

DEPARTMENT GOVERNANCE DOCUMENT (DEPARTMENT BYLAWS)

Approved 4/10/89, Amended 1/23/92, Amended 2/8/96, Amended 10/99, Amended 03/2007

Article I. Object

The object of this organization, henceforth called the Faculty of Mathematical Sciences and referred to as the Faculty, shall be to approve curricula and curricular matters; to consider policies affecting teaching, research and other scholarly activities, welfare, and such other matters as might pertain to common professional goals.

Article II. Membership

The voting membership of the Faculty shall consist of all individuals, designated by their personnel records as belonging to the Faculty of the Department of Mathematical Sciences, who are tenured, tenure-track, or senior lecturers, as defined in the Faculty Manual [Part III, D and E]. Temporary faculty may apply to the Mathematical Sciences Council (MSC) for voting membership, after having completed two consecutive years of employment by the Department.

Article III. Administrative Structure

For departmental governance considerations, the administrative staff of the Department shall consist of the Department Chair, the Coordinator of Instruction, the Coordinator of Graduate Studies, and the Coordinator of Undergraduate Studies.

Based on nominations from the Faculty and consultation with the Mathematical Sciences Council (MSC), the Department Chair shall appoint from the Faculty a Coordinator of Instruction, a Coordinator of Undergraduate Studies, and a Coordinator of Graduate Studies. Each appointment shall be for a three-year term, effective August 15, and such coordinators may succeed themselves.

Article IV. Officers and Meetings

- Section 1. The Department Chair shall serve as Chairperson, the Coordinator of Instruction as Vice-Chairperson, and the Administrative Assistant to the Chair as Secretary for meetings of the Faculty.
- Section 2. The Chair shall call at least one meeting of the Faculty in each of the long semesters and any other meeting at his/her discretion, or upon a petition of twenty-five percent of the voting membership. Minutes of each meeting shall be forwarded to the Dean of the College.
- Section 3. Written notification of the agenda for meetings shall be provided to the voting membership at least 24 hours in advance of meetings. Non-agenda items may not come to a vote at a meeting unless fifty percent of the voting membership is present.
- Section 4. A quorum shall consist of those present.

Article V. Organization of the Faculty

- Section 1. For purposes of representing the Faculty on various matters, the voting membership of the Faculty is organized into the following six subfaculties: Algebra and Discrete Mathematics, Computational Mathematics, Operations Research, Probability and Statistics, Pure and Applied Analysis, and Undergraduate Education.
- Section 2. Memberships on multiple subfaculties is encouraged. However, each Faculty member shall designate (or have designated by the Chair in the absence of a choice) one of the subfaculties for primary membership and shall be entitled to vote on matters pertaining to subfaculty representation in departmental affairs in that subfaculty only.
- Section 3. Each subfaculty shall have developmental responsibilities relative to academic matters associated with the subfaculty's interest area. These include updating course syllabi and catalog descriptions, actively participating in the recruitment of faculty, assisting in the administration of multiple section courses, and promoting research and professional development.
- Section 4. Each subfaculty shall elect a coordinator and representatives to the MSC, Research and Development, Graduate Affairs, and Undergraduate Affairs Committees. Elections shall be held by April 15, and elected terms shall be for one year beginning August 15.

Article VI. The Mathematical Sciences Council

- Section 1. The Mathematical Sciences Council shall be the standing committee to represent the Faculty on curricular matters. The MSC shall advise the Chair on long-range planning, committee assignments, matters of departmental and faculty welfare, matters pertaining to new teaching and research appointments within the Department, and on any and all matters brought to it by the Faculty or the Chair.
- Section 2. The MSC shall schedule at least three meetings during the long semesters and otherwise as necessary. The Chair shall serve as Chairperson. These meetings are open to the Faculty. Generally, the agenda of the MSC shall be made available to the Faculty one week prior to its meetings. Any member of the Faculty may submit to the Chair (in writing) items for this agenda. The minutes of the MSC meetings shall be distributed to the Faculty in a timely fashion.
- Section 3. Any action of the MSC may be called for review by the entire Faculty at one of its meetings as specified in Article IV.
- Section 4. Each subfaculty shall elect a representative to the MSC. In addition to the elected members, the Chair, the Coordinator of Instruction, the Coordinator of Graduate Studies, and the Coordinator of Undergraduate Studies shall be members of the MSC.

Article VII. Committees

The Department shall have the following standing committees:

1. Administrative Committee
2. Assistantships and Awards Committee
3. Computing Facilities Committee
4. Graduate Affairs Committee
5. Mathematics Education Committee
6. Research and Development Committee
7. Tenure, Promotion, and Reappointment Committee
8. Undergraduate Affairs Committee

Ad hoc and other committees may be appointed by the Chair as needed. Except as specified below, the Chair, with the advice of the MSC, shall fix the size of all committees and assign their duties; and, with the approval of the MSC, shall appoint the chairpersons and members. The committees on Graduate and Undergraduate Affairs shall report to the MSC. The Mathematics Education Committee shall report to the Graduate Affairs and Undergraduate Affairs Committees. The Tenure, Promotion, and Reappointment Committee, the Computing Facilities Committee, and the Administrative Committee report directly to the Chair. Other committees may report to the Chair, the MSC, or the Faculty as determined by the Chair.

