Operating Procedures and Policies

Institute for Artificial Intelligence

The University of Georgia

I. Mission

The Institute for Artificial Intelligence is a state-assisted Institute established to provide an administrative structure for instructional programs in Artificial Intelligence at the University, to encourage and support interdisciplinary research in Artificial Intelligence involving University faculty and staff, and to facilitate the integration of Artificial Intelligence technology by industry and government agencies in the State and the Nation.

II. Membership

There are four categories of members of the Institute: Fellows, Faculty Fellows, Industrial Partners, and Student Fellows.

A. Fellows

Any individual engaged in Artificial Intelligence research is eligible to become a Fellow of the Institute. Fellows are appointed for a term of up to one year by the Director of the Institute with the consent of the current Fellows. Fellows have access to the Artificial Intelligence Laboratory and the colloquia of the Institute. Fellows may join Research Groups of the Institute.

B. Faculty Fellows

Any individual with a regular, temporary, or adjunct position at the University who has the permission of the Board of Regents to teach courses at the University is eligible to become a Faculty Fellow of the Institute. Faculty Fellows are elected for a term of three years by the current Faculty Fellows of the Institute. The Director may renew the appointments of a Faculty Fellow for additional three year terms without a new vote of the continuing Faculty Fellows provided the candidate has actively participated in the instructional program of the Institute during the previous appointment. The Faculty Fellows of the Institute establish the policies of the instructional programs offered through the Institute for Artificial Intelligence. Faculty Fellows have all the privileges of Fellows.

Faculty Fellows are expected to teach a core course in the graduate program in artificial intelligence or to serve on a thesis committee for a graduate student in artificial intelligence at least once during each three-year term. Active participation in the instructional programs of the Institute includes teaching a core AI course or serving on an AI thesis committee during the previous appointment. Reappointments of Faculty Fellows who are not actively participating will require a vote of the continuing Faculty Fellows.

C. Industrial Partners

An Industrial Partner is a corporate member of the Institute. Any private company or corporation is eligible to become an Industrial Partner of the Institute. Industrial Partners are appointed for a one year term by the Director. Industrial Partners may pay an annual subscription fee to the Institute. Industrial Partners do not have automatic access to the Artificial Intelligence Laboratory, nor may they join Research Groups of the Institute. However, they do have several specific privileges which include the following:

- Early recruiting access to AI graduate students
- Invitations to the Institute colloquium series
- Regular reports on Artificial Intelligence research at the Institute
- Discounts on Institute sponsored workshops
- Artificial Intelligence software and programming tools developed at the Institute

Industrial Partners also have the opportunity to enter into other arrangements with the Institute:

- Corporate graduate assistantships or internships
- Access to advanced AI computing hardware
- On-site presentation of AI workshops
- Visiting faculty or lecturers
- Collaborative research projects involving Institute Fellows

Other privileges of Industrial Partners are determined by the Director with the consent of the Fellows.

D. Student Fellows

Graduate students in good standing at other institutions may be appointed as Student Fellows of the Institute for a period of up to one year at a time. Student Fellow appointments should be reserved for persons who intend to visit the Institute for an extended period to conduct research with a resident Fellow. Application for appointment as a Student Fellow should include a proposal of the research to be undertaken, a copy of the student's transcript, a recommendation from the student's faculty advisor at his or her home institution, and a recommendation from the resident Fellow with whom the student plans to work.

III. Advisory Committee

The Faculty Fellows in residence at the University of Georgia, together with a representative of the Dean of the College of Arts and Sciences, serve as the Advisory Committee for the Institute.

IV. Administrative Positions

The administrative positions of the Institute include a Director, an Associate Director, a Graduate Coordinator, an Undergraduate Coordinator, an Administrative Assistant, Graduate Laboratory Assistants, and such other positions as needed and as permitted by funding.

