

School of Computing Bylaws

College of Engineering
University of Nebraska—Lincoln

Approved by SoC Faculty on September 7th, 2023

Document History

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Preamble

1. Introduction

The School of Computing (SoC) in the College of Engineering (CoE) at the University of Nebraska-Lincoln (UNL) is administered by a system of shared governance among the academic community of faculty in the School of Computing. In order to establish, develop and implement policies, guidelines, and procedures the faculty in the School of Computing have adopted these Bylaws to govern the affairs, expectations, and operation of the School of Computing and its faculty.

2. Relation to Other Bylaws

Nothing in these SoC Bylaws shall be construed to be in conflict with any applicable law or with the Bylaws of the Board of Regents or the Bylaws of the University of Nebraska-Lincoln or the Bylaws of the College of Engineering. Where anything in these Bylaws conflicts with any Bylaws or Rules of any governing unit above the SoC, the Bylaws of the governing unit shall prevail.

3. Guarantor of these Bylaws

When the interpretation or enforcement of these Bylaws becomes contested, the Dean of the College of Engineering shall be the guarantor of these Bylaws and shall act as arbiter.

Section I: Faculty

The **Faculty** of the SoC shall consist of all University employees holding an appointment in the SoC and an appropriate title in faculty classifications as defined by the Bylaws of the Board of Regents (Section 3.1.1.1) and by the Guidelines for Faculty Titles of the University of Nebraska-Lincoln's Office of the Executive Vice Chancellor.

1. Voting Faculty

The SoC voting faculty members shall include tenured and tenure-leading faculty members of all ranks, research faculty members of all ranks, practice faculty members of all ranks and Lecturers with at least a 0.50 FTE appointment in the SoC.

2. Associate Faculty & Other Members

Associate Faculty includes all people holding an appointment in the SoC as a

- a. Lecturer T
- b. Senior Research Associate
- c. Postdoctoral Associate
- d. Courtesy, Adjunct
- e. Joint, Emeritus, and Visiting Professor at all ranks

Staff of the SoC include

- a. Academic Staff including recruiting and advising staff
- b. Administrative staff
- c. Technical staff

Associate Faculty in the SoC may be granted voting rights either by the Bylaws of the governing units above the SoC or as approved by the voting faculty of the SoC.

3. Voting Rights

All voting faculty in the SoC will have the rights, responsibilities and voting rights as guaranteed by the College of Engineering Bylaws. These rights include but are not necessarily limited to the following.

- a. *Faculty on leave.* Voting faculty on full-time leave (including parental leave and partial or full Faculty Development Leave [FDL]) maintain their rights during the leave to exercise their rights in the governance of the SoC. They may attend meetings and vote but they will not be

counted for the purpose of determining the number of members needed for a quorum.

- b. *Faculty meetings.* All regular faculty meetings are open to all voting and associate faculty unless otherwise specified. Executive faculty meetings can be called for a restricted category of faculty members.
- c. *Advisory and Stewardship Committees.* All voting faculty may vote for the election of members of the Advisory and Stewardship Committees.
- d. *Personnel Committee.* Only tenure-line faculty may vote for the election of members of the Personnel Committee.
- e. *Hiring and review of SoC Director.* All voting faculty shall have the right to vote on hiring and review of the SoC Director.
- f. *Hiring of voting faculty.* All voting faculty shall have the right to attend the meeting discussing hiring of voting faculty and the right to vote on the hiring decision.
- g. *Reappointment, promotion, or tenure granting of tenure-line faculty.* Only tenure-line faculty members shall have the right to vote on the reappointment, promotion, or tenure of tenure-line faculty members at lower ranks.
- h. *Reappointment and promotion of practice faculty.* Only tenure-line and practice faculty members shall have the right to vote on the reappointment and promotion of practice faculty members at lower ranks. In the case of a reappointment of a practice faculty at the full rank, tenure-line faculty at the full rank and other practice faculty at the full rank can vote.
- i. *Reappointment and promotion of research faculty.* Only tenure-line and research faculty members shall have the right to vote on the reappointment and promotion of research faculty members at lower ranks. In the case of a reappointment of a research faculty at the full rank, tenure-line faculty at the full rank and other research faculty at the full rank can vote.
- j. *Research policies and procedures.* Only tenure-line and research faculty members have the right to vote on research policies and procedures. Practice faculty members with a non-zero research apportionment at the beginning of the academic year have the right to vote on research policies and procedures.
- k. *Teaching and advising policies and procedures and curricular matters.* Only tenure-line, practice faculty, and lecturers have the right to vote on teaching and advising policies and procedures and curricular matters. Research faculty members with a non-zero teaching apportionment at the beginning of the academic year have the right to vote on teaching and advising policies and procedures and curricular matters.
- l. *Graduate programs.*

