

Computer Science and Engineering (CSE) Division Calendar, Committee Assignments, and Other Information 2012—2013

School of Electrical Engineering and Computer Science
Louisiana State University

Date: August 20, 2012

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August 20, 2012

To All Faculty:

Welcome to Fall 2012. This handbook describes the committees' assignments, calendar of events and other details. Please note that the calendar events are subject to changes.

Bijaya B Karki
Interim Division Chair
Computer Science and Engineering, School of EECS

Contents

Louisiana State University: 2012-2013 Academic Calendar	1-4
Computer Science and Engineering Division Faculty Meetings (Tentative)	5
Graduate Program and Committees	5-9
Graduate Advisor	
Graduate Curriculum	
Graduate Admission/Assistantship	
Rules for Admission to Graduate Computer Science Programs at LSU	
Guidelines for Admission	
Financial Aid and Assistantship Information	
Ph.D. Qualifying (Written) Exam	9
Undergraduate Program Committees	10
Undergraduate Curriculum	
ABET Accreditation	
Undergraduate Activities	
Computer Science Intensive Orientation for Students	
Other Committees	11
Faculty Recruiting Committee	
Resource Management	
Seminar	
Newsletter and Web	
Industrial Advisory	
Promotion/Tenure Committee and Timeline	12
Mentoring Committees for Assistant Professors	12
CSE Divisional Policies	13
Faculty and Student Travel Information	13

Computer Science and Engineering Faculty Meetings (Tentative)

Faculty meeting	September 7 (F)
Faculty meeting	September 28 (F)
Faculty meeting	October 26 (F)
Faculty meeting	November 30 (F)
Faculty meeting	December 7 (F)
Faculty meeting	January 25 (F)
Faculty meeting	February 22 (F)
Faculty meeting	March 22 (F)
Faculty meeting	April 19 (F)
Faculty meeting	May 3 (F)

GRADUATE PROGRAM AND COMMITTEES

Graduate Advisor

Dr. SJ Park

Coordinating all activities with respect to the graduate program

Inquiry can be addressed to:

Email: sjpark@csc.lsu.edu

Tel: (225) 578-2209

Office: 3124B PFT

Graduate Curriculum Committee

Dr. E Triantaphyllou, Chair

Dr. S Kundu

Dr. SJ Park

Dr. R Shah

Dr. R Kooima

Graduate Admission/Assistantship Committee

Dr. J Chen, Chair

Dr. G Baumgartner

Dr. K Busch

Dr. R Kannan

Dr. S Mukhopadhyay

Dr. E Triantaphyllou

Dr. SJ Park

Inquiry can be addressed to: jianhua@csc.lsu.edu

Tel: (225) 578-4340

Office: 3122C PFT

The committee meets periodically starting from August 2012 as often as needed. It should give notification to prospective candidates by February 1st for Fall Semester and October 1st for Spring Semester. The committee also makes recommendation for teaching assistantships.

RULES FOR ADMISSION TO GRADUATE COMPUTER SCIENCE PROGRAMS AT LSU

Students Who Are NOT Already Enrolled In LSU's Graduate School Students.

Students must apply to LSU Graduate School for admission. This requires transcripts from ALL colleges attended, GRE examination scores (the Department does NOT require any specialized tests), and TOEFL scores when applicable (only if the student is a native of a non-English speaking country and has not attended an English-speaking university). In addition, at least three letters of recommendation, preferably from former professors and/or employers, are required.

ALL required application materials must have been received in the Computer Science and Engineering Division Office BEFORE the appropriate deadline in order for a candidate to be considered in the associated time period.

Students Who Are Already Enrolled In LSU's Graduate School But NOT In Computer Science – Dual Degree

Students should first visit with the Graduate Advisor of Computer Science to see if you meet our prerequisite course work requirements (a necessary but **not** sufficient condition for admission) and to determine if we would consider you as a potential graduate student. You should then discuss your desire to pursue a dual degree with your home department to see what effects, if any, this second degree would have on your current degree program. You **must** then pick up a Request for Dual Degree (available in either your home department or in the Computer Science and Engineering Division office), fill out the part to be completed by the student, get your home department to fill out and sign the part to be completed by the home department, and turn it in to the CSE Division office. The Division will request copies of your credentials (e.g., transcripts from LSU and prior schools, original letters of recommendation, GRE and TOEFL scores). Note that records will not be released to you. Note also that it also requires at least two additional letters of recommendation from LSU faculty members (preferably at least one will be in Computer Science). You will also need to fill out a Proof of Entrance Requirements form. Note as well that notice of the change will be forwarded to the Graduate School only if you are accepted by the CSE Division.