A. Director

The Director reports to the Dean of the Franklin College of Arts and Sciences. The Director is appointed by the Dean of the Franklin College of Arts and Science with the advice of the Advisory Committee of

the Institute. The normal length of appointment is three years. The Director must be a tenured member of the Faculty of the Franklin College of Arts and Science. The Director is reviewed according to the same schedule and the same procedures as those used to review Heads of academic Departments in the College. The Director maintains the lists of Fellows and Faculty Fellows of the Institute. The Director supervises the Artificial Intelligence Laboratory. The Director serves as chief administrative officer for instructional programs in Artificial Intelligence, maintains the policies of these programs, and chairs regular and special meetings of the Faculty Fellows. The Director initiates and coordinates research projects in the Institute and coordinates the preparation of proposals for external funding to support these projects. The Director maintains liaison with Industrial Partners of the Institute. The Director coordinates the workshops and the colloquia of the Institute. The Director is the Editor-in-Chief of the series of Research Reports produced and distributed by the Institute. The Director coordinates the annual evaluations of the Institute staff. The Director prepares the annual report for the Institute. This report includes the annual report for instructional programs in Artificial Intelligence.

B. Associate Director

The Associate Director serves at the pleasure of the Director. The Associate Director must be a Faculty Fellow of the Institute. The specific responsibilities of the Associate Director are determined through the mutual agreement of the Director and the Associate Director. The original agreement of responsibilities is recorded in a written memorandum when the Associate Director is appointed, and any subsequent changes are also recorded in written memoranda.

C. Graduate Coordinator

The Graduate Coordinator serves at the pleasure of the Director. The Graduate Coordinator must be a Faculty Fellow of the Institute. The specific responsibilities of the Graduate Coordinator are determined through the mutual agreement of the Director and the Graduate Coordinator. Example responsibilities include: overseeing graduate students and their progress, chairing the graduate admissions committee, being the primary contact for prospective students, participating on the curriculum committees of the Institute, identifying candidates for the Graduate Laboratory Assistantships, being the primary liaison between the Institute and the Graduate School, and other duties related to administrative interactions with graduate students.

D. Undergraduate Coordinator

The Undergraduate Coordinator serves at the pleasure of the Director. The Undergraduate Coordinator must be a Faculty Fellow of the Institute. The specific responsibilities of the Undergraduate Coordinator are determined through the mutual agreement of the Director and the Undergraduate Coordinator. Example responsibilities include: overseeing undergraduate students and their progress, advising undergraduate students, being the primary contact for prospective students, participating on the undergraduate curriculum committee of the Institute, identifying candidates for special undergraduate awards, being the primary liaison between the Institute and the Registrar, and other duties related to administrative interactions with undergraduate students.

E. Administrative Assistant

The Administrative Assistant is appointed by the Director to provide administrative and secretarial support for the Institute. The following people have access to the services of the Administrative Assistant in the priority indicated by order: the Director; the Associate Director; the Graduate Coordinator, the Undergraduate Coordinator, Faculty Fellows, Fellows, and visiting researchers specifically designated by

the Director or the Associate Director. The Administrative Assistant handles administrative tasks related to payroll, expenditures, budget accounting, advisement, student file maintenance, and course set-up among others.

F. Graduate Laboratory Assistants

The Director appoints Graduate Research Assistants to serve as support staff in the Artificial Intelligence Laboratory. These are normally graduate students in the Artificial Intelligence programs. The Graduate Laboratory Assistants maintain the equipment and the software in the Artificial Intelligence Laboratory. They provide user support to all authorized users of the facility.

V. Artificial Intelligence Laboratory

The Artificial Intelligence Laboratory supports both instruction and research in Artificial Intelligence. The facilities available in the Artificial Intelligence Laboratory include specialized Artificial Intelligence workstations and standard workstations or microcomputers equipped with software specially designed for Artificial Intelligence instruction or research. Fellows and Faculty Fellows of the Institute, University students enrolled in courses or instructional programs in Artificial Intelligence, and other students approved by the Director or the Associate Director are entitled to use this facility. Anyone else who wishes to use the facility must make a written proposal to the Director. If the proposal is approved, the Director grants access to the facility for a period of up to one semester. Additional access requires a report on previous use and a new proposal.

VI. Instructional Programs

The Institute provides the administrative structure for the undergraduate major in Cognitive Science and the Master of Science program in Artificial Intelligence at the University. The Director is the chief administrative officer of these programs, and the Faculty Fellows establish the curriculum and the policies for these programs.

