

Mathematics Department By-Laws

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1 Administrative Structure

1.1 Chair and elected committees

The principal authorities of departmental governance shall be the Chair, the Executive Committee (EC) and the Personnel Committee (PC). These shall be elected according to the procedures defined below (see Elections), as shall the Merit Committee (MC). All other officers, committees and other administrative units shall be appointed by these three agents, and each shall serve, report to or make recommendations to its appointing authority, and is responsible to it. Committees appointed by the EC or PC have the status of subcommittees, and each may be delegated specific responsibilities by its parent committee.

1.2 Appointed officers

The Chair shall annually in the Fall appoint (or reappoint), subject to ratification by the EC, an Associate Chair (AC), a Director of Undergraduate Studies (DUS) and a Director of Graduate Studies (DGS). The Chair shall also annually in the Fall appoint (or reappoint) a Vice Chair (VC), with the advice and consent of the Executive Committee, by a two-thirds majority vote.

1.3 Appointed committees

The following standing committees shall be appointed each year, by the indicated authority: EC: Library Committee, Graduate Committee, Undergraduate Committee. PC: Search Committee

2 Definitions

For the purposes of these by-laws, an “eligible faculty member” shall mean a full-time faculty member of the Mathematics Department on Presidential appointment. Faculty on leave retain their eligibility.

2.1 Officers

2.1.1 The Chair

The chair of the Mathematics Department is the chief executive officer of the department. The Chair serves ex officio on all elected committees, and has full voting authority on the EC and PC. The Chair shall be elected by the eligible faculty for a term of three years, beginning on July 1, and may not serve more than two consecutive terms.

2.1.2 The Associate Chair

The AC shall assist the Chair in a variety of executive responsibilities, such as scheduling and staffing, as directed by the Chair.

2.1.3 The Vice Chair

The VC assumes the responsibilities of the Chair when the Chair is not available. The transfer of responsibility shall occur at the request of the Chair, or, in the event that the Chair is incapacitated to such an extent that he or she cannot make such a request, at the behest of the Executive Committee. The VC shall be an ex-officio member of the Executive Committee.

2.1.4 The Director of Undergraduate Studies

The DUS shall assist the Chair in governing the undergraduate mathematics major program, with general authority over curriculum, advising, scheduling

and other academic concerns.

2.1.5 The Graduate Chair

The DGS shall assist the Chair in governing the graduate program, with general authority over admissions, financial aid, recruiting, curriculum, scheduling, staffing, programmatic requirements, and other administrative and academic concerns.

2.2 Elected Committees

Members of the EC, PC, and MC shall be elected from among the eligible faculty and shall serve for a three-year term, beginning on September 1. The terms of elected members are staggered so that ordinarily each year one-third of the committee slots (one for the MC, two for the EC, three for the PC) are to be filled. Each full term of membership shall be followed by a one-year period of ineligibility.

2.2.1 The Executive Committee

The EC shall consist of the Chair and six elected eligible faculty members. Also serving ex officio will be the AC, the DUS and the DGS. The EC shall have final authority within the department for academic and programmatic matters, and for the establishment and oversight of department policy. Administrative actions of a routine nature or those requiring rapid decisions will be taken by the Chair, who will report his action to the EC. The EC also has responsibility for maintenance and oversight of the department's committee structure, and of departmental elections.

2.2.2 The Personnel Committee

The PC shall consist of eight elected eligible faculty members. The Department Chair will also serve ex officio. The PC shall have authority within the department in the areas of faculty recruitment, hiring, tenure and promotion. The tenured members of the committee shall act as the "Tenure Committee" for initial consideration of tenure cases, unless a majority of the tenured faculty call by petition for a different mechanism.

2.2.3 The Merit Committee

The MC shall consist of three elected eligible faculty members. The Chair shall convene the committee. The primary duty of the Merit Committee is to make recommendations to the Chair concerning the distribution of merit awards to members of the department, in accordance with the current contract.

2.3 Appointed Committees

2.3.1 The Graduate Committee

The Graduate Committee shall assist in the formulation of policies, in the maintenance of standards and in the general supervision of all matters regarding the department's graduate programs and graduate students. This committee shall be appointed each year in the fall by the EC; the DGS shall serve as its chair.

2.3.2 The Undergraduate Committee

The Undergraduate Committee shall assist in the formulation of policies, in the maintenance of standards and in the general supervision of all matters regarding the department's undergraduate major programs and students. This committee shall be appointed each year in the fall by the EC; the DUS shall serve as its chair.

2.3.3 The Library Committee

The Library Committee shall assist in the formulation of policies regarding the department's library, in the maintenance and development of collections and in the general supervision of all matters regarding the library. This committee shall be appointed each year in the fall by the EC.

2.3.4 The Search Committee

The Search Committee shall assist the PC in matters concerning faculty recruitment and hiring. This committee shall be appointed each year in the fall by the PC.

