

**Department of Computer Science Department Council Bylaw
University of Manitoba**

I. Preamble

The Department Council of the Department of Computer Science is established by the Faculty Council of Science pursuant to powers granted to the Faculty Council under the Faculty and School Council General Bylaw and in a manner consistent with Senate's Policy entitled, "Departments – Organization and Structure".

The purpose of this Bylaw is to define the governance structure of the Department Council.

II. Membership

The membership of Department Council shall consist of voting members, and non-voting members. Voting members shall include:

- a) all members of the academic staff of the Department holding appointments as professors, associate professors, assistant professors, lecturers, senior instructors, instructors 1 and instructors 2;
- b) all staff holding academic appointments at L'Université de Saint-Boniface teaching courses listed by the Department;
- c) two undergraduate students taking courses in the Department, elected or appointed annually in a manner determined by the Computer Science Student Association;
- d) two graduate students enrolled in a graduate program in the Department, elected or appointed annually from amongst the pre-masters and graduate students in the Department;
- e) one member of the support staff of the Department, elected by the support staff of the Department for a two-year term;
- f) the Head of the Department;
- g) the Dean of the Faculty;
- h) the President of the University;
- i) the Provost and Vice-President (Academic).

Non-voting members shall include:

- a) all adjunct professors of the Department;
- b) all other persons who teach a course in the Department and who are not noted above;
- c) all Professors Emeriti and Senior Scholars in the Department.
- d) all members of the support staff of the Department, other than the designated voting member.

III. Limitations on Participation

- a) Student members and support staff shall not move, second or vote on motions concerning matters such as examinations, fellowships, awards and academic staffing are discussed.
- b) Non-voting members shall have the right to receive notice of Council meetings and to participate therein, but shall not have the right to move or second motions, or to vote. Non-voting members may be appointed to have full participation rights on Committees of Council.
- c) In accordance with the Affiliation Agreement between the University of Manitoba and L'Université de Saint-Boniface, all staff holding an academic appointment at USB and teaching courses listed by the Department shall be a member of the Council "with full voting privileges on all matters except the financing, the financial administration and the staffing of the University". An academic member from L'Université de Saint-Boniface may not be a member of the Department Council if a member of another department council at the University of Manitoba.

IV. Role of Department Council

The role of the Department Council is:

- a) to advise the Head on all matters submitted to it by the Head;
- b) to recommend to the Head or, through the Head, to any appropriate officer or body in the University, such actions as it may deem desirable;
- c) to carry out such duties and responsibilities as may be assigned to it by the Faculty or School Council.

V. Powers to Act

In addition to such powers as may be granted from time to time by the Faculty or School Council, the Department Council shall have the power:

- a) to provide for the regulation and conduct of its meetings;
- b) to appoint such committees as it shall deem necessary and to confer on them powers to act for it.

VI. Powers to Recommend

The Department Council shall have power to make recommendations to the Head, or through the Head to appropriate persons or bodies, with respect to any matters of proper concern to the Council, and, notwithstanding the generality of the foregoing, may make recommendations concerning:

- a) curriculum and matters pertaining to instruction;
- b) conditions of admission, entrance and standing of students and all matters related thereto;

- c) the conditions on which candidates shall be received for examination and the conduct and results of examinations in the Department;
- d) the allocation of resources;
- e) long-range and short-range planning for the Department;
- f) the appointment of Professors Emeriti, as outlined in the University *Professor Emeritus/Emerita Policy*;
- g) the appointment of Adjunct Professors, as outlined in the University *Adjunct Professors Policy* and the Faculty of Science *Guidelines for the Appointment of Adjunct Professors* in Appendix 1 as may be amended from time to time;
- h) scholarships and other awards;
- i) the appointment of Senior Scholars, as outlined in the *Senior Scholar Policy* and the Faculty of Science *Guidelines for the Appointment of Senior Scholars* in Appendix 2 as may be amended from time to time.