ALL required application materials must have been received in the Computer Science and Engineering Division office BEFORE the appropriate deadline in order for a candidate to be considered in the associated time period (see next page).

Students Who Are Already Enrolled In LSU's Graduate School But NOT In Computer Science - Change of Degree

You should first visit with the Graduate Advisor of Computer Science to see if you meet our prerequisite course work requirements (a necessary but not sufficient condition for admission) and to determine if they would consider you as a potential graduate student. You might also discuss your desire to change departments with your current department. You must then pick up a Request for Change of Department (available in either your home department or in the

CSE Division office), fill out the part to be completed by the student, and turn it in to the Division office. The CSE Division will request copies of your credentials (e.g., transcripts from LSU and prior schools, original letters of recommendation, GRE and TOEFL scores). Note that records will **not** be released to you. Note also that it requires at least two additional letters of recommendation from LSU faculty members (preferably at least one will be in Computer Science). You will also need to fill out a Proof of Entrance Requirements form. Note as well that notice of the change will be forwarded to the Graduate School only if you are accepted by the CSE Division.

ALL required application materials must have been received in the Computer Science and Engineering Office BEFORE the appropriate deadline in order for a candidate to be considered in the associated time period (see below).

Students Who Are Already Enrolled In LSU's Graduate School And In Computer Science

If you are enrolled in our Masters Degree Program in Systems Science, but you want to enroll in our Doctoral Degree Program in Computer Science, you need to write a letter to the Computer Science and Engineering Division announcing your intent. You will need to obtain at least two letters of recommendation from LSU faculty (at least one must be from a Computer Science faculty member).

ALL required application materials must have been received in the Computer Science and Engineering Office BEFORE the appropriate deadline in order for a candidate to be considered in the associated time period (see below).

If you are enrolled in our Doctoral Degree Program in Computer Science, but you want to enroll in our Masters Degree in Systems Science along the way, you need not do anything in terms of admissions since it becomes automatic when you file for the masters degree.

Deadlines for ALL Admissions

Perhaps most importantly, there are fixed deadlines for applying to our graduate degree programs in Computer Science. The Graduate Admissions Committee for the Division of Computer Science and Engineering at LSU meets but two times a year. Thus, students who wish to enter must have ALL their application materials ready BEFORE October 1st to be considered for admission in the following spring or fall. Students must have ALL their application materials ready BEFORE February 1st to be considered for admission in the following fall or spring. Students who have been admitted but need to delay their starting time in one of the programs can extend their admission one year without reapplying.

Guidelines for Admission

Admissions Criteria - MSYSC*

1. GRE Scores: 150+ quantitative, 150+ (quantitative +verbal)
2. TOEFL Score (when applicable): 75+ desired
3. GPA – reasonable, especially in technical courses and computing courses.
4. Prerequisites (see below) – Must show proof (very exceptional students can be admitted provisionally if all they lack is CSC 3102 Advanced Data Structures and Algorithms and/or statistics).

Admissions Criteria - PCSC*

1. GRE scores: 160+ quantitative, 150+ (quantitative + verbal)
 2. TOEFL Score (when applicable): 75+ desired
 3. GPA - good, especially in technical courses, especially in computing courses
 4. Prerequisites (see below) - must show proof (very exceptional students can be admitted provisionally, for example, if all they lack is CSC 4101 Programming Languages).
- * Please note that these are “guidelines” for admissions. Meeting these criteria does not necessarily imply a guaranteed admission. On the other hand, if an applicant who does not meet all of these criteria but has strengths in other dimensions, he/she may be admitted.

Financial Aid and Assistantship Information

The Division of Computer Science and Engineering does not have an application form to apply for financial aid. The guidelines for awarding assistantships are listed below. When applying for admission in Computer Science, you may include a letter requesting consideration for an assistantship.

