By actively recruiting faculty and students from minority and other under-represented groups.
- B. By supporting university efforts to promote diversity.

3.2. PROGRAM PLANNING, EVALUATION AND ASSESSMENT

Revision History

Date	Change	Ref. Section
12/15/2000	Adopted	
01/07/2001	Revised	
DATE	Revised	Inclusion of ABET; area of assessment moved to section on assessment planning.

The planning, evaluation, and assessment processes in the Department of Computer Science involve a variety of activities, including:

- internal reviews (an annual faculty retreat and regularly scheduled department meetings throughout the year),
- external program reviews, for instance the ABET accreditation review in 2010-2011,
- comprehensive long-range planning as directed by the university (typically every five years) including a wide-ranging ten year review in preparation for the SACS visit, and
- special reviews initiated by departmental faculty.

The Department of Computer Science has a comprehensive program planning and evaluation process. Most annual planning activities occur at the Department's Fall Faculty Retreat that occurs prior to the start of the academic year (in August). At this time, members of the department review past year data and discuss where the department has met or exceeded its goals and where it has not. All faculty are involved in this process. The meeting includes a report by the Department Chair on the state of the department, including the number of majors; enrollment trends; software changes and upgrades; spending by budget category; student internships and career placements; faculty and staff hiring updates; and summary figures on faculty and student achievements during the past academic year, as detailed in the most recent department and College annual reports. At this meeting, the department's planning agenda for the year is also discussed and agreed upon, as are planning and budget priorities. The Department Chair also reviews faculty committee assignments for the year.

Program evaluation is carried out in a variety of ways. First, departmental committees plan and evaluate specific areas of the department operations on an ongoing basis; next committee recommendations are presented at department meetings for discussion and possible modification; and finally a vote is taken after consensus is reached. These reviews are reflected in department meeting minutes and include such areas as:

- undergraduate program and curricular review;
- review of budget allocations to ensure that budget allocations reflect department goals and strategies;
- evaluation of faculty performance in teaching, research/scholarship and service;
- procedure for the recruitment and hiring of faculty for the department;
- evaluation of student employment and career placement; and
- review of software, hardware, and other technology needs of the department.

The department has committees responsible for each of these areas (e.g., a curriculum committee; peer classroom observation committee; peer annual evaluation committee; faculty search

committee; development officers for student internships, web site maintenance, and prospective students; and a technology committee). Every faculty member in the department serves on one or more of these committees. All committee recommendations are taken up at regularly scheduled department meetings throughout the year.

The most complete assessments of programs and curricula have been carried out during the periodic comprehensive reviews, with recommendations from these reviews carried out by the appropriate department committees. Much of the evaluation and assessment occurs in well-defined processes that are carried out on an annual basis. For example, the extent to which teaching goals are being met is assessed through evaluations of individual courses and faculty members through administration of IDEA Course Evaluation forms, peer observation in the classroom, the annual merit evaluation process, and reappointment, promotion, tenure, and post-tenure reviews. The timing of the reviews is well-defined for all faculty in the department. These evaluations and reviews continually result in changes in course content, teaching methodology, and major program requirements.

Student achievement and program quality is assessed through a comprehensive process described in the Assessment Plan for the department.

**SECTION 4:
POLICIES AND PROCEDURES**

4.1. FACULTY TEACHING LOAD POLICY... **Under Revision**

Revision History

Date	Change	Ref. Section
04/24/1998	Adopted	
12/15/2000	Revised	
DATE	Revised	Modified to address faculty who are research active

Purpose

In order to meet the Department's instructional needs while at the same time accounting for the diversity of individual *faculty professional activities*, it is necessary to have means to balance faculty workloads. The purpose of this policy is to set forth guidelines that are understood and agreed upon by the faculty and that ensure that, insofar as possible, the teaching load of each faculty member is equitably assigned in view of all other professional activities engaged in by that faculty member. This document also provides an accounting of how faculty workloads in the Department are computed and reported in the Annual Report on Faculty Teaching Loads.

Definitions

According to the policies of UNCW and of the College of Arts and Sciences, the full workload of faculty comprises teaching, research, and service activities. The distribution of effort in these three areas may vary among individual faculty within ranges described in the [College of Arts and Sciences Workload Policy](#). The classroom teaching portion of the full workload for most faculty ranges from the equivalent of twenty-four credit hours per academic year, referred to in this policy as a "full workload," including equivalencies; advising of majors and minors; participating in scholarly and professional development activities; and routine service on departmental and university committees; to the equivalent of eighteen credit hours per academic year, referred to as a "standard workload." The full teaching load should not be misconstrued as a full workload; all faculty, even those with a full teaching load, are expected to perform additional teaching related duties such as advising and faculty development, as well as research and service.

Teaching loads are calculated by adding the credit hours of courses taught and "credit hour equivalents" (CHEs), defined as additional weights for instructional activities or efforts not taught in the standard lecture format or for courses in which content and/or pedagogy requires a different load measurement than their published credit hours. Such courses include off-campus and Internet courses; experimental courses like internships, practica, clinics, student teaching, laboratories, and studios; individual learning courses such as directed readings, graduate or undergraduate honors theses, and independent studies; and courses that require greater outside preparation, such as graduate courses and large or double sections of undergraduate classes. As resources permit, departments may receive the Dean's approval to count credit-hour equivalencies in their faculty members' teaching loads.

In the Department of Computer Science, research-active faculty, as defined by the College's guidelines, are eligible for a standard teaching load. Determination of scheduling needs and eligibility for a standard teaching load are the prerogative of the Department Chair. In addition, faculty who are providing exceptional service to the University, the profession, or the larger community may be assigned a standard teaching load or a teaching load in the range between a standard teaching load and a full teaching load.

Implementation

I. Credit hour equivalents (CHEs) may be assigned for the following reasons:

Excess preparation time/instruction time

A course may have CHEs attributable to any of the following factors that require significantly more preparation or instructional time:

1. One (1) CHE per laboratory contact hour may be assigned in programming classes when these laboratory hours are integrated with instruction and are not reflected in the credit hours.
2. Supervision of internships and practica: 3 contact hours per week in the field or in follow up seminar = 1 CHE
3. Supervision of master's thesis = 1 CHE (CSC 599 or CSC 594); up to a maximum of 2 semesters per student.
4. Supervision of doctoral thesis = 1 CHE (identify department/institution); up to a maximum of 2 semesters per student.
5. Supervision of honor's thesis or directed individual studies course: 1 student credit hour = 0.2 CHE
6. ~~Because of the significant extra preparation involved, 400 level and graduate courses carry 1 CHE.~~
7. ~~Courses new to UNCW or to the instructor may carry 1 CHE.~~
8. ~~A significant project involving a major updating of a course may carry 1 CHE.~~
9. Records of CHEs accumulated in these ways are kept so that "banked" CHEs may be applied later if scheduling needs permit.

Excess Enrollment

Additional CHEs may be granted for a proportionally larger enrollment than "normally expected". For programming intensive courses such as CSC 112, CSC 131, CSC 231, CSC 242, CSC 331, CSC 337, CSC 370, CSC 434, CSC 457, CSC 450, CSC 453, and CSC 455, "normally expected" enrollment is 24 and sections with enrollments over 30 carry 1 additional CHE.

For other courses, "normally expected" enrollment is 30 and sections with enrollments between 40 and 49 carry 1 CHE; sections with enrollments over 50 carry 2 CHEs. Determination of programming intensive courses and adjustments in normally expected enrollments due to other factors are the prerogative of the Department Chair *with final approval with the Dean.*

~~**Thesis direction, internships, and Directed Individual Study**~~

~~For supervision of master's theses or graduate research project, 1 CHE per semester is assigned for each student enrolled in CSC 599 or CSC 594, respectively, up to a maximum of 2 semesters per student. Internship supervision, honors project direction, research project supervision, and teaching Directed~~

~~Individual Study courses may carry CHEs commensurate with the effort involved, as determined by the Department Chair. Records of CHEs accumulated in these ways are kept so that “banked” CHEs may be applied later if scheduling needs permit.~~

II. Teaching loads lower than the full teaching load

Administrative Assignments

The teaching load of the Department Chair is normally 3 hours per semester.

The teaching load of an Assistant Chair, Assistant to the Chair, or Graduate Coordinator is normally reduced by 3 hours per semester.

Faculty who take on extra-departmental administrative duties may receive teaching load adjustments dependent on the demands of the position they fill.

Standard Teaching Load

Research-active faculty, as defined by the College’s guidelines, are eligible for a standard teaching load.

A faculty member may request special distribution of teaching load between fall and spring semesters of a particular academic year (but not less than 18 hours per academic year), for specified scholarly projects, and for a specified period of time.

Faculty may request a research reassignment to pursue a specific project for a semester or a year according to [University policy](#).

Professional Service

A faculty member holding national office in a professional organization or a similarly demanding position of service to the profession may receive a commensurate reduction from the full teaching load.

III. Courses taught in other departments

Supervising student teachers, teaching Honors courses, and teaching courses in other departments carry credit hours and CHEs consistent with the policies established by the other unit.

IV. Use of Banked CHEs

~~Faculty interested in using banked CHEs, can request the use of the banked CHES with the department chair and identifying the reason or purpose for the request. Using banked CHEs must be in accordance with the College of Arts and Sciences policy on the use of Banked CHEs.~~

4.2. SUMMER TEACHING ASSIGNMENT POLICY

Revision History

Date	Change	Ref. Section
04/24/1998	Adopted	
12/15/2000	Revised	
04/28/2015	Revised	Removal of phased retirement restriction. Inclusion of phased retirement into Section 3 order. Removal of Division of Public Service.

The Department Chair has the responsibility of assigning faculty to summer session classes based on availability of funds, faculty interest, and the need for particular expertise in teaching courses.

Each year, full time faculty in the Department will have the opportunity to request summer teaching. Faculty requesting summer teaching agree that once a summer course is placed in the published schedule, it becomes an obligation that the course be offered if sufficient students enroll, and the faculty member normally may not withdraw from summer teaching unless another instructor is available for the course.

Faculty whose contract requires summer teaching, tenured faculty, tenure track faculty, and other full time faculty with at least three years of service in the Department have preference over all others for summer teaching assignments.

The Chair will first attempt to assign one course to each faculty member who requests summer teaching in accordance with the priority ranking as described below. While courses remain unassigned, the Chair will be guided by the rankings in assigning additional courses to those requesting additional teaching.

Priority rankings are determined as follows:

1. Faculty members contractually required to teach one or more summer courses are placed at the top of the rankings.
2. Any faculty member whose retirement date has been established may, upon request, be placed next in the rankings for the last summer before retirement.
3. For other faculty (including those in phased retirement), the ranking is based on the number of credit hours taught the preceding summer, with the highest ranking going to those who taught the least. Classes paid at the same rate as 4 credit hour courses are assigned 4 hours in this ranking. Faculty in their first year of service are assigned the average number of hours for those who taught the previous summer.
4. Ties in rankings determined by steps 1, 2, and 3 are broken by applying step 3 to the next preceding summer.
5. Extra-departmental UNCW-paid activities are included in the computation of rankings at one-half their equivalent in teaching salaries. For example, a faculty member with a Summer Teaching Initiative paid the equivalent of a 3 credit hour teaching assignment would be credited with 1.5 hours of teaching. This policy applies to all instances where the individual is selected by UNCW and paid with University funds for a specific activity, including Summer Ventures, Summer Initiatives, other UNC grants, and teaching for another department. It does not apply to faculty who are selected and paid by external agencies such as NSF.

4.3. PROCEDURES FOR ANNUAL FACULTY EVALUATION

Revision History

Date	Change	Ref. Section
08/1998	Adopted	
12/15/2000	Revised	
04/24/2015	Revised	Removal of Comment Form option from Section I.

I. Student Evaluation

Student evaluations are conducted in every class with more than one student enrolled, using the UNCW IDEA Course Evaluation forms and a departmental comment form. Tabulated IDEA results are available to the instructor when processing is completed by ITS.

II. Annual Activity Report and Self-Evaluation

At the end of each academic year, each faculty member completes a report of professional activities for the preceding academic year using the format specified in the departmental Annual Faculty Activity Report form, and prepares a portfolio of supporting material. The individual then does a self-evaluation, using the Peer Evaluation Form and Peer Evaluators Guidelines. The Annual Report, and portfolio are placed on Share Point for review by peer evaluators, and the self-evaluation is submitted to the Department Chair.

III. Peer Evaluation

For each faculty member, three peer evaluators from the departmental faculty independently review the annual report and portfolio, using the Peer Evaluators Guidelines to complete the online Peer Evaluation Form. The Chair prepares a summary peer rating which is made available to the faculty member, along with the anonymous peer evaluators' feedback.

IV. Peer Observation in the Classroom

All full and part-time faculty in their first academic year, all non-tenured, tenure track faculty, and any other faculty who request peer observation in the classroom are observed by a team of two tenured faculty members from the departmental Peer Observation Committee. The peer observers discuss their findings with the faculty member who was observed and provide the faculty member with a written copy of their observations; after the first observation, written reports for all non-voluntary observations are also given to the Department Chair.

V. Chair's Evaluation

Each year, the Department Chair prepares an annual evaluation of each faculty member utilizing the self evaluation, peer evaluation, peer observation if available, annual activity report, portfolio, and student evaluations. Each faculty member has the opportunity to discuss the annual evaluation with the Chair and to submit supplementary information or rebuttal when the Chair's evaluation is sent to the Dean of the College of Arts and Sciences.

