

**Department of Mathematical Sciences
The University of Texas at Dallas**

BYLAWS

In this document, "University" is the University of Texas at Dallas; "Dean" is the Dean of the School of Natural Sciences & Mathematics, "School" is the School of Natural Sciences and Mathematics, "Department" is the Department of Mathematical Sciences; "faculty" consists of all professors, associate professors, assistant professors, clinical faculty, and senior lecturers; "voting faculty" consists of all tenured and tenure-track faculty and elected representatives of the senior lecturers and clinical faculty; "simple majority" means more than 50% of the non-abstention votes, "2/3 majority" means at least 2/3 of the non-abstained votes, and "plurality" is the largest number of non-abstention votes amongst multiple options in a voting issue.

All business in the Department will be conducted in accordance with the School Bylaws.

The executive officers of the Department are: Department Head, Associate Head, Executive Council, and Graduate and Undergraduate Advisors.

1. HEAD.

Department Head is the chief administrative officer of the Department. The Head represents the interests of the Department, its students, faculty, and staff. The Head serves as the liaison between the Department and the other units of the University and the broader community, especially to facilitate the well-being of the Department. The Head is in charge of the day-to-day administration of the department.

The Head shall consult fully with the Executive Council and designated committees and attempt to achieve consensus in these bodies before major policy and planning decisions are taken. In case of disagreement between the Head and the Executive Council, designated committees, or the faculty vote, the Head's decision must be fully explained to the faculty at the departmental meeting and recorded in the minutes of the meeting.

Appointment of the Department Head:

The term of the Department Head is 3 years. The Head is recommended to the Dean by the process of secret ballot of the voting faculty. Candidates are nominated from the tenured faculty of the Department, unless a search for a candidate, external to the University, is authorized. The candidate supported by a simple majority of the voting faculty is recommended to the Dean. If no candidate wins a simple majority, a second

round of elections is held between the two leading candidates. Election of the Department Head is to be conducted no later than December 31 of the 3rd year of the current incumbent's term. The current incumbent is also eligible to be nominated for re-election.

2. ASSOCIATE HEAD.

The Associate Head serves to facilitate coordination of the different academic disciplines within the Department and to assist the Head in administrative duties. The Associate Head has signature authority in the absence of the Head.

The Associate Head is recommended by the Head and approved by a simple majority of the voting faculty. This appointment is 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 term of the Associate Head coincides with the current term of the Head.

3. VOTING REPRESENTATIVES OF SENIOR LECTURERS AND CLINICAL FACULTY.

The number of voting representatives of senior lecturers and clinical faculty is equivalent to 10% of the tenured and tenure-track faculty rounded to the nearest integer. It is rounded up to the nearest integer in case the number of tenured and tenure-track faculty equals an odd multiple of five. These representatives are elected by the senior lecturers and clinical faculty through a process of nomination and plurality in the secret ballot.

Elections are called by the Department Head once every year during the first week of classes in the Fall semester.

4. ADVISORS.

Six advisors are elected by a plurality of the tenured and tenure-track faculty by the process of nominations and secret ballot. These are the Graduate Advisor in Mathematics/Applied Mathematics, the Graduate Advisor in Statistics, the Undergraduate Advisor in Mathematics/Applied Mathematics, the Undergraduate Advisor in Statistics, the Graduate and Undergraduate Advisor in Bioinformatics and Computational Biology, and the Undergraduate Advisor in Actuarial Science. Nominees can only be from the tenured, tenure track, and clinical faculty in the corresponding fields.

Advisors automatically become members of the corresponding Curriculum Committees and the Class Scheduling Committee. The Graduate Advisors also serve on the Graduate Student Recruiting and Admission Committee.

Election of the Advisors is called by the Head and shall be held during the Spring semester no later than April 30. The term of the elected Advisors starts from the subsequent Fall semester and runs for two years. Current Advisors are eligible to be nominated for re-election.

For each new officially approved degree program, an additional advisor will be elected by the same process.

5. PROCEDURES TO FILL VACANCIES.

In the event of any of the executive officers not being able to serve their full term, a replacement shall be sought at the first feasible opportunity, by the corresponding mechanism detailed above.

6. 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 Admission 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 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.

7. DEPARTMENTAL MEETINGS.

The Head will call a meeting of the Department at least two times during each long academic semester. Additional meetings may be called by the Head or by a written or emailed petition of at least one quarter of the faculty.

Tentative agenda of each regular departmental meeting is to be sent at least four (4) working days in advance. Additional items will be included into the agenda if they are requested by a faculty member and seconded. The final agenda is made available to the faculty two (2) days before the meeting. Any item of the agenda not addressed at the meeting automatically transfers to the next regular departmental meeting or to an earlier meeting as appropriate. Voting items should be highlighted in the agenda.