Guidelines for Awarding Assistantships:

1. First priority to Ph.D. students.
2. Criteria:
 - GRE Scores
 - Length and success in Computer Science program – Computer Science background
 - References
 - Requests by faculty members
 - Louisiana/American/International students (this priority will be used).
3. Automatically renew an awarded assistantship unless unsatisfactory performance.
4. Require all eligible Ph.D. students to teach at least one semester - thus assistantship support must be given to students that teach.
5. Do not require any student to teach more than two semesters.
6. Award assistantships for Fall semester by mid-March or early April, unless delayed by budget.
7. Masters in Systems Science students get second priority and dual degree students get third priority.
8. Award assistantships for Spring semester by mid-November.

Ph.D. Qualifying Exam (September 24 to October 1, 2012)

According to the current format of the Ph.D. qualifying (written) exam, a student has option to choose 3 from 5 core areas and one area outside of the core. The outside area can be considered as a specialization, which may be related to an interdisciplinary study. The 5 core areas are coordinated as follows:

Bijaya B Karki, General Coordinator

Area 1: Operating Systems (Sep 24, Mon)

R Kannan (Coordinator), S Mukhopadhyay and B Ullmer

Area 2: Computer Architecture (Sep 25, Tue)

C Busch (Coordinator), R Kooima and J Zhang

Area 3: Algorithms (Sep 26, Wed)

R Shah (Coordinator), S Kundu and J Zhang

Area 4: Theory of Computation (Sep 27, Thurs)

E Triantaphyllou (Coordinator), J Chen and SJ Park

Area 5. Programming Languages (Sep 28, Fri)

G Baumgartner (Coordinator), S Mukhopadhyay and R Kooima

The qualifying examination policy and rules:

- A student must pass 4 exams with at least 3 of them being from the above core areas.
- The 4th exam can also be in a core area or in another of specialization.
- A student will take and pass all 4 exams at the same time.
- A student will have 2 opportunities to pass all required exams.
- All exams will be closed book.

To request approval of an area other than the core areas (i.e., specialization area), a student submits a petition to a committee consisting of student's major professor, graduate advisor and specialization area coordinator. The area must be approved by Unanimous vote. The exam will take place on Monday (October 1, 2012).

The scheduled dates for the Ph.D. Qualifying (Written) Examination are from **September 24 to October 1 in Fall 2012**. For details contact the general coordinator Bijaya B Karki

E-mail: karki@csc.lsu.edu

Tel: (225) 578-1251

Office: 3127B PFT

UNDERGRADUATE PROGRAM COMMITTEES

Undergraduate Curriculum

Dr. R Shah, Co-chair
Dr. C Douglas, Co-chair
Dr. G Baumgartner
Dr. N Brener
Dr. H Kaiser
Dr. R Kannan

ABET Accreditation

Dr. R Kannan, Chair
Dr. C Douglas
Dr. G Baumgartner
Dr. S Brandt
Dr. R Kooima

Undergraduate Activities

Dealing with undergraduate research projects and workshops, ACM and High school programming contests, ACM advising, Award and honors selection

Dr. S Kundu, Co-chair
Dr. C Douglas, Co-chair
Dr. N Brener
Dr. K Busch
Dr. H Kaiser
Dr. R Kooima
Dr. S Mukhopadhyay
Dr. E Triantaphyllou

Computer Science Intensive Orientation for Students (CIOS 2013)

August first/second week, 2013

Dr. G Baumgartner, Co-chair
Dr. S Kundu, Co-chair
Dr. S Brandt
Dr. C Douglas
Dr. R Kooima
<http://csc.lsu.edu/cios/>

OTHER COMMITTEES

Resource Management

Dr. BB Karki, Chair
Mr. D Trammell
Dr. S Mukhopadhyay
Dr. J Zhang

Seminar

Dr. S Mukhopadhyay, Chair
Dr. S Kundu
Dr. SJ Park
Dr. R Shah
Dr. B Ullmer

Newsletter and Web

Dr. J Zhang, Chair
Dr. K Busch
Dr. SJ Park
Dr. R Kooima
E-mail: zhang@csc.lsu.edu
Tel: (225) 578-2191

Industrial Advisory

Dr. K Busch, Chair
Dr. G Baumgartner
Dr. S Mukhopadhyay
Dr. B Ullmer

PROMOTION/TENURE COMMITTEE and TIMELINE

Prof. G Allen
Prof. D Carver
Prof. R Kannan
Prof. E Triantaphyllou
Asso. Prof. G Baumgartner
Asso. Prof. J Chen
Asso. Prof. S Kundu
Asso. Prof. SJ Park
Asso. Prof. B Ullmer

The P&T committee chair and college representative will be decided in the faculty meeting of September 7 (Friday).

