

Bylaws of the Department of Computer Science Duke University

revised December 16, 2008

These Bylaws of the Department of Computer Science supplement the criteria, procedures, requirements, and schedules specified in the handbook on *Procedures for Appointments, Reappointments, and Promotions in Arts & Sciences*, which is available from the Office of the Dean of the Faculty of Arts & Sciences, and the *Faculty Handbook*. In cases of conflicting requirements, these Bylaws defer to these documents, and the Bylaws should be appropriately amended to avoid future confusion. Unless otherwise specified, the term “Dean” refers to the Dean of the Faculty of Arts & Sciences.

1. Composition of the Faculty

1.1. Regular Faculty

The regular faculty of the Department consist of the tenure-track faculty, research faculty, practice faculty, and lecturer faculty.

Tenure-Track Faculty. The tenure-track faculty of the Department consist of persons holding the positions of Professor of Computer Science, Associate Professor of Computer Science, and Assistant Professor of Computer Science. The position of Professor carries tenure. The position of Associate Professor may be tenured or may be fixed-term and untenured. The position of Assistant Professor is fixed-term and untenured.

Research Faculty. The research faculty of the Department consist of persons holding the positions of Research Professor of Computer Science, Associate Research Professor of Computer Science, and Assistant Research Professor of Computer Science.

Practice Faculty. The practice faculty of the Department consist of persons holding the positions of Professor of the Practice of Computer Science, Associate Professor of the Practice of Computer Science, and Assistant Professor of the Practice of Computer Science.

Lecturer Faculty. The lecturer faculty of the Department consist of persons holding the position of Lecturer.

1.2. Non-Regular Faculty

The non-regular faculty of the Department consist of persons who participate substantially in the programs of the Department and who hold the positions Adjunct Professor of Computer Science, Adjunct Associate Professor of Computer Science, Adjunct Assistant Professor of Computer Science, Visiting Professor of

Computer Science, Visiting Associate Professor of Computer Science, Visiting Assistant Professor of Computer Science, Instructor of Computer Science, and other non-regular faculty positions as listed in the *Faculty Handbook*.

1.3. Emeritus Faculty

Emeritus status can be bestowed upon retired tenure-track, research, and practice faculty.

2. Honor Code

Faculty members of the Department are required to uphold these Bylaws and to act fairly, honestly, and honorably in all aspects of Department and University life, especially regarding

- dealings with and reviews of students, staff, and other faculty members,
- research, teaching, and committee work,
- funding matters, and
- respecting privacy and confidentiality.

Departures from proper behavior can be recorded in the Department file, with notification to the faculty member.

3. Meetings of the Faculty

Decisions not otherwise delegated are made either in faculty meetings or in meetings of the Executive Committee.

3.1. Faculty Meetings

Faculty meetings are those at which primary business of the Department is discussed and acted upon, except for consideration of appointment, renewal, promotion, or tenure of faculty, where the *Faculty Handbook* requires consideration by certain subsets of the faculty. The term “faculty meeting” when used in these Bylaws refers to a general, unrestricted meeting of the entire Department faculty. Regular faculty with primary appointments in Computer Science are encouraged to attend faculty meetings and have voting privileges. Regular faculty with secondary appointments in Computer Science, non-regular faculty, and emeritus faculty are also encouraged to attend faculty meetings, but do not have voting privileges.

The following Department policies are among those decided at faculty meetings:

- General departmental policies and planning.
- Recruitment strategies and priorities.
- Undergraduate curriculum and degree requirements, in consultation with the Undergraduate Committee.
- Graduate curriculum and degree requirements, in consultation with the Graduate Committee.
- Funding policies for graduate students, in consultation with the Graduate Committee.
- Annual review of the status of each graduate student in the Department, in consultation with the Graduate Committee.

- Major laboratory acquisitions, in consultation with the Laboratory Committee.
- Department colloquia and social events.

Schedule of Faculty Meetings. There are at least nine faculty meetings in each academic year from September through May. Faculty meetings are scheduled by the Chair during weekdays typically at regular intervals, such as every other week. Other faculty meetings and meetings of subsets of the faculty are called by the Chair or designee upon five day's notice, except in the case of emergency meetings, which can be called with lesser notice. If three members of the Department faculty submit a written request and agenda for a faculty meeting, the Chair calls a meeting incorporating that agenda within one month.

