

Department of Mathematical Sciences

Bylaws

Revised by Faculty Vote May 6, 2014

This document describes the policies and procedures by which the Department of Mathematical Sciences (herein referred to as *the Department*) of the University of Delaware operates to achieve its mission. Department policies, procedures, and operations are subject to and consistent with those of the University and of the College of Arts and Sciences.

1 Mission

The Department of Mathematical Sciences is an academic unit within the College of Arts and Sciences. Consistent with the policies and procedures of the University, the mission of the Department is to promote the general mission of the University of Delaware: the cultivation of learning, the development of knowledge, and the fostering of a free exchange of ideas through excellence in instruction and advisement, scholarship, service within the University, the academic profession, and the greater community.

2 Department Organization and Operation

2.1 Officers of the Department

The **Chair** is the chief administrative officer of the Department, responsible for administering policies and procedures of the University and the Department and for representing the Department within the institution and within the community at large. The duties of the Chair are described in further detail in the University's Policy Guidelines for Department Chairs and Academic Program Directors.

The **Associate Chair** is appointed by the Chair and performs those functions assigned by the Chair, including supervision of the staffing of courses and the handling of undergraduate student complaints and grievances. The Associate Chair monitors the teaching performance of all temporary faculty and teaching assistants. The Associate Chair assists the Chair in matters pertaining to faculty mentoring and development, staff supervision and development, budgets, and space allocation. In the absence of the Chair, the Associate Chair assumes responsibility for the administration of the Department.

The **Director of Graduate Studies** is appointed by the Chair and serves as chair of the Graduate Studies Committee of the Department. As chief administrative officer of the graduate program, the graduate director is responsible for admissions, implementation of policy, administration and assessment of the program, oversight of the graduate program budget, funding of graduate

students, and handling of graduate student complaints and grievances. The Director of Graduate Studies monitors the academic progress of all graduate students.

The **Director of Undergraduate Studies** is appointed by the Chair and serves as chair of the Undergraduate Studies Committee of the Department. As chief administrative officer of the undergraduate program, the undergraduate director is responsible for all undergraduate degree programs of the Department, administration and assessment of the undergraduate curriculum, and the advising of all undergraduate majors. The Director of Undergraduate Studies monitors the academic performance of all undergraduate majors in the Department.

The **Director of Secondary Mathematics Education** is appointed by the Chair and serves as chair of the Secondary Mathematics Education Committee of the Department. The Director of Secondary Mathematics Education oversees the unique aspects of Department degree programs in mathematics education. In particular, the Director of Secondary Mathematics Education is responsible for approving and coordinating supervision of student teaching, coordinating accreditation of degree programs in mathematics education, and coordinating compliance with State of Delaware regulations concerning these programs.

The **Director of Foundational Mathematics** is appointed by the Chair and serves as chair of the Foundational Mathematics Committee of the Department. The Director of Foundational Mathematics oversees the Department undergraduate curriculum at the non-credit bearing and 100-level. The Director of Foundational Mathematics coordinates and communicates changes in this curriculum to instructors on all University of Delaware campuses and to the Director of the Mathematical Sciences Learning Laboratory. The Director of Foundational Mathematics oversees the mathematics placement exam process and monitors the mathematical preparation of all students entering the University.

The **Director of the Mathematical Sciences Learning Laboratory** is appointed by the Chair and serves as the chief administrative officer for the Mathematical Sciences Learning Laboratory. The director is responsible for coordinating and supervising staffing of the Mathematical Sciences Learning Laboratory and monitoring the progress of all students receiving instruction in the Mathematical Sciences Learning Laboratory. The director oversees continual pedagogical improvement of all courses taught in the Mathematical Sciences Learning Laboratory in partnership with all relevant directors and committees.

The **Coordinator of Calculus Instruction** is appointed by the Chair and oversees the coordination of both faculty and TA instruction for the Department's calculus sequence, MATH 241, MATH 242, and MATH 243. The Coordinator of Calculus Instruction reports to and coordinates efforts with the Associate Chair.

3 Appointments

All full-time faculty with primary appointments within the Department are the regular members of the faculty and collectively constitute the Department. Only these faculty have voting

privileges within the Department. Any regular faculty member may nominate an individual for a secondary, joint, or affiliated position within the Department, but two-thirds of the regular voting faculty must approve any such nomination at a duly constituted Departmental meeting. Joint, and secondary appointments are for three-year terms and are renewable by a two-thirds vote of the regular faculty at a duly constituted Departmental meeting. Affiliated appointments are for a one-year term and are renewable by a two-thirds vote of the regular faculty at a duly constituted Departmental meeting.

Regular members of the Department are required to perform the duties expected of all full-time University of Delaware faculty, including responsibilities of teaching, advising, scholarship, and service. These responsibilities include holding regular office hours and sharing the work of Departmental governance. Departmental faculty members are accorded all the rights and privileges recognized by appropriate University policy.

4 Department Meetings

The Chair presides over Departmental meetings, which shall take place as needed but no less than once each semester during the academic year. A duly constituted Departmental meeting requires a quorum which will be a majority of regular faculty who are not on sabbatical or leave of absence; faculty on sabbatical or leave of absence do not count in determining a quorum. The agenda shall be prepared by the Chair in consultation with the Advisory Committee.

