

BYLAWS of the DEPARTMENT OF MATHEMATICS AND STATISTICS

Adopted by the Department, February 1994

Semester conversion changed in February 2000 and approved by the Department in February 2001; revised in accord with the CBA and approved by the Department on January 23, 2002.

Revised and approved by the Department on May 2, 2014

1. Definitions

In conformity with The University of Toledo Manual of Policies and Procedures, throughout this document, faculty shall designate all those persons holding a full time appointment in the department who are tenured or have a tenure track or a lecturer position. The terms department or department faculty are to be synonymous with the term faculty, as defined above.

2. Organization

2.1. Chairperson

2.1.1. Duties of the Chairperson

- (a) To preside over department meetings with voting rights.
- (b) To prepare budgets, schedules, reports, and personnel recommendations which need to go outside the department.
- (c) To preside over Personnel Committee A, except when the collective bargaining contract requires the committee to meet apart from the chairperson.
- (d) To call regular department meetings and keep staff informed on all matters that may affect them collectively or individually.
- (e) To represent the staff to the administration.

2.2. Associate Chairperson

The associate chairperson shall assist the chairperson in the administration of the department. The associate chairperson shall be appointed by the chairperson in consultation with the department faculty, and shall serve at the discretion of the chairperson.

2.2.1. Duties of the Associate Chairperson

- (a) To serve as chairperson during periods of the chairperson's absence.
- (b) To serve as secretary of the department faculty.
- (c) Ex-officio member of the Undergraduate Curriculum Committee.

- (d) Preparation of copy for the NSM catalog.
- (e) Placement of book orders in a timely manner.
- (f) Coordination of undergraduate placement (including SOAR program) and preparation of advanced standing exams.
- (g) Student late registration during periods of department registration.
- (h) Course scheduling, including preparation of time tables and assignment of instructors.
- (i) Coordination of TA teaching supervision and the handling of student complaints about TAs.
- (j) Representation of the department on the English Teaching Proficiency Committee.
- (k) Keeping of a file of all rules and regulations of the department and the committees. These regulations would include the Bylaws of the Department and guidelines for graduate students. A compendium of these regulations shall be made available to the faculty.

2.3. Personnel Committees

Various personnel actions are best handled by differently constituted committees. Because of this fact, the department has established four committees as described below. It is the function of these committees to make personnel action recommendations to the chairperson. Any report on tenure, nonrenewal of contract, or promotion, sent by the chairperson to the college dean must include the following items:

- (1) the vote of the appropriate personnel committee,
- (2) a report drafted by the appropriate personnel committee in support of their recommendation, and
- (3) any minority position statements.

2.3.1. Personnel Committee A

This committee shall concern itself with matters pertaining to salaries - particularly, the periodic merit evaluations - the department budget, leaves, and the appointment of new department members, and it will monitor the progress towards tenure of all untenured tenure-track faculty. Personnel Committee A shall not be a legislative body. The Chairperson of the department may ask Personnel Committee A for advice on matters outside the scope of the above listing of the duties of this committee, but such advice shall not be a matter of record. In particular, Personnel Committee A shall not overrule the decisions of other duly constituted bodies or committees of the department except insofar as those decisions concern the matters explicitly listed above as falling within the province of Personnel Committee A.

- (a) Personnel Committee A shall have five members. Each member serves for two years, three elected one year and two elected the next. To be eligible for election a person must be a bargaining unit tenured faculty member and be in or have completed their second year as a member of the department.
- (b) Selection of new Personnel Committee A members shall take place each year during the month of November. The five members of Personnel Committee A shall be elected by mail ballot, by all tenured and tenure-track faculty by a process described in Appendix A.

- (c) The chairperson of the department shall call meetings of and preside over Personnel Committee A, except on those occasions when Personnel Committee A agrees to meet apart from the chairperson or when the committee is engaged in evaluations which are required by the collective bargaining agreement to be conducted independently of the chairperson. Two members of Personnel Committee A may also call for and arrange a meeting of Personnel Committee A.
- (d) Whenever time permits, the chairperson shall submit agendas to the faculty prior to Personnel Committee A meetings and submit reports to the faculty on all actions taken or recommended.
- (e) Upon petition of 30% of tenured and tenure-track members the Chairperson shall call a special department meeting (except as provided below) to reconsider any advisory action of Personnel Committee A (however, Personnel Committee A's personnel merit evaluations are not subject to this provision). Results of such a meeting shall be forwarded to the Dean. In case the action to be reconsidered concerns an individual faculty member, no meeting shall be called without the active support in writing of that member, and in particular, unless the faculty member desires that all information regarding the case shall be made available to all members of the department.
- (f) In case a vacancy by resignation, leave, sabbatical, etc., occurs in Personnel Committee A during the year, then the ballots from the last previous election will be recounted with the name of the person who vacated the position being struck from the list of candidates. The output resulting from this procedure will be examined to find the highest ranking person not already a member of the Personnel Committee A; that person will be declared to be the replacement to fill the vacancy until the person who vacated the position returns or their term ends.