The Agenda. For faculty meetings and meetings of subsets of the faculty, the Chair or designee prepares the agenda and circulates it before each meeting. The agenda is circulated at least three days in advance of the meeting, except in the case of emergency meetings.

Minutes. All decisions made at faculty meetings are recorded and distributed in minutes of the meetings. The minutes are confidential and their contents are not to be released in any manner for outside distribution, except at the discretion of the Chair.

The Chair designates the preparer(s) of the minutes. The minutes of a faculty meeting are subject to revision by any faculty member by submission of corrections or elaborations. The amendments are appended verbatim to the draft of the minutes prior to the following faculty meeting. The following meeting will start with discussion of the minutes and proposed amendments. Faculty determine and accept the final form of minutes and appendix to be entered into the record.

Quorum, Proxies, and Voting. Every attempt should be made to schedule faculty meetings and meetings of subsets of the faculty so that as many voting faculty as possible can attend, subject to practical constraints. Voting faculty members should make every attempt to attend meetings.

A quorum is reached when a majority of the voting faculty in residence are present or have given valid proxies. Proxies are valid only for meetings in which non-secret ballots are used for voting, and if given in writing or by electronic mail, with a copy to the Chair. Unless otherwise qualified, matters are settled by ordinary ballot (such as a show of hands or voice vote) and by a majority vote of those voting.

Faculty in Residence and Outside Activities. Faculty members are considered in residence when they are not on leave and not traveling on personal business outside North Carolina or on University business or when they have given valid proxies to a voting member. Faculty members on leave but present may be considered in residence by arrangement with the Chair.

Faculty members are required to give the Chair advance notice of any trips away from the University during periods of paid Duke employment, whether through University funds as in the academic year or through research funds as in the summer. Permission from the Chair is necessary for cumulative absences of more than two weeks during any semester of the academic year. Missed class time must be made up by arrangement with the Chair, as required in the *Faculty Handbook*.

All consulting activities and any potential conflicts of interest need to be reported to the Chair, who will forward the information to the Provost, also as stipulated in the *Faculty Handbook*.

3.2. Executive Committee Meetings

Executive Committee meetings are those in which renewal, promotion, and tenure of tenure-track faculty are discussed. The Executive Committee consists of all tenured faculty with primary appointments in Computer Science and the Assistant or Associate Chair. Only tenured faculty may vote. Appropriate subsets of this group meet to consider promotion to Professor, as specified in Section 5.5 and the *Faculty Handbook*. Meetings of the Executive Committee are convened at the call of the Chair.

All transactions of Executive Committee meetings are confidential, because of the nature of the business conducted. Only the Chair can authorize the release of any information about the transactions.

3.3. Communications and Notice

Electronic mail is considered to be sufficient and appropriate notice and distribution in the Department. Faculty, staff, and students are expected to check their electronic mail at least every working day, while in residence.

When the participants involved agree, electronic mail may be used to present, discuss, and decide issues that would otherwise require a meeting. Typically this mode of decision-making is used to tie up “loose ends” of issues that were discussed and agreed upon in principle in meetings. Remote participation by electronic mail is permissible, even desirable, in that it allows input by faculty members not in residence who would otherwise be unable to participate.

4. Administration of the Department

The administration of the Department is performed by and under the supervision of the Chair, the Director of Graduate Studies (DGS), the Director of Undergraduate Studies (DUS), and (at the discretion of the Chair) the Assistant or Associate Chair.

4.1. The Chair

Appointment. The Chair is appointed by the Dean in consultation with the Provost. The Dean solicits advice from each member of the Department faculty before making a recommendation.

Term. The Chair is normally appointed for a three-year or five-year term, with possible renewal by the Provost and Dean after consultation with the Department faculty, as described above. Normally the Chair serves no more than two consecutive terms. An initial five-year term may be given, especially if the appointment is made from outside the University.