4.4. POLICY AND PROCEDURES FOR ANNUAL PEER EVALUATION OF FACULTY

Revision History

Date	Change	Ref. Section
12/15/2000	Adopted	
DATE	Revised	Clarification to selection of peer evaluators
DATE	Revised	Addition of sections on faculty development plan, mentoring junior faculty, and evaluation of part-time faculty
04/17/2015	Revised	Clarification of use of chair in Section VI.

Annual peer evaluation of each full time faculty member is required throughout the University. In the Department of Computer Science, the primary purposes of such peer evaluation are to improve faculty performance, to provide valuable input for the Department Chair's annual evaluation of each faculty member, and to provide information for decisions on reappointment, promotion, and award of permanent tenure.

Annual peer evaluators use a standard form adopted by the Department. Peer evaluators base their evaluations on a faculty member's annual faculty activity report and on a portfolio of material prepared annually by each faculty member. Results of IDEA evaluations and peer observation in the classroom are not to be part of the portfolio. Portfolios may contain any other information the faculty member desires, but must include for each course the faculty member has taught:

1. a copy of the first day handout,
2. a copy of the final examination if appropriate,
3. a representative sample of tests, assignments and supplementary materials.

Results of external evaluation of the faculty member's professional efforts may also be included.

A faculty member who has a semester of leave or reassignment will submit a report of activities for the period of leave or reassignment as well as an annual activity report for the year, and will prepare a portfolio as usual. The Chair will determine the weightings of the evaluation categories for the semester of leave or reassignment so as to correspond to the purpose of the leave or reassignment; the weightings for the evaluation of the other semester will be assigned as usual. The two evaluations will be combined to determine a final annual evaluation.

A faculty member on leave or reassignment for an entire calendar year must still submit an annual report listing the activities completed during the leave or reassignment, and is encouraged to provide a portfolio of materials documenting those activities. Annual evaluations will be based on the annual report and portfolio.

Annual faculty activity reports, faculty portfolios, and annual peer evaluations are based upon an academic year rather than a calendar year. Activity reports and portfolios are prepared at the end of each academic year and cover the preceding two semesters and uploaded to SharePoint.

Selection of Peer Evaluators

Each full time faculty member shall be evaluated annually by three peers in addition to the Chair. At least 2 of the 3 peer evaluators for non-tenured tenure-track faculty shall be tenured faculty. If possible, no faculty member shall be asked to do more than five peer evaluations. Faculty members in their first year of full time service at UNCW shall not be asked to serve as peer evaluators. For all faculty members other than the Chair, the peer evaluators shall be

selected by the Chair who will insure that so far as possible no evaluator evaluates the same person in consecutive years. The department administrative associate shall select evaluators for the Chair subject to the same guidelines.

Confidentiality

Each faculty member being evaluated has the right to know the names of his or her peer evaluators. Copies of peer evaluations are shared anonymously with the faculty member being reviewed. Neither classroom peer observation reports nor IDEA evaluation results will be made available to peer evaluators. Peer evaluators will not have access to other peer evaluations of the faculty member being evaluated. Annual peer evaluations are submitted online by the evaluator and are only accessible to the Chair. Peer evaluations of the Chair shall be returned to the department administrative associate for forwarding to the Dean of the College of Arts and Sciences. A summary peer evaluation prepared by the Chair will be made available to the faculty member as part of the annual evaluation by the Chair. Summary evaluations of non-tenured, tenure-track faculty will also be made available to senior members in the department.

Self Evaluation

In addition to the peer evaluation, each full time faculty member shall prepare an annual self evaluation using the same forms and guidelines as peer evaluators. Self evaluations shall be submitted directly to the Department Chair and are not to be part of the faculty member's portfolio.

Faculty Development Plan

Each year, when annual activity reports are prepared, all full-time faculty are required to submit a faculty development plan for the next academic year for review by the Chair. In the case of non-tenured tenure-track faculty, this plan will also be reviewed by the senior members. The senior members will meet with each non-tenured, tenure track faculty member early in the summer to review the faculty member's development plan, annual faculty activity report, and peer evaluation report. All faculty will have an opportunity to update their plans after review. Final copies of the plans will be kept for reference during the next annual review.

Mentoring of Junior Faculty

Early in the first semester of a junior faculty member's employment, the Department Chair, in consultation with the senior members in the department and the junior faculty member, will assign a senior faculty mentor to advise the junior faculty member and guide their professional development in teaching and research. It is expected that the senior faculty mentor will provide continuous mentoring from the time of hiring until a tenure decision is made.

Evaluation of Part-Time Faculty

The Department Chair is responsible for hiring and evaluating part-time lecturers. Each part-time lecturer will be evaluated on his or her teaching performance once per academic year in the following manner:

The Peer Observation committee will review the syllabus and any other relevant teaching materials, observe a session of a class, and write a report describing their findings. As is the case with other faculty observations, the Peer Observation Committee will confer with the lecturer after the classroom peer observation. If a lecturer is teaching online, the Chair of the Peer Observation committee will be enrolled in the class to evaluate materials and online

interaction, reporting on the departmental form. The Department Chair and the lecturer will both receive a copy of the observation report.

The Department Chair reviews both the observation report and the lecturer's IDEA results and writes an end-of-year evaluation letter noting the lecturer's performance for CAS, a copy of which is given to the lecturer. The lecturer may, at his or her discretion, meet with the Department Chair to discuss the letter. In the case of a poor performance evaluation, the Department Chair will communicate to the lecturer areas that require improvement and formulate a plan to meet those requirements, assigning the chair of the Peer Observation Committee as a mentor to monitor and report on the lecturer's progress.

4.5. GUIDELINES FOR PEER EVALUATORS

Revision History

Date	Change	Ref. Section
08/1998	Adopted	
12/15/2000	Revised	
09/01/2015	Revised	Changed Student Perceptions of Teaching Heading to Student Evaluations

In addition to the numerical rating for each area, please be sure to include at least a one sentence description of the individual's performance in each area or a brief justification for your rating in each area. Specific suggestions for improvement are also very helpful.

I.1. Student Evaluations

Do NOT evaluate student evaluations.

I.2. Classroom Teaching

Expect the individual being evaluated to make an explicit statement on whether all topics from the course syllabus were covered, to provide justification for omitting any topics that are normally covered, and to include a description of supplementary topics that were covered. Look for evidence of course coverage, organization, and rigor in the examinations, handouts, and assigned material; comment on discrepancies or work well done. Note whether the instructor provides adequate feedback on student performance. Evaluate innovations in instruction.

I.3. Other Teaching Contributions

Normally an individual ranked "5" or higher for other contributions to teaching will have done at least 2 of the activities in this category (e.g. advising departmental majors, directing student projects or internships, curriculum development, student recruiting, Summer Ventures, etc.) Additional activities or especially significant contributions justify higher ratings. Development and delivery of Internet courses is a plus in this category. Be sure to comment on advising.

II.1. Scholarship

Typical activities for an individual rated "6" in scholarship are: regularly reads both specialized journals relevant to the individual's area(s) of interest and the more general journals; regularly attends departmental seminars and visiting speaker presentations. Note that research accomplishments are strong evidence of scholarship. Other possible justifications for higher ratings are evidence of exceptional participation in seminars, writing or reviewing textbooks, writing or reviewing software, etc. Be sure to include justification for your rating in special cases.

II.2. Professional Development

Typical activities for an individual rated "6" for professional development are: attended a professional meeting and also either attended an external short course / workshop / tutorial / seminar or carried on a focused program of self-study. Note the emphasis on organized activity and self-study focused on specific topics in this category as compared with the more diffuse scholarship category. Research activities also contribute to this evaluation area. Be sure to include justification for your rating in special cases.

III.1. Publication Record

Normally an individual who has not published, presented a paper at a conference where papers are refereed, or submitted research in the last three years should not be rated above “2” in this area (“3” for a recent PhD). Usually, having submitted a paper yields a rating of “4” or higher; one paper published or accepted yields a rating of “5” or higher. Higher ratings may be justified by additional papers, the quality of papers, invited addresses, grants, refereeing papers, and so forth. This category includes all forms of public dissemination of new advancements which are subject to documented peer review.

III.2. Involvement in Research

It is the responsibility of the individual being evaluated to clearly describe his or her level of involvement. This may be assumed for those who are submitting and publishing work each year, but a rating of “4” or “5” is appropriate for others with a project or two only when there is evidence of work done. This evidence might include a description of the approach used on the problem, partial results obtained, etc. Higher scores are usually reserved for those whose involvement is validated by publication, with additional recognition for activities in research seminars, research meetings, refereeing, grants, external lectures, and so forth. Research books are of course especially significant contributions in these categories. Textbooks, which are considered as scholarship, are plusses in the publication record category but are not research involvement.

IV.1. Service to the Department

Look for evidence of leadership or exceptional contributions in projects to justify a rating above “5”, and lower your ratings for those who do not regularly attend and participate in meetings.

IV.2. Extra-Departmental Service

Consider incremental additions from a base rating of “1” for this category. It is understood that not all individuals have the opportunity to serve on campus or professional committees every year. Thus ratings of “1” or “2” will be common, and expected for new faculty. A year of service on a Faculty Senate committee might yield a rating of “3” or “4;” make distinctions between those committees which are very demanding and those which meet only a few times a year. If possible, evaluate the contribution the individual made to the committee. Higher ratings should be reserved for the most significant service contributions.

4.6. POLICY FOR PEER OBSERVATION IN THE CLASSROOM

Revision History

Date	Change	Ref. Section
04/24/1998	Adopted	
12/15/2000	Revised	
DATE	Revised	Reflects that peer observation is not required for tenured faculty.

Purpose

The purpose of peer observation of classroom teaching is primarily to aid individual faculty in improving their teaching performance and secondarily to provide information for annual faculty evaluation, for post-tenure review, and for reappointment, tenure, and promotion decisions as required by University policy.

Who is Observed

Peer observation in the classroom is required for all full and part-time faculty in their first academic year, for all non-tenured, tenure track faculty, and for all graduate assistants with a UNCW teaching assignment. Peer observation is not required for non-tenured, tenure-track faculty once a positive promotion and tenure recommendation has been made by the department. Other faculty may be observed at their request. *Faculty are encouraged to use this process as additional evidence of teaching effectiveness for promotion or post-tenure review.*

Who Does the Observations

For each academic year, the Department Chair appoints a committee of tenured faculty members to perform all peer observations in the classroom. Faculty members who plan to request promotion review or who are scheduled for post-tenure review normally will not be assigned to serve on the Peer Observation Committee the year before their review.

Report Results

The observers will discuss their observations in person with the faculty member observed, and provide the faculty member with a written copy of their observations. *Reports from the first semester's classroom observations for new faculty members and all reports for those who request optional observations will be given ONLY to the faculty member observed.* All other observation reports will be given to both the faculty member observed and to the Department Chair. Reports from the peer observation in the classroom will be used as a component under teaching for annual evaluation of faculty members; these reports will not be available to peer evaluators, however, but only to the Department Chair.

All peer observers in the classroom will use the same form(s) for reporting results and will be provided with the same guidelines for classroom observation.

4.7. PROCEDURES FOR REAPPOINTMENT, PROMOTION, AND TENURE... **Under Revision**

Revision History

Date	Change	Ref. Section
09/11/1998	Adopted	
12/15/2000	Revised	
DATE	Revised	Definition of senior faculty modified
DATE	Revised	Addition of RTP Time Table and inclusion of External Review of Candidates
10/18/2013	Approved by CAS 11/11/13	Associate Professors given the right to vote for promotion to associate professor level and to vote on assistant professor reappointment.

I. Definition of Senior Members

All full-time full professors with at least one year of service to the department are given senior member status. If the number of senior members falls below 35% of the department FTE count (rounded up) or 4 (whichever is greater), full-time associate professors with the longest service to the department are granted senior member status to regain this minimum. Once granted, a member will maintain their senior status contingent upon continued full-time employment and successful post-tenure review.

II. Process of Consultation Leading to a Recommendation

Each year, at the appropriate time, the Chair shall meet with the appropriate members of the Department to discuss the status of all faculty who are scheduled for a mandatory RTP decision, or have submitted an optional RTP application. At such time the members shall make recommendations to the Chair for reappointment, promotion, or tenure.

For recommendations to the Chair for promotion to full professor, only senior members, as defined above, will make such recommendations.

If the recommendation being considered is for promotion of a tenured associate professor to full professor, the individual being considered shall not participate in the process of consultation for that recommendation.

For recommendations to the Chair for reappointment or promotion and tenure to associate professor, all department members who are associate professor or higher with tenure will make such recommendations.

For recommendations to the Chair for reappointment or promotion to senior lecturer, all department members who are assistant professor or higher will make such recommendations.

Each recommendation that is submitted on behalf of a faculty member of the Department shall be made subject to the following rules:

Each senior member will sign that s/he supports the personnel action or sign that s/he does not support the personnel action. The Chair will collect and retain the signed votes of the senior members and report the vote totals as part of any recommendation. The Chair will inform the senior members and each candidate of any recommendation that is to be made on behalf of the candidate at least one week before the deadline for submission of recommendations. Negative as well as positive RTP recommendations will be forwarded by the Chair. Once the meeting has ended, votes cannot be changed.

Senior members will be provided with a copy of each recommendation form at least two days before the deadline.