Except where otherwise specified, Department decisions are by a simple majority vote of those voting. Those unable to attend a meeting may submit limited proxy votes to the Chair or the Chair's representative. New items of business may be voted on at a duly constituted Departmental meeting only if circulated to the regular faculty at least 24 hours prior to the meeting. A secret ballot on any item may be requested by any member of the regular faculty.

The minutes of each Departmental Meeting shall be recorded and distributed to the faculty in a timely fashion. General procedures followed during departmental meetings will be guided by Robert's Rules of Order.

5 Committee and Committee Responsibilities

5.1 Advisory Committee

The Advisory Committee acts on behalf of the faculty in the administration of the department. The Chair of the Department serves as chair of the Advisory Committee. The committee shall consist of the Chair, the Associate Chair, the Director of Graduate Studies, the Director of Undergraduate Studies, the Director of Secondary Mathematics Education, the Director of Foundational Mathematics, and one additional faculty member appointed by the Chair. The responsibilities of the Advisory Committee include but are not limited to advising the Chair on:

- All matters concerning general administration of the Department;
- Review and evaluation of Department activities;

- Coordination of the functioning of standing committees;
- Developing and maintaining Department documents;
- Procedures for hiring.

5.2 Graduate Studies Committee

The Graduate Studies Committee establishes policy for the graduate program subject to the approval of the Department and advises and assists the Director of Graduate Studies in administering the program and enforcing degree requirements. The committee is chaired by the Director of Graduate Studies and consists of four additional faculty members appointed by the Chair. The responsibilities of the committee include but are not limited to:

- Consider and approve syllabus changes for all graduate courses;
- Consider and recommend changes to policies governing the graduate program;
- Evaluate and approve graduate-level experimental courses, independent study or reading courses, research courses, and special topics courses;
- Approve Preliminary and Candidacy Examinations and determine their outcomes;
- Recommend students for fellowships and awards;
- Oversee graduate recruitment efforts including the recruitment of minority and underrepresented students;
- Evaluate and recommend students for admission into the graduate program including recommending the type and level of funding;
- Plan and oversee all special department programs for graduate students.

Additionally, with the advice of the Graduate Studies Committee, the Director of Graduate Studies shall:

- Submit approved minutes of the Graduate Studies Committee to the Chair of the Department.
- Oversee the college and university approval of all changes to graduate courses and programs;
- Annually review the course challenge list.

5.3 Undergraduate Studies Committee

The Undergraduate Studies Committee coordinates and manages the undergraduate curriculum in its entirety with the exception of roles specifically delegated to other committees in Sections 5.4 and 5.5. The committee is chaired by the Director of Undergraduate Studies and consists of four additional faculty members appointed by the Chair. The responsibilities of the committee include:

- Maintain the undergraduate programs, including major and minor programs;
- Recommend changes in undergraduate programs and courses;

- Consider and approve textbook changes for multi-section courses at the 300-level or below;
- Consider and approve syllabus changes for undergraduate courses with the exception of those courses specifically designated to other committees;
- Evaluate and approve undergraduate experimental courses, independent study or reading courses, research courses, and special topics courses at the 200-level and above;
- Oversee advisement of all undergraduate mathematics majors;
- Recommend students to receive Department awards and scholarships;
- Oversee undergraduate recruitment efforts;
- Annually review the course challenge list;
- Arbitrate any conflicting decisions between the Undergraduate Studies Committee, the Foundational Mathematics Committee, and the Secondary Mathematics Education Committee.

Additionally, with the advice of the Undergraduate Studies Committee, the Director of Undergraduate Studies shall:

- Approve declaration of minors and changes in major on behalf of the Chair of the Department;
- Oversee the college and university approval of all changes to undergraduate courses and programs;
- Appoint advisors for special undergraduate functions including but not limited to the Math Club;
- Administer honors degree programs;
- Coordinate with other undergraduate degree programs requiring mathematics courses;
- Assign advisors to mathematics majors;
- Coordinate credit-by-examination;
- Approve course substitutions for mathematics majors;
- Communicate with the Dean's Office on changes to graduation requirements for individual students;
- Review the records of all majors annually, communicating with and advising those who are not making satisfactory progress;
- Submit approved minutes of the Undergraduate Studies Committee to the Chair of the Department.

5.4 Secondary Mathematics Education Committee

The Secondary Mathematics Education Committee coordinates and manages undergraduate degree programs in Secondary Mathematics Education. The committee is chaired by the Director of Secondary Mathematics Education and consists of four additional faculty members appointed by the Chair. The responsibilities of the committee include:

- Maintain undergraduate degree programs in mathematics education;
- Consider and approve syllabus changes for MATH 279, 308, 379, 380, 382, and 518;
- Recommend changes in mathematics education undergraduate programs and MATH 279, 308, 379, 380, 382, and 518;
- Oversee student teaching for Secondary Mathematics Education teacher candidates;
- Coordinate supervision of student teaching;
- Coordinate CAEP review of mathematics education degree programs;
- Coordinate program compliance with Delaware Department of Education regulations and the University Council on Teacher Education;
- Coordinate and organize the bi-annual Webber award and Webber award ceremony.