- Section 1. The *Administrative Committee* shall consist of the Chair, the Coordinator of Instruction, the Coordinator of Graduate Studies, and the Coordinator of Undergraduate Studies. It shall be chaired by the Chair and shall advise the Chair on scheduling of courses and other administrative matters.
- Section 2. The *Assistantships and Awards Committee* shall coordinate the recruitment of graduate students and shall advise the Chair on assistantship awards and departmental nominees for university awards to new or potential graduate students.
- Section 3. The *Computing Facilities Committee* shall advise the Chair on the purchase, disposition, and allocation of computing resources within the Department. A member of this committee will be appointed by the Chair to serve as the Department's representative to the College's Computer Resources Committee.
- Section 4. The *Graduate Affairs Committee* shall be chaired by the Coordinator of Graduate Studies and shall include one representative from each subfaculty. It shall advise the MSC on graduate curricula and other matters pertaining to the graduate program. Other duties may be assigned by the Chair. Generally, the Committee's agenda will be made available to the Faculty one week prior to its meetings. The committee may appoint subcommittees, not necessarily from its own members, as needed. Any such subcommittee shall report to the Committee. A

subcommittee of advisors for entering graduate students shall be a standing subcommittee, whose activities shall be coordinated by the Coordinator of Graduate Studies.

- Section 5. The *Mathematics Education Committee* is responsible for recommendations to the Graduate and Undergraduate Affairs Committees on all curricular matters or other matters pertaining to pre-service and in-service education of teachers. The committee may appoint subcommittees, not necessarily from its own members, as needed.
- Section 6. The *Research and Development Committee* endeavors to foster research, development, and outreach activities of the Department. It is responsible for organizing a program of colloquium speakers, conserving and trying to increase resources available for research and faculty development, and providing information to the scholarly community about the research activities of the Department. The committee is also responsible for assisting the Chair in development activities and alumni relations. The Chair or the Coordinator of Instruction shall be a member of this committee. Each subfaculty shall elect a member to the Research and Development Committee. The committee may appoint subcommittees, not necessarily from its own members, as needed. Any such subcommittee shall report to the Committee.
- Section 7. The *Tenure, Promotion, and Reappointment Committee* shall consist of the tenured full professors excluding the Chair. The committee shall elect its own chair. The committee may appoint subcommittees, drawn from its own members, as needed. It shall function in accordance with the Guidelines for Tenure and Promotion for the Department of Mathematical Sciences.
- Section 8. The *Undergraduate Affairs Committee* shall be chaired by the Coordinator of Undergraduate Studies and shall include one representative from each subfaculty. It shall advise the MSC on undergraduate curricula and other matters pertaining to the undergraduate program. Other duties may be assigned by the Chair. Generally, the Committee's agenda will be made available to the Faculty one week prior to its meetings. The committee may appoint subcommittees, not necessarily from its own members, as needed. Any such subcommittee shall report to the Committee. A subcommittee of undergraduate student advisors shall be a standing subcommittee, whose activities shall be coordinated by the Coordinator of Undergraduate Affairs.

Article VIII. Representatives

- Section 1. Elections of Faculty representatives to various college or university organizations shall either occur at a meeting of the organization or by mail ballot, whenever there are two or more nominees. Nominations are

accepted from the voting membership. Elections for alternates shall be conducted separately.

- Section 2. A replacement for the unexpired term of any representative to the MSC, college or university organization, or department committee who is unable to complete a term shall be selected as soon as possible, using the same rules as the original selection. The replacement takes office immediately upon selection.

Article IX. Amendments to this Document

- Section 1. The Bylaws can be amended by a two-thirds vote of the voting membership, either at a meeting of the organization or by mail ballot, provided the amendment has been distributed to each member at least two weeks in advance of the voting.
- Section 2. The Guidelines for Tenure and Promotion for the Department of Mathematical Sciences can be amended at the request of the Tenure, Promotion, and Reappointment Committee subject to ratification by the voting membership of the Faculty. Amendments approved by a majority vote of the voting membership of the Tenure, Promotion, and Reappointment Committee will be distributed to each member of the Faculty at least two weeks in advance of the Faculty vote for ratification. A two-thirds vote of the voting membership of the Faculty suffices for ratification. Voting may be either at a meeting or by mail ballot.
- Section 3. The Guidelines for Post Tenure Review for the Department of Mathematical Sciences can be amended by a two-thirds vote of the voting membership, either at a meeting of the organization or by mail ballot, provided the amendment has been distributed to each member at least two weeks in advance of the voting.