- i. Only voting faculty designated as “Graduate Faculty” by the University’s Office of Graduate Studies may vote on matters of SoC’s graduate programs and graduate curricula.
- ii. Associate Faculty members designated as “Graduate Faculty” and all faculty members designated as “Graduate Faculty Associate,” “Graduate Faculty Emeriti,” “Graduate Lecturers,” and “Special Committee Members” have the voting rights granted to them by their respective designation.
- iii. Regardless of voting rights, all faculty members have access to information about the graduate programs of SoC and may deliberate on these issues.

4. Faculty Status

By the first faculty meeting of each academic year, the SoC Director shall provide to the faculty a list of all SoC faculty members along with their status relevant to voting, as well as the list of committee assignments.

Section II: Director

1. Responsibilities

The Director is the chief executive officer of SoC and is responsible for all departmental activities. Administrative duties of the Director are not rigidly prescribed, but responsibilities include:

- a. budgetary and personnel matters,
- b. teaching schedule and work assignments,
- c. recruitment of new staff, and the
- d. business affairs of SoC.

The Director has the final responsibility for evaluating the teaching, research, and service activities of faculty members. Also, the Director

- a. is the primary liaison with the administration and other UNL units, and
- b. makes recommendations to the Dean concerning the welfare of SoC.

Duties and responsibilities of the Director are further specified in Section 2.10 of the [Bylaws of the Board of Regents of the University of Nebraska](#).

2. Appointment and Review

The Director is appointed by the Board of Regents upon the recommendation of the Dean of the College of Engineering after appropriate consultation with the SoC faculty, and with concurrence by the Chancellor and the President. The Director is reviewed every five years. This review is conducted in accordance with practices in the CoE. Directors can resign or be removed by the Dean at any time.

3. External Advisory Board

a. Responsibilities

The mission of the SoC External Advisory Board is to provide a continuing liaison between the academic community and the practicing profession and to assist SoC in providing the highest quality of instruction, research, and outreach relevant to SoC areas.

b. Composition

External Advisory Board shall consist of at least three members, including at least one tenured faculty member (external to SoC and preferably external to UNL) and at least one member of the local industry community.

c. Tenure

The members of the External Advisory Board members shall serve for 5 years with staggered terms.

Section III: Senior Associate Director

1. Responsibilities

The Senior Associate Director assists the Director in the administration of SoC.

The Senior Associate Director shall act as Director whenever the Director is absent for short periods of time during the nine-month academic year.

The Senior Associate Director shall also stand in for the Director at meetings when the Director is unable to attend. The Senior Associate Director also serves as the parliamentarian during faculty meetings. The Director will each year make available to the SoC faculty and staff specific descriptions of responsibilities assigned to the Senior Associate Director, by the first faculty meeting in the Fall semester.

2. Appointment and Review

The Senior Associate Director is appointed by the Director with the advice of the Advisory Committee. There is no limit on the length of time an individual may serve; appointment and responsibilities will be reviewed annually.

Section IV: Elected Committees

The elected Committees of SoC are:

1. The Stewardship Committee.
2. The Advisory Committee
3. The Personnel Committee

4.1 Definition of the Technical Interest Groups (TIG)

Technical Interest Groups (TIG) are defined as groups of (both voting and associate) faculty members with overlapping research and teaching missions. Historically these groups have been: Informatics and Algorithmic Foundations, Software Engineering, and Systems. Any given faculty is typically a member of one group. However, they may be members of more than one group.

4.2 Election Procedure

Elections of new faculty members to serve on the elected committees must be completed by the beginning of the academic year. In case an elected faculty member is unable to serve during a given time period, an election to replace them during that time period shall be carried out as soon as possible. The election process is coordinated by the Director's office. The voting is by secret ballot either in-person or online.

