I. Administrative Appointments
   (With teaching release time implications)

1. Faculty recruiting coordinator
2. PhD Coordinator
3. RPT Coordinator

II. Faculty Committees

1. Dean’s Advisory Committee

   This committee is elected by the faculty and has one representative from each of Full Professor, Associate Professor, Assistant Professor, a Research Faculty, and a Teaching Faculty (added spring 2003 elections). The representatives are the highest vote getters in their respective categories. In addition to these FIVE representatives the DAC includes a member-at-large, who is the highest vote getter from among the remaining candidates running for election regardless of rank. Every member serves a two-year term. It should be emphasized that this committee is of the faculty, by the faculty, and for the faculty. It is NOT an administrative arm of the dean despite the name! The charge of the committee is loose and is determined by the pressing issues and concerns of the faculty as a whole, and acts as a conduit between the faculty and the administration. Some of the routine issues dealt with by DAC include organizing new faculty orientation, faculty retreats, community building activities (such as lunches and picnics), and committee assignments (both within the College as well as at the institute level).

   This committee is set up on the Institute-wide charter listed below.

Faculty Handbook (Aug 2002)
2.4. ARTICLE III, THE FACULTY
Section: 2.4.8.5.
The Faculty of each Department (or College without Departments) shall establish an elected Departmental (or College) Committee which shall be composed of full-time members of the Department, elected by written vote of the Faculty of the Department. The Chair Committee shall be elected from among the members of the Committee. This Committee shall act as an advisory body to the Chair of the Department (College) on all matters concerning the welfare of the Department.

2. CNS Advisory Committee

   The broad goals for this committee are the following:
CoC Committee Charters 2002-03

3. Honors & Awards Committee
The College of Computing Awards committee charter is to seek out and recognize outstanding members of the College of Computing Community (faculty, staff, and students); to conduct the selection of relevant College awards; and to forward nominations from the College to the Institute Honors Committee. In addition, and perhaps more importantly, this committee should identify external opportunities for recognition of faculty and students such as senior members/fellows of international organizations (IEEE, ACM, etc.), Sloan/Packard fellowships, ACM doctoral dissertation awards, and Sigma Xi awards. The committee should match faculty and students with such external opportunities and work with them to help put together winning packages.

4. Colloquium and Distinguished Lecture Series Committee (DLS)
The charge of this committee is to organize the DLS for the College. Since there is a lead-time in planning the DLS, the committee for a given year is planning the talks and speakers for the year after. The DLS related functions include:

- To act as a sounding board for CNS in the directions of resource acquisition and growing the computing resources of the College.
- To act as a sounding board for CNS in terms of setting priorities for supporting the various computing activities of the College.
- To act as a “buffer” between CNS and the faculty in terms of explaining the directions and priorities of CNS given its resource constraints.
- To act as an advocate for CNS to the administration in terms of resource acquisition for the efficient operation of CNS.
- To act as an independent “think tank” to anticipate the research and teaching computing needs of the College with inputs from the faculty and convey that to CNS.
- To act as an independent “think tank” to identify new technologies that may be strategic for the College to deploy in its educational, service, and research missions, and to make suggestions to CNS on such technologies.
- To offer suggestions to CNS on ways to manage its operational interactions with the faculty and outside groups at Georgia Tech.

The composition of the committee:
The suggested membership of the committee is 6 members drawn from all three tenure-track faculty ranks (full, associate, assistant), one research scientist not affiliated to CNS, one representative from the College administration, and the director of CNS or his designee.

- In order to have corporate memory, it is also suggested that the membership in the committee be for two continuous years in the steady state.
- Every year the committee will consist of 2 members from previous year and 2 new members being assigned by the DAC.
- The very first committee will serve for 2 full years, and 2 members of this first committee will serve for one additional year for continuity.
• Soliciting input from the faculty on potential DLS speakers. Ideally, speakers should be luminaries in their respective areas who can give an inspiring talk worthy of DLS.
• Working with the front office for a list of dates for the DLS preferably all in the Fall to avoid the recruiting rush in the Spring.
• Preparing a preliminary list of potential speakers and running it through the faculty
• Working with the invited DLS speakers to ensure that they give a talk reachable to ALL CS audience.
• Working with the front office to ensure that the DLS speakers get a good exposure to the various research activities in the College.