A majority of senior members excluding the Chair, at their option, may forward a separate recommendation. Only one such recommendation from the senior members may be forwarded and it must be signed by a majority of the senior members excluding the Department Chair.

Each faculty member shall be advised of any recommendation that is to be made on his/her behalf at least one week before the deadline for submission of recommendations. Also, each faculty member of the department shall be given an opportunity to discuss his/her status with the Chair. All full-time members of the Department shall be advised of all recommendations being submitted on behalf of individual faculty members.

III. RTP Time Table

I. Senior Lecturer:

A faculty member hired as a lecturer must have completed or be in the process of completing one three-year contract. The decision shall be based entirely on the cumulative achievement of the faculty member. The initial term of appointment for a full-time lecturer shall be one year. After a lecturer has been appointed at least twice to a one-year contract, the lecturer is eligible to apply for an initial three-year contract, though s/he may choose to remain on a one-year contract. Any eligible lecturer who chooses to apply for an initial three-year contract should notify the chair of this intention at the beginning of the spring term in the final year of their contract.

Once a lecturer nears completion of an initial three-year contract, s/he is eligible to apply for a second three-year contract and promotion to senior lecturer status. Promotion to senior lecturer status is based on the department's desire to recognize superior performance and service to the department. Should an eligible lecturer decide to apply for promotion to senior lecturer status, the department chair convenes the appropriate faculty members to discuss the candidate's qualifications to determine whether the lecturer be appointed to a second-three year contract and promoted to senior lecturer status. Senior lecturers receive three-year contracts. Such a designation does not guarantee further reappointment. While the typical timetable outlined above requires six years of service at UNCW prior to promotion to Senior Lecturer, a lecturer with previous professional experience and outstanding performance and service at UNCW may be considered for promotion to Senior Lecturer two years from their date of hire.

Each request for promotion to Senior Lecturer that is submitted on behalf of a faculty member of the Department shall be made subject to the following process:

- The candidate will prepare a modified RPT dossier for department members to review. The dossier will include the annual review dossiers from the previous two years.
- In consideration of the lecturer's requested promotion to senior lecturer status, the chair shall invite a candid discussion of the candidate's strengths and weaknesses, first in the area of teaching, then in the area of service.
- When discussion concludes, each faculty member will in turn cast an advisory ballot on whether the candidate should be recommended for appointment to a second three-year contract and promotion to senior lecturer status. The chair will record and announce the numerical vote for, against, and abstaining but will not record how individuals voted.

- The chair will then indicate whether her/his recommendation is in accord with the majority recommendation of the senior faculty. If the chair indicates that the recommendation is not in accordance with the majority recommendation, the chair shall leave the room, during which time the assembled faculty will determine if a majority of those assembled wish to submit a dissenting evaluation to the dean.
- If the department recommends promotion to senior lecturer, and the Chair is in agreement, the Chair shall then recommend to the dean that the lecturer be 1) re-appointed to a three-year contract and promoted to senior lecturer reappointed to a one-year contract.

II. Assistant Professors:

A faculty member hired as an assistant or associate professor must complete at least two years of probationary service at UNCW before being considered for tenure. No other minimum time requirement for service at any level has been established. The decision shall be based entirely on the cumulative achievement of the faculty member. In addition:

An assistant professor with an initial 4-year contract must be reviewed for reappointment no later than early in the 6th semester of employment.

An assistant professor with a second 3-year contract must be reviewed for tenure and promotion no later than early in the 3rd semester of that contract (11th semester of employment).

For an assistant professor who previously held the rank of instructor at UNCW, the mandatory review period is the same as for other assistant professors, except that it is measured from the first semester of employment as instructor.

III. Associate Professors:

An associate professor with an initial 5-year contract must be reviewed for tenure no later than early in the 7th semester of employment.

Discretionary reviews, whether for tenure (with or without promotion) after the required two-year probationary period but prior to the mandatory time for review or for promotion of a tenured faculty member, may be conducted in either the fall or spring semesters.

For an assistant or associate professor who previously held a visiting position at UNCW, the mandatory review period is the same as for other assistant/associate professors, except that it may include the time the candidate spent as a visitor at UNCW at the candidate's option.

Only years when the candidate was an active member of the UNCW faculty will count as part of the mandatory time period for review.

IV. External Review of Candidates

The Department of Computer Science at the University of North Carolina Wilmington does not require External Reviews for any Reappointment or Promotion/Tenure decision. In the event that such reviews are requested by the candidate or a majority of the senior faculty, three reviews will be sought, in the manner described below.

- The candidate will submit to the Chair, in writing, the names and contact information for three nominees, and their qualifications in Computer Science, to serve as external reviewers;

- The Chair, in consultation with the senior faculty, will solicit reviews from three individuals, including at least two individuals nominated by the candidate. The reviewers will be asked to judge only the candidate's research record, indicating their opinion of the quality of the work;
- The external reviews will supplement the documentation of research productivity supplied by the candidate.

4.8. EXPECTATIONS OF FACULTY REGARDING REAPPOINTMENT, TENURE, AND PROMOTION...**Under Revision**

Revision History

Date	Change	Ref. Section
09/11/1998	Adopted	
01/07/2001	Revised	
08/16/2011	Revised	Section on assistant professor with tenure deleted Inclusion of <i>Appendix A</i> Paragraph on compliance with CAS policy removed Clarification for sections on expectations
4/24/2015	Revised	Removal of SPOT evaluation/replaced with IDEA

Criteria for evaluation of faculty performance for reappointment, promotion, and tenure in the four evaluation areas of teaching, research, scholarship and professional development, and service are established by the Criteria for Reappointment, Promotion and Award of Tenure (approved by the Faculty Senate, March 30, 1982, revised March 2004) as described in the UNCW Faculty Handbook.

The purpose of this document is to highlight the typical expectations for departmental faculty. It should be noted that some candidates begin with more experience than others, and as such may become exceptions to the general rule.

I. Expectations for Promotion to the Rank of Senior Lecturer

Appointment to the positions of lecturer will require, at a minimum, a master's degree or equivalent. Lecturers are not expected to conduct research; therefore they normally carry a teaching load of 24 credits each academic year.

Teaching

Evidence of effective teaching should be demonstrated with a strong teaching record. Annual evaluations, peer evaluations and IDEA evaluation results will identify development and growth in teaching. The individual should also have made contributions to the departmental teaching function. (See List A in the *Appendix A* for possible indicators.)

Research

A lecturer requesting promotion to senior lecturer does not need to demonstrate a research achievement through any on-going research program. Any record of research achievement, however, can be included. An absence of research, however, cannot be used against the candidate.

Service

The candidate must show growth in University and professional service in addition to active departmental participation. Growth in this area is indicated by such activities as service on College or University committees, leadership within the department, service to external organizations, or other activities as indicated in List C in the *Appendix A*.

II. Expectations for Reappointment as an Assistant Professor

The main consideration for reappointment is that the successful candidate shall have made good progress toward eventually meeting the teaching effectiveness and research productivity expectations for tenure and for promotion to associate professor. Generally, the following descriptions shall apply.

Teaching

The initial record of contributions to the teaching mission of the department, coupled with the evaluation of those efforts (through student evaluation, annual peer evaluation, and classroom observation) shall reflect either accomplishment or promise as an excellent teacher, or identification of teaching deficiencies together with evidence that they are being successfully resolved.

Identification of teaching deficiencies is the responsibility of the Department Chair and Senior Members of the department who will review the student and annual peer teaching evaluations of faculty on probationary appointments. The candidate must present evidence that such deficiencies are being successfully resolved.

Research

A candidate for reappointment is normally expected to have had a professional article submitted for publication in a refereed journal, or a paper submitted to a conference at which papers are refereed. Acceptance of an article or paper is not required. An individual's first publication will usually be based on the doctoral dissertation, but is not necessarily limited to this scholarly work. In addition, a candidate for reappointment is expected to submit evidence of at least one other research project aimed toward publication. Such evidence could include seminar presentation notes or slides, partial results, or software packages. It is normally expected that the majority of the work done on this project will have been done while at UNCW.

Faculty on probationary appointment are encouraged to apply at least once for a College of Arts and Sciences Summer Initiative award prior to review for reappointment, ideally before the end of the second year of appointment.

Scholarship and Professional Development

Activity in this area does not replace activity in the categories of teaching and research, but can provide important additional evidence of efforts toward accomplishments in both of those areas. Activities such as attending professional meetings, conferences, workshops, or seminars, doing consulting work, writing grant applications, making presentations in seminars, or serving on graduate thesis committees give valuable indications of the likelihood of eventual qualification for tenure and promotion. Extensive direction of student projects is not normally undertaken during the initial probationary period.

Service

A candidate for reappointment is not necessarily expected to have service contributions outside the department. The candidate should have participated in departmental meetings and departmental committees as assigned. Non-tenured assistant professors are encouraged to focus on the primary areas of teaching and

research, and to begin to seek leadership roles within the department and extensive service outside the department only after reappointment.

III. Expectations for Promotion to the Rank of Associate Professor with the Award of Permanent Tenure

From the time a candidate has been reappointed at the rank of Assistant Professor a period of three years will have elapsed before a mandatory recommendation must be made regarding tenure and promotion. During this time the department expects to see a clear continuing pattern of growth and scholarly development in teaching and research. To qualify for recommendation for promotion to Associate Professor, the candidate will have developed into an effective teacher, and will have demonstrated that he or she has a well-planned research program underway.

Teaching

Evidence of effective teaching should be demonstrated with a strong teaching record. Annual evaluations, peer evaluations and IDEA evaluation results will identify development and growth in teaching. The individual should also have made contributions to the departmental teaching function. (See List A in the *Appendix A* for possible indicators.)

Research

The candidate must demonstrate a continuing pattern of research achievement through an on-going research program consisting of research publications and documentation of other research involvement. The record of research achievement must include at least two pieces of original work accepted for publication by refereed journals or in the refereed proceedings of research conferences. Documentation of research involvement should include as many items as possible from List B in the *Appendix A*. The quality of the work and of the total research program will weigh heavily in the determination of a positive recommendation.

Service

The candidate must show growth in University and professional service in addition to active departmental participation. Growth in this area is indicated by such activities as service on College or University committees, leadership within the department, service to professional organizations, or other activities as indicated in List C in the *Appendix A*.

IV. Expectations for the Award of Tenure to an Associate Professor

Occasionally, experienced individuals may be appointed as Associate Professor for a probationary period of up to five years. These usually are individuals with considerable experience and expertise who can make an immediate impact on the teaching and research missions of the department. To be awarded tenure, such individuals are expected to provide evidence of accomplishment at UNCW in each evaluation area that is of a quality commensurate with their experience and at least equivalent to the expectations listed in section II above.

V. Expectations for Promotion to the Rank of Professor

An individual who is recommended by the Department for promotion to the rank of Professor will be one who is recognized as an excellent teacher and as a scholar within Computer Science, and one who has achieved a significant record of service.

Teaching

The successful candidate will have shown distinguished accomplishment in teaching as measured by annual evaluations, peer evaluations and IDEA Evaluation results. The candidate must demonstrate a consistent record of excellence in teaching, evidenced by:

- Successfully teaching a variety of core courses in the major;
- Demonstrated rigor in teaching, indicated by:
 - Thorough coverage of course syllabi
 - Rigorous tests and assignments.

These constitute the primary indicators of teaching excellence. In addition, the individual will have made significant contributions to the departmental teaching functions (see List A in the *Appendix A* for indicators). Documentation of teaching excellence is essential.

Research, Scholarship and Artistic Achievement

The candidate must have a significant, on-going research program including a strong record of refereed research publications and conference presentations, as well as involvement with student research activities. The candidate's research should demonstrate professional maturity. Further evidence of significance may include quality of journals, leading roles in research projects, citations on published articles, and external reviews. For documentation of other involvements in research and scholarship, refer to List B in the *Appendix A*. It is the responsibility of the candidate to supply the evidence that their research record meets these guidelines.

Service

The service record shall show evidence of leadership within the department, university, and/or professional community. Indicators that show achievement in these areas are shown in List C in the *Appendix A*.

VI. The Role of Grants (External and Internal) in the RTP Process

Faculty are strongly encouraged to seek internal and external grant funds in support of their research and scholarship. Research grants enhance faculty research opportunities by providing equipment, reduced teaching load, travel, salary support, and student support. Thus, successful grantsmanship that is accompanied by a commensurate level of research accomplishment can significantly strengthen an RTP application. Candidates for promotion to the rank of Associate Professor are strongly urged to have been involved in at least one external grant application as either PI or co-PI. A proportionately greater level of grantsmanship is desired for candidates seeking promotion to the rank of Professor.