VII. Meetings

- a) The Department Council shall hold at least two meetings during each academic year.
- b) Meetings of the Department Council shall be called by the Head, or upon written request to the Head by three voting members of the Council.
- c) Five days' notice shall be provided for regular meetings of Department Council, and two days' notice shall be provided for special meetings of Department Council. Notice may be given in writing, by telephone or by e-mail.
- d) The agenda for regular meetings shall be circulated at least three days in advance of regular meetings. The agenda for special meetings shall be circulated with the notice.
- e) The quorum necessary for any transaction of business shall be one quarter of the number of voting members and must include at least one third of the academic staff defined in Section II(a) of these Bylaws. Voting members on research/study or administrative leave shall not be counted in determining quorum.
- f) The Head (or designate) shall preside at meetings of the Department Council, subject only to the right of the President or the Dean to elect to preside.
- g) Each voting member shall be entitled to one vote. The presiding officer shall not vote, except to break a tie.
- h) Minutes of all Department Council meetings shall be kept and distributed to all Department Council members as soon as possible after each meeting.
- i) Meetings of Department Council shall be open to non-members, subject only to space limitations and to the right of the Council to move into closed session to deal with confidential matters.

- j) Instances where an electronic ballot is used shall follow the rules prescribed for Senate committees as outlined in:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_co_mmittees/rules_for_teleconference_meetings_and_resolutions_in_writing.html

VIII. Committees

- a) Pursuant to subsection V(b) of these Bylaws, the membership and terms of reference of committees of the Department Council shall be determined by Council.
- b) The terms of reference of all committees of Department Council shall be made available to members of the Department Council.
- c) The Head (or designate) shall be a voting member, *ex-officio* of all departmental Committees
- d) The Executive Committee, the Curriculum Committee and the Graduate Committee as defined in Appendix 3 will be standing Committees of Council and will report to each meeting of the Departmental Council.
- e) The Executive Committee has the power to act on behalf of the Department Council and will deal with all matters arising between Council meetings and report to each meeting of Council on any actions taken.

IX. Rules

- a) Standing rules may be adopted or amended by a majority vote of a regularly called meeting of Department Council, provided such rules or amendments have been circulated with the agenda of the meeting.
- b) Unless otherwise provided for, the conduct of meetings of the Department Council shall be according to the latest edition of *Robert's Rules of Order*.

X. Amendment

The amendment of this Bylaw shall be effected either:

- a) by a motion passed by a two-thirds majority vote of the voting members of the Department Council present and voting at a duly called and constituted meeting, and the subsequent approval by a majority vote of the voting members present and voting at a duly called and constituted meeting of the Faculty Council; or
- b) in the absence of a resolution from the Department Council, by a two-thirds majority vote of those present and voting at a duly called and constituted meeting of the Faculty Council.

In the case of either (a) or (b) above, any amendments to this Bylaw must be reviewed by the Senate Committee on Rules and Procedures prior to a vote by Faculty Council.

Approved by Department Council on 21 November 2017.

Reviewed by the Senate Committee on Rules and Procedures on 18 May 2018.

Approved by Faculty Council on 7 February 2019

Appendix 1 Guidelines for the Appointment of Adjunct Professors - Faculty of Science

University of Manitoba Policy 716 outlines the types, terms and guidelines for appointment of Adjunct Professors. The intent of such appointments is to enhance and support graduate programs and research initiatives of the University. Under this policy, Adjunct Professors are appointed in the Faculty of Graduate Studies, but the appointment is initiated by individual departments and, in Science, must be approved by the Dean of the Faculty of Science. The guidelines below supplement Policy 716 by defining for the Faculty of Science a pathway for the initiation and review of Adjunct Professor applications and an outline of the duties, expectations and performance review of ongoing appointments.

Initiation

1. Individuals may apply or be nominated for appointment or reappointment as Adjunct Professor.
2. A complete CV including a list of research publications, a list of grants held and a summary of graduate student supervision must accompany the letter.
3. A letter of application or nomination must explain clearly the reasons for the appointment involving one or more of the following activities.
4. If the candidate intends to support a graduate student, evidence must be presented that the research funding is sufficiently long-term to support the student for the duration of her/his studies at levels established by the Department Council. The name and academic record of the student must also be included.
5. If the candidate intends to participate in the teaching of a graduate course, evidence of teaching experience must be presented along with the course number and explanation for how the course will benefit.
6. If the candidate intends to serve on an advisory committee, evidence of similar service and a description of how his/her expertise will benefit the student must be presented.

Criteria

1. The applicant must have an active program in independent research with several years experience as evidenced by regular publications and grants.
2. The applicant's research program must be in a research area appropriate for the department.
3. The applicant's employer must agree in writing that an Adjunct appointment is acceptable.
4. The applicant must have expressed a willingness and ability to participate in one or more of the following: as a graduate student supervisor, in the teaching of graduate courses, or in service on a graduate student advisory committee.

