

DEPARTMENTAL BYLAWS
DEPARTMENT OF MATHEMATICS

December 9, 2005

Revised December 9, 2010

Revised February 21, 2013

Revised March 24 2014

Revised August 29, 2019

These bylaws are intended to supplement University regulations. If there is any overlap or contradiction between these bylaws and University regulations, the latter take precedence.

1. Method of approving and revising these bylaws.

This document will be deemed to be in force upon approval by 2/3 of the regular faculty in the department. It may be revised by a 2/3 vote of the same group.

2. Department Membership. Voting and Definitions

(a) Voting Categories

- i. Tenured (T) Faculty: Those full time tenured faculty who, when not on leave, receive 100% of their salary from Mathematics, or who hold joint appointments but with Mathematics designated as their primary department.
- ii. Tenure Stream (TS) Faculty: Those who are either tenured or tenure stream and who otherwise meet the criteria in 2.a.i.
- iii. Non-tenure Stream (NTS) Faculty: Full time non-visiting faculty that are not in the tenure stream.
- iv. Regular Faculty: Tenure Stream Faculty and also Non-tenure Stream Faculty who hold the rank of Lecturer or higher and meet the other criteria in 2.a.i.
- v. Staff. Staff elect a member to the PBC (described below) who may vote on appropriate issues as determined by the PBC.
- vi. Students. Student membership on appropriate committees is described below.

- (b) Faculty on Leave. Faculty on Leave but otherwise meeting the criteria above may vote on all issues, either by designating a proxy for a meeting or by participating in any mail ballots. However it is their responsibility to be aware that a meeting or vote is taking place and to participate as they wish. The Department is not required to notify them of votes except as part of a regular emailing to the faculty and by a general written notice placed in Departmental mail boxes. Mail ballots which arrive after stated deadlines will not be counted.
- (c) “Rank above” rule. As described below, only those faculty holding a rank higher may vote on issues involving renewal, promotion, and tenure of faculty currently at a lower rank. (Tenure is considered a higher rank than not having tenure, even for different ranks, e.g. a tenured associate professor can vote on the tenure of an untenured full professor.)
- (d) Only Tenure Stream Faculty may vote on hiring Tenure Stream Faculty.

3. Chair, Committees, and Meetings

- (a) Chair. A vote of the Regular Faculty of the Department will recommend to the A&S Dean a three year appointment for a chair of the Department. The Chair will be selected from among the tenured faculty of the Department unless an outside search is initiated by the Tenure Stream Faculty and approved by the Dean.

During the first month of the fall term in the final year of the Chair’s appointment, a faculty meeting will be called by the Vice Chair of the Executive Committee, without the Chair present, to discuss the appointment of a new chair or the reappointment of the present one.

In the meeting the form of the voting procedure will be decided upon and possibly nominations will be taken. Alternatively, if so decided at the meeting, a committee will be formed by the Executive Committee to take nominations, under guidelines established at the meeting.

Secret balloting will take place by mail. The final results will be reported to the Dean who will take into account the outcome in making the appointment of the next Chair.

- (b) Committees/Directors
 - i. PBC. The Planning and Budget Committee will consist of five T/TS faculty representatives including the Chair, an NTS faculty representative, a staff representative, and a graduate student. The committee

members besides the Chair are elected by their respective constituencies. Members will serve two year terms, **with T/TS faculty terms** staggered so as to insure continuity. The committee will meet at least once each term. It advises the Chair on budgetary, space, and other issues not covered elsewhere in this document.

- ii. Executive Committee. The Executive Committee consists of the faculty representatives on the PBC. It deals with personnel issues and other matters as determined by the Chair in consultation with the PBC. A Vice Chair will be chosen to chair meetings if necessary when the Chair is unavailable, and to initiate the process of chair selection as discussed in section 3(a). The committee will meet at least once each term.
- iii. Graduate Committee. This committee will be headed by a Graduate Director, who will be appointed by the Chair for a term not to exceed the remainder of that Chair's present term. Other faculty members, of the committee will be appointed by the Chair in consultation with the Graduate Director. There will also be one elected graduate student representative. The Graduate Director, in consultation with the Graduate Committee, will determine scheduling and staffing of graduate courses, and make recommendations about graduate requirements to the Tenure Stream faculty, who will have final say on degree requirements, consistent with University regulations. The further duties of the committee are determined by the Chair, in consultation with the Graduate Director.
- iv. Undergraduate Committee. This committee will be headed by an Undergraduate Director, who will be appointed by the Chair for a term not to exceed the remainder of that Chair's present term. Other members will be appointed by the Chair in consultation with the Undergraduate Director. The Undergraduate Director, in consultation with the Undergraduate Committee, will determine scheduling and staffing of undergraduate courses, and make recommendations about undergraduate requirements to the Regular faculty, who will have final say on degree requirements, consistent with University regulations. The Undergraduate Committee will be responsible for review and approval of new undergraduate courses. New course proposals should include a course description, a syllabus meeting the guidelines of the School of Arts and Sciences, and a rationale explaining how the pro-

posed course meets the instructional needs of the Department. Upon approval by the Undergraduate Committee, the Undergraduate Director will notify Arts & Sciences Undergraduate Council of the new course.