Appendix A

List A Teaching Indicators

- Development of new and creative materials for instruction
- Involvement in curricular proposals and creation of new courses
- Mentoring and advising undergraduate students
- Directing honors theses and senior projects
- Teaching honors courses
- Directing master theses
- Membership on master theses committees
- Writing and securing grants with educational impact
- Directing individual study courses
- Writing texts and course packets
- Creating online materials to accompany courses
- Use of technology and other innovative efforts to improve teaching
- Involvement with outreach educational programs
- Honors and awards

List B Research Indicators

- Sole authorship, or lead authorship in research publications
- Research publications in refereed journals or conference proceedings
- Non-refereed research publications
- Presentation of research results at regional, national and international conferences
- Attendance and participation at conferences
- Invited presentations at other scholarly institutions
- Seminar lectures
- Writing and securing research grants
- Authorship of books and materials
- Reviewing and refereeing
- Professional Consulting
- Honors and awards

List C Service Indicators

- Membership and service to professional societies
- Leadership in departmental and university committees
- Participating in departmental and university committees
- Mentoring new faculty
- Mentoring students
- Consulting
- Organizing or conducting meetings and workshops

4.9. PROCEDURES FOR POST-TENURE REVIEW

Revision History

Date	Change	Ref. Section
01/08/1999	Adopted	
01/07/2001	Revised	
4/24/2015	Revised	Removal of SPOT evaluation/replaced with IDEA
10/09/2015	Revised	Align department policy with new UNC/UNCW PTR Policy

I. Introduction

The Department of Computer Science follows the policy and procedures associated with Post-Tenure Review as published in the UNCW Faculty Handbook, Policy on Post-Tenure Review.

Regular post-tenure review is required of all faculty at UNCW as described in the [UNCW Policy on Post-Tenure Review](#). This document describes the Department of Computer Science Procedure for Post-Tenure Review as required by the UNCW Policy.

According to the UNCW Policy on Post-Tenure Review, the purpose of post-tenure review is “support and encourage excellence among tenured faculty by recognizing and rewarding faculty performance that meets or exceeds expectations; provide for a clear plan and timetable for improvement of faculty whose performance is judged to be below expectations ; and for those whose performance remains below expectations, provide for the imposition of appropriate sanctions, which may, in the most serious cases, include a recommendation for discharge.”

II. Who is Reviewed

A tenured faculty member may elect to undergo post-tenure review during any academic year. A faculty member must, however, undergo a review no later than the fifth academic year following the most recent of the review events. During each Fall Semester, the Dean of the College of Arts and Sciences identifies those tenured faculty members for whom post-tenure review is mandatory during the current academic year.

III. Materials to be Reviewed

The performance of the faculty member undergoing post-tenure review will be reviewed for the preceding five years unless impacted by a condition, per UNCW’s Post-tenure Review Policy, that affects the individual’s timeframe. In the first year of the PTR cycle, a faculty member prepares a brief written five-year plan or set of goals consistent with the expectations of the department (see *Appendix B* following for examples of department expectations). This plan will be modified annually during the annual peer-review process.

The faculty member undergoing post-tenure review is responsible for assembling a succinct portfolio of materials for peer reviewers on all aspects of professional activities in teaching, research/artistic achievement, and service that has occurred in the preceding five years. Faculty members with professional responsibilities or modified assignments that affect the balance of their duties between teaching, research, and service must note this in the report. Most of the information requested should be available in the faculty member’s Annual Faculty Activity Reports for the most recent 5 years, or is available from the Department Chair. At a minimum, this portfolio must include:

- (a) A list of all courses taught during the most recent 5 years with all evaluations of teaching, including results of all IDEA evaluations and any peer observation in the classroom that

was done. Faculty are strongly encouraged to request peer observation in the classroom during the year preceding post-tenure review. Included in this list, should be any theses or projects that have been directed by the faculty member.

- (b) Evidence of ongoing attention to professional development in scholarship and/or research. A documented listing of all publications, grant applications, presentations, and software, including electronic publications, during the preceding five years with those subject to documented peer review identified. Any involvement in graduate thesis work should be listed.
- (c) A listing of all service activities whether to the Department, the University, or the community over the preceding five years.
- (d) Copies of all annual evaluations covering the years under review.
- (e) Copies of the faculty member's written goals that were established by the individual and a brief statement of progress toward achieving those goals.

IV. Peer Reviewers

The faculty member undergoing post-tenure review does not have the option of selecting members of the peer review committee. The Chair shall select a minimum of three tenured members of the department as peer reviewers. Normally, peer reviewers are chosen from within the Department; however, if there is not a sufficient number of faculty members within the Department, the chair shall, through consultation with the senior faculty (excluding the faculty member undergoing review), select a faculty member from outside the department. If possible, the majority of the peer reviewers should come from within the Department. Two tenured faculty members undergoing post-tenure review the same year may not be peer reviewers for each other.

Each peer reviewer independently evaluates the portfolio, and only the information contained within the portfolio, provided by the faculty member under review. Peer reviewers are provided with departmental expectations for tenured faculty and the departmental guidelines for post-tenure reviewers. Each peer reviewer shall present the results of his/her evaluation in writing to the Department Chair. These peer evaluations are confidential: available only to the faculty member undergoing post-tenure review, the Department Chair, and appropriate university officials. These evaluations are advisory to the Department Chair. The Chair's evaluation shall state whether the faculty member's overall professional performance exceeds expectations, meets expectations, or does not meet expectations. Major reasons for the determination must be included.

V. Results of Post-Tenure Review

After receiving evaluations from the peer reviewers, the Department Chair prepares a written evaluative review of the faculty member undergoing post-tenure review. The evaluation measures the individual's performance against the Department, College, and University missions, taking into account the individual's workload as assigned by the Chair(s) and the annual evaluations for the most recent 5 years. The Chair's evaluation is required to "state whether the faculty member's overall professional performance exceeds expectations, meets expectations, or does not meet expectations and the major reasons for the determination." The Chair provides the faculty member a copy of the evaluation and meets with the individual to discuss the review. The faculty member may attach a written response to the evaluation. No later than ten days after the evaluation meeting, the department chair/school director shall

forward the faculty member's PTR report, a list of the peer evaluators, a copy of the written evaluation, and the faculty member's written response, if any, to the appropriate dean.

VI. Outcomes

Most faculty whose annual evaluations for the most recent five years have been satisfactory or better will be judged as meeting or exceeding expectations, and no further action is necessary. For an individual to receive a final rating of exceeding expectations, both the Department Chair and the Dean must render a rating of exceed expectations. If both do not provide this rating, the final rating is reported as meets expectations.

If both the Department Chair and the Dean agree that the performance judged does not meet expectations, the faculty member and the Chair will jointly create an individual development plan with specific steps designed to lead to improvement. The plan will include a specific timeline for improvement as well as a statement of consequences should the improvement not occur during that timeline. The plan should be developed within one month of the initial meeting and include the following:

- (a) specific strategies and steps designed to lead to improvement.
- (b) delineation of specific outcomes that constitute improvement.
- (c) resources to be committed, if any.
- (d) a specified timeline, not to exceed three years, in which the improvement is expected to occur.
- (e) a statement regarding new allocation of responsibilities, if duties are modified as a result of an assessment.
- (f) a statement of the process by which performance under the plan will be evaluated and feedback provided to the faculty member, including possible peer mentoring processes, and a clear specification of who will conduct the evaluation. The evaluation must include at least semi-annual progress meetings with the Department Chair, followed by a report to the Dean.
- (g) a clear statement of consequences should the improvement not occur in the designated timeline.

The faculty member and the Chair shall sign the development plan, and the Chair shall forward a copy to the Dean, who must approve any resources to be committed.

If, however, the evaluations of Department Chair and the Dean differ and one of the evaluations is does not meet expectation, the PTR process will move to UNCW's RTP Committee for an evaluative review.

Appendix B (to be discussed and voted upon)...

List A Teaching Indicators

- Development of new and creative materials for instruction
- Involvement in curricular proposals and creation of new courses
- Mentoring and advising undergraduate students
- Directing honors theses and senior projects
- Teaching honors courses
- Directing master theses
- Membership on master theses committees
- Writing and securing grants with educational impact
- Directing individual study courses
- Writing texts and course packets
- Creating online materials to accompany courses
- Use of technology and other innovative efforts to improve teaching
- Involvement with outreach educational programs
- Honors and awards

List B Research Indicators

- Sole authorship, or lead authorship in research publications
- Research publications in refereed journals or conference proceedings
- Non-refereed research publications
- Presentation of research results at regional, national and international conferences
- Attendance and participation at conferences
- Invited presentations at other scholarly institutions
- Seminar lectures
- Writing and securing research grants
- Authorship of books and materials
- Reviewing and refereeing
- Professional Consulting
- Honors and awards

List C Service Indicators

- Membership and service to professional societies
- Leadership in departmental and university committees
- Participating in departmental and university committees
- Mentoring new faculty
- Mentoring students
- Consulting
- Organizing or conducting meetings and workshops

4.10. GUIDELINES FOR PEER REVIEWERS: POST-TENURE REVIEW

Revision History

Date	Change	Ref. Section
01/08/1999	Adopted	
11/26/2000	Revised	
09/18/2015	Revised	Approved by CAS
10/09/2015	Revised	Approved by Department

Please remember that post-tenure review is NOT an opportunity to make suggestions for improvements in satisfactory faculty performance. The purpose of post-tenure review is “support and encourage excellence among tenured faculty by recognizing and rewarding exemplary faculty performance; providing for a clear plan and timetable for improvement of faculty found deficient; and for those whose performance remains deficient, providing for the imposition of appropriate sanctions, which may, in the most serious cases, include a recommendation for discharge”.

In all cases, the criteria for satisfactory performance according to the UNCW Post-Tenure Review Policy are:

- A. Professional competence;
- B. Conscientious discharge of duties, taking into account distribution of workload as assigned by the Department Chair; and
- C. Efforts to improve performance.

According to the UNCW Post-Tenure Review Policy, the criteria for exemplary performance are:

- A. Sustained excellence in teaching, research, and service; and
- B. Professional performance that is substantially above expectations and that significantly exceeds the performance of most faculty.

Deficient performance is performance that does not meet the criteria for satisfactory performance.

The UNCW Post-Tenure Review Policy explicitly requires that

“Annual evaluations for the period under review shall be given great consideration during PTR; faculty whose annual reviews have indicated satisfactory performance or better during that period shall normally be expected to receive a satisfactory evaluation or better under PTR.”

Begin your review with the annual evaluations. Then consider each of the three areas listed below, assigning a rating (exemplary, satisfactory, or deficient) to each area and an over-all rating. Be sure to include justifications for any exemplary ratings, any deficient ratings, and any ratings which do not agree with the annual evaluations.

POST-TENURE REVIEW WORKSHEET...UNDER REVIEW BY OGLE

Revision History

Date	Change	Ref. Section
12/15/2000	Adopted	
09/01/2015	Revised	UNDER REVIEW ...Area added for justification for each section

Revision History

Teaching

Successful teaching is the primary criterion for satisfactory performance. Evaluate:

- meeting classes
- maintaining acceptable **IDEA Evaluation** ratings (**above or near departmental mean**)
- maintaining acceptable peer ratings (peer observation in the classroom, annual peer evaluations) of classroom performance and/or instructional materials
- conscientious academic advising

Rating: _____
satisfactory, exemplary, or deficient

Justifications:

Scholarship and Research

All faculty must document ongoing attention to professional development in scholarship and/or research (as appropriate for faculty rank, workload assigned by the Department Chair, and annual professional development plans) by activities such as:

- regular professional reading
- conference or tutorial attendance
- seminar participation
- focused programs of study
- writing or reviewing textbooks
- refereeing papers
- publicly disseminated and/or refereed software, talks, papers, etc.
- submitting grant applications

Rating: _____
satisfactory, exemplary, or deficient

Justifications:

Service

All faculty should participate in departmental meetings and activities, and should carry out departmental duties such as annual reports, peer reviews, committee assignments, etc. in a timely and professional manner. Service assignments beyond this will vary with faculty rank and workload assigned by the Department Chair.

Rating: _____
satisfactory, exemplary, or deficient

Justifications:

Overall Rating

For your over-all rating, weight each area according to the workloads which have been assigned to this individual in accordance with the College guidelines which state that service normally is between 5% and 20% of the annual workload, research is between 10% and 40% of the annual workload, and teaching is between 60% and 80% of the total workload (each 3 hour course is normally considered 10% of the total annual workload).

Overall Rating: _____
satisfactory, exemplary, or deficient

Justifications:

4.12. EXPECTATIONS OF TENURED FACULTY FOR POST-TENURE REVIEW

Revision History

Date	Change	Ref. Section
01/08/1999	Adopted	
11/26/2000	Revised	
DATE	Revised	General criteria modified
DATE	Revised	Expectations of Tenured Assistant Professors deleted

I. General Criteria

Regular post-tenure review is required of all faculty at UNCW. The purpose of post-tenure review is “support and encourage excellence among tenured faculty by recognizing and rewarding exemplary faculty performance; providing for a clear plan and timetable for improvement of faculty found deficient; and for those whose performance remains deficient, providing for the imposition of appropriate sanctions, which may, in the most serious cases, include a recommendation for discharge.”

In all cases, the criteria for satisfactory performance according to the UNCW Post-Tenure Review Policy are:

- A. professional competence;
- B. conscientious discharge of duties, taking into account distribution of workload as assigned by the Department Chair; and
- C. efforts to improve performance.

According to the UNCW Post-Tenure Review Policy, the criteria for exemplary performance are:

- A. sustained excellence in teaching, research, and service; and
- B. professional performance that is substantially above expectations and that significantly exceeds the performance of most faculty.

II. Expectations of Tenured Associate Professors

Teaching

Successful teaching is the primary criterion for satisfactory performance. Faculty are expected to provide evidence of ongoing conscientious discharge of teaching responsibilities by meeting classes and by maintaining acceptable ratings (above or near the departmental mean) on student and peer evaluations of classroom performance and/or instructional materials. Conscientious student academic advising is expected of all faculty. Activities such as mentoring junior faculty, developing Web based instructional material, developing instructional software, supervising departmental honors projects, directing individual studies, involving students in research, directing internships, writing applications for instructional grants, designing or revising courses, and active participation in curriculum revisions or textbook selections are additional contributions to teaching.