4.3 Voting Eligibility

All voting faculty, as defined in Section I, may vote on the representatives to the Advisory Committee and the Stewardship Committee. Only tenure-line faculty may vote on the representatives to the Personnel Committee.

4.4 Tenure, Rotation, and Solicitation of Candidates for Elected Committees

Each TIG shall have one seat in each elected committee. The number of years a member serves on a given committee is equal to the number of TIGs in SoC. The members shall be elected in staggered terms so that members shall rotate as chair of the committee in their final year of service. When a member from a TIG rotates off an elected committee, the eligible faculty members of the corresponding TIG shall be solicited for their interest and availability to serve on behalf of the TIG in the committee. All eligible, interested

faculty shall be added to the ballot in a secret election by all eligible voting faculty members.

4.5 Duties of Elected Committee Chairs

1. Schedule the committee meetings and add them to the SoC electronic calendar
2. Prepare and circulate the agenda and minutes of committee meetings to members of the committee
3. Appoint a recording secretary to take minutes while preserving the confidentiality of the discussions as applicable
4. Preside over all scheduled meetings or designate an alternate
5. Prior to beginning the committee's work present to the faculty the committee plans and procedures for the year
6. At the conclusion of the committee's work, present to the faculty any findings and recommendations for future years
7. If a conflict within the committee or with an outside entity requires a revision to faculty-approved committee procedures, the chair of the committee shall request a faculty meeting to discuss and vote on these revisions
8. Submit to the faculty and Director a one-page report at the end of each academic year with information on the committee progress and recommendations for any changes in the next year.

4.6 Stewardship Committee

1. Responsibilities

The Stewardship Committee serves the SoC faculty to evaluate, each year, the officers defined in Sections II and III. The annual evaluation process follows the guidelines and criteria approved by the SoC faculty except in the final year of the Director's term in which case they follow the guidelines and criteria of CoE.

Each year, the committee shall seek input from all voting and associate faculty members. Faculty members should be able to communicate their input to the committee both directly and/or anonymously. The Committee then writes an evaluation of each officer and submits the letter to the corresponding officer. Copies of these evaluations are also shared with the SoC Director, the Associate Dean of Faculty of the CoE, and the CoE Dean. All evaluation letters shall be signed by the chair of the committee on behalf of the entire committee.

2. Composition

The Stewardship Committee shall consist of a core of at least one tenured faculty from each TIG following the process described in Sections 4.2, 4.3, and 4.4, above. Additional at-large members may be added to the committee at the request of the Director, committee chair, or other SoC officers to allow a wider representation of the composition of the SoC faculty. All committee members, including members at-large, *must be elected by the voting faculty*.

However, only the ‘core’ tenured faculty shall chair the committee, in a yearly rotation.

4.7 Advisory Committee

1. Responsibilities

The Advisory Committee serves as an advisory group to the Director in all activities of SoC. The Advisory Committee shall meet with the Director on a bimonthly basis during the academic year to discuss personnel, budgetary, and other matters concerning the officers, the faculty, or the unit.

2. Composition

The Advisory Committee shall consist of at least one elected faculty member from each TIG following the process described in Sections 4.2, 4.3, and 4.4, above. The majority of the committee members must be tenured faculty. The SoC Director chairs the Advisory Committee. However, the committee may meet without the Director.

4.8 Personnel Committee

1. Responsibilities

The Personnel Committee serves in an advisory role to the Director in the annual evaluation process of the tenure-line faculty members. The annual evaluation process follows the guidelines and criteria approved by the tenure-line faculty of SoC. The Director has the responsibility of preparing a written evaluation of the individual faculty member then sharing and discussing it with them. Revisions can be made before the evaluation letter is final and signed by both parties.

2. Composition

Only the tenure-line faculty can serve on the Personnel Committee. The Personnel Committee consists of the Director and at least one tenure-line faculty member from each TIG (i.e., core members) following the process described in Sections 4.2, 4.3, and 4.4, above. Additional at-large members may be elected on an ad-hoc basis on the recommendation of the committee chair and the SoC Director. The core members representing the TIGs have the priority to chair the committee.