Additionally, with the advice of the Secondary Mathematics Education Committee, the Director of Secondary Mathematics Education shall:

- Appoint a representative to the College of Arts and Science Secondary Education Coordinators Committee;
- Submit approved minutes of the Secondary Mathematics Education Committee to the Chair of the Department.

5.5 Foundational Mathematics Committee

The Foundational Mathematics Committee coordinates and manages undergraduate instruction at the remedial and 100-level. The committee is chaired by the Director of Foundational Mathematics and consists of the Director of the Mathematical Sciences Learning Laboratory and three additional faculty appointed by the Chair. The responsibilities of the committee include:

- Consider and approve syllabus changes for courses at the 100-level or below;
- Consider and approve textbook changes for multi-section offerings of courses at the 100-level or below;
- Recommend changes in courses at the 100-level or below;
- Recommend new courses at the 100-level or below;
- Recommend deletion of courses at the 100-level or below;
- Consider and approve experimental courses that are non-college credit bearing or 100-level;
- Oversee the Department's Mathematics Placement system.

Additionally, with the advice of the Foundational Mathematics Committee, the Director of Foundational Mathematics shall:

- Manage the Department's Mathematics Placement system and report data on placement to the Chair of the Department and instructors teaching introductory courses;

- Submit approved minutes of the Foundational Mathematics Committee to the Chair of the Department.

5.6 Development Committee

The Development Committee assists in the professional development of all faculty and coordinates outreach efforts for the Department. The committee shall consist of four faculty members appointed by the Chair one of whom shall be appointed as chair of the committee. At least two committee members must be full professors. The responsibilities of the committee include:

- Coordinate and oversee the peer review process for the Department;
- Prepare and disseminate the Department newsletter annually;
- Coordinate and oversee the posting of news items on the Department web page;
- Provide teaching observations for instructors, faculty, postdoctoral fellows, or visitors upon request;
- Recommend faculty for awards to the Department Chair;
- Coordinate and oversee the mentoring of junior faculty in conjunction with the Department Chair;
- Submit approved minutes of the Development Committee to the Chair of the Department.

5.7 Promotion and Tenure Committee

The Committee on Promotion and Tenure consists of all full professors and associate professors holding tenured appointments in the Department with the exception of the Chair of the Department. When continuing non-tenure track faculty are considered for promotion, for purposes of this promotion, the P&T Committee also includes all faculty at or above the rank being sought. When continuing non-tenure track faculty are considered for sixth and thirteenth year renewal, the P&T Committee also includes all continuing non-tenure track faculty who have passed through that stage of the review process.

The committee makes recommendations concerning:

- Promotion to the rank of associate professor with tenure in the Department;
- Promotion of continuing non-tenure track faculty to the rank of assistant professor or associate professor;
- Sixth and thirteenth year renewal of contracts of continuing non-tenure track instructors, assistant, and associate professors;
- Termination of contracts of continuing non-tenure track instructors, assistant, and associate professors;
- Granting of tenure to associate professors appointed initially without tenure;
- Granting of tenure to new potential hires intended to be hired with tenure;
- The promotion and review procedures of the Department.

The tenured professors of the Department with the exception of the Chair of the Department constitute a subcommittee of the Committee on Promotion and Tenure, except that when continuing non-tenure track faculty are considered for promotion to full professor, the subcommittee also includes continuing non-tenure track full professors. The subcommittee makes recommendations concerning the following:

- Promotion to the rank of full professor;
- Termination of contracts of continuing non-tenure track full professors;
- The promotion and review procedures of the subcommittee.

The chair of the Committee on Promotion and Tenure and the Secretary of the Committee on Promotion and Tenure and of its subcommittee are full tenured professors and elected by a majority vote of the committee. The secretary keeps confidential records of each meeting containing an account of the actions taken.

The committee or subcommittee meets upon the call of the committee chair or at the request of any committee member. The committee chair is responsible for preparing the agenda. A quorum consists of a majority of the faculty not on leave who are eligible to participate in the business of the meeting.

A separate document, Promotion and Tenure, Department of Mathematical Sciences, offers details on all procedures: <http://provost.udel.edu/sites/udel.edu.provost/files/MATH-PT.pdf>

The Department complies with all policies and procedures for promotion and tenure and for review as set forth in the University Faculty Handbook and in the College of Arts and Sciences Administrative Handbook.

5.8 Additional Committees

The Chair of the Department may appoint additional standing or ad-hoc committees as necessary although the role of these committees may not supersede the roles of standing committees specified in this document.

5.9 Additional Department Policies

The Department maintains a Department Policy Handbook which contains all policies approved by the faculty that are not otherwise contained in these bylaws. Such policies may not supersede or conflict with any policies specified in this document. The Department Policy Handbook is made available to all faculty.

6 Amendment

These bylaws may be amended at a duly constituted department meeting by a two-thirds majority of the voting members of the department who are not on leave at the time of the vote.