Emergency departmental meetings can be called by the Head one working day in advance.

During each departmental meeting, the voting items in the agenda should be voted upon. Unless otherwise specified, a simple majority decides the outcome. Voting shall be conducted by a secret ballot upon a request by any voting member.

Faculty members who are not able to attend the meeting should cast their vote with the Administrative Assistant before the meeting. Final results of each voting item in the agenda must be announced during the meeting.

Any new voting issue that arises during the meeting can be voted upon in that meeting itself or deferred to a later meeting. If the new voting issue is voted upon during the meeting, the absent faculty members will have two working days to cast their vote with the Administrative Assistant. In this case, results are announced no later than on the third working day after the meeting.

A vote is valid if at least one-half of the appropriate sections of the faculty eligible to vote on that matter cast their vote.

Major policy decisions require approval of the appropriate sections of the faculty. Decisions concerning the graduate curriculum and graduate students are voted on by the tenured and tenure-track faculty. Decisions concerning the undergraduate

curriculum and undergraduate students are voted on by the voting faculty. Decisions on tenured and tenure track hiring are voted on by the tenured and tenure track faculty. Decisions on the hiring of clinical faculty are voted on by the tenured, tenure track, and clinical faculty. Decisions on the senior lecturers hiring are voted on by the entire faculty.

Emeritus faculty are allowed to actively participate in the Departmental meetings without vote.

Minutes of each meeting should be distributed within the next three days and finalized before the next Departmental meeting. Minutes should include all items discussed and opinions presented at the meeting, even if the said items and opinions were not adopted by a vote. Amendments to the meeting minutes should be sent within the next working day. Adoption of the final version of these minutes is a voting matter for the subsequent departmental meeting.

8. 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 filing with option to retake.

9. FACULTY HIRING.

For tenured and tenure track positions, a Mathematical Sciences Ad Hoc Faculty Recruitment Committee will be appointed by the Head, consisting of tenured and tenure track faculty of the Department of Mathematical Sciences. Fields of hiring are decided by a simple majority of the tenured and tenure track faculty of the Department. Recommendations on the fields of hiring made from outside the Department before the search is approved are to be made available to the entire faculty and taken into consideration.

When the Department Head forms Ad Hoc Committees for tenured or tenure track positions, priority is given to faculty members whose expertise is close to the fields of hiring.

The Ad Hoc Faculty Recruitment Committee is charged with a complete and comprehensive evaluation of all the applications, forming the short list of interviewees, and providing assistance to the Department Head in scheduling and conducting the on-campus interviews. Every interviewed candidate will be voted upon by the voting faculty. The vote will be scheduled by the Ad Hoc Committee and conducted by the Head. Results of this vote will be communicated to the Dean by the Department Head.

For Senior Lecturer positions, a Mathematical Sciences Ad Hoc Non-Tenure Track Faculty Recruitment Committee will be formed, consisting of at least two members of the tenured and tenure track faculty and three Senior Lecturers. This Committee is charged with a complete and comprehensive evaluation of all the applications, forming the short list of interviewees, assisting the Department Head in scheduling and conducting the interviews, and making hiring recommendations. Recommendations of the Ad Hoc Committee will be voted upon by the entire faculty.

Hiring of part-time instructors and administrative staff is decided by the Head.

10. 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 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.

11. PROMOTION AND TENURE.

For any Mathematical Sciences faculty member up for promotion and/or tenure, the Head shall hold a meeting of the above rank faculty at which a vote will be taken. Results of this vote will be communicated to the Dean and made part of the candidate's official file. The attendees at these meetings must have all appropriate documentation available in a timely fashion.

The Head in consultation with the Executive Council makes recommendations on the initiation of timely reviews for promotion and tenure. Any perceived inequity on part of the candidate may be referred to the Executive Council.

The Department's representative on the School's Faculty Promotion and Review Committee is elected from among the full professors by a plurality of tenured and tenure-track faculty. This election is held every two years no later than April 30.

12. DEPARTMENTAL WEB SITE.

Departmental web site is an important component of the Department's interaction with the external community. The Administrative Services Officer of the Department is charged with ensuring a user friendly, accurate, and regularly updated Departmental web site. Serious inconsistencies and inaccuracies noticed on the Departmental web site should be brought to the attention of the Executive Council. The Executive Council is then charged with resolving the issue.

13. CHANGES TO THESE BYLAWS.

These Bylaws may be amended if two-thirds majority of the tenured and tenure track faculty approve.

Approved on 04/28/1999

Amended on 02/22/2013