Section V: Standing Committees [major revision, changes are not tracked to make it legible]

The standing committees of SoC are:

1. The Curriculum Committee
2. The Undergraduate Advising and Recruiting Committee (UAC)
3. The Graduate Committee
4. The Diversity, Equity, and Inclusion Committee
5. The Awards and Scholarships Committee

6. The Space and Facilities Committee
7. The Computing and technology Committee
8. Ad-hoc Committees

5.1 Assignment and tenure

The SoC Director shall appoint, for a one-year term, all the chairs and members of all standing committees (excluding elected committees). The general policies shall hold:

1. By the first faculty meeting in the academic years, the Director shall make available to the faculty members a list of the chairs and members of all standing committees.
2. There shall be a limit of three consecutive terms for any individual to serve on any of these committees except when specifically stated (e.g., Chair of the Computer Users Committee). However, after three terms, the appointment of a given individual on any committee may be extended, on a yearly basis, provided no other faculty member wishes to replace them on the committee.
3. If possible, all faculty shall have at least one committee assignment and service should be balanced among the faculty.

5.2 Duties of the Committee Chairs

The Chair of a standing committee shall

1. Schedule committee meetings and add them to the SoC online calendar
2. Appoint a recording secretary to take minutes
3. Preside over all scheduled meetings or designate an alternate
4. Present regular updates to the faculty at scheduled faculty meetings
5. Provide the members of a committee with a meeting agenda and the minutes of a past meeting summarizing decisions and actions taken and the status of the work in-progress
6. At the end of the academic year, provide to the faculty and SoC Director the set of all minutes as well as one-page summary of recommendations for the next academic year
7. On a yearly basis, a short presentation to the SoC faculty of the progress achieved and recommendations for the future

5.3 Curriculum Committee

1. Composition
The Curriculum Committee consists of at least one tenure-line faculty member from each TIG and one student representative. More than half of the members of the Committee shall be tenure-line faculty members. The Chair of the Graduate Committee shall be an ex officio member of the Curriculum Committee.
2. Responsibilities
The Curriculum Committee makes recommendations to the faculty on all matters concerning the curriculum of both the undergraduate and graduate programs. This includes:

- Reviewing the curriculum including course offerings
- Recommending, organizing and approving changes to the curriculum
- Reviewing and updating materials for university schedules, catalogues, and web pages.

5.4 Undergraduate Advising and Recruiting Committee (UAC)

1. Composition

The Undergraduate Advising and Recruiting Committee consists of at least one tenure-line and one practice faculty member (if exists) from each TIG. The committee shall include a representative from the office of Outreach, Advising, and Community of SoC.

2. Responsibilities

The Undergraduate Advising and Recruiting Committee supervises undergraduate advising including:

1. Reviewing all materials used for advising and recruiting students, making these materials available to faculty via the faculty webpage
2. Organizing and participating in student recruiting
3. Consulting and advising students
4. Overseeing student advisory panels
5. Making advising recommendations to the faculty
6. Highlighting information about experiences of undergraduate current students (internships, research, etc.)
7. Overseeing and assisting, with faculty sponsors, all student organizations of SoC
8. Overseeing the website of the undergraduate programs (annually reviewing the site at least once)

5.5 Graduate Committee

1. Composition

The Graduate Committee consists of at least one tenure-line Graduate Faculty from each TIG and a graduate student representative.

2. Responsibilities

The Graduate Committee oversees all aspects of the graduate programs including:

1. Organizing and facilitating activities and events for recruitment of graduate students
2. Evaluating graduate applications and admitting graduate_students
3. Providing the SoC the list of names of newly enrolled graduate students along with their permanent and temporary (co-advisors) within the first month of each academic semester
4. Coordinating graduate advising
5. Handling grade appeals and academic integrity cases for all graduate student

6. Overseeing graduate-level examinations and curriculum matters
7. Assisting the Director in recruiting students for Graduate Teaching Assistantships
8. Assigning Graduate Teaching Assistants to classes and providing the list of assignments at least two weeks before the beginning of the academic semester for distribution to the entire faculty
9. Overseeing the performance of the Graduate Teaching Assistants, ranking and recommending their continuation or termination
10. Updating materials pertaining to the graduate programs for university schedules and catalogs
11. Maintaining current the SoC website with information on graduate programs, application procedures, scholarships, and opportunities, (annually reviewing the site at least once)

5.6 Diversity, Equity, and Inclusion Committee

1. Composition

The Diversity, Equity, and Inclusion Committee consists of at least one faculty member from each TIG, a representative from the SoC's Office of Outreach, Advising, and Community, an undergraduate student representative, and a graduate student representative.