In addition to the DLS functions, this committee will also serve as a clearinghouse for faculty to approach and arrange colloquia that are of general interest to the whole faculty.

5. Faculty Recruiting Committee
The charter of the faculty recruiting committee is to hire outstanding new faculty members in the areas where needs exist in the College. The committee seeks to identify such areas with input from the Dean and the broader faculty. Once this is done, the committee seeks to identify the best candidates who may be interested in faculty positions. The committee proactively seeks applications from such candidates, evaluates their applications and arranges visits and interviews of selected candidates. The committee also makes recommendations to the Dean for those candidates who have demonstrated excellence in research and/or teaching, and are likely to make significant contributions to the mission of the College.

6. Reappointment, Promotion, and Tenure (RPT) Committee
The charter of the promotion and tenure committee is to administer the evaluation of reappointment, promotion, and tenure of academic and research faculty in the College of Computing. Currently, the composition of the committee is all the tenured faculty members in the College. This committee also arranges periodical open house to orient the junior faculty on P&T issues.

7. Undergraduate Studies Committee
The Undergraduate Studies Committee is responsible for the quality of the undergraduate learning experience in the College of Computing. This responsibility includes reviewing and updating degree requirements, assessing the quality of the undergraduate experience, and addressing problems in undergraduate student learning in the College.

8. Graduate Coordinator
The responsibility of the graduate coordinator includes: oversight of the various graduate committees including graduate committee, PhD admissions, PhD recruiting,
PhD reviews, and PhD academic advising. The graduate coordinator will also be responsible for conflict resolution (if any) that may arise in the course of the PhD review process. The graduate coordinator will also serve as an ex-officio member of the graduate studies committee.

9. Graduate Studies Committee

The graduate studies committee is responsible for curricular matters relating to the graduate program (both MS and PhD). The charter of this committee is as follows.

- Developing policy and minimum requirements for the qualifying examination.
- Administration of the qualifying exam for the various areas, updating the breadth and depth requirements, and updating the reading lists for the various areas of specialization for the qualifying exams.
- Recommendations to the faculty of the minimum requirements for all graduate degrees in the College and all proposals for changes in graduate degree requirements and curricula. Evaluation of all new graduate courses, graduate certificate programs, and graduate degree programs and transmits them with recommendations to the faculty of the College for action.
- Ruling on requests and appeals by graduate students for exceptions to established rules and regulations in academic matters.
- Developing policy and minimum requirements for the admission of students to graduate programs.
- Deciding on undergraduate courses that are acceptable for graduate credit, and dealing with petitions for credit transfers.
- Developing policy for the awarding of graduate fellowships, scholarships, and assistantships.

Area coordinators are representatives of their respective areas of research in the College. Together all the Area Coordinators will make up the “de facto” Graduate Committee. Should any issues or concerns concerning the graduate programs of the College come up, these will be the people to meet and vote.

Area Coordinator responsibilities include:

- Answer general questions from students throughout the year about the courses (both breadth and non-breadth courses) and research in the area.
- Advice students of requirements should the student decide to focus in the area.
- Attend Grad Orientation day in the Fall to speak with new students.
- Coordinate collection of questions for the Qualifier when they occur.
- Coordinate area-specific aspects of PhD student review process.
- Participate in the Graduate committee deliberations and decisions as representatives of the faculty in their respective areas.
In addition, the area coordinators are responsible for the qualifying examinations in their respective areas and should:

- Send updates to the reading material when requested,
- Coordinate the preparation of the exam and get it to Barbara when requested,
- Distribute the written exams to the area faculty for grading,
- **Communicate the results to the graduate coordinator**

### 10. PhD Admission Committee

The PhD Admissions Committee reviews applications for admission to the PhD Program in the College of Computing and decides which applications should be forwarded to Georgia Institute of Technology for admission to the College of Computing.