Please refer to the LSU PS36-T document for the promotion and tenure process.

Important P&T Dates:

September 7 (Friday): Candidate submits his/her complete promotion and tenure (P&T) packet in the LSU PS 36 format to the Computer Science and Engineering Division Office

September 13 (Thursday), 3 PM: Seminar by Dr. K. Busch

September 17 (Monday), 3 PM: Seminar by Dr. B.B. Karki

September 18 (Tuesday), 3 PM: Seminar by Dr. R Shah

September 21 (Friday), 1 PM to 4 PM: P&T committee meets/reviews P&T cases

September 26 (Wednesday): P&T committee submit report(s) to Division Chair

September 28 (Friday): P&T case book due in Dean's office

MENTORING COMMITTEES FOR ASSISTANT PROFESSORS

Assistant Professors	Mentoring Committee
Dr. Jian Zhang	Dr. R Kannan, Chair Dr. E Triantaphyllou, Dr. B Ullmer
Dr. Supratik Mukhopadhyay	Dr. J Chen, Chair Dr. G Baumgartner, Dr. B Ullmer
Dr. Robert Kooima	Dr. SJ Park, Chair Dr. G Baumgartner, Dr. S Kundu

Introduction & Intention:

The mentoring program is intended to be a useful process to assist new (and continuing) faculty members (Assistant Professors) in various ways to ensure that the junior faculty members are fully aware of their work, expectations of the College of Engineering and of their peers. The mentors would also assist them in learning and contributing to the various administrative processes. This knowledge would not only be helpful to them for their reappointment and tenure, but also, would benefit them in having a successful and satisfying career in the department. Furthermore, this process is aimed at fostering an environment of open communication and effective collaboration among faculty/researchers from within and outside the CSE Division. Finally, this process also enables the senior faculty to identify and award deserving junior faculty and senior faculty for excellence in mentoring.

Process:

Usually, this process begins within six months of starting employment where each assistant professor is assigned a mentoring committee by the division chair. Typically, the committee's size is 3 and is chosen after a mutual agreement between the mentors and the candidate is made. It is mandatory

that the mentors should meet the junior faculty at least twice during a semester and discuss the work being done related to writing proposals for extramural/ intramural grants, department services, research, teaching and other activities and it is expected that the mentoring committee provide an annual report to the CSE division chair about their mentoring activities. The past results of our mentoring have provided good results in terms of faculty enhancements. Our junior faculty members have been very successful in terms of getting grants/ publishing papers/teaching etc. This process has also led to Career Awards and we expect more along these lines.

CSE Divisional Policies

POLY-1: M.S. and Ph.D. defense examinations

1. M.S. project report/thesis must be submitted to the committee members one week prior to final presentation examination date.
2. Ph.D. Dissertation must be submitted to committee members at least two weeks prior to final examination date.

Failure to follow (1-2) is sufficient cause for postponement of that date if any committee members so desires.

POLY-2: Announcement of your exams to the CSE division faculty and students. The room, time, and date of your presentation examination must be announced in advance by both e-mail to cscworld and by posting on the bulletin board (at least three business days before the exam).

POLY-3: Graduate Teaching Assistants are awarded to graduate students for a maximum period of four/five years, except special circumstances, to be justified by the students' major professor and the department chair. In general, the assistantship will be automatically terminated at the end of the fourth/fifth year.

POLY-4: A student who fails any part of the qualifying (written) examination must pass all parts in the next regular semester. A student has only two chances to take the exam. If the student fails both times, he/she will be dropped from the program.

POLY-5: A student's major professor for the Ph.D. degree must be from the Computer Science and Engineering Division. The student may elect to have 2 major professors (co-major professors or co-chairs) in which case only one need to be from the CSE Division.

Faculty and Student Travel Information

Travel support for faculty members and students may be available in small amounts. Contact the CSE division chair for more information. Please note the following website for travel information.

<http://www.fas.lsu.edu/acctservices/acctpay/index.html>