2. Responsibilities

The Diversity, Equity, and Inclusion (DEI) Committee oversees issues related to diversity, equity, and inclusion in all areas of SoC, including:

1. Organizing and facilitating activities and events for recruitment of a diverse student body
2. Providing support for outreach activities and student organizations
3. Ensuring new policies, procedures, or actions within SoC will not disproportionately impact any group of students or faculty
4. Reviewing the University data for any trends impacting diversity, equity, and inclusion, then coordinating with faculty or other committees to address disparities
5. Maintaining current the SoC website with information on DEI initiatives and other relevant information (annually reviewing the site at least once)

5.7 Awards and Scholarships Committee

1. Composition

The Award and Scholarships Committee shall consist of at least one voting faculty member from each of the TIGs and one undergraduate student representative.

2. Responsibilities

The Awards and Scholarships Committee shall:

1. Compile and announce information on SoC, college, university, and external awards, scholarships, and fellowships opportunities
2. Advise faculty and students on submitting a strong application
3. When a limitation exists on the number of individuals that may be nominated for an internal or external award, determine the appropriate process and body for selecting the nominee of SoC. (E.g., Graduate Committee, Undergrad Committee, Advisory Committee, and all voting faculty.) The identified relevant body shall study the submitted material, discuss the candidates, and decide the nominee by a secret-ballot vote in person or electronically
4. Oversee the annual Awards Ceremony

5.7 Academic Integrity and Grading Appeals Committee

1. Composition

The Academic Integrity, and Grading Appeals Committee shall consist of at least three voting faculty members and one undergraduate student representative.

2. Responsibilities

This Committee shall:

1. Provide procedures, guidelines, and guidance to students and faculty on all matters pertaining to academic integrity and grading appeals
2. Handle all matters of academic integrity and grade appeals for undergraduate students and make recommendations to the appropriate entities
3. Prepare all cases for academic integrity and grade appeals for graduate students and refer the case to the Graduate Committee
4. Coordinate with the Graduate Committee all academic integrity and grade appeal cases involving graduate and undergraduate students and make recommendations to the appropriate entities
5. Maintain a detailed list of all academic integrity cases appeals, including filing and closing dates along with their outcomes
6. Review the Academic Integrity Policy and recommend changes to the faculty
7. Make the Academic Integrity Policy available to students and faculty

5.8 Space and Facilities Committee

1. Composition

The Space and Facilities Committee shall include at least one representative of each of the tenure-line faculty, practice, and research faculty, one representative of the System Administration unit, and the Senior Associate Director of SoC. Only voting faculty may vote on this committee.

2. Responsibilities

The Space Committee and Facilities shall oversee the management of the space of SoC, which is specified in the Space and Facilities Policy. The committee shall

apply the policy and reallocate space as prescribed by the policy. When the need arises, the committee will propose to the faculty revisions of the current policy and make available the latest policy approved by the faculty.

5.9 Computing and technology Committee

1. Composition

The Computing and technology Committee shall include the Chief Systems Administrator and one faculty member from each of the TIGs. The Senior Associate Director of the School of Computing will be an ex officio member of the committee. The director appoints the chair of the committee.

2. Responsibilities

The role of Computing and Technology Committee is advisory to the SoC. The Computing and Technology Committee shall:

1. Oversee the utilization of all the computing resources
2. Make recommendations to the Director about strategies for acquiring and maintaining computing resources
3. Maintain the webpages that describe all the available computing resources and computing services
4. Interface with ITS on the behalf of the SoC

5.10 Ad Hoc Committees

Ad hoc Committees are appointed by the Director as needed. The Director shall specify their composition and responsibilities and announce their termination.

Section VI: Promotion and Tenure

1. Policies and Procedures

The SoC follows the policies, procedures, and standards for Promotion and Tenure as provided by CoE and the Executive Vice Chancellor. Engineering procedures can be found in "[Procedures for Annual Evaluations, Promotion, and Tenure](#)" and "[Promotion and Tenure Criteria](#)." University procedures and the documentation required can be found in "[Guidelines for Annual Evaluations, Promotion, and Tenure](#)" and in "[Policies and Bylaws](#)." SoC shall follow the operating guidelines as detailed in its "Faculty Personnel Policies". SoC procedures for evaluations of Professors of Practice and Research Professors for promotion in rank will be similar to those applied to tenured and tenure-track faculty.