2.3.2. Personnel Committee B

This committee consists of all bargaining unit tenured faculty. It will make recommendations to the chairperson regarding the granting of tenure.

2.3.3. Personnel Committee C

This committee consists of all bargaining unit tenured full professors. It will make recommendations to the chairperson regarding promotions to the rank of full professor.

2.3.4. Personnel Committee D

This committee consists of all bargaining unit tenured faculty at the rank of associate professor or above. It will make recommendations to the chairperson regarding promotions to the rank of associate professor.

2.4. Standing Committees

In addition to the personnel committees described in section 2.3, the other standing committees shall be the Computer Committee, the Graduate Curriculum Committee, the Graduate Student Affairs Committee, the Undergraduate Majors Committee, the Research and Scholarly Activities Committee, the Teaching

Evaluation Committee, the Undergraduate Majors Curriculum Committee, the Undergraduate Service Curriculum Committee, and the Assessment Committee.

2.5. Duties of the Committees

2.5.1. The Computer Committee

Shall be responsible for the utilization of computer labs in the department, shall keep an inventory of computer equipment in the department, and shall make recommendations to the department on purchasing and maintaining computer equipment. All Faculty are eligible to serve on or vote for members of this committee.

2.5.2. The Graduate Curriculum Committee

Shall oversee all graduate courses and programs, including reviewing and initiating course proposals, reviewing examination syllabi, and recommending guidelines for the Graduate Student Affairs Committee and graduate advisors. All Graduate Faculty are eligible to serve on or vote for members of this committee.

2.5.3. The Graduate Student Affairs Committee

Shall be in charge of the admission of graduate students and making recommendations for assistantships and other graduate awards. Shall also monitor progress of graduate students. Has responsibility for arranging graduate preliminary and comprehensive exams. All Graduate Faculty are eligible to serve on or vote for members of this committee.

2.5.4. The Undergraduate Majors Committee

Shall recruit and work towards the retention of talented undergraduate students in mathematics and statistics. Shall oversee the Honors program and courses, recommend instructors for such, recommend nominees for any undergraduate awards and coordinate the activities of the honorary mathematical society $\pi\mu\epsilon$ and the mathematics club ΔX . The faculty advisor to ΔX and the faculty advisor to $\pi\mu\epsilon$ shall be ex-officio members of the Undergraduate Majors Committee. All Faculty are eligible to serve on or vote for members of this committee.

2.5.5. The Research and Scholarly Activities Committee

Shall organize colloquium procedures and programs, suggest travel allowances, act as liaison with the library relative to books and journals, and suggest other items which may enhance scholarly activity. It may review requests for sabbaticals (if the person applying desires it) for the purpose of helping to strengthen proposals. May also help to arbitrate, among faculty members who wish to apply for sabbaticals, a mutually agreeable schedule of application. All Faculty are eligible to serve on or vote for members of this committee.

2.5.6. The Teaching Evaluation Committee

Shall be responsible for the administration of teaching evaluation procedures adopted by the department, and shall study the performance of those procedures and possible alternative procedures. Shall be responsible for monitoring and shall develop procedures for optimizing the teaching performance of the graduate assistants. All Faculty are eligible to serve on or vote for members of this committee.

2.5.7. The Undergraduate Majors Curriculum Committee

Shall oversee all undergraduate major courses and programs. Shall initiate and review for submission to the department undergraduate major course changes and additions. Shall recommend to the department textbooks for the calculus sequence. All Faculty are eligible to serve on or vote for members of this committee.

2.5.8 The Undergraduate Service Curriculum Committee

Shall oversee all undergraduate service courses. Shall initiate and review for submission to the department undergraduate service course changes and additions. Shall select textbooks for service courses. All Faculty are eligible to serve on or vote for members of this committee.

2.5.9 The Assessment Committee

Shall be responsible for coordinating assessments of programs and courses as called for by the Department, College, and University. This includes, but is not limited to, deciding on the data to be collected, gathering the data, analyzing the data and writing reports. This will be an ongoing process including continual follow ups and modifications as necessary. The curriculum committee chairs shall be ex-officio members of the assessment committee. All Faculty are eligible to serve on or vote for members of this committee.

