

Department of Computer Science

PAC Procedures

Approved: 2013

Academic Unit Personnel Advisory Committee (AUPAC)

1. Purpose and Responsibilities

The role of the AUPAC is to advise the Department Head and make recommendations on personnel matters with the Computer Science Department, to hear appeals of faculty evaluations, and to offer guidance to faculty members preparing for tenure and promotion. The AUPAC will operate in accordance with Section III of the Faculty Handbook.

2. Composition & Roles

- 2.1 The AUPAC will include all active full-time instructional faculty having a primary appointment in the department, except the Department Head.
- 2.2 An Administrative and Appeals Subcommittee (AAS) will be elected each year consisting of four members, one of whom must not have tenure if possible. This subcommittee will be responsible for managing all business to come before the AUPAC. It will also hear appeals of faculty evaluations, lead the review and revision of policies and procedures, arrange for intermediate evaluation of any faculty member upon request of that faculty member, and handle other AUPAC business as needed.
- 2.3 The chairperson will be elected by the AAS. If the Subcommittee cannot do so, the chairperson will be elected by the AUPAC. Votes will be carried by a majority of (non-abstaining) votes cast.

3. Promotion and Tenure Recommendations.

- 3.1 Only tenured AUPAC members will vote on tenure recommendations.
- 3.2 Only AUPAC members at the rank of Associate Professor or Professor will vote on recommendations for promotion to Associate Professor.
- 3.3 Only AUPAC members at the rank of Professor will vote on recommendations for promotion to Professor.
- 3.4 No individual will vote on his or her own case. Active faculty members who are away will have the opportunity to vote by proxy. A member of the AUPAC may abstain from any vote if unable to vote or if s/he feels it is in the best interest of the department to abstain.
- 3.5 Each case will be discussed openly by those eligible to vote, followed by an open vote to recommend or not. All votes will be carried by a majority of (non-abstaining) votes cast, except that a minimum of three votes must be cast. If fewer than three faculty members are eligible and willing to vote on any case, then the AUPAC will conduct a special election to temporarily add the minimum number of required voters to the panel for that case only, from among AUPAC members otherwise not eligible to vote.