All promotion, tenure, and reappointment votes are done by secret ballot.

2. Promotion and Tenure (P&T) Committee

a. Composition

The P&T Committee consists of all faculty eligible to participate in the decision as defined in Section I. The Director appoints a tenured faculty member to serve as P&T Committee chairperson for each decision required. The Director is not a member of the P&T Committee. The Director may be invited to meetings to serve as a resource but does not participate in the discussion.

b. Responsibilities

The P&T Committee identifies and approves external review experts, reviews all materials available in the candidate's packet, meets to discuss and to vote, and produces a letter of recommendation to the Director that is forwarded to the CoE Dean.

3. Reappointment Committee

a. Composition

The Reappointment Committee consists of all faculty eligible to participate in the decision as defined in Section I.3.d. The Director acts as chair for the Reappointment Committee.

b. Responsibilities

The Reappointment Committee reviews all materials available in the candidate's packet, meets to discuss and to vote, and produces a letter of recommendation to the CoE Dean.

Section VII: Policies and Procedures

1. Faculty Meetings

a. Convocation

There shall be a minimum of two meetings each academic year, including one in the first semester and one in the second semester. Additional meetings may be called by the SoC Director. The SoC Director must call a faculty meeting if 25 percent of the voting members request, in writing, that a meeting be called and present the Director with an agenda. The

meetings should be in-person, but the Director can call on-line meetings if necessary.

b. Meeting Notification and Agenda Items

The notification of the meetings, agenda, and associated agenda items shall be provided to the faculty at least five working days in advance of the meeting. Items shall be placed on the agenda by the Director, and/or by request of at least 25 percent of the voting members submitting items to the SoC Director in writing at least five working days in advance of the meeting. No agenda items or documents can be included in the agenda within five working days of the meeting unless voted by 2/3 of the faculty. Faculty may adopt electronic voting procedures for this purpose. Upon notification, the faculty meeting time shall be entered into the SoC calendar.

c. Robert's Rules of Order

The faculty meetings shall be run under *Robert's Rules of Order*.

d. Reichenbach's Rule of Voting on Substantive Matters

No substantive matter shall be voted on during the first meeting when it was introduced. If necessary, a faculty majority vote will determine if an issue is substantive. In emergency situations, faculty 2/3 vote is required to waive the Reichenbach's Rule.

e. Student Representatives

Student representation at faculty meetings may consist of one graduate and one undergraduate student. The graduate student representative shall be selected by the SoC graduate students. The undergraduate representative shall be selected UNL SoC student organizations. At times both a student representative and his/her newly elected replacement may wish to attend faculty meetings together.

f. Recording Secretary

A Recording Secretary shall be appointed by the Director prior to the first faculty meeting in the Fall Semester to serve for the academic year. Minutes of faculty meetings will be posted on SoC's secure site.

g. Quorum, Frequency, and Openness

A quorum shall consist of 2/3 of the voting members. Faculty meetings shall be held at least once a semester. A voting faculty member may

invite a guest to a faculty meeting, but such guests can be excluded from the meeting by majority vote.

To pass, a vote must garner majority support of the voting faculty (greater than 50% of the votes cast must be “yea”). Furthermore, to ensure that the vote represents the will of a sizeable fraction of SoC, at least 30% of SoC’s eligible voting faculty must vote “yea” in the vote. (For example, if a vote garners 54% approval, but only 20% of the eligible faculty voted “yea,” the vote would fail.)

On minor or procedural matters a motion to accept by unanimous consent may be made. However if any one voting member objects, a formal vote must be taken.

Any voting member may motion for a secret ballot on any motion. A majority vote is required to initiate a secret ballot.

2. Amendment of Bylaws

These Bylaws can be ratified by a 2/3 vote of those defined as voting faculty members in Section I. The faculty shall be given a copy of the proposed amendment at least 10 working days before the voting. Thereafter, the Bylaws can be amended by a 2/3 vote of the voting faculty members.