Scholarship and Research

All faculty must provide evidence of ongoing attention to professional development in scholarship and/or research by activities such as regularly reading professional journals or Web-based information sources, attendance at conferences or tutorials, participation in seminars, focused programs of study, writing and reviewing textbooks or software, refereeing papers, public dissemination of original work (including software), submitting grant applications, and/or refereed publications as appropriate for faculty rank, workload assigned by the Department Chair, and annual professional development plans.

Service

All faculty are expected to participate in departmental meetings and activities, and to carry out departmental duties such as annual reports, peer reviews, committee service, etc. in a timely and professional manner. Departmental responsibilities, appointments to campus committees, and opportunities for professional service outside of UNCW will vary as part of the individual's total workload. It is expected that all such service be performed in a conscientious manner, and that the amount of service be appropriate to the individual's workload in teaching and research.

III. Expectations of Professors

Expectations for Professors are the same as those for tenured Associate Professors, taking into account differences in workload as assigned by the Department Chair and recognizing that Professors usually assume leadership roles in the department.

4.13. DEPARTMENTAL FACULTY HIRING PROCEDURES

Revision History

Date	Change	Ref. Section
DATE	Adopted	DRAFT
01/07/2001	Revised	
11/16/2012	Revised	Identification of voting members

I. Tenure Track Positions

1. Faculty positions are requested by the Department Chair in the Spring Semester of each year and allocated to the Department during the Summer or Fall Semesters.
2. In a Department meeting, the Department must agree on area(s) of specialization and on primary and secondary hiring objectives for each position based on the Departmental Long Range Hiring plan.
3. The Chair will appoint a committee for each position. The committee chair works with the Department Chair to develop advertisements and announcements for appropriate journals, electronic postings, and flyers. Before the position is advertised, the Department must approve the wording of the position description, secondary objectives, and any special criteria to be used in selecting candidates. Advertisements should be placed as early as possible and in appropriate media.
4. As applications are received, the Departmental Secretary administrative associate establishes a database of applicants, handles routine correspondence and forms, and maintains a file of applicant materials available to all Departmental faculty.
5. On or after the date for beginning review of applications, the committee identifies candidates for consideration, taking care to identify candidates who meet the specialization objectives and who are well qualified for the position as well as candidates whose presence might help the Department in its efforts to achieve a diversified faculty.
6. Usually, members of the committee will conduct telephone contacts or short interviews at meetings with candidates identified for further consideration. The committee then develops a proposed interview pool and a group of alternates to be submitted to the Dean of the College of Arts and Sciences for approval. Normally, three candidates are selected for interviews but the pool may be as small as one candidate or as large as funds permit. If no candidates are deemed acceptable for interview, the search may be extended or carried over.
7. Interviews are arranged by the Department and Committee Chairs and will include the following:
 - A. A talk by the candidate concerning his or her current research.
 - B. A classroom lecture with evaluations by both students and peer observers, the results of which are reported to the Department.
 - C. One-on-one meetings with as many members of the Department as possible.

- D. Interviews with the Department Chair, with the Dean of the College of Arts and Sciences, and occasionally an interview with the Provost and/or members of other departments.
 - E. A tour of the campus and surrounding area.
8. After the interviews, all faculty members in the Department have the opportunity to discuss the candidates in a Departmental meeting. Voting on the candidates by all full-time tenured and tenure-track faculty follows this discussion; this vote is an advisory recommendation to the Department Chair.
 9. Recommendations for hiring are submitted by the Department Chair to the Dean of the College of Arts and Sciences for approval; approved recommendations are reported to the Department.

II. Non-Tenure-Track Positions

For non-tenure-track positions, the Department Chair conducts the search.

4.14. DEPARTMENTAL PROCEDURES FOR APPOINTMENT AND RENEWAL OF ADJUNCT FACULTY

Revision History

Date	Change	Ref. Section
10/09/2015	Adopted	

Appointment

The university handbook outlines university policies for the designation of adjunct faculty, and the department of Computer Science adheres to those guidelines. The department can invite qualified scientists to participate in department research as adjunct research faculty for a one year term which can be renewed as needed. The department values the expertise and contributions made by our adjunct research faculty. Adjunct research faculty receive no salary or benefits associated with adjunct status. Adjunct research faculty can serve as co-principal investigators on research proposals. Adjunct faculty who hold additional UNCW appointments (for example part time faculty, research analyst, research faculty) can serve as instructor of record for courses and can supervise graduate student and honors student committees.

Tenure-track faculty in the department can recommend adjunct status for an appropriate candidate, who then must submit a detailed vita to the department for consideration, along with a list of proposed research activities that would justify awarding adjunct status. Examples of appropriate activities include serving on graduate student or undergraduate honors student committees or making a significant contribution to the educational content of a course. The tenure-track faculty of the department will vote on the request for adjunct status, and if approved, the Department Chair will forward the request to the Dean of the College of Arts and Sciences for further consideration. This recommendation MUST occur prior to the participation with the department. The provost and the UNCW Board of Trustees also will review and accept or reject the Department Chair and Dean's recommendations. Background checks are required for all adjunct faculty.

Renewal

To be considered for renewal, a current adjunct faculty member must submit a request for renewal in February, along with a detailed vita, a list of proposed activities that would justify awarding adjunct status, and a record of what was accomplished during the preceding year. The tenure-track faculty of the department will vote on the request for adjunct status, and if approved, the Department Chair will forward the request to the Dean of the College of Arts and Sciences for further consideration.

4.15. DEPARTMENTAL POLICY FOR SELECTION OF A DEPARTMENT CHAIR

Revision History

Date	Change	Ref. Section
08/1998	Adopted	
01/07/2001	Revised	Clarification of procedures
04/20/2012	Revised	Alignment of CAS policies

Policy:

On the recommendation of the provost and dean, the chancellor appoints all chairpersons. UNCW's *Faculty Handbook* delegates to the dean the responsibility for determining the process leading to the recommendation. The dean initiates the recruitment process and has final approval of the recommendation.

Terms and Qualifications:

The position of Department Chair is a four-year term and is renewable by the dean after consultation with the department. The Department Chair may be recruited from current departmental faculty or from outside UNCW through a national search. Candidates for the Department Chair shall have the following qualifications:

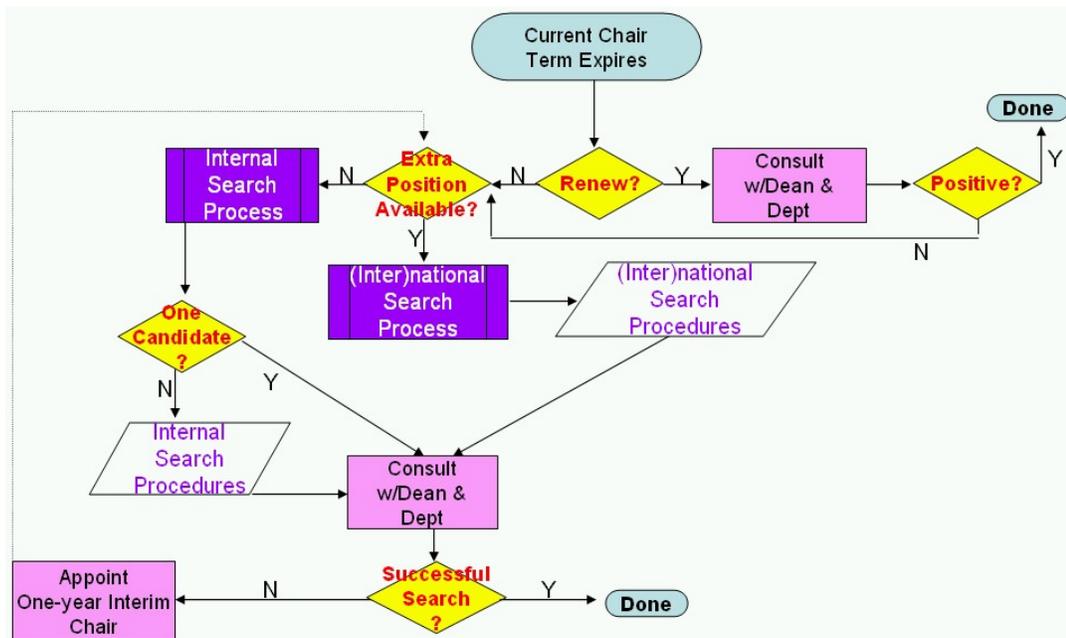
1. a professional record meriting tenure and the rank of associate or full professor;
2. evidence of teaching effectiveness, a continuing pattern of research, regular professional service, and scholarship and professional development;
3. demonstrated leadership ability; and
4. demonstrated administrative skills.

Procedures:

In the spring semester of the third year of the current Department Chair's term of office, (s)he shall notify the department regarding her/his wish to continue as the Chair. If the current Chair wishes to continue, the dean and the department will meet to discuss renewal of the current Chair's term of office. If they both agree to another term, the selection is completed. If they do not agree to another term, then the next step of the process is dependent upon whether there is funding for an additional faculty position for the department.

- If there is no additional funding, the department will follow the *Internal Search Procedures*.
- If there is additional funding, the department will follow the *(Inter)national Search Procedures*.

Following is the flow chart depicting the steps the Department of Computer Science takes when selecting a Department Chair.



Internal Search Procedures:

The dean shall notify all faculty of the Department of Computer Science meeting qualification #1 of their eligibility to apply for the Office of Chair. At that time, eligible faculty shall indicate to the dean of the College of Arts and Sciences their interest in being considered for the position. The dean shall appoint a Selection Committee. Interested candidates shall submit formal letters of application to the Selection Committee including their curriculum vitae and their vision for the future of the Department of Computer Science. The Selection Committee shall involve all members of the Department in the selection process by making the application files available to all faculty, by interviewing the candidates, and by designating times when the candidates shall be available for individual or group interviews with the faculty.

(Inter)national Search Procedures:

The dean shall appoint a Selection Committee. The interested candidates shall submit formal letters of application to the Selection Committee including their curriculum vitae and their vision for the future of the Department of Computer Science. The Selection Committee shall involve all members of the Department in the selection process by making the application files available to all faculty, by having the candidates make formal public presentations including both classroom teaching and a research talk, and by designating times when the candidates shall be available for individual or group interviews with the faculty.

Final Steps for Both Searches:

Following the last candidate's interview, the Selection Committee shall ask for the recommendation of each tenured faculty member, tenure-track faculty member, and other full-time faculty members who have served the department full-time for at least three years. The Selection Committee shall carefully consider the recommendations of the departmental faculty as they formulate their recommendation to the dean.

I. ROLE OF THE DEPARTMENT CHAIR

The Department Chair is the administrative and academic officer of the department and as such has the primary responsibility and authority for:

1. leadership in developing high quality academic programs which fulfill department, college, and university objectives;
2. leadership in the implementation of college and university policies and programs at the department level;
3. leadership in developing resource requests and an appropriate departmental budget; and
4. service on college/school committees.

The Department Chair is first a faculty member. The Department Chair is primarily a teacher-scholar serving as a leader of his/her department colleagues. The Department Chair is a role model for faculty responsibility.

The Department Chair is responsible for providing mechanisms and processes for members' participation in discussion and decision making within the department. All members of the department should be informed of these mechanisms and processes. Regular meetings should be held for purposes of communicating information, discussing issues, and making decisions on department matters.

The Department Chair is expected to communicate faculty perspectives and concerns to the administration and other segments of the community as appropriate. The Department Chair is the primary spokesperson the faculty of the department. The Department Chair will also convey administration views and concerns to the faculty.

II. DUTIES OF THE DEPARTMENT CHAIR

The Department Chair is responsible for performance of at least the specific duties enumerated below (the duties are not prioritized).

Academic Programs

1. Initiate, plan, oversee implementation of, and review the preparation and offering of the academic program, after appropriate involvement of members of the department and consultation with the dean.
2. Ensure interdepartmental coordination and cooperation.
3. Take leading role in ensuring academic program quality.
4. Ensure reports are prepared as needed.
5. Ensure that course schedules are prepared in a timely manner.
6. Supervise departmental office and ensure that files and records are maintained.
7. Act as a liaison with the University community.

Personnel

1. Coordinate and evaluate professional activities of all members of the department, to include providing guidance to faculty concerning expectations regarding promotion and tenure. Request and obtain faculty activity reports as appropriate to this process.
2. Provide recommendations for appointments, promotion, sabbatical leaves, tenure, and release of faculty after consultation with members of the department.

3. Review and recommend to dean/director faculty workloads.
4. Take lead role in departmental faculty and staff recruitment and retention.
5. Provide for the management and supervision of support staff.
6. Appoint appropriate committees within the department.
7. Facilitate support for faculty teaching, research and service activities.
8. Function as spokesperson and advocate for the department, both within and outside the University community.

Students

1. Administer the departmental student advisement program and counsel students
2. Recruit students in cooperation with other members of the department and the dean.
3. Act on student petitions.
4. Provide for the management of student assistants.
5. Address student concerns as appropriate.

Budget, Inventory, Facilities, Etc.

1. Initiate resource and budget requests with justifications.
2. Maintain fiscal control of departmental budgets.
3. Ensure upkeep of equipment and facilities assigned to the department.