VII. Research Activities

The Institute encourages and supports interdisciplinary research in Artificial Intelligence involving University faculty and staff. It acts as a conduit for proposals to external funding agencies to support this research. It facilitates collaboration between University researchers and other academic and non-academic researchers in this country and abroad.

A. Research Groups

The research activities of the Institute are organized into working groups established by the Director. Each Fellow of the Institute should be a member of one or more of these Research Groups. Each Research Group has a Group Leader appointed by the Director. The Group Leader coordinates the activities of the Research Group and submits quarterly progress reports to the Director.

B. Commercially Sponsored Research

The policy of the Institute is to encourage agreements with private individuals or companies to perform collaborative research aimed at the production of Artificial Intelligence systems for commercial use. The

Institute works with the Vice President for Research and the Office of Contracts and Grants to facilitate such arrangements.

C. Visiting Researchers

The Institute actively seeks to bring academics and non-academics engaged in quality research in Artificial Intelligence to the Institute for extended research visits. The Director extends invitations to researchers as opportunities arise and makes available to such visitors access to the Artificial Intelligence Laboratory, office space, and other support for their research during their visit.

D. Research Reports

The Institute produces and distributes a series of Research Reports. This series subsumes the earlier ACMC and AI Center Research Reports concerned with Artificial Intelligence research.

E. Colloquia

To stimulate the exchange of ideas, the Institute offers a regular colloquium series on basic and applied research in Artificial Intelligence. This series includes guest speakers, Fellows, Faculty Fellows, and graduate students in Artificial Intelligence.

VIII. Technology Integration

The Institute promotes the integration of Artificial Intelligence technology into our society through the development and distribution of Artificial Intelligence software and programming tools, the production and distribution of Research Reports, a regular colloquium series, and non-credit workshops.

IX. Evaluation of the Institute

Every three years or when requested by the Dean of the Franklin College of Arts and Sciences, the Director coordinates an internal review of the Institute, its policies, and its activities. The results of this review are included in the annual report prepared by the Director. These results include specific recommendations for terminating obsolete programs and initiating new programs in the Institute.

X. Guidelines for Appointment and Promotion of University Full-Time Research Professionals

The basic criteria and procedures for promotion of full-time research professionals are established by the University. This document describes procedures that will be followed by the Institute for Artificial Intelligence acting as the originating unit for a promotion.

1. The Candidate will initiate the promotion review by written request to the Director.
2. The Director will appoint a Review Committee which s/he will chair. The Review Committee will consist primarily of Faculty Fellows of the Institute who are full-time faculty or staff of the University holding rank higher than the Candidate. Where appropriate, the Director will appoint

additional members within the Candidate's discipline from the full-time University faculty and staff holding rank higher than the Candidate.

3. The Candidate will prepare an initial vita and narrative account of accomplishments and will make publications and other relevant evidence available to the Review Committee. The Review Committee will examine this material and determine whether a full promotion review is appropriate. The decisions of the Review Committee together with the vote will be communicated to the Candidate in writing. If the decision is negative, the Review Committee will provide the Candidate with reasonably specific reasons for the decision. The Candidate will have five working days from the date s/he receives a negative decision to appeal in writing to the Director.

4. If the Review Committee recommends a full review, a list of potential outside evaluators will be determined by the Director in consultation with the Review Committee and the Candidate. The Director will ensure that at least four outside evaluations are received and that evaluations are received from at least two evaluators nominated by the candidate. The Review Committee will examine the complete record, including the outside evaluations, and vote on promotion. This decision and vote will be communicated to the Candidate in writing. The Candidate will have five working days from the date s/he receives a negative decision to appeal in writing the Director.

5. If the Review Committee recommends a full review, a full promotion dossier will be prepared and forwarded to the Vice-President for Research. If the Director supports the Candidates promotion, the dossier will be prepared by the Director and the Candidate. Otherwise, the dossier will be prepared by another member of the Review committee who supports the promotion and the Candidate. If the Director does not approve the promotion s/he will provide a letter explaining her/his opposition and this letter will become part of the dossier.

XI. Amendments to Operating Procedures and Policies

These Operating Procedures and Policies may be amended by a majority vote of the Advisory Committee.