Review Process

1. The Department Head will review the application and meet with the candidate.
2. The Head will submit the application to the Graduate Committee for review, comment and recommendation.
3. The candidate will present a research seminar to the Department.

3. The Head will submit the application, including a detailed description of the reasons for the appointment, and the duties and expectations of the Adjunct Professor, to Departmental Council for consideration.
4. After approval by Departmental Council, the application will be submitted to the Dean of Science for approval.
5. The Department Head will submit the application to the Faculty of Graduate Studies.
6. Upon approval, a letter of appointment, setting out the duties and expectations of the position and the term of not more than three years.

Duties and expectations

1. Adjunct professors are responsible for all departmental and Faculty of Graduate Studies rules, regulations and guidelines pertaining to graduate student supervision including yearly reviews and reports, committee selection, examination protocols, salary reporting and registration.
2. Courses taught by Adjunct Professors must be open to all graduate students in the department and be taught at the Fort Garry Campus unless explicitly agreed to by the Department Head.
3. Advisory committees of graduate students supervised by Adjunct Professors shall have at least one tenured faculty member from the department.
4. If the Adjunct has no previous experience with graduate student supervision, or if there is evidence that the Adjunct's graduate student supervision does not meet departmental standards and expectations, the Department Head on advice from the Graduate Committee may require that a tenured faculty member serve as a co-advisor.
5. Adjunct Professors will undergo a yearly performance review coincident with reviews of regular faculty members in January of each year.
6. Continuation from year to year and reappointment are contingent on meeting the expectations set out in the letter of offer and these guidelines, and on receiving satisfactory performance reviews.
7. Adjunct professors are non-voting members of Departmental Council.
8. Modifications to this set of guidelines must be approved by the Dean of Science.

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Appendix 2 Guidelines for the Appointment of Senior Scholars - Faculty of Science

University of Manitoba Policy 'Senior Scholar' outlines the reasons, procedures and guidelines for appointment of Senior Scholars. The intent of such appointments is to promote the continuation of an active and productive association between the University and a retiring faculty member. The guidelines below supplement the University Policy by defining for the Faculty of Science a pathway for the initiation, review and oversight of Senior Scholar appointments.

Initiation

1. Individuals may apply or be nominated for appointment or reappointment as Senior Scholar.
2. A complete CV including a list of research publications, a list of grants held and a summary of any other contributions to the University must accompany the letter.
3. The letter of application or nomination must explain clearly the reasons for the appointment, normally but not necessarily involving research and scholarship.

Criteria

1. The applicant will normally be continuing an active program of independent research post-retirement or be working in collaboration with another research group
2. The applicant's research program must be in a research area appropriate for the department.
3. If an activity other than research and scholarship is being proposed, the rationale for how this activity will benefit the department and the University must be clearly explained.

Review and Appointment Process

1. The Department Head will review the application and meet with the applicant.
2. The Head will submit the application, including a detailed description of the reasons for the appointment, to Departmental Council for approval
3. The application will be submitted to the Dean of Science for approval.
4. The letter of appointment will set out the expectations of the position, any departmental support to be provided, and a term of not more than three years.
5. Office and laboratory space and departmental support will be provided based on need, as set out in the letter of application, and on departmental availability.

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Appendix 3 Standing Committees

Executive Committee: The Executive Committee shall consist of the Dean, the Head and all members of the academic staff of the Department, as defined in subsection II(a) of these Bylaws, and be chaired by the Head or delegate. Meetings of the Executive Committee shall be called by the Head or at the request of three members of the Committee. The Executive Committee will deal with all matters arising between Council meetings and report to each meeting of Council on any actions taken.

Curriculum Committee: The Curriculum Committee shall consist of five academic staff members elected by Department Council, the Associate Head (Undergraduate), who serves as the chair, one undergraduate student and one graduate student. Meetings will be chaired by the Associate Head (Undergraduate). Meetings may be called by the Head, the Chair or any three members of Council as needed to consider all matters to do with undergraduate curriculum, programs and students and to make recommendations to Departmental Council.

Graduate Committee: The Graduate Committee shall consist of six academic staff members, selected from and elected by academic staff who are members of the Faculty of Graduate Studies, the Associate Head (Graduate) and one graduate student. Meetings will be chaired by the Associate Head (Graduate). Meetings may be called by the Head, by the Chair or by any three members of Council as needed to consider all matters to do with graduate curriculum, programs, and students, and to make recommendations to Departmental Council.