4.16. PROCEDURE FOR SELECTION OF ASSISTANT CHAIR

Revision History

Date	Change	Ref. Section
04/24/1998	Adopted	

Positions of “Assistant to the Chair” or “Assistant Chair” must be requested by the Department Chair and approved by the Dean of the College of Arts and Sciences. Such positions normally carry an Administrative Reassignment equivalent to 6 teaching load hours per academic year.

A description of the duties of the Assistant Chair or Assistant to the Chair is required to be on file in the department office and available to all faculty members at all times.

When such a position becomes available, the Chair shall inform all members of the Department. Any full time faculty member of the Department interested in filling the position shall inform the Chair of his/her interest within a time period specified by the Chair. The Chair shall interview each applicant for the position individually.

Appointment of a faculty member as Assistant to the Chair or as Assistant Chair rests with the Department Chair and the Dean of the College of Arts and Sciences. Assistants serve in that role at the pleasure of the Chair and the Dean.

Evaluation of the administrative performance of a faculty member serving as Assistant to the Chair or as Assistant Chair is part of the regular annual peer and Chair’s evaluation of the faculty member under “service.”

4.17. POSITION DESCRIPTION OF ASSISTANT CHAIR

Revision History

Date	Change	Ref. Section
04/24/1998	Adopted	
01/07/2001	Revised	
10/18/2013	Revised	Modified to reflect current activities (affirmed by CAS 10/30/2013)

The Department Chair assigns the duties and responsibilities of the Assistant Chair. Current responsibilities include:

1. Represent the department in the absence of the Chair; record minutes of departmental meetings and oversee filing and distribution of minutes to the Dean and to the members of the department.
2. Assist the Chair with Teaching Schedules for Fall, Spring, and Summer:
 - Maintain history of course enrollments and project future enrollments
 - Make up and distribute full and part-time faculty schedule request forms
 - Coordinate room use and course times with other departments
 - Make out, enter, verify, and update the schedules
 - Fill out various schedule related forms
 - Maintain room use charts
 - Coordinate scheduling of final examinations in technology rooms
 - Provide data for the annual Faculty Workload Report to the Chair
 - Update the “*When Courses are Offered*” form each semester
 - Banner “Deacon”:
 - Set section enrollment limits on Banner prior to registration
 - Whenever Banner is open for pre-registration or registration, do or review a daily enrollment report; adjust enrollment limits daily as required; recommend schedule adjustments as needed
3. Designated departmental degree audit liaison
 - Contact person for the Registrar’s Office
 - Reviews and corrects catalog copy
 - Contact person regarding evaluation of transfer credit
4. Departmental Webmaster
 - Designs and maintains the department’s Web page and oversees its maintenance
 - Assists the departmental student development director and teaching faculty with Web materials
 - Interface with ITS personnel as needed on general web design issues

5. Collect and maintain student assessment data
 - Acquire job placement statistics on graduates (current and alumni) and salary data
 - Keep track of undergraduate honors theses completed, student publications and presentations, and other awards and honors of our students
 - Maintain a history of students attending graduate school (where and what degree)
 - Collect data on graduation rates, GPA of graduates, course completion rates, etc.
6. Perform other tasks as assigned to assist the Chair, including
 - Lead contact for all college day visitations
 - Point of contact for CSC minors
 - Maintain the cscugrad mailing list
 - Lead transfer advisor for the department
 - Perform enrollment statistics reporting
 - Attend meetings in Chair's absence (as requested)
 - Department photographer at department events

4.18. MS CSIS GRADUATE PROGRAM COORDINATOR DUTIES, SELECTION, AND EVALUATION PROCESS

Revision History

Date	Change	Ref. Section
DATE		<i>DRAFT</i>
10/04/2010	Revised	
10/30/2013	Revised	Term length changed to three years.
10/09/2015	Revised	Title change from Director to Coordinator

Duties:

The Coordinator of the MS CSIS Program is expected to perform the following duties:

- Recruit students to the master's program
- Coordinate changes to the graduate program curriculum
- Advise students in the program – this requires the faculty member to communicate with students on a regular basis, participate in student recruitment, campus meetings, university, college and department committees, and other duties
- Recommend budget items to the CSC and ISOM Department Chairs
- Coordinate graduate student orientation sessions
- Coordinate, advise and evaluate student internships
- Assist in interpreting graduate school policies and procedures to faculty and students
- Teach graduate-level courses and mentor students in the MS CSIS program
- Work closely with the CSB Graduate Programs Coordinator

Selection Process:

The MS CSIS graduate Coordinator will serve three year terms; renewable. Faculty who serve in the Coordinator position must be tenured and serve on the graduate faculty. He/she must also be actively participating in the graduate program, demonstrated by activities such as teaching or mentoring CSIS graduate students and serving on thesis/capstone project committees.

At the end of each three-year term, the ISOM and CSC Department Chairs will notify faculty in their respective departments of the upcoming vacancy. Faculty interested in the position will be asked to submit a short vision statement of how they would serve (or continue to serve) in the Coordinator's role. Should more than one faculty member apply, preference will be given to candidates who have (a) a clear vision statement, (b) taught in the program, and (c) successfully led thesis/capstone projects. Another consideration will be to faculty who are in the opposite department of the current Coordinator, thereby alternating the position between the departments.

The ISOM and CSC Department Chairs shall provide their input to the Cameron School of Business and the College of Arts and Sciences Deans. The decision for the Coordinator of the MS CSIS program will be made by the respective Deans.

Evaluation Process:

The MS CSIS Coordinator will be evaluated annually by the ISOM and CSC Department Chairs. The evaluation process will include the solicitation of feedback from graduate faculty in both departments as well as current students in the program. A short summary statement of the challenges and accomplishments for the year will be prepared and shared with faculty in both departments.

4.19. INFORMATION TECHNOLOGY PROGRAM COORDINATOR DUTIES, SELECTION, AND EVALUATION PROCESS

Revision History

Date	Change	Ref. Section
03/18/2015	Reviewed	CAS approval granted via email (Volety)
03/28/2015	Approved	ISOM and CSB approval
04/10/2015	Approved	Computer Science (e-mail vote)
10/09/2015	Revised	Title change from Director to Coordinator

Duties:

The Coordinator of the Information Technology Program is expected to perform the following duties:

- Recruit students to the program
- Coordinate changes to the program curriculum and prepare appropriate forms for curriculum changes
- Advise students in the program – assume principal advising responsibility, coordinate others who advise IT majors, provide advising materials, be available for new and transfer students considering the degree, assure graduation requirements are met by students applying for graduation, and associated duties
- Teach at least one course in the IT major and be the primary mentor of students in the program
- Work closely with the Chairs of ISOM and Computer Science for course offerings

Selection Process:

Faculty who serve in the Coordinator position must be tenured or tenure track.

The Coordinator will serve up to two terms of three years each. This appointment is a nine-month appointment. The position is renewable for a second term based upon the recommendation by the ISOM and Computer Science Department Chairs to their respective deans.

When the position becomes or is about to become vacant, the ISOM and CSC Department Chairs will notify their respective departments. Faculty interested in the position will be asked to submit a short vision statement of how they would serve (or continue to serve) in the Coordinator's role. Should more than one faculty member apply, preference will be given to candidates who (a) have a clear vision statement and (b) teach or will teach in the program. Consideration will also be given for successive Coordinators to alternate between the ISOM and CSC departments.

Based upon the respective department's protocol for faculty eligible to evaluate candidates for administrative positions, the departments will evaluate candidates from said respective departments. Both Department Chairs will meet with their tenured faculty members who are not applicants, to evaluate the applicants for the position and provide input to the Cameron School of Business and the College of Arts and Sciences Deans. Either department may defer to the other's candidate. If the departments put forth separate candidates it will be the

decision of the Deans of the Cameron School of Business and the College of Arts and Sciences to choose the Coordinator.

If the Coordinator is from the ISOM department, s/he will have the choice of one course release per year and a \$2500 stipend for the year, or no course release and a \$5000 stipend for the year. If the Coordinator is from the Computer Science department, there is no stipend per College of Arts and Sciences policy; however, there is a one course release per year.

Evaluation Process:

The Coordinator will be evaluated annually by the ISOM and CSC Department Chairs. The evaluation process should include the solicitation of feedback from faculty who have taught courses in the IT major that year. A short summary statement of the challenges and accomplishments for the year will be prepared and shared with the Chairs of the Departments and also a statement of plans for the forthcoming year. This evaluation will be forwarded to the Deans of the Cameron School of Business and the College of Arts and Sciences.

4.20. DIGITAL ARTS PROGRAM COORDINATOR DUTIES, SELECTION, AND EVALUATION PROCESS

Revision History

Date	Change	Ref. Section
10/09/2015	Approved	Approved by CSC

Duties:

The Coordinator of the Digital Arts Program is expected to perform the following duties:

- Recruit students to the program
- Coordinate changes to the program curriculum and prepare appropriate forms for curriculum changes
- Advise students in the program – assume principal advising responsibility, coordinate others who advise DA majors, provide advising materials, be available for new and transfer students considering the degree, assure graduation requirements are met by students applying for graduation, and associated duties
- Teach at least one course in the DA major and be the primary mentor of students in the program
- Work closely with the Chairs of Art/Art History and Computer Science for course offerings

Selection Process:

Faculty who serve in the Coordinator position must be full-time faculty.

The Coordinator will serve up to two terms of three years each. This appointment is a nine-month appointment. The position is renewable for a second term based upon the recommendation by the Art and Art History and Computer Science department chairs to their dean.

When the position becomes or is about to become vacant, the Art/Art History and Computer Science department chairs will notify their respective departments. Faculty interested in the position will be asked to submit a short vision statement of how they would serve (or continue to serve) in the Coordinator's role. Should more than one faculty member apply, preference will be given to candidates who (a) have a clear vision statement and (b) teach or will teach in the program. Preferential (do we want to add "preferential"?) Consideration will also be given for successive Coordinators to alternate between the Art/Art History and Computer Science departments.

Based upon the respective department's protocol for faculty eligible to evaluate candidates for administrative positions, the departments will evaluate candidates from said respective departments. Both department chairs will meet with their tenured faculty members who are not applicants, to evaluate the applicants for the position and provide input to the College of Arts and Sciences Dean. Either department may defer to the other's candidate. If the departments put forth separate candidates it will be the decision of the Dean of the College of Arts and Sciences to choose the Coordinator.

Evaluation Process:

The Coordinator will be evaluated annually by the Art and Art History and CSC department chairs. The evaluation process should include the solicitation of feedback from faculty who have taught courses in the DA major that year. A short summary statement of the challenges and accomplishments for the year will be prepared and shared with the chairs of the departments and also a statement of plans for the forthcoming year. This evaluation will be forwarded to the Dean of the College of Arts and Sciences.

4.21. PROCEDURE FOR DEVELOPMENT OF A LONG RANGE HIRING PLAN

Revision History

Date	Change	Ref. Section
DATE		DRAFT
11/26/2000	Revised	

Whenever a tenure track faculty position is allocated to the Department, the Department shall review the previous **Long Range Hiring Plan**, the current faculty, the Department's strategic plan, and the anticipated needs of the Department. Each faculty member shall be given the opportunity to propose specific hiring objectives; each proposed hiring objective shall be accompanied by a justification. As a result of this review, the Departmental faculty shall adopt a plan prioritizing the needs to be addressed in filling the currently available position(s) and those to be addressed in future years.

4.22. TRAVEL PLANNING AND REIMBURSEMENT POLICY... **Under Revision**

Revision History

Date	Change	Ref. Section
08/1998	Adopted	
01/07/2001	Revised	

Attendance at professional meetings and conferences is important for faculty professional development in maintaining currency in Computer Science, for disseminating the results of faculty research and scholarship, and for faculty recruiting. Registration at Computer Science conferences tends to be expensive, and therefore it is crucial that the Department assist in funding faculty professional travel consistent with policies established by UNCW. Because departmental funds are limited, faculty are encouraged to seek travel support from outside the department whenever possible.

The Department Chair is solely responsible for the Departmental operating budget, including faculty travel reimbursement.

Early in each fiscal year, the Department Chair shall ask all faculty for their travel plans for the year. To assist faculty in planning, the Department Chair shall then report to the faculty what Departmental funds are likely to be available for faculty professional travel. Because faculty travel plans and the availability of funds may change, it must be understood that these are only estimates. **Faculty, planning to travel, should complete the travel application form and return it to the department administrative associate. This form lists purpose of travel, expenses, and is approved by the Department Chair.**

4.23. GRADUATE FACULTY CRITERIA FOR COMPUTER SCIENCE

Revision History

Date	Change	Ref. Section
02/24/2000	Approved	by the Graduate Council

Candidates for membership on the graduate faculty within the Department of Computer Science shall meet all three of the following criteria:

1. At least two refereed papers accepted in journals or conference proceedings during the five year period immediately preceding application for membership in the graduate faculty.
2. At least one oral or poster presentation at a professional conference during the five years immediately preceding application for membership in the graduate faculty.
3. Evidence of effort to secure external funding for research during the five years immediately preceding application for membership on the graduate faculty.

Should one or more of the above criteria not be met, a review of the applicant will be conducted by the Department Chair. Any special circumstances will be considered in the formulation of a recommendation.