The further duties of the Undergraduate Committee are determined by the Chair, in consultation with the Undergraduate Director.

- (c) Departmental meetings will be called by the Chair, with at least one meeting of the Regular Faculty being held each term. All meetings in which voting is to take place must be announced at least a week in advance by email. Formal motions will be discussed in accordance with Robert's Rules of Order, and minutes will be taken to record all motions and other significant items. A faculty member will be appointed to take minutes by the person chairing the meeting. The minutes will be available to any departmental member who was eligible to attend the meeting in question, and will be maintained by the office of the Chair. If requested by a member present at a meeting, a quorum of 50% of those eligible to vote must participate in each Departmental meeting where votes are taken. However, proxies may be counted to reach a quorum.

4. Promotion, Tenure and Salary Raises.

(a) Promotion and Tenure.

- i. Tenure Stream - Detailed procedures for the Department's role in tenure stream promotion procedures (below the rank of Professor) are given in Section B of the A&S Bylaws. The following items supplement these mandated procedures.
- ii. Renewal - Renewal of non-tenured tenure stream faculty will be voted upon by the tenured faculty. Positive votes will be required from 2/3 of the yes/no ballots cast for a positive recommendation from the Department.
- iii. Tenure - Tenure proceedings will normally commence when a tenure decision is mandated by University rules (e.g. a sixth year review) or in the case of an outside hire with tenure. However, a tenure stream faculty member may request early consideration for tenure, in which case the tenured faculty will deliberate and vote, and the tenure process will be initiated if 3/4 of the yes/no ballots are supportive. In each tenure case a reading committee consisting of tenured faculty

will be appointed by the Department Chair, in consultation with the Executive Committee, and outside letters will be solicited. Based on the candidate's dossier and outside letters, the reading committee will make a recommendation to the tenured faculty, who will deliberate and vote on the candidate as specified in the A&S Gazette. A recommendation for tenure will be made to the A&S Dean if (a) 3/4 of the yes/no votes are positive, and (b) the total number of positive votes is at least 50% of the number of eligible voters who are not on leave. If condition (a) is met, but not (b), then the vote will be held again. If (a) is not met on the first vote or either (a) or (b) is not met on the second vote, regular tenure cases will be forwarded to the Dean with advice to decline tenure, while early tenure and outside hire cases will not be forwarded to the Dean. In these cases, all letters from the tenure file will be retained in any future round.

- iv. Changes in rank - Consideration for promotion of tenure stream faculty will be initiated when the candidate submits a request to the Department chair. The chair will present the case to tenured faculty of the requested rank or higher, who will deliberate and vote on whether to proceed. If 2/3 of the yes/no votes are positive, a reading committee will be formed, and outside evaluations will be solicited. The reading committee will make a recommendation, followed by a second vote. Promotion will be recommended if 2/3 of the yes/no votes are positive.
- v. Non-tenure Stream Faculty - Details concerning the promotion and renewal of non-tenure stream faculty are contained in the Department Chair's Handbook. Promotion and renewal will be voted on by all higher-ranked faculty. Promotion will be recommended if 3/4 of the yes/no votes are positive. Renewal will be recommended if 2/3 of the yes/no votes are positive.
- vi. Ballot secrecy - Balloting for tenure and promotion will be conducted in a manner that prevents any member of the department from determining how any other member voted.
- vii. Confidentiality of discussions. All discussions of personnel cases in formal meetings, either of the rank-above faculty or of any reading committees, are to be kept confidential. A candidate should never be told about these discussions or about the remarks of any faculty member at such meetings. All information on the progress of a case

should come to the candidate from the Chair.

- (b) Salary Raises. There is a Merit Committee consisting of the Chair and four **tenured faculty** members elected by the Regular Faculty which makes an assessment of each faculty member's performance during the past year, based on annual reports submitted by the faculty and such other objective information as they have. The term of a member will be two years, and terms will be staggered to provide continuity. This committee reports its findings to the Chair, who will use them as the basis for the normal annual salary raises. The amount of the raise will take into account the level and the quality of the individual's efforts in research, teaching and service.

5. Departmental Administration

Details of departmental administration not specified here will be determined by the Chair, in consultation with other members of the department.