

COMPUTER SCIENCE INSTRUCTION 5420.1A

From: Chair, Computer Science Department

Subj: COMPUTER SCIENCE DEPARTMENT EXECUTIVE COMMITTEE

1. Purpose. The Department Chair is ultimately responsible for the operation and conduct of the department's mission. The Executive Committee serves as wise counsel to the Department Chair in matters critical to the long-term health of the department, to include providing input, feedback, and review to the Department Chair regarding:
  - a. **Asst Prof development.** Executive Committee reviews and provides feedback to the Department Chair on draft P&T packages to be prepared by all tenure-track Asst Profs in odd numbered academic years (AY13, AY15, ...).
  - b. **P&T candidate review.** Whenever the department has P&T candidates, the Department Chair prepares draft Department Worksheets for Promotion. The Executive Committee provides feedback to the Department Chair on the draft worksheets.
  - c. **Teaching assignments.** Department Chair prepares draft teaching assignments. The Executive Committee provides feedback to the Department Chair on the draft assignments prior to promulgation to the department.
  - d. **Collateral Duty assignments.** Department Chair prepares draft collateral duty assignments. The Executive Committee provides feedback to the Department Chair on the draft assignments prior to promulgation to the department.
  - e. **Long-range planning.** Executive Committee provides input, feedback, and review to the Department Chair regarding long term directions the department may take (such as whether to pursue a new track within CS/IT or whether to pursue the establishment of a new major).
2. Additional input. The Department Chair may request additional input from the Executive Committee on emergent matters. The Executive Committee may provide additional input to the Department Chair as the Executive Committee Chair deems appropriate.
3. Membership criteria. The CS Department's Executive Committee membership is comprised of 3 tenured career civilians, and 1 professional military professor (PMP). All committee members must have been aboard the Computer Science Department for at least 3 full years in order to be eligible for membership. The Department Chair is not eligible for membership. Whenever there are more faculty members qualified for membership and willing to serve on the Executive Committee than there is room, a vote by the department at large will be conducted to determine which faculty members will comprise the committee.
4. Committee chair. The Executive Committee Chair is determined by a vote of the committee members.



D. M. NEEDHAM