Duties. The Chair is the official link between the Department and the administration of the University, other computer science departments around the world, the computer industry, and the general public. As a link to the administration, the Chair presents departmental needs, objectives, and evaluations of achievement to the Dean, and keeps colleagues informed of University policy. Specific duties in that regard include the following:

- The Chair is responsible for the annual budget proposal for presentation to the Dean, and oversees the use of departmental funds and resources.
- The Chair helps faculty members in their efforts to get research funding.
- The Chair is ex officio a member of the Laboratory Committee.
- The Chair, in consultation with the teaching faculty, DUS, DGS, and Assistant or Associate Chair, is responsible for student advising, scheduling of courses, teaching assignments, and teaching loads.
- The Chair is responsible for nominating the DUS, DGS, and Assistant or Associate Chair.
- The Chair appoints all departmental committees. In the case of faculty review committees, prior consultation with the Dean is required.

- The Chair sends departmental recommendations concerning appointment, promotion, renewal, and termination of faculty members to the Dean, who writes the official letters on these matters. In the event that faculty opinion in these matters is substantially divided, the Chair presents summaries of all pertinent arguments to the Dean.

4.2. The Director of Graduate Studies

Appointment and Term. Appointment of the Director of Graduate Studies (DGS) is made by the Dean of the Graduate School upon the Chair's recommendation. The term of office is normally three years and renewable.

Duties. The Director of Graduate Studies is the liaison officer between the Department and the Office of the Graduate School. The DGS keeps the faculty and graduate students of the Department informed of Graduate School regulations and policies, and advises the Dean of the Graduate School concerning the Department's graduate programs. Specific duties of the DGS include the following:

- The DGS advises the Chair or Assistant or Associate Chair on the scheduling of graduate courses and supervises registration.
- The DGS is the registration and program advisor for the graduate students. The DGS in consultation with the Chair, can appoint faculty members as supplemental advisors.
- The DGS nominates doctoral committees to the Dean of the Graduate School, and supervises the scheduling of all Master's and Ph.D. examinations.
- The DGS prepares, in consultation with the Chair, the annual budget request for Graduate Award funds and other University funds supporting graduate students.
- The DGS carries out the Department's correspondence with current graduate students.
- The DGS acts for the Department in approving course credits and equivalence for courses taken away from Duke.
- The DGS serves ex officio as chair of the Graduate Committee.

4.3. The Director of Undergraduate Studies

Appointment and Term. Appointment of the Director of Undergraduate Studies (DUS) is made by the Dean of Undergraduate Affairs upon the Chair's recommendation. The term of office is normally three years and is renewable.

Duties. The Director of Undergraduate Studies is the liaison officer between the Department and the Office of Undergraduate Affairs. The DUS keeps the Department faculty informed of policies affecting the undergraduate programs and courses, and advises the Dean of Undergraduate Affairs concerning the Department's undergraduate programs and courses. Specific duties of the DUS include the following:

- The DUS advises the Chair or Assistant or Associate Chair on the scheduling of undergraduate courses and supervises registration.
- The DUS is the registration and program advisor for the undergraduate students. The DUS in consultation with the Chair, can appoint faculty members as supplemental advisors.
- The DUS supervises administration of the Program II curriculum and the honors programs for departmental majors.

- The DUS acts for the Department in approving course credits and equivalence for courses taken away from Duke.
- The DUS serves ex officio as chair of the Undergraduate Committee.

4.4. Assistant or Associate Chair

The office of Assistant or Associate Chair is not required by the policies of the School of Arts and Sciences. However, if the Chair wishes to reduce the administrative load of the office, an Assistant or Associate Chair may be appointed from the faculty.

Appointment and Term. Appointment of the Assistant or Associate Chair is made by the Dean upon the Chair's recommendation. The term of office is normally three or four years, though it cannot extend beyond the end of a term appointment, and it is renewable.

Duties. The Assistant or Associate Chair performs duties delegated by the Chair, such as the following:

- Sit in for the Chair at meetings and functions that the Chair is unable to attend.
- Function as Acting Chair when the Chair is not accessible for an extended period of time, unless other arrangements are made.
- Assist the DUS and DGS.
- Function as Acting DUS and Acting DGS in their absence.
- Industrial and public relations.
- Coordination of faculty searches and reviews.
- Preparation of the course schedule, in consultation with the DUS, DGS, and Chair.
- Making TA assignments, in consultation with the DGS and Chair.

4.5. Committees

Committees handle work delegated by the Department and serve as an important forum for ideas to be developed before presentation to the full faculty for further discussion. Each committee has a committee chair, who acts as the Chair's designee for preparing agendas and calling meetings consistent with the regulations of Section 3.

Executive Committee. The Executive Committee and its functions are described in Section 3.2.

Graduate Committee. The Graduate Committee advises the Department on matters pertaining to the graduate programs. The committee reviews the graduate curriculum at least every four years, and may recommend changes to the faculty. The committee acts for the Department in recommending candidates for graduate awards.

Graduate Admissions Committee. The Graduate Admissions Committee acts for the Department in correspondence with prospective graduate students and in recommending candidates to the Graduate School for admission to graduate study in the Department and for fellowships.

Undergraduate Committee. The Undergraduate Committee advises the Department on matters pertaining to the undergraduate programs. The committee reviews the undergraduate curriculum for Computer Science majors at least every four years, and may recommend changes to the faculty. The committee acts for the Department in recommending candidates for undergraduate awards.

Laboratory Committee. The Laboratory Committee and the Chair oversee the operation of the Department's Computing Laboratory. The Chair delegates to this committee the task of advising the Computing Laboratory manager and staff on matters of policy, funding, operations, priority, and equipment acquisition.

Teaching Excellence Committee. The Teaching Excellence Committee is composed of the DUS, DGS, and Assistant or Associate Chair. This committee reviews the teaching performance of all faculty in the Department. The committee provides the Chair with a ranked list (excluding committee members) of the best teachers in the Department for possible consideration in salary recommendations and teaching honors. It also alerts the Chair to cases where faculty teaching performance seems unsatisfactory.

Other Standing Committees. The Department may authorize other standing committees to carry out specific ongoing tasks.

Ad Hoc Committees. The Chair may appoint ad hoc committees to deal with matters not considered by standing committees.

5. Appointment, Renewal, and Promotion of Tenure-Track Faculty

5.1. General Criteria for Tenure-Track Faculty

Decisions about appointment, renewal, and promotion of tenure-track faculty are based on demonstrated excellence in scholarly research, teaching, and student development and on dedicated service to the Department and University.

5.2. Initial Appointment

Search Committee. Tenure-track faculty positions are authorized by the Provost, upon the recommendation of the Dean. When the Dean authorizes a faculty recruitment search, the Chair nominates an ad hoc search committee consisting of at least three eligible faculty members with appropriate representation of ranks to supervise the search. Eligible faculty are those regular faculty with primary appointments in Computer Science; any regular faculty member being considered for the position is excluded from eligibility. If the search is strictly for an appointment at the level of Professor or Associate Professor, eligible faculty are restricted to those on the Executive Committee. The search committee, including the Chair as ex-officio member, is responsible for soliciting names of suitable candidates and for placing advertisements in appropriate professional journals and electronic media. The committee gathers information and letters of reference on candidates, periodically keeps the faculty informed on the progress of the search, and draws up a ranked list of the candidates. The eligible faculty as a whole choose which subset of candidates to invite for a visit.

The graduate students in the department are encouraged to interview and evaluate the candidates when they visit. Their formal input, in the form of a report, is provided to the eligible faculty and taken into account.

Initial appointments to the position of Assistant Professor are for a fixed four-year term. The procedures for appointment to a second fixed term are discussed in Section 5.3. Tenure is required for continuation in the tenure track beyond a second fixed term; the tenure process is described in Section 5.4.

Initial appointments to the positions of Professor (respectively, Associate Professor) require 8–12 (respectively, 6–12) external letters of reference from internationally recognized experts chosen by the tenured eligible faculty. For Associate Professor, letters are requested initially from at least eight external evaluators. The candidate suggests no more than three evaluators. Appointment may be made without tenure to the position of Associate Professor for a single fixed four-year term. Continuation as Associate Professor beyond the four-year term is not possible without tenure; the tenure process is discussed in Section 5.4.

Department Action. Recommendations for appointment are considered in confidence at two or more meetings of the eligible faculty. Voting is by secret ballot and does not occur at the first such meeting. The Chair does not vote except in the case of a tie. Decisions are made based on the facts of the case and the opinions of the chosen evaluators. For tenured appointments in open-rank searches, non-tenured eligible faculty do not vote and participate in discussions of the tenure case, but instead give their opinions on the appointment to the search committee, and those opinions are taken into account.

Submission to the Dean. The Department's recommendation is submitted by the Chair, along with a report from the committee and all correspondence from evaluators and potential evaluators, to the Dean. The Chair has the primary responsibility in advising the Dean as to the next course of action precisely when the Department recommendation is not approved by two-thirds of those voting. In the case of a term appointment, the Dean's concurrence and action is sufficient. If the appointment carries tenure, the matter is submitted through the Dean to the Advisory Committee on Appointments, Promotion, and Tenure and to the Provost. After a decision has been made, the Dean writes the appropriate letter to the candidate.

5.3. Renewal of Term Appointment as Assistant Professor

Initiation of the Process. All aspects of the decision for renewal of appointment as Assistant Professor are completed during the year preceding the last year of the first term appointment.

Review Committee. The Chair recommends an ad hoc review committee consisting of at least three eligible faculty members with appropriate representation of ranks to the Dean. Eligible faculty are those on the Executive Committee. The Chair does not serve on the review committee, unless approved to do so by the Dean. Once the Dean approves the committee, the candidate is informed by the Chair that the review is in progress and is given the names of the members of the review committee. The review committee collects data on the candidate and gathers at least four external letters of reference from nationally recognized experts chosen by the eligible faculty. All chosen evaluators are provided documentation and background information on the candidate. The candidate suggests no more than two evaluators. The committee prepares a report on its recommendations for presentation to the eligible faculty.

Department Action and Submission to the Dean. Same wording as in the corresponding subsections of Section 5.2. In exceptional cases, promotion (without tenure) can be considered.

5.4. Consideration for Tenure

Initiation of the Process. The Department may consider recommending tenure at any time, but all aspects of the decision are completed at least one year before the end of the final term appointment. The final date for the Department recommendation to be forwarded by the Chair to the Dean is about 18 months prior to the end of the final term appointment. Recommendation of tenure for an Assistant Professor includes recommendation of promotion to Associate Professor.

Review Committee. Same wording as in the corresponding subsection of Section 5.3, with the following exceptions: 6–12 external letters of reference are required from internationally recognized experts chosen by the eligible faculty. Letters are requested initially from at least eight external evaluators. The candidate suggests no more than three evaluators.

Department Action and Submission to the Dean. Same wording as in the corresponding subsections of Section 5.2.

5.5. Promotion from Associate Professor (with Tenure) to Professor

Initiation of the Process. The Department may consider promotion from Associate Professor (with tenure) to Professor at any time. The Professors in the Department should conduct an annual review of the status of each Associate Professor in order to decide whether consideration for promotion is appropriate.

Review Committee. Same wording as in the corresponding subsection of Section 5.3, with the following exceptions: The eligible faculty include only the Professors. 8–12 external letters of reference are required from internationally recognized experts chosen by the eligible faculty. The candidate suggests no more than three evaluators.

Department Action and Submission to the Dean. Same wording as in the corresponding subsections of Section 5.2.

5.6. Information Given the Candidate Concerning Renewal or Promotion

Notice of Standards and Procedures. Each faculty member is advised by the Chair early in the appointment of the standards and procedures employed by the Department and by the University in decisions affecting renewal, promotion, and tenure.

Opportunity to Submit Material. The candidate is informed of the time when decisions affecting renewal or promotion are to be made, and the candidate has the opportunity to submit material pertinent to a thorough consideration of his or her circumstances, as outlined in the Personnel Procedures in Arts & Sciences Supplementing the Provost's Procedures, located in the Chair's Handbook. Deadlines for candidates to submit materials are specified in Appendix A.

Notice of Decision. After the Department has voted and made its recommendation, the Chair will inform the faculty member of the recommendation in writing, following the guidelines in the handbook on *Procedures for Appointments, Reappointments, and Promotions in Arts & Sciences*. After the Provost's final decision, the Chair or Dean, as described in the handbook, will give the faculty member an explanation of the decision and its reasons.

5.7. Joint Appointment

A faculty member whose primary appointment is in another department may be considered for a secondary appointment in Computer Science at any time. The recommendation to make such an appointment is considered at two or more meetings of the eligible faculty. Eligible faculty are those regular faculty with primary appointments in Computer Science. External letters may be requested but are not necessary. A recommendation for appointment requires an affirmative vote of a majority of the eligible faculty in residence. Voting is by secret ballot and does not occur at the first such meeting. The Chair does not vote except in the case of a tie. If the Department recommends a secondary appointment, the Chair reports the Department's action to the Dean, and if the appointment is approved, the Dean writes a letter of appointment to the candidate.

6. Appointment, Renewal, and Promotion of other Regular Faculty

6.1. General Criteria for Research Faculty

Research faculty differ from tenure-track faculty in that they are not obliged to take on specific regular duties in the instructional programs of the Department, although they may participate in those programs by ad hoc agreement. Except for occasional service in teaching, research faculty do not generally receive compensation from regular Department funds, but rather they are supported from external research funds.

Consequently, decisions about appointment, renewal, and promotion of research faculty are based on assessment of scholarly accomplishment and promise and on availability of external research funding to support their work.

Assistant Research Professor. An Assistant Research Professor should hold a Ph.D. in Computer Science or an allied field. If the degree is in a non-Computer Science field, evidence of research in a Computer Science subfield is necessary. A non-Ph.D. can be considered if very strong research capability (on par with a Ph.D. dissertation) is demonstrated.

Associate Research Professor. An Associate Research Professor should meet the Assistant Research Professor criteria and in addition should have an established research record, comparable in publication record to a tenure-track Associate Professor, recognizing the important role played by conferences, book chapters, and other non-journal research documents. The faculty member should be active in the submission and management of research proposals and in collaboration with faculty and graduate students. Since research faculty are typically associated with research projects headed by other faculty, a lesser weight on sole and first-authorship is applied here than may be applied in tenure-track faculty review decisions.

Research Professor. A Research Professor should have demonstrated excellence and leadership in research. The publication record should be comparable to that of a Professor.

6.2. General Criteria for Lecturer and Practice Faculty

Lecturer and Practice faculty differ from tenure-track faculty in that they are not obliged to participate in any research activities, although they may become involved in such programs. These ranks allow the Department to retain a few excellent teachers and dedicated administrators without the need for these persons to qualify for tenure based on research performance. Decisions about appointment, renewal, and promotion of practice faculty are based on assessment of teaching and service and on the stated departmental needs in these areas.

Lecturer. A Lecturer should hold a Master's or Ph.D. in Computer Science or an allied field or have appropriate professional experience in Computer Science. Teaching experience with favorable documentation is highly recommended.

Assistant Professor of the Practice. An Assistant Professor of the Practice should hold a Ph.D. in Computer Science or an allied field or have appropriate professional experience in Computer Science. Teaching or administrative experience with favorable documentation and professional achievements are required.

Associate Professor of the Practice. An Associate Professor of the Practice should meet the criteria of Assistant Professor of the Practice, demonstrate excellence in teaching or administration, provide active educational service to the Department, and pursue professional distinction external to the University.

Professor of the Practice. A Professor of the Practice should have extensive teaching experience with established excellence in teaching and a substantial and continuing service record in Department educational and administrative activities. National leadership is expected in computer science education and professional activities, for example, by leadership in national committees or by authorship of highly-regarded computer science textbooks.

6.3. Term

The term of an appointment to a non-tenure-track regular faculty position is not fixed by University policy. Terms for research and lecturer faculty can be for up to four years. Appointments will normally be made for up to four years for Assistant Professor of the Practice and up to six years for Associate Professor of the Practice and Professor of the Practice, with the exception that renewal as Professor of the Practice (i.e., in which the previous term was at the level of Professor of the Practice) can have a term of up to ten years.

6.4. Initial Appointment

Search Committee. All regular faculty positions are authorized by the Provost, upon the recommendation of the Dean. A national search is required for all regular-rank positions except that of Lecturer, from which an incumbent cannot be promoted. When a faculty recruitment search is authorized, the search committee procedures of Section 5.2 are followed, with the following definition of eligible faculty: For lecturer faculty appointments, the eligible faculty are those tenure-track, practice, and lecturer faculty with primary appointments in Computer Science. For practice faculty appointments, the eligible faculty are those tenure-track and practice faculty with primary appointments in Computer Science. For research faculty appointments, the eligible faculty are the Chair and those Department faculty members providing the external research funding.

Initial appointments to the positions of Research Professor and Professor of the Practice require 6–12 external letters of reference from nationally recognized experts chosen by the eligible faculty; the candidate suggests no more than three evaluators. At least two such external letters are required for initial appointments to the positions of Associate Research Professor, Assistant Research Professor, Associate Professor of the Practice, Assistant Professor of the Practice, and Lecturer; the candidate suggests no more than half the evaluators. Internal letters (i.e., from persons at Duke but outside the Department) may be substituted for external letters in the latter two cases if the candidate has spent substantial time at Duke.

Department Action and Submission to the Dean. Same wording as in the corresponding subsections of Section 5.2.

6.5. Renewal of Term Appointment

Initiation of the Process. All aspects of the renewal decision are completed during the year preceding the last year of the term appointment. The Department recommendation is forwarded by the Chair to the Dean 16 months prior to the end of the term appointment.

Review Committee. Same wording as in the corresponding subsection of Section 5.3, with the following exceptions: For lecturer faculty renewals, the eligible faculty are those tenure-track and practice faculty with primary appointments in Computer Science. For practice faculty renewals, the eligible faculty are those tenure-track and practice faculty with primary appointments in Computer Science; eligible faculty must have a higher rank than the candidate or else the position of Professor or Professor of the Practice. For research faculty renewals, the eligible faculty are the Chair and those Department faculty members providing the external research funding. External letters may be requested but are not necessary for renewal of appointment to the position of Associate Research Professor if there was a prior review of the candidate for the same position within the previous six years during which four external letters were gathered. External and/or internal letters may be requested but are not necessary for the positions of Assistant Research Professor, Associate Professor of the Practice, Assistant Professor of the Practice, and Lecturer.

Department Action and Submission to the Dean. Same wording as in the corresponding subsection of Section 5.2.

6.6. Promotion

Initiation of the Process. Promotion is considered if requested by the candidate, but not more often than once every four years, unless approved by the Chair.

Review Committee. Same wording as in the corresponding subsections of Section 5.3, with the following exceptions: The eligible faculty are defined as in Section 6.5. Promotion to the positions of Research Professor, Associate Research Professor, and Professor of the Practice require 6–12 external letters of reference from nationally recognized experts chosen by the eligible faculty; the candidate suggests no more than three

evaluators. External and/or internal letters are recommended but not necessary for promotion to Associate Professor of the Practice; if letters are requested, the candidate suggests no more than half the evaluators.

Department Action and Submission to the Dean. Same wording as in the corresponding subsections of Section 5.2. Renewal of appointment is possible in the case of a failed promotion case.

6.7. Notice of Decisions

Same wording as in Section 5.6.

7. Appointment, Renewal, and Promotion of Non-Regular Faculty

Nominations for appointments, renewal, and promotion to the non-regular faculty are considered at two or more faculty meetings. All non-regular faculty appointments are for a fixed term of not more than four years. A dossier containing data on the candidate, including a curriculum vitae and copies of publications, is prepared and circulated to the faculty one week in advance of the meeting. Voting does not occur at the first such meeting. A recommendation for appointment, renewal, or promotion requires an affirmative vote of a majority of the voting faculty in residence. Voting is by secret ballot, with the Chair voting only in case of a tie. The Chair writes appointment letters for non-regular faculty, needing only to send the Dean a copy of the signed letter and the candidate's curriculum vitae after the offer is accepted.

8. Amendment of the Bylaws

Amendments to these Bylaws take effect if, after being circulated at least a week in advance, they are adopted at two successive faculty meetings, in each case by two-thirds of the votes cast and by a majority of the voting faculty in residence. The second meeting must be called within a month of the first.

Appendix A: APT Deadlines for Candidate's Materials to the Department

	Complete dossiers due to the Dean by	Candidate's material due to the Department by
For reviews involving tenured faculty		
Promotion to Assoc. Prof. with tenure (academic-year review)	December 1	September 1
Promotion to Assoc. Prof. with tenure (calendar-year review)	September 1	May 1
Promotion to Full Professor	November 1	August 15
For all regular rank reviews not involving tenure (POP, research faculty, lecturer, reappointment of tenure-track Asst. Prof.)		
Appointment ends June 30	March 1	December 1
Appointment ends July 31	April 1	January 1
Appointment ends August 31	May 1	February 1
Appointment ends December 31	September 1	May 1