3 Procedures

3.1 Elected Committees

3.1.1 Meetings

The EC and the PC shall each meet in September of each year to elect officers and to reconstitute standing appointed subcommittees. The officers for each shall be a committee chair, chosen from among those members who served on that committee the previous year, and a secretary. The department Chair shall convene and chair the first meeting. The MC shall convene as called upon to do so by the Chair, who will serve as committee chair. Subsequent meetings will be scheduled as needed. A meeting may be called by the department Chair, the committee chair, or by any three elected members of the committee. Minutes of EC and PC meetings shall be taken by the secretary, and after appropriate approval by the committee, circulated to the department for information. In the case of the EC and PC, any matter that is viewed by the committee as confidential, delicate or otherwise inappropriate for general circulation may be left out of the minutes.

3.1.2 Votes

On the EC and PC, only elected members and the Chair shall vote on matters requiring a vote.

In the EC, resolutions can be introduced by any member of the EC or by any subcommittee chairman. In the latter case they should be specific recommendations of a non-trivial nature that substantially affect department policy. In general, the decisions of the EC are final and represent department policy, unless one of the following obtains:

1. The EC chooses to submit the decision to a referendum of a higher body (i.e., the eligible faculty or the graduate faculty).
2. In a matter of primary concern to the graduate faculty, 50% of the tenured members of the graduate faculty petition for a referendum of the tenured members of the graduate faculty.
3. In a matter of general departmental concern, 50% of the tenured members of the department petition for a referendum of the tenured mem-

bers of the department. In the above cases, the result of the referendum, by majority vote, shall determine the pertinent policy.

The bylaws may be amended only by an affirmative vote of two-thirds of the voting members of the EC or by an affirmative vote in a departmental referendum by a two-thirds majority of the tenured members of the department.

In those discussions and votes of the PC pertaining to promotions, only those members of the committee holding ranks higher than that of the individual under discussion shall be present and eligible to vote. In discussion or votes on a tenure case, only the members of the Tenure Committee shall participate.

3.2 Appointed Committees

The EC shall reexamine the composition and responsibilities of all standing subcommittees in September of each year. Each subcommittee of the EC must meet by the end of the first week of October to elect a subcommittee chair, if one is not already determined, and to construct a program for the academic year. Each subcommittee chair shall prepare for the EC a brief written statement describing this program. This statement should contain a projected time scale, monetary considerations, and specific delegations of authority or responsibility.

The chair of each subcommittee shall keep the EC chair informed in a timely way of any significant actions taken by the subcommittee. Each April, the subcommittee chair shall present a summary report of the activities of the subcommittee, including actions taken, recommendations for action by the EC, and projects under way or anticipated in the coming year.

4 Elections

The EC shall conduct all departmental elections. Ballots shall be prepared by the AC, checked by the chair of the EC and approved by the EC. Ballots shall be counted by a sub-committee appointed for that purpose by the EC, customarily chaired by the AC.

4.1 Chair Election

The Executive Committee shall hold an election among the eligible faculty for the chairmanship between February 1 and February 15 of the third year of the incumbent Chair's term, or as soon thereafter as possible. The Dean shall be kept informed at each stage of the process by the chair of the EC. All full-time faculty on presidential appointment shall be eligible to vote. During the first two weeks of the spring semester, the EC will present to the department a slate of no more than three consenting candidates. Any additional candidate who consents, and is supported by petition with the signatures of at least ten eligible faculty, will be added to the slate. Petitions for additional candidates must be received by the chairman of the EC within seven days of the announcement of the original slate. The AC shall then prepare the final ballot according to instructions of the EC. The election will be held by secret mail ballot, in one mailing if possible, with votes counted according to the 'preferential' (i.e., sequential runoff) method.

4.2 Committee Elections

Elections to the EC and PC shall be conducted in April of each year by the EC. The EC each spring will prepare a preliminary slate of nominees for election to each committee. This slate shall include at least two nominees for each opening with a minimum of three for an isolated opening. The preliminary slate will be presented to the Department together with a note soliciting additional nominations by petition and a deadline for submitting any such nominations. A petition of nomination must be signed by at least seven eligible faculty and submitted to the chair of the EC. No eligible voter can sign more than one petition per opening. The deadline for submitting a petition must be at least one full week after the distribution of the preliminary slate. The election will be held by secret ballot, in one mailing if possible, with votes counted according to the preferential method.

4.3 Incomplete Terms

Temporary replacement (up to one year) of elected committee members or officers on leave or unavailable for other reasons shall be made by appointment by the EC. For longer replacement periods, another member will be elected to finish out the term. Similar replacement shall be made, at the

EC's discretion, of members who for their own reasons find it inconvenient to participate in committee activities, or who prefer to withdraw from the committee.

4.4 Tie-breaking

Tie votes in departmental elections shall be settled as follows: Committees: In case of a tie for a committee slot, the tied candidates will be so informed by the chair of the EC. If all but one of these chooses to withdraw, the remaining candidate is elected. In all other cases, a random number generator (a coin, if two are tied) will determine the result. Chair: In case of a tie for Chair, the chair of the EC will consult with the tied candidates. The EC shall then decide between a re-vote or, assuming two candidates are tied, and with their mutual agreement, each shall serve a two-year term, with the order specified by the EC. For the purposes of succession, such a two-year term shall be considered as a full and simultaneous term for each candidate.