

# BYLAWS — Outline

## Department of Mathematics and Statistics

## University of Maryland Baltimore County

version: TI Seidman: 5/13/'13

At present, to the best of my knowledge, the Department has the following sets of bylaws, related to specific items, given here with approval dates:

1. Election of Chair [1991; amended 1993, 2012]
2. Policy and Procedure on Annual Review/ Comprehensive Review [1993]
3. Policy on Faculty Responsibilities [1996]
4. Qualification for Emeritus Status [2004]
5. Policy and Procedures for the Graduate Program [2004]  
(It is not clear whether this should be included among the bylaws as the document is addressed to students, not faculty.)
6. Workload Policy [2005] (interpretation of UMBC policy)
7. Procedures on Promotion and Tenure [2007]  
(Material on Standards and Mentoring was added with this; altogether, I am not quite sure as to just what has been officially approved here.)

I believe (most of) these are available through Blackboard. We may consider these as inserted into the Bylaws-in-Progress proposed in outline here.

In addition, there exist some documents along related lines (e.g., job descriptions for various staff positions), but those are not addressed to faculty and are not included here among the bylaws.

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**The remainder of this Outline (sections 1–6) lists over 50 items (paragraphs) which must now be written to become the proposed set of bylaws. For some of these, the relevant bylaws exist already, as noted above, and drafts of some others are inserted here.**

# 1 Mission Statement for the department

?? recognition of components (e.g., organized in terms of the existing degree programs) or treatment as a single (unified) department

## 2 Faculty Meetings and communication

1. Definition of (voting/participating) faculty.
2. Procedural rules for regular Faculty Meetings. – Some variety of “Robert’s Rules”. This includes procedures for
  - (a) receiving information items on ongoing departmental affairs
  - (b) approving committee recommendations as necessary,
  - (c) proposing, authorizing, or amending the bylaws,
  - (d) voting on such other motions as shall properly be proposed — e.g., establishing new committees
3. Regular faculty meetings are authorized to vote on motions as these arise. These are to be scheduled at fixed times (e.g., on the second Wednesday of each month while school is in session.) Faculty will be expected to attend. The Department Chair is to preside over these meetings.

We also need some rule for the Break and Summers – and, in general, for calling supplemental ‘regular’ meetings when urgent issues arise or if time runs out at a scheduled meeting precluding consideration or voting for an agenda item.

4. In general, the agenda is to be provided (by the Chair?) with indications of allotted time.

This includes motions to be considered, requiring general faculty approval, and ‘information items’ (possibly handled by e-mail and/or handouts without requiring time).

[There must then be some responsibility for preparing the agenda (presumably the Chair) and for submitting texts of proposed motions, etc.]

5. There should be some provision for introducing new material (as amendments or even motions not on the agenda). [This possibility must be sharply limited in view of time constraints.]
6. Responsibility for maintaining records, especially motions passed (or failed?) with definitive text (accounting for any amendments, etc.).
7. In addition to ‘regular’ faculty meetings, there should be provision for calling meetings for discussion of ‘issues of concern’.

These would plausibly create recommendations for motions to be considered at a regular faculty meeting, but (especially as attendance is optional) would not be authorized to have a binding vote on these.

8. Abuse of the departmental lists constitutes spam and is to be avoided.

### 3 Defined Offices

**These are current positions within the structure of the Department. For each of these we need a charge (duties and authorizations) together with an appointment procedure and term. [Note that much of this is determined by general UMBC policy and the bylaws must be consistent with that and permit effective operation of the Department.]**

1. Department Chair [Note that the Chair is appointed by the Dean, although there is provision for a departmental recommendation.]

Some of the offices and committees listed below are to be viewed as delegations by the Chair of some aspects of the Chair’s administrative authority.

2. Associate Chair ???

The Associate Chair is to handle various duties of the Chair when the Chair is unavailable, as presiding over a regular faculty meeting or signing specified documents.

3. Departmental representative to the UMBC Faculty Senate

4. Recording Secretary [and maintenance of Blackboard documents]
5. Director of Undergraduate Programs
6. Director of the Graduate Programs in Applied Mathematics
7. Director of the Graduate Programs in Statistics

## 4 Standing Committees

1. My understanding is that, at present, we have the following standing committees:
  - (a) Departmental Advisory Committee
  - (b) Undergraduate Program
  - (c) Graduate Program in Applied Mathematics
  - (d) Student Learning Outcomes
  - (e) Library liaison
  - (f) Seminars [Stat. Seminar, Appl. Math. Colloquium, DE Seminar, Optimization Seminar]
  - (g) Course scheduling (partly handled by staff)
2. For each of the Standing Committees we need:
  - (a) the charge to the committee
  - (b) determination of membership
 

elected, appointed (by whom?), ex officio, at will (all interested) — How/when can this be changed?
  - (c) authorizations
 

Some administrative actions involve a recommendation for approval by the faculty, but some can be determined directly [provided the committee is itself in agreement]. To the extent that this is a delegation of authority (e.g., by the Chair) that should be public and cannot exceed the delegator's established authority without explicit (additional) authorization by the faculty.

- (d) Structure of the committee  
set in these bylaws or established by the committee  
[This includes selection of chair, subcommittees, voting, etc.]

## 5 *Ad hoc* Committees

These are committees established for specific purposes with a specified term. We need rules for creating these, defining the form of a motion to establish such a committee. Typical examples have been

1. P&T committees (and subcommittees)
2. Post Tenure Review
3. Chair election
4. Faculty recruitment (hiring)
5. textbook selection<sup>1</sup>
6. organization of meetings (e.g., Prob/Stat Days)

My understanding is that, at present, we also have *ad hoc* committees for TA Assignments and Workload.

Many of these situations occur often enough that it is reasonable to set the structure in these bylaws, much as indicated above for standing committees. [Some of these rules already exist.]

## 6 Centers, etc.

We need some bylaws governing the relations of the Department with such Centers, etc., which exist now or may be created.

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<sup>1</sup>These are properly subcommittees of the Undergrad Committee

## 7 Recommendations

1. I realize that I have probably omitted some important things which should go in here.
2. I need lots of help! This involves a lot of work in creating the text to convert this outline into a proposed set of bylaws.

Of course, the resulting proposed bylaws must be discussed and voted on by the faculty (probably incrementally).