



The University of Texas at Dallas

Mathematical Sciences

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MEMORANDUM

TO: Tenured, Tenure Track Faculty and Senior Lecturers
Department of Mathematical Sciences

FROM: Ali Hooshyar, Head *MAH*
Department of Mathematical Sciences

SUBJECT: Department's Bylaws

DATE: April 29, 1999

Attached is a copy of the Department's Bylaws which were approved in the faculty meeting of 4/28/99. I would like to express my thanks to the members of the Bylaws Committee and the faculty who have greatly contributed to the creation of the first bylaws for the Department.

Mathematical Sciences Department
University of Texas at Dallas

Bylaws

The following Departmental policies were approved by the Mathematical Sciences Department on April 28, 1999. In this document, the term "faculty" includes the tenured faculty, the tenure track faculty, and the senior lecturers in the Mathematical Sciences Department.

1. **HEAD.** The Head of the Department is recommended to the Dean by the tenured and tenure track faculty. The Department recommends that the Dean then appoint the Head for a nominal period of three years. Reappointment for additional three year terms is permitted.
2. **DEPARTMENTAL MEETINGS.** The Head will call a meeting of the Department at least two times during each academic year semester. Additional meetings may be called by the Head or by a written petition of at least one quarter of the faculty. Decisions concerning the graduate program will be made by a majority vote of the tenured and tenure track faculty. Decisions concerning the undergraduate program will be made by a majority vote of the faculty.
3. **ASSOCIATE HEAD.** The Head will appoint an Associate Head. This appointment will be from the tenured Statistics Faculty if the Head is from the Mathematics/Applied Mathematics Faculty and from the tenured Mathematics/Applied Mathematics Faculty if the Head is from the Statistics Faculty. The Associate Head will be recommended to the Head by confidential individual recommendations of the tenured and tenure track faculty. The Associate Head will serve to facilitate coordination of the different academic disciplines within the Department and to assist in administrative duties as assigned by the Head. No one will be appointed Associate Head against his or her will.
4. **ADVISORS.** Four advisors will be appointed by the Head with the advice of the Associate Head. These are the Graduate Advisor in Applied Mathematics, the Graduate Advisor in Statistics, the Undergraduate Advisor in Applied Mathematics, and the Undergraduate Advisor in Statistics. These advisors will be appointed from the tenured and tenure track faculty in the corresponding fields.
5. **DEPARTMENTAL COMMITTEES.** The Head will solicit faculty interest in serving on Departmental committees. Based on this and the recommendations of the Associate Head, the Head will appoint Departmental committees. Standing Departmental committees will include:
 - (a) Planning Committee
 - (b) Graduate Student Recruiting and Admissions Committee
 - (c) Graduate Curriculum Committee
 - (d) Undergraduate Curriculum Committee
 - (e) Qualifying Exam Committee
 - (f) Class Schedule Committee
 - (g) Service Course Interaction Committee
 - (h) Library Committee

- (i) Seminar Committee
- (j) Computer Committee

All committees should have at least one representative from both the Mathematics/Applied Mathematics Faculty and the Statistics Faculty. The Class Schedule Committee will include the four advisors, the Head, and any others appointed by the Head. The Planning Committee and the Graduate Curriculum Committee should have two members from both the Mathematics/Applied Mathematics Faculty and the Statistics Faculty. The Planning Committee will be chaired by the Associate Head. The charge of the Planning Committee is to consider long term future plans for the Department and bring them before the Department. It is desired that the Planning Committee meet with the Dean and Head once a year.

6. **PH.D. QUALIFYING EXAM.** The PhD Qualifying exam will be offered at least once a year at the end of Spring Semester. There will be two separate exams - one for applied mathematics and one for statistics. These two exams will be set by the Faculties in the respective areas. It is intended that the two qualifying exams be of the same length and difficulty and that they be held at the same time. The Qualifying Exam Committee will oversee the writing, scheduling, and grading of the exams.

University rules state that there are two possible outcomes of the qualifying exam - pass or fail. A student who fails can be allowed to retake the (entire) exam upon a two-thirds majority vote of the "examining committee." In Mathematical Sciences, the "examining committee" will be considered the entire tenured and tenure track Mathematical Sciences faculty. A student who passes will be allowed into PhD candidacy. A student who fails will not be allowed to continue in the Department's PhD Program unless the student is given permission to retake the exam. The Mathematical Sciences Department will abide with the Graduate Catalog suggestion that a student who is allowed to retake the exam must do so no sooner than six months nor no later than one year after failing the exam. The Qualifying Exam Committee will make a recommendation on each student's performance to the tenured and tenure track faculty and that faculty will then vote on passing, failing, or failing with option to retake.

7. **FACULTY HIRING.** For tenured or tenure track positions a Mathematical Sciences Ad Hoc Faculty Recruitment Committee will be formed, consisting of at least three members of the tenured and tenure track faculty.

For Senior Lecturer positions a Mathematical Sciences Ad Hoc Faculty Recruitment Committee will be formed, consisting of at least three members of the tenured and tenure track faculty and one Senior Lecturer.

If the position is restricted to one area (applied math or statistics), then the majority of the Committee should be from that area, but the Committee should have at least one member from the other area. If the position is unrestricted, the representation should be equal for the two areas.

Recommendations of the Ad Hoc Faculty Recruitment Committee will be voted on by the tenured and tenure track faculty. The results of this vote will be presented to the Dean before any offers are made.

8. **DEGREE REQUIREMENTS AND CATALOG COPY.** The Graduate Curriculum Committee will oversee the setting of graduate degree requirements and the writing of the graduate catalog copy. The Undergraduate Curriculum Committee will oversee the setting

of undergraduate degree requirements and the writing of the undergraduate catalog copy. The Applied Math Faculty will have primary responsibility for the applied math degree requirements and the Statistics Faculty will have primary responsibility for the statistics degree requirements. The tenured and tenure track faculty will vote on the recommendations of the Graduate Curriculum Committee. The faculty will vote on the recommendations of the Undergraduate Curriculum Committee.

9. **PROMOTION AND TENURE.** For any Mathematical Sciences faculty member up for promotion and/or tenure the Head should hold a meeting of the above rank faculty at which a vote will be taken. The results of this vote will be made part of the candidates official file. The attendees at these meetings should have all appropriate documentation available in a timely fashion.
10. **CHANGES TO THESE BYLAWS.** These Bylaws may be amended if two-thirds majority of the tenured and tenure track faculty approve.