2.6. Election Procedures

The membership of Personnel Committee A is elected by a process described in Appendix A. The eligible faculty will elect three members to all Standing Committees, except Personnel Committee A, from their own ranks according to the rules outlined in Appendix A. The department chairperson may appoint additional faculty members as necessary to each Standing Committee with the provision that each tenured or tenure-track faculty member has the right to serve on a committee, if he or she so wishes, and in making the appointments the chairperson shall follow the preferences of the tenured or tenure-track faculty member where possible. The committee elections will be held each year during the month of November.

3. Faculty

3.1. Voting Membership

Voting groups are:

- A. The faculty, as defined in Section 1 above, for all issues of general department interest.
- B. All tenured and tenure-track faculty for issues which only directly impact the tenured and tenure-track group.
- C. All lecturers for issues which only directly impact the lecturer group.

3.2. Meetings

Voting will be done by the voting group relevant to the issue being considered. The chairperson shall determine the relevant voting group. A quorum shall be a majority of the members of the relevant voting group that are teaching or serving on campus during that semester. The number for a quorum shall be announced by the chairperson at the beginning of each semester. The chairperson or any subset of the faculty in excess of 25% may call a special meeting. Any faculty member may ask for a mail ballot on any issue. At any time after a meeting if at least 25% of the voting group member's petition for a mail ballot, a motion considered at a meeting can be reconsidered and put to a mail ballot. Motions voted on at a meeting or by mail shall pass by a majority vote (here "majority" means more than $\frac{1}{2}$ (T-A) where T is the total number voting and A is the number of abstentions).

3.3. Role of the Faculty

The faculty shall have responsibility for all academic and curricular matters.

3.4. New appointments

The chairperson and Personnel Committee A shall oversee faculty appointments, other than graduate assistantships. In the case of regular appointments, a discussion by the entire department shall be held to help determine areas of specialization, rank, etc. An Ad Hoc search committee appointed by the chairperson shall screen applications and arrange interviews with applicants in conjunction with the chairperson and Personnel Committee A.

4. Amendments

Amendments to these Bylaws must be proposed in writing and circulated to all faculty members at least one week prior to departmental consideration. Proposed amendments will be decided by a mail ballot: they must be passed by a majority of the faculty voting, i.e., by there being more affirmative votes than negative and abstentions together.

Appendix A: Election Procedures

The memberships of Personnel Committees B, C, and D are determined by the definitions in Sections 2.3.1 (b), (c), and (d) of these Bylaws. An annual election held during the month of November determines the membership of Personnel Committee A and three members of each of the other (non-personnel) standing committees. In addition, currently the faculty has four representatives to the Natural Sciences and Mathematics Council (the number of representatives is a function of the size of the Department). The tenured faculty also have one departmental representative on CCAP elected by the tenured and tenure-track faculty.

The election will be conducted using an online system, and will consist of two-step process. Each step will take place over a one week period.

- (1) Each faculty member will be asked to tell on which committees they wish not to serve. If someone doesn't respond, then the individual will be on the ballot for every committee on which they are eligible to serve. This information is used to construct the ballots. On each ballot the candidates are arranged in alphabetical order.
- (2) Each voter casts up to five votes on each committee ballot. These five votes can be cast all for a single candidate, for five different candidates, or for any combination in between according to the preferences of the voter.

Additionally, a voter may change their votes at any time until the one week period for this step is up.

This voting system is modeled after a village voting system which was used in some parts of Europe during medieval times. For example, let's say that five officials are to be elected to some body. At a pre-assigned time, the various candidates would appear in the village square and all of the eligible voters would assemble there. The candidates would spread out and the voters would stand nearby their one most preferred candidate. Of course, the candidates would normally be giving speeches, trying to attract more voters to stand nearby them. After the passage of a few minutes, it might be obvious that not many other voters share your views because only a few voters are standing with you nearby your preferred candidate. Not wanting your views to be unrepresented, you would probably move to some more popular candidate that you like (although somewhat less than your first preference). On the other hand, perhaps you are standing nearby one of the most popular candidates and you notice that considerably more than $[1/5]$ of the voters are standing there with you. Several of you are desirous that some particular other candidate also be elected. In order to accomplish that, just enough of you leave the group supporting your first choice (who will be elected anyway since even though some leave there will still remain at least $[1/5]$ of the voters) and move to support a second preference candidate.

When this process stabilizes, there will likely be five candidates, each with roughly $[1/5]$ of the voters support, plus perhaps a few straggling die-hard groups of negligible size. These five candidates are declared winners of the election. Naturally there had to be some modifications of this model in order to arrive at algorithms which could be suitably programmed for the computer, but the computer model is still surprisingly close to the original.