- The PhD Admissions Committee works with the Graduate Coordinator to coordinate the admissions process with other related processes coordinated by the Graduate Coordinator.
- The faculty of the College of Computing determines the criteria for admission. These criteria include, quality of undergraduate and graduate school attended, curriculum, GPAs, GREs, letters of recommendation, statement of purpose, and any additional evidence of research potential.
- The Dean of the College of Computing determines target class sizes each year. Provided that the quality of applicants is sufficiently high, the committee aims at securing a class of this size.
- The PhD admissions Committee also submits prioritized lists of candidates for Presidential Fellowships and Dean’s Fellowships to the Graduate Coordinator.
- The PhD Admissions Committee submits status reports to the faculty and the Dean.
- The PhD Admissions Committee generally starts its work mid-December and completes it mid-March.
- The PhD Admissions Committee is provided with sufficient administrative support to accomplish its goal.

### 11. PhD Recruiting Committee

The PhD recruiting committee has two functions. Encourage applications to our Ph.D. program. Convince the students who have been accepted to our PhD program to actually decide to come here for their graduate studies. Proactively seek faculty and graduate students who are traveling on conferences and such to meet with prospective students in other campuses with a view to attracting them to COC for graduate studies. Plan and implement incentive schemes for faculty and graduate students to do such evangelism. This committee is also responsible for arranging and orchestrating the prospective PhD student visits in the spring semester.

### 12. PhD Review Committee

The charter of this committee is to administer the biannual review of PhD students currently enrolled in the PhD program. This involves timely announcements to the
faculty and students to update the student progress records, working with the area coordinators (members of the graduate studies committee) to ensure that the preliminary review of the students in the respective areas are performed in a timely manner, setting the biannual review dates, working with the administrative support to get all the material ready for the review, and post review matters such as preparation and dissemination of the review letters to the students.

13. PhD Academic Advising

All incoming PhD students who have not been paired up with a faculty advisor will be randomly assigned an interim academic advisor upon entry into the PhD program. **The academic advising responsibility for first year PhD students will be distributed among the entire faculty for equity.** Academic advising includes helping the incoming students with course selection, educating the students on various aspects of graduate student life such as areas of specialization, the milestones in PhD, etc. Essentially, we want to ensure that each incoming student has a faculty member that he/she can go to seek any help and/or guidance during the early going when he/she does not have a formal research advisor.

Some notes on academic advising:

- If a student has already signed up as a GRA, the academic advisor is the same as the research advisor.
- The assignment of academic advisor is random.
- Each faculty member who has not picked up a GRA from the incoming pool has been assigned 1 incoming PhD student. A few faculty may have more than one to give them a larger bandwidth of interaction with incoming PhD students.
- The student assigned to a particular faculty is NOT his/her RA. The intent is for each student to have a faculty point of contact for academic advising until such time as the student has found a research advisor.
- Academic advisor is distinct from a faculty member with whom a student may choose to do an independent study. At any point of time, by mutual consent a student may switch to another academic advisor, letting Cathy Dunnahoo know of the change.

14. Masters Program Committee

The charter of this committee is handling Masters admissions (both regular and fast track) for COC, Infosec, and HCI.

15. Undergraduate Research Opportunity Committee (UROC)

The charter of this committee is to facilitate undergraduates to get research experience. The functions include getting corporate sponsors for UG research, and interface with the institute administration to identify funding sources for UG research opportunities and publicize them within the College. The committee facilitates the maintenance of the database of UG research opportunities for the College.
16. Space Committee

(REVISED: Spring 2003) A committee that works with the Associate Dean for Space and Infrastructure on the proper allocation of resources, primarily space in the college.

(OLD) The charter of this committee is to represent the College of Computing in the design of the Klaus Building. Activities include interacting with architects, coordinating with other campus units, reviewing design documents, and serving as an interface to the CoC community. The following are the “standing” members of the committee: Ellen Zegura, David Leonard, Larry Beckwith, and Mary Alice Isele. Faculty members of desirous of participating in the space committee please send e-mail to dac@cc.

17. Women’s Program Committee

The members of this committee are also part of the campus Women’s Resource Center (WRC) committee. The charter of this committee is in the making.

18. Commercialization coordinator

(NEW, Spring 2002) The responsibilities of the commercialization coordinator are to act as a consultant for the faculty who are desirous of patenting and/or commercializing their research ideas.

Faculty is encouraged to seek the coordinator for advice and help concerning licensing opportunities, startups, etc. The coordinator can also provide general information on patents, copyrights, licenses, and distribution of software for research uses.