

DRAFT (February 7, 2000)
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Faculty and Office for Computing and Information Science: Administrative and
Management Structure

BACKGROUND

The Information Revolution is transforming society – creating new careers, new industries, new academic disciplines, and the need for new programs of education and research. Being an informed citizen of the Information Age requires knowledge of computing systems, global communications networks, and interactive information resources. The requisite level of knowledge goes beyond being comfortable with computing tools..... In the Information Age, our ideas are no longer constrained solely by what is physically possible, but by what is computationally realizable. (Cornell in the Information Age, Final Report of the Task Force on Computing and Information Science, Cornell University, November 1999.)

The Faculty of Computing and Information Science (FCIS) is used to designate a defined university-wide faculty body responsible for advising the university regarding the enhancement of teaching, research, and outreach related to the computing and information sciences and assuring the cohesive development of this area across the university. The FCIS is expected to take a key role in enhancing the quality and breadth of the faculty and assisting in avoiding inappropriate duplication of faculty positions.

The position of Dean of Computing and Information Science (CIS) was created to move the University's Computing and Information Science initiative forward in a timely and organized way. The University's goal is to maintain its leadership position in this area of scholarship and it recognizes that time is critical to achieving this goal. The Dean of CIS is expected to lead this effort in close collaboration with the deans of all the undergraduate colleges.

RESPONSIBILITIES OF THE DEAN OF CIS

The Dean is charged with the following tasks:

Lead campus discussions to identify important and promising direction in the computing and information sciences, and participate in the enhancement of information technology across a broad spectrum of academic and research activities, and encourage movement by faculty units in these directions.

Administer and manage the Office of Computing and Information Science (OCIS)

Develop the areas of computing and information science with the relevant university units (to include responsibilities that relate to budget assigned to the OCIS for fostering undergraduate teaching, research, and outreach programs, other assets such as space, and faculty recruitment, retention and promotion). These responsibilities will include the development of CIS faculty by providing bridging or longer term funds to enable hiring throughout the University and support to current faculty for the development and enrichment of CIS in departments throughout the University's colleges.

Direct the OCIS and FCIS subject to the policy guidance of an Executive Board.

Carry out development activities (e.g. expand corporate contacts in coordination with the University's Division of Alumni Affairs and Development) and,

Expand external relations with industry in partnership with the university's colleges, programs, and centers.

RESPONSIBILITIES AND MEMBERSHIP OF THE FCIS

The FCIS is created to guide the development of computing and information sciences throughout the university. It is expected to:

identify key areas for faculty recruitment in a timely fashion,
advise the college and central administrations on issues related to faculty promotion and retention,
anticipate facilities and other resources needed to maintain the University at the forefront of this important field, and
promote collaboration in attaining objectives related to the university's teaching, research, and outreach missions.

Degree granting privileges and the ability to make primary (tenured, tenure track, or term) professorial appointments are reserved to the University's colleges. Thus professorial appointments to the FCIS will be secondary or adjunct to primary appointments in departments within any of the university's colleges.

The FCIS will have a university-wide membership. Its initial membership will be determined by consensus among the Office of the Provost and the deans of Computing and Information Science, and the Colleges of Engineering, Arts and Sciences, and Agriculture and Life Sciences.

Subsequent appointments to it will be handled by appointment procedures similar to those followed by the endowed colleges. Thus the FCIS and the Dean of CIS' authority to extend FCIS membership to individual faculty will be similar to that granted the endowed college deans and their departments to make faculty appointments. Only faculty appointed to the FCIS will be eligible to have their positions funded by University resources budgeted through the OCIS. Professorial faculty not funded by the OCIS also are eligible for membership.

The initial charge to the FCIS will be the development of a five year academic plan for the university-wide enhancement of teaching, research, and outreach related to computing and information sciences and of the quality and breadth of faculty appointments in support of its recommendations.

The Computer Science Department will be located in one or more of the existing colleges based on the recommendations of the 5 year academic plan.

THE OFFICE OF COMPUTING AND INFORMATION SCIENCE

The OCIS is created to serve as the administrative unit for the FCIS and the Dean of CIS. The OCIS reports directly to the Dean of CIS and through the dean, to the Office of the Provost.

FCIS EXECUTIVE BOARD

The FCIS' executive board will be appointed by the Provost with the advice of all the Ithaca based college deans and the Faculty Senate in a manner that is similar to that followed with other university-wide committees. Among the Executive Board's roles will be to advise the Dean of CIS on policies that will govern the operations of the OCIS and assist the Dean of CIS in meeting the goals set forth in these documents and recommended by the Faculty Senate. The Board's membership will be representative of all of the university's Ithaca based colleges and will be chaired by the Dean of CIS who will ensure that the Board meets at least once each semester. The roles and responsibilities of the Executive Board will be reviewed after three years of its initial appointment.

WORKING ASSUMPTIONS AND TERMS

The CIS dean's mandate is from the President. The Dean reports to the Provost. Among the categories for which mechanisms and procedures are needed to carry out this mandate, reporting function, and the day-to-day operation of the OCIS are:

- Externally sponsored programs
- Academic appointments -- faculty
- Academic appointments -- non-professorial
- Undergraduate curriculum and related affairs
- Relationship to the Graduate School

Externally Sponsored Programs

The Dean of CIS will share responsibility for all CIS related proposals forwarded to the Office of Sponsored Programs by members of the FCIS. The responsibility will be shared with the principal investigator's home college. Policies related to

indirect cost recovery will be consistent with those of the principal investigator's home college.

Academic appointments – faculty

FCIS appointments are anticipated to involve faculty in endowed and statutory units. Appropriate procedures for all appointments that are funded, wholly or in part by the OCIS will be developed initially with the Colleges of Engineering, Agriculture and Life Sciences, and Arts and Sciences and then discussed more broadly with other units.

The authority to make primary professorial appointments is reserved to the deans of the university's colleges. The Dean of CIS, however, will appoint search, promotion and tenure committees jointly with the dean of the candidate's home college for all proposed or current members of the FCIS. Appointment, tenure, and promotion recommendations will be made according to University policies that apply to the candidate's home department and college.

Academic appointments: non-professorial

The OCIS will submit procedures for non-professorial appointments to the Office of Human Resources and the Office of the Provost for review and approval.

Undergraduate Curriculum and Related Affairs

Existing CS major

Existing undergraduate computer science majors will be maintained in the Colleges of Arts and Sciences and Engineering. Admissions for undergraduates will proceed exactly as they do now through those colleges. Student services will continue to be provided as they presently are. Members of the FCIS will maintain the same level of engagement in their home colleges in all matters that relate to admissions, advising, curriculum, assignment to committees, etc. as do their colleagues.

b) New undergraduate majors and concentrations

The FCIS and Dean of CIS will explore the creation of new undergraduate concentrations (or minors) and majors in computation and information sciences. An example of a new major is Information Management. The dean will consult widely with the computational science community to determine the goals and aspirations of proposed concentrations and majors and will develop plans for their implementation through mechanisms to be determined by the FCIS and sponsoring colleges and departments. For example, the Dean of CIS may convene a broad committee of computational scientists and others with significant related interests throughout the university for advice on the need for

new undergraduate courses in the broad area of computational and information sciences. All members of the FCIS will be responsible for advising and teaching students who elect concentrations (or minors) and majors in computation and information sciences regardless of their home college.

Tuition policies for students enrolled in new majors or concentrations in computing and information sciences supported by the FCIS will be similar to those that govern the undergraduate biology program.

Relationship to the Graduate School

The relationship between members of the FCIS and the Graduate School will be similar to those that exist now, thus Ph.D. and MS programs will operate entirely as they do now in relation to the Graduate School.