4.24. RETURN OF INDIRECT COSTS POLICY

Revision History

Date	Change	Ref. Section
DATE	Adopted	

Various funding agencies provide for the payment of indirect cost (also called overhead) to cover some of the expenses associated with conducting research that are not considered direct costs to individual projects. When a portion of these indirect cost funds are returned to the department, the Department Chair will allocate these funds according to the following schedule:

1. 25% will be reserved to support equipment maintenance and repair, with an emphasis on multi-user equipment (hardware and software) that is used for research,
2. 25% will be reserved to support students conducting research, and
3. the remainder (50%) will be reserved for use by the faculty members who served as the Principal Investigators on the projects that generated the funds.

The department's administrative associate will track these funds and provide the Chair and the faculty with regular reports on the distribution of these funds.

4.25. POLICY ON USE OF STUDENT ASSISTANTS... **Under Revision**

Revision History

Date	Change	Ref. Section
04/28/1998	Adopted	
01/07/2001	Revised	

Undergraduate student assistants (either work-study or work-assistance positions) are hired by the department ~~administrative associate~~ department chair depending on the availability of funds and of qualified students. Undergraduate student assistants are assigned to one or more of the following:

- assist the department administrative associate;
- assist the computer consultant;
- monitor departmental labs and classrooms which are used as labs;
- assist individual faculty members.

Faculty members are given the opportunity to request student assistants each semester; assignments to individual faculty members are made by the Department Chair based on departmental needs, faculty workload, and availability of assistants.

A student assistant assigned to an individual faculty member works under the supervision of that faculty member, who is ultimately responsible for the student's work.

Undergraduate student assistants may be used to

- assist the faculty member in closed laboratory sessions or other on-line classroom activities;
- grade computer programming assignments or other homework;
- grade true-false or multiple choice portions of quizzes and tests;
- hold problem sessions or review sessions;
- assist with administrative responsibilities;
- assist with the faculty member's research.

Undergraduate student assistants may NOT be used

- to give lectures in class;
- to grade proofs, programming or essay questions on tests or quizzes;
- to hold office hours for the faculty member;
- as a substitute for the faculty member in academic advising.

Student assistants may not be used in any situation where a conflict of interest might arise or where the student's work would violate other University policies (for example, the student may not grade work done by a relative, roommate, or one with whom the student has a personal relationship). Undergraduate student assistants may not be asked to work during the final examination period.

4.26. POLICY ON FINAL EXAMINATION AND GRADES... **Under**

Revision

Revision History

Date	Change	Ref. Section
08/1998	Adopted	
01/07/2001	Revised	

Final Examinations

A final examination or an “equivalent learning experience” must be part of each course in the Department of Computer Science. Senior capstone (“project”) courses typically do not have a traditional final but require each student to make a formal presentation of the project to the entire class. Internship courses also do not have traditional final examinations; a final paper and a public presentation in the department are required instead. *The instructor of any course in which a traditional final examination is not given must report that fact and the nature of the equivalent learning experience to the Department Chair.*

Students enrolled in Internships or Directed Independent Study courses are required to present what they have learned to department faculty in lieu of a final exam.

The format and weighting of final examinations are determined by the instructor for each course. Each student has the right to see his/her graded final examination, but instructors are required to keep all graded final examinations on file for at least one full regular semester after the examination was given. Faculty members who leave the University during this time period must turn in all graded final examinations to the Department Chair before leaving.

Grades

A grade of C or better in prerequisite courses is expected before the student progresses to higher level courses **within Computer Science courses and a grade of C- or better for Information Technology courses**, and instructors should keep that standard in mind when assigning grades. Grades may be assigned in any manner the instructor chooses so long as the grading scheme is consistent with [UNCW policies on grading](#).

Grades are expected to be submitted online by the deadline announced each semester. If for some reason a faculty member is unable to turn in grades on time, it is the responsibility of the faculty member to notify the Department Chair of that fact and the reason for it before the deadline.

4.27. POLICY ON ASSIGNMENT OF FACULTY OFFICE SPACE

Revision History

Date	Change	Ref. Section
04/24/1998	Adopted	
01/07/2001	Revised	

Assignment of faculty office space is the prerogative of the Department Chair. However, the Chair is guided by these principles:

1. Once a full time faculty member has been assigned to an office, the faculty member is required to move to another office only under one of the following circumstances:
 - A. Reassignment of space for the Department as a whole, as directed by the Dean of the College of Arts and Sciences.
 - B. Reallocation of faculty office space among departments, as directed by the Dean of the College of Arts and Sciences.
 - C. The faculty member ceases to be either a full time faculty member or a faculty member under a phased retirement contract of the Department .
 - D. The faculty member becomes the Department Chair, or leaves the position of Department Chair.
2. When one or more faculty offices become available, the Chair shall poll all full time faculty to determine if any wish to move to the vacant office(s). Priorities for assignment of faculty office space will be:
 - A. First, anyone leaving the position of Department Chair;
 - B. Next, full time faculty ranked in descending order of years of service to UNCW; ties in years of service are broken first by rank and then by years of service in rank.
3. Offices assigned to faculty members on leave for a specified period may be assigned to visiting or temporary faculty during the leave period, but normally will be re-assigned to the faculty member on leave at the end of the leave period.
4. Offices are not routinely assigned for adjunct or visiting faculty. Assignment of such space is the prerogative of the Department Chair and only temporarily and if space is available.

Current order:

Vetter (F93)

Ferner M (F01)

Layman (F17)

Narayan (F94)

Ricanek (F03)

Leal (F17)

Patterson L (F99)

Guinn (F04)

Tompkins (S99)

Simmonds (F06)

Tagliarini (F00)

Kim (F14)

Ferner C (F00)

Pence (F15)

Bradley (F00)

Morago (F16)

4.28. DEPARTMENT KEYS

Revision History

Date	Change	Ref. Section
09/04/2015	Accepted	

The distribution of keys for offices, classrooms, and storerooms with the Department of Computer Science must be in compliance with the University's policy. Additional policies and procedures, as determined by the department, are listed below.

Department Faculty

Faculty within the Department of Computer Science shall be given keys for their offices and classrooms. Access to the CIS building will be through UNCW ID cards. Faculty will also have access to 2035, as needed, for research through the use of their ID cards. No master keys will be given to any faculty except the Department Chair. Key requests will be done using the form which follows.

Faculty Outside the Department

Faculty outside the Department of Computer Science shall be given keys for their classroom in CIS on a semester-by-semester basis. Key requests will be done using the form which follows. Faculty will return keys at the end of the semester and/or as requested by the Department of Computer Science's administrative associate.

Students

Students will not be provided keys to faculty offices. Access to the building or research areas will be granted through their UNCW One-Card on a semester-by-semester basis. For rooms within the research area, keys will only be given with the signature of the faculty researcher sponsoring their work. For rooms with a card-lock, faculty must identify which students will need continued access over breaks, summer, or the next semester must provide the Administrative Associate their names and ID numbers prior to the end of the current semester to allow for uninterrupted access to the room.

KEY REQUEST FORM

Department of Computer Science

Name	Department	Phone	E-Mail

Key Code & Key #	Description/Room	Date Received	Date Returned

I agree to accept full responsibility for the key(s) checked out to me and will return the key(s) when no longer needed.

Printed Name of Person Receiving the Key

Date

Signature of Person Receiving the Key

Date

Printed Name of Individual Issuing Key

Signature of Individual Issuing the Key

To be Completed Only if Above Individual is a Student:

Signature of Faculty Sponsor Approving Key Issuance

Date

4.29. END-OF-SEMESTER POLICY AND PROCEDURES

Revision History

Date	Change	Ref. Section
11/29/1999	Adopted	
01/07/2001	Revised	
DATE	Revised	Deletion of no longer relevant section on photocopying
4/24/2015	Revised	Removal of SPOT evaluation/replaced with IDEA

All faculty are reminded that IDEA evaluations are **REQUIRED** in all classes enrolling more than 1 student. Please be **SURE** to follow the directions exactly!

Remember: final exams are to be given according to the published schedule and may not be changed for an entire class without permission of the Dean. You may **NOT** give a final exam outside the exam period; you may **NOT** give a test within the last week of classes. The Department Chair must be notified of any class which does not have a traditional final exam, describing the mechanism being employed for an "equivalent learning experience".

Remind your classes that UNCW will not mail grades to students. All students are to get their grades on SeaNet or through the MySeaport portal. Faculty are reminded that the University attorney tells us we could be sued in federal court if we give out or discuss grades over the telephone, or if we post grades using social security numbers or in alphabetical order or in any other way which violates student confidentiality. Under federal law (FERPA), parents cannot have access to a student's educational records without the student's written permission. To learn more about FERPA go to <http://www.uncw.edu/reg/records-ferpa.htm>.

4.30. PROCEDURES FOR SELECTING SCHOLARSHIP WINNERS

Revision History

Date	Change	Ref. Section
10/09/2015	Approved	

Winners of academic scholarships in the Department of Computer Science are selected by the following procedure, carried out under the direction of the Department Chair.

The Administrative Associate generates the CSC Honors General report from the SSRS Web Reports created by the Registrar's office. Students on this list meet the following criteria:

- declared as a computer science major,
- have completed at least 10 hours in CSC courses above CSC 131 at UNCW, and
- have not applied for graduation.

The Administrative Associate ranks those students from the list who have preregistered for the next semester in decreasing order of CSC GPA, using the overall GPA to break any tie.

The Departmental full-time faculty vote by secret ballot on the top ten students from this ranking.

The ballots are tallied by the Administrative Associate and used to determine which students meet the donor criteria for each available scholarship.

The Computer Science Department Chair then determines which scholarship each specific student will receive, taking in consideration the highest number of votes received from the faculty relative to the total amount of each individual award as determined by the specified donor criteria.

4.31. **LIBRARY POLICIES**... **Under Revision**

Revision History

Date	Change	Ref. Section
04/24/1998	Adopted	
01/07/2001	Revised	
08/2011	Revised	Elimination of sections no longer relevant

Each year in May the Department Chair appoints a Departmental Library Representative to serve throughout the following fiscal year.

Journal subscriptions (either additions or deletions), digital libraries, and institutional memberships shall be handled according to policies established by the Randall Library.

The Library Representative will ask for order requests from the faculty and staff at least once a month beginning in September and ending in February. The current departmental fund report from the library will be sent concurrently if available. An order request may include any material relevant to teaching, research, or of general interest to the computing disciplines. Order requests may be submitted by email or placed on index cards in the file box in the mail room. Each item requested should include at least the author, title, ISBN number, and price. If many items are requested then they should be prioritized.

The Library Representative will submit orders to the library at least once a month beginning in September and ending in February and typically about a week after the call to faculty and staff. Information received from the library regarding an item will be forwarded to the person who made the request.

4.32. DEPARTMENTAL COMMITTEES

Assessment Committee

Revision History

Date	Change	Ref. Section
DATE		Adopted
02/18/17	Modifications to reflect actual procedures regarding assessment and ABET	Approved

The Assessment Committee (AC) is a standing committee of the Department of Computer Science (CSC) and is responsible for faculty oversight of CSC assessment activities. The CSC AC provides leadership through assessment and evaluation in order to facilitate continuous improvement of all CSC programs by its role in executing the CSC Assessment Plan, which includes:

1. Reviewing the results of the Educational Testing Service Major Field Test (ETS MFT) in Computer Science;
2. Reviewing artifacts from CSC 385 and CSC 450;
3. Collecting and reviewing Faculty Course Reports (FCRs);
4. Administering and reviewing the results of the following surveys:
 - Graduating Senior Survey
 - Internship Supervisor Survey
 - Advisory Board Survey
 - Alumni Survey
 - Employer Survey
5. Maintaining a repository for all assessment artifacts;
6. Drafting the annual CSC Assessment Report and Plan.

The CSC AC reports its findings annually. Assessment reports for the College of Arts and Sciences are due in October of each year; the Department's report will be based on ABET requirements. At the first meeting following the completion and submission of the report, the department will discuss possible changes and propose actions, if any, on the curriculum as it pertains to the Systems Option of the computer science major.

New tenure-track faculty and new full-time contract lecturers who teach courses within the Systems Option will be sent to ABET-approved assessment workshops to gain understanding of the need for continuous improvement. For any part-time faculty, the chair of the Assessment Committee will conduct individual training with part-time faculty each semester to ensure understanding of the process the department uses for evaluation and what their role is in the process.

The chair of the Assessment Committee will, at the beginning of each semester, remind all faculty of courses that are included in the Systems Option that are to be evaluated at the end of the term, the process and format of the evaluation.

In addition, the chair of the committee will provide an updated review schedule (reflecting current and future dates) to the department faculty at the department retreat.

Undergraduate Curriculum Committee

Revision History

Date	Change	Ref. Section
DATE		Adopted?

The Undergraduate Curriculum Committee is a standing committee of the Department of Computer Science (CSC) and is responsible for oversight of CSC curriculum for undergraduate degrees (Bachelor of Science in Computer Science and various minors). The Undergraduate Curriculum Committee provides leadership to facilitate continuous improvement of the undergraduate curriculum through:

1. Considering curriculum and course change proposals put forth by members of the CSC faculty and determining whether such proposals should be presented to the department for final approval;
2. Proposing new curriculum changes for department approval authored by the committee itself or in response to a need presented through the assessment process;
3. Implementing curriculum changes approved by the department.

The Undergraduate Committee reports to the department and receives its authorization from the department. In other words, the committee cannot make curriculum changes without the authorization of the department.

Graduate Curriculum Committee

Revision History

Date	Change	Ref. Section
DATE		Adopted?

The graduate curriculum committee reviews course proposals to ensure their compliance with university policies and departmental expectations for graduate level courses, approves changes in curriculum, recommends changes in graduate policies and procedures, and monitors assessment of the graduate program.

The Department Chair annually assigns faculty to serve on the graduate curriculum committee. Committee members must be UNCW graduate faculty.

MS CSIS Advisory Committee

Revision History

Date	Change	Ref. Section
DATE		Adopted?
10/09/2015	Revised	Change from Director to Coordinator

The MS CSIS advisory committee is a joint committee of the Department of Computer Science and the Department of Information Systems & Operations Management. The purpose of the committee is to serve in an advisory role to the MS CSIS program. As such, the committee provides guidance to the Coordinator of the program, reviews program applicants, and makes policies regarding program operation. The committee meets as requested by the Coordinator which is typically two or three times per semester.

The Coordinator of the MS CSIS program serves as the chair of the committee. The Chair of the Department where the Coordinator of the program is assigned selects one other graduate faculty member to serve on the committee in addition to the Coordinator. The Chair of other Department selects two graduate faculty members to serve on the committee. All appointments are for two-year, renewable terms.

IT Advisory Committee

Revision History

Date	Change	Ref. Section
04/24/2015	Adopted	
10/09/2015	Revised	Change from Director to Coordinator

The IT advisory committee is a joint committee of the Department of Computer Science and the Department of Information Systems & Operations Management. The purpose of the committee is to serve in an advisory role to the IT program. As such, the committee provides guidance to the Coordinator of the program and makes policies regarding program operation. The committee meets as requested by the Coordinator which is typically two or three times per semester.

The Coordinator of the IT program serves as the chair of the committee. The Chair of the Department where the Coordinator of the program is assigned selects one other faculty member to serve on the committee in addition to the Coordinator. The Chair of other Department selects two faculty members to serve on the committee. All appointments are for two-year, renewable terms.

DA Advisory Committee

Revision History

Date	Change	Ref. Section
10/09/2015	Adopted	

The Digital Arts advisory committee is a joint committee of the Department of Computer Science and the Department of Art and Art History. The purpose of the committee is to serve in an advisory role to the DA program. As such, the committee provides guidance to the Coordinator of the program and makes policies regarding program operation. The committee meets as requested by the Coordinator which is typically two or three times per semester.

The Coordinator of the DA program serves as the chair of the committee. The chair of the department where the Coordinator of the program is assigned selects one other faculty member to serve on the committee in addition to the Coordinator. The chair of other department selects two faculty members to serve on the committee. All appointments are for two-year, renewable terms.

Peer Observation Committee

Revision History

Date	Change	Ref. Section
DATE		Adopted?

The purpose of peer observation is to assist individual faculty improve their teaching in the classroom from constructive feedback by those who have had more years of teaching.

Mandated by department policy, the members of the Peer Observation Committee visit the classroom lectures and make observations with respect to quality of classroom presentation of non-tenured, tenure-track faculty each semester and gives written feedback to the faculty member and to the Department Chair.

Any other faculty member who wishes to be observed may also request a classroom visit, for instance at the time of post-tenure review, or when seeking promotion.

Technology Committee

Revision History

Date	Change	Ref. Section
DATE		Adopted?

The Technology Committee of the UNCW Department of Computer Science has the following duties:

- Serve the department in acquiring, maintaining, and updating technology that aids the department in meeting its mission. Technology includes computing software and hardware as well as other equipment that may aid in departmental teaching, research, and service.
- Review the current state of and make recommendations concerning the department's software and hardware such as workstations, lab equipment, software licenses, media devices, and computing servers. In this process, seek to maintain current technology as well as plan for future needs and departmental goals.
- Seek requests by the department for technology desired or needed to execute the department's mission on at least a yearly basis.
- Prioritize software and hardware maintenance as well as new-purchase items for a given year then purchase and acquire items relative to budget allocations.
- Report findings and propose actions periodically during regular departmental meetings and retreats.

4.33. ADVISING AND STUDENT SUPPORT

Departmental Advising Handbook

Revision History

Date	Change	Ref. Section
08/1998	Adopted	
01/07/2001	Revised	
DATE	Revised	Elimination of sections no longer relevant; inclusion of statement regarding last semester meeting with advisor regarding graduation

Academic advising is considered an important part of a faculty member's duties at UNCW, and is an area in which all faculty are evaluated annually. General information concerning advising is in the [Faculty Handbook](#). All advisors are expected to be familiar with this material.

Full time faculty members who have served for at least one year in the department are normally assigned advisees. Good advising makes a significant difference to students, and the time and effort to do a good job of academic advising are time and effort well spent.

Unofficial Advising

As the student's instructor, you know more than most faculty members about her/his abilities in the subject you teach. Therefore, students commonly ask their instructors for advice about what course to take next, what major to choose, academic minors, withdrawing from courses, and other academic matters. This unofficial, informal advising is an important part of your teaching responsibilities. Some faculty remind students of important deadlines in class or in the first day handout.

How Advisors and Advisees are Assigned

Entering freshmen are assigned to the [University College](#) for advising during their first year, as are sophomores who have not declared a major. New transfer students and freshmen and sophomores who have declared a Computer Science major are assigned to the Department for advising. When a student's records are received in the Department, the administrative associate assigns a faculty advisor to the student. This assignment is made with the goals of equalizing faculty total workloads, so advising loads may not be the same for all faculty. Students may request a change of advisor by contacting the departmental administrative associate. The department maintains a file in the departmental office for each student that contains their transcript or evaluation of transfer credits, the declaration of major form, and other documents related to advising. Students who have declared a double major are assigned to the department designated as their first major; the student may request a second advisor for the second major.

Pre-Registration Advising

Advisors see each advisee at least twice a year: in the middle of the fall semester to pre-register for the following spring, and in the middle of the spring semester to reregister for the summer and fall. UNCW requires that all students meet with their academic advisors before they can register for courses. Students receive a special PIN code from their advisor that allows them to use SEANET to register.

At about the middle of the student's last semester, the Registrar does a preliminary graduation degree audit on all students who expect to graduate at the end of that

semester. *To avoid having to inform an advisee at that time that he or she will not graduate, it is recommended that advisors encourage advisees to schedule an appointment during the drop-add period their last semester for an on-line degree audit with the advisor.* This serves as a check that the classes the student is taking will satisfy all graduation requirements, at a time when schedule adjustments are still possible.

For the advisor, the pre-registration advising process begins when the advisor receives an email from the departmental administrative associate that lists the names of your advisees, their email address, and the advisee's registration PIN code.

For the student, pre-registration begins when they receive an email from the advisor asking the student to schedule an appointment with their advisor. Many advisors place a sign-up sheet for advising appointments on their office doors.

The Advising Appointment

It is important to review the degree audit with each student at each advising appointment. Degree audits for your advisees can be obtained by logging into [SeaNet](#) using your Banner id (85xxxxxx number) and *PIN*. For a student who has never seen a degree audit before, a more detailed explanation is necessary. For every student each semester, be sure to check at least the following:

1. Are the major, concentration, and catalog year correct? If any of these are not correct, the student must submit the [appropriate change form](#); the rest of the degree audit will not be correct, so you should log on to SeaNet and do a corrected degree audit on line during the advising appointment. If necessary, remind the student that (s)he must graduate within six years of the expiration date of the catalog they choose.
2. Check that all the GPA's listed are 2.00 or better; if not, discuss the importance of and ways and means of raising the GPA with the student.
3. Hours still needed for graduation. When does the student plan to graduate? Remind the student of opportunities to advance the date of graduation by attending summer school, and of the necessity to formally apply for graduation.
4. University Studies requirements. Emphasize the "must completes" and answer student questions.
5. Major requirements; review prerequisites and when courses are usually offered to assist the student in preparing a viable plan of when to take courses in order to graduate on schedule.
6. Minors, if any: cover the same points as major requirements.

Finally, be sure that the student knows about the tuition surcharge for over 140 hours attempted (summer school hours at UNCW system campuses do not count, but D, F, and W courses do count), and that all the student's questions have been answered.

Any notes, reminders of special circumstances, copies of forms, etc. should be placed in the student's file in the department office. *For students planning to graduate at the end of the next semester, a copy of the degree audit in the student's folder is very helpful.*

Other Duties of the Advisor

The academic advisor is the interface between the student and the University; the advisor is not required to know all the answers to the student's questions, but should assist the student in finding the correct information. Your advisees should feel free to contact you at any time with questions about University academic policies. Most of the answers will be found either in the catalog or in the student handbook; call a more experienced faculty member, the Assistant Chair, the Department Chair, or the Registrar's Office for unusual cases.

If a course (or courses) is to be substituted for one required in the major or minor, or if a requirement in the major or minor is to be waived, it is the responsibility of the advisor to fill out a Course Substitution Form and submit it to the Department Chair for approval before the start of the student's last semester. Forms are available [online](#) at the Registrar's web site.

Answers to Some Common Questions

1. If the student feels that the evaluation of transfer credits gives credit for the wrong UNCW course equivalent, the matter must be discussed with the Chair of the appropriate UNCW Department.
2. If a student has received transfer credit for a course, the course may not be repeated for credit at UNCW no matter how many hours of transfer credit were granted. However, a transfer course in which the student received a D satisfies UNCW requirements but does not grant UNCW credit, so it may be repeated.
3. Prior permission is required to take a course elsewhere in summer school; Use a Transient Study form (available online via [mySeaport](#)) for this purpose. Taking more than 7 hours in one summer session or more than 18 hours in one regular semester requires permission from the Dean's Office.
4. A student with an incomplete outstanding in a course may not register for or audit that course until the incomplete is removed; it counts as an F in computing the GPA until it is removed.

4.34. PROCEDURES FOR CSC 498 INTERNSHIPS

Revision History

Date	Change	Ref. Section
08/1998	Adopted	
11/26/2000	Revised	
08/2011	Revised	
09/01/2015	Revised	Course description moved to top

CSC 498 - Internship in Computer Science (1-3)

Prerequisite: Overall GPA of at least 2.5 and a GPA in CSC courses of at least 2.8. Academic training and practical experience through work in a private company or public agency.

Faculty supervision and evaluation of all study and on-site activity. Open to students of junior or senior standing who have been approved by the faculty supervisor, Department Chair, and Dean.

Procedures.

The student must:

1. Work with the departmental internship advisor, Career Services, or a place of business to locate a position that meets his or her academic objectives.
2. Complete the “Permission to Enroll - Internship Course” registration form.
3. Maintain a weekly journal of the work/learning experience while on the job.
4. Receive satisfactory employer evaluations.
5. Write a Final Report, as directed by the faculty supervisor, substantially following the suggested content of the “Final Reflection Paper.”
6. Give an oral presentation to faculty and students on the internship experience.
7. Complete a Student Evaluation Form.

The faculty supervisor will:

1. Assist with completion of the “Permission to Enroll - Internship Course” registration form by verifying that the learning objectives, if accomplished, are worthy of academic credit requested, and confirm that the employer agrees with these learning objectives.
2. Monitor the number of hours worked to assure that the number of hours worked conforms to the contract and is reasonably balanced throughout the work period.
3. Contact the employer if the number of hours worked varies significantly from the contracted number.
4. When necessary, conduct at least one on-site visit during the internship period.
5. Assign a course grade based on the following factors:
 - A. the student’s job performance as evaluated by the supervisor and faculty supervisor;

- B. the student's accomplishment of learning objectives;
- C. the Final Report, and
- D. the oral presentation.

The employer will:

1. Complete the "Request for Approval of Agency" form which describes what the company does, the opportunities the company will provide to the student, and the credentials of the person who will act as the Internship Supervisor.
2. Maintain the student's agreed-upon assignment and notify the faculty supervisor if any changes occur during the internship period.
3. Maintain a balanced workload for the student.
4. Notify the faculty supervisor of any proprietary considerations of the work being performed prior to the start of the internship period. It is expected that the student's work will be presented publicly in both oral and written form upon successful completion of the internship.
5. Communicate as necessary with the faculty supervisor and assist with on-site visits.
6. Complete a final student on-line evaluation.

4.35. SHARED USE OF FACULTY RESEARCH AREA CIS BUILDING

Revision History

Date	Change	Ref. Section
02/21/2007	Proposed	
04/24/2015	Modified/Approved	Modified to include security needs

The Faculty Research Area is shared by the Information Systems and Operations Management Department (ISOM) and the Department of Computer Science (CSC). A committee made up of one faculty representative each from ISOM and CSC will jointly administer requests from ISOM and CSC faculty for space in the faculty research area. Requests for space will be prioritized in the following manner:

1. Equipment-related space needs for externally funded research.
2. Personnel-related space needs for externally funded research.
3. Equipment-related space needs for internally funded research.
4. Personnel-related space needs for internally funded research.
5. Equipment-related space needs for non-funded research.
6. Personnel-related space needs for non-funded research.

The request form follows.

FACULTY RESEARCH AREA SPACE REQUEST FORM

Faculty Name: _____

Department: _____

Project Title: _____

Source of project funding:

External Agency: _____

Internal: _____

Unfunded

Anticipated Project Start Date: _____

Anticipated Project End Date: _____

Anticipated space needs: _____

The space needs to be secured.

Reason:

The space needs to be secured and cannot be shared with another project.

